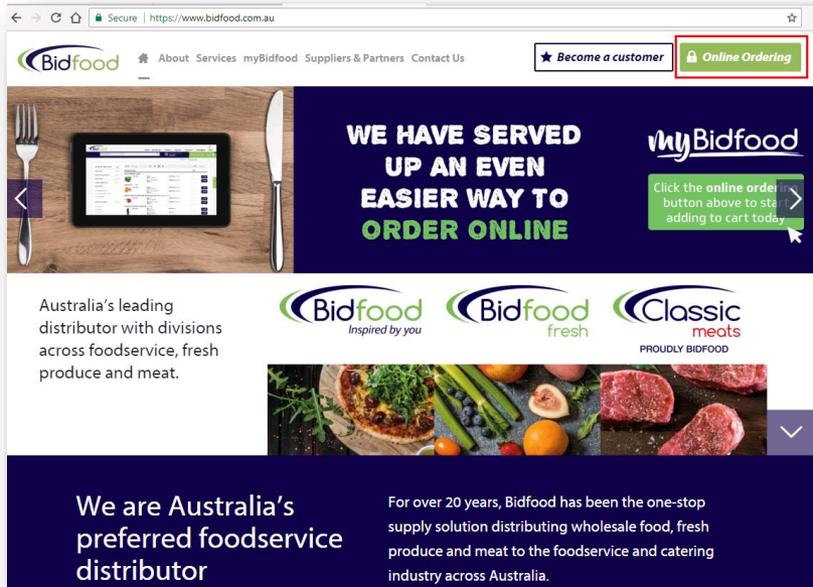




“How To Order”

1. Go to www.bidfood.com.au



2. Select *Online Ordering*
3. A new window will appear: www.mybidfood.com.au
4. Enter your login details
5. Select *Stay Signed In* to have the website remember your details forever
6. Click on *Log In*

- The *dashboard* page will display the main menu, *My Shortcuts Menu*, *Search Bar*, *Cut Off Time and Auto Order Form* menu and the order basket.
- The Search bar located under the top main menu can be used to quickly search products either by product description, product category, product code, brand or product line and add them to the basket. As an example you can enter BBQ sauce, or butter in the search keyword field and select the search button to view results.

The screenshot displays the myBidfood dashboard interface. At the top left is the myBidfood logo. The navigation menu includes Home, Browse by, Orders, My Recipes, Reports, Accounts, Catalogues, and Help. A search bar is prominently featured, containing the text "Search keyword or SKU" and a magnifying glass icon. To the right of the search bar, there is a clock icon indicating the "Next Delivery Cut-Off" at "11:00 PM CLASSIC ME..." and a green button labeled "AUTO ORDER FORM". The top right corner shows a user profile icon and a shopping basket icon with a "0" count. Below the navigation bar, there is a "Warehouse" dropdown menu. The main content area is divided into two columns. The left column features a "MY SHORTCUTS" menu with options like "My Order Forms", "Recipes", "Previous Purchases Report", "Stocktake Report", "Invoices/Credits Report", "Make a Payment", and "Loyalty". Below this menu are promotional banners for "INGHAM'S CHRISTMAS TURKEY MADE EASY" and "The Festive Catalogue 2017". The right column features a "Welcome back, George Franklin" message, followed by "Current product specials and announcements" and a large banner for "WELCOME TO myBidfood". The banner includes a photo of a smiling woman in a yellow and blue apron holding a tablet, and text that says "We hope you enjoy your new online ordering site. For a tour of myBidfood and to learn more about using the exciting new features, take a look at the range of quick 'how to' videos available under the 'Help' area." A "TAKE A TOUR" button is located at the bottom right of the banner. Below the banner, there is a section titled "Need more help?" with the text "View the following videos to learn more about:".

