Placing a Restaurantware order is fast and easy. Please follow these steps:

1. Log into your distributor’s ORDER ENTRY site using your current username and password

2. After you are logged in look for the Restaurantware logo and click on it

3. You are now in the Restaurantware site and should see the Welcome page.
   a. On your FIRST login, you will be asked to enter Name, Telephone, Email, and Business Title
   b. The next time you log in you can simply select your name from the dropdown list

4. Now you are ready to order! Enjoy the site and select anything you like. When you are ready to complete the order
   a. Click the “Go to Checkout” button or
   b. Click the shopping cart icon in the upper right corner of the site

5. On the checkout page PLEASE MAKE SURE YOUR ADDRESS IS CORRECT. If not click the “Add Address” button on the bottom left of the page.

6. Select your Shipping Method.
   a. You have a **$19.99 Flat Rate** option so the more you order the more you save
   b. The delivery date will be the same as the “Ground Delivers” date

7. You MUST enter a “Purchase Order” If you do not use PO’s you can enter your name

8. No payment will be required at checkout
9. After your order is placed you will receive an email with your invoice.
   a. **THIS IS THE ONLY INVOICE YOU WILL RECEIVE**
   b. Please make sure to give this to your payable department
   c. Send payment to the remit address on the invoice. This will be your NORMAL distributor payment address

10. Your order will be delivered by Fed Ex in 1 to 4 business days based on the map below.

11. Thank you for your order! If you need anything please call or email us at:
   a. 800-851-9273
   b. service@restaurantware.com