10. Categories Filter: This option will allow you to define the category you wish to search. Choose an option from the drop down list and only products from that category will be displayed. Options are listed alphabetically and include **Chiller Goods, Dry Groceries** and **Other Frozen**.
11. On the search results page, against the product/unit of measure you wish to order enter the quantity in the QTY box and select ADD to add the product to basket. A success message is displayed once the product is added to the basket and the basket icon displays/updates number of products currently in the basket. Further products can be searched and added to the basket in the same way.
12. Basket can be accessed by clicking on Basket icons.

The screenshot shows the myBidfood search results page for 'bbq sauce'. The interface includes a search bar at the top with 'bbq sauce' entered, a 'Next Delivery Cut-Off Time' indicator, and a 'Warehouse' dropdown set to 'Brisbane Foodservice'. On the left, a 'REFINE 7 RESULTS BY:' section contains filters for 'Free From', 'Dietary Requirements', 'Food Usage', and 'Brand'. The main product list displays items like 'SAUCE BARBECUE' and 'SAUCE TOMATO' with details such as 'BRI Stock', 'Size', and 'UOM'. Each product has a quantity input field and an 'Add' button. Annotations with red boxes and arrows point to various elements: 'All Categories' dropdown, 'Search Field', 'Tag Fillers', 'Warehouse Select', 'Preferred Products Only', 'Category Filter', 'Free From', 'Product line', 'Sort by', 'View Preferences', 'View', 'Show: 24 Items', 'Product Details', 'Pricing', 'Stock on Hand', 'Order Quantity', 'Add to Basket', 'Filters', 'Basket Icon', and 'Basket'.

| PRODUCT DETAILS | PRICE EX GST | QTY |
|---|--------------|--------|
| SAUCE BARBECUE MASTERFOODS DRY 828 Past Qty: 0 Size: 4.7 KG UOM: BOTTLE Size: 3 BOTTLE(s) UOM: CARTON BRI Stock: 204 | | 1 1 |
| SAUCE BARBECUE SQUEEZE MASTERFOODS DRY 22107 Past Qty: 0 Size: 920 ML UOM: BOTTLE Size: 6 BOTTLE(s) UOM: CARTON BRI Stock: 328 BRI Stock: 54 | | 1 1 |
| SAUCE SMOKEY BARBEQUE MASTERFOODS DRY 135189 Past Qty: 0 Size: 500 ML UOM: BOTTLE Size: 12 BOTTLE(s) UOM: CARTON BRI Stock: 148 BRI Stock: 12 | | 1 1 |
| SAUCE TOMATO MASTERFOODS DRY 160034 Past Qty: 0 Size: 4 LT UOM: BOTTLE Size: 3 BOTTLE(s) UOM: CARTON BRI Stock: 17 BRI Stock: 5 | | 1 1 |
| SAUCE TOMATO POUCH EDLYN DRY 144967 Past Qty: 0 Size: 2 X SLT UOM: CARTON BRI Stock: 13 | | 1 |

13. As per below, any items appearing in the basket in:

- **Red** – are out of stock at your branch
- **Orange** – have low stock at your branch
- These items will need to have the Qty's altered or be deleted from the 'Current Order Basket' before finalising your order

14. Once items with alerts are modified in the basket, click on 'Go to Checkout'

myBidfood

Home

All Categories Search keyword or SK

Order Forms

- My order forms
- Shared order forms
- Use my order history

Saved Baskets

- My saved baskets
- Shared saved baskets

Basket

My Basket (8 Items)

Quick Entry

Enter Product Code 1 Inner Outer

Total: \$3,000.00 + GST \$0.00 = Order Total: \$3,000.00

| | | |
|--|--------------------------------|---------------------------------------|
| OLIVES KALAMATA PITTED (5KG D/W) KALOS 165864 | | <input type="button" value="Remove"/> |
| 10 KG PAIL Warehouse: BRI LOW STOCK | <input type="text" value="3"/> | \$ |
| PANCETTA MILD SLICED PRIMO 86538 | | <input type="button" value="Remove"/> |
| 2 KG PACKET Warehouse: BRI OUT OF STOCK | <input type="text" value="1"/> | \$ |
| RASPBERRIES IQF CATERERS CHOICE 87139 | | <input type="button" value="Remove"/> |
| 1 KG BAG Warehouse: BRI | <input type="text" value="2"/> | \$ |
| STRAWBERRIES IQF CATERERS CHOICE 87140 | | <input type="button" value="Remove"/> |
| 1 KG BAG Warehouse: BRI | <input type="text" value="1"/> | \$ |
| BLACKBERRIES IQF CATERERS CHOICE 87136 | | <input type="button" value="Remove"/> |
| 1 KG BAG Warehouse: BRI | <input type="text" value="2"/> | \$ |
| BERRIES MIXED IQF CATERERS CHOICE 87419 | | <input type="button" value="Remove"/> |
| 1 KG BAG Warehouse: BRI | <input type="text" value="2"/> | \$ |
| FISH COCKTAILS TEMPURA (MSC) SEAFROST 7829 | | <input type="button" value="Remove"/> |
| 5 KG CARTON Warehouse: BRI | <input type="text" value="2"/> | \$ |

15. The *Order Header Details* Page will display
16. In the Your Order Reference box, enter in an order reference. E.g. Date, users name, or purchase order number
17. Select *Continue* to proceed to the final checkout screen

myBidfood

Welcome, [User Name](#)

Home Browse by ▾ Orders ▾ My Recipes ▾ Reports ▾ Accounts ▾ Catalogues Help ▾

All Categories ▾ Search keyword or SKU 🔍

Next Delivery Cut-O... 11:00 PM CLASSIC ME... AUTO ORDER FORM \$115.96

Warehouse [Business Foodservice \(17/01/17\)](#)

Order Header Details

USER NAME [Business Foodservice \(17/01/17\)](#)

EMAIL ADDRESS (required)

Save as new contact email

ORDER DATE 20/11/2017

YOUR ORDER REFERENCE (required)

| | |
|-----------------|----------|
| LINE ITEM COUNT | 6 |
| QUANTITY TOTAL | 10 |
| SUBTOTAL | \$115.96 |
| GST | \$0.00 |
| ORDER TOTAL | \$115.96 |

[Home](#) [Continue](#)

About Bidfood Contact Terms & Conditions

18. The *Order Delivery Details* page will display
19. You can review your order on this final screen
20. Select the required date for delivery to your store from *Delivery Date* drop down field
21. Click on Submit, which will send the order to your local branch

myBidfood Home Browse by Orders My Recipes Reports Accounts Catalogues Help

Welcome, [User Name]

All Categories Search keyword or SKU

Next Delivery Cut-Off Time **11:00 PM** CLASSIC MEATS B... **AUTO ORDER FORM** \$115.96

Warehouse

Order Delivery Details

BIDFOOD BRISBANE

YOUR ORDER REF (required) A Food Order

DELIVERY ADDRESS (required) C/-BIDVSET BRISBANE, 347 LYTTON ROAD, 4170, MORNINGSIDE

DELIVERY DATE (required) Please select one...

Delivery cut off time: 11:59 PM
To guarantee next working day delivery, please place your order before 11:59 PM. Your order value for free delivery is \$200. Thank you!

[Add special instructions](#)

| DESCRIPTION | QTY | LOYALTY | PRICE | SUBTOTAL | GST | TOTAL | |
|---|---------------------|-----------|--------|----------------|---------------|----------------|--|
| OLIVES KALAMATA PITTED (5KG D/W) (KALOS) [165...] | 1 | | \$4.95 | \$4.95 | \$0.00 | \$4.95 | |
| RASPBERRIES IQF (CATCHOICE) [87139] | 2 | | \$2.95 | \$5.90 | \$0.00 | \$5.90 | |
| STRAWBERRIES IQF (CATCHOICE) [87140] | 1 KG/BAG | 1 | \$2.95 | \$2.95 | \$0.00 | \$2.95 | |
| BLACKBERRIES IQF (CATCHOICE) [87136] | 1 KG/BAG | 2 | \$2.95 | \$5.90 | \$0.00 | \$5.90 | |
| BERRIES MIXED IQF (CATCHOICE) [87419] | 1 KG/BAG | 2 | \$2.95 | \$5.90 | \$0.00 | \$5.90 | |
| SQUID RINGS FORMED PREFRIED CRUMBED (SEAFROST) [2371] | 1 KG/PKT | 2 | \$2.95 | \$5.90 | \$0.00 | \$5.90 | |
| WAREHOUSE LINE ITEM COUNT: 6 | TOTAL: | 10 | | \$29.50 | \$0.00 | \$29.50 | |
| TOTAL LINE ITEM COUNT: 6 | GRAND TOTAL: | 10 | | \$29.50 | \$0.00 | \$29.50 | |

[Back to Order Header](#) **Submit**

- 22. After selecting the 'Submit' button the 'Order Confirmation' screen will be displayed with a summary of your order placed to Bidfood
- 23. You can 'Print' or 'Email' a copy of the order by selecting one of the buttons provided.

Order Confirmation

Thank you for ordering on mybidfood.com.au. Your details are:

ORDER DETAILS

USER NAME: [REDACTED]
 EMAIL ADDRESS: [REDACTED]
 ORDER DATE: 21/11/2017

ORDER CONFIRMATION HAS BEEN SENT TO THE FOLLOWING RECIPIENTS: [REDACTED]

[Home](#) [Email](#) [Print](#)

BIDFOOD BRISBANE - [REDACTED]

ACCOUNT NAME: [REDACTED]
 ACCOUNT CODE: [REDACTED]
 WEB ORDER REFERENCE: [REDACTED]
 YOUR ORDER REFERENCE: A Food Order
 DELIVERY ADDRESS: [REDACTED]
 C-/BIDVSET BRISBANE
 347 LYTTON ROAD
 MORNINGSIDE
 AUS

SPECIAL INSTRUCTIONS:
 DELIVERY DATE: 4/12/2017

| DESCRIPTION | SIZE/UNIT | QTY | LOYALTY | PRICE | SUBTOTAL | GST | TOTAL |
|---|---------------|-----------|---------|--------------|---------------------|---------------|---------------------|
| BERRIES MIXED IQF (CATERERS CHOICE) [87419] | 1 KG/BAG | 2 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| BLACKBERRIES IQF (CATERERS CHOICE) [87136] | 1 KG/BAG | 2 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| OLIVES KALAMATA PITTED (5KG D/W) (KALOS) [165864] | 10 KG/PAIL | 1 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| RASPBERRIES IQF (CATERERS CHOICE) [87139] | 1 KG/BAG | 2 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| SQUID RINGS FORMED PREFRIED CRUMBED (SEAFROST) [2371] | 1 KG/PKT | 2 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| STRAWBERRIES IQF (CATERERS CHOICE) [87140] | 1 KG/BAG | 1 | | \$[REDACTED] | \$[REDACTED] | \$0.00 | \$[REDACTED] |
| WAREHOUSE LINE ITEM COUNT: 6 | TOTAL: | 10 | | | \$[REDACTED] | \$0.00 | \$[REDACTED] |

TOTAL LINE ITEM COUNT: 6

QUANTITY TOTAL: 10

SUBTOTAL: \$[REDACTED]

GST: \$0.00

GRAND TOTAL: \$[REDACTED]

Basket

Reports and Accounts

The Reports and Accounts facilities on myBidfood allow customers to access their order, usage and invoicing history to inform purchasing decisions or access past documents to assist with book keeping.

The screenshot displays the myBidfood website interface. At the top left is the myBidfood logo. The navigation bar includes links for Home, Browse by, Orders, Menu Planning, Reports, Accounts, Promotions, and Help. The Reports and Accounts links are highlighted with a red box. Below the navigation bar is a search bar with the text "All Categories" and "Search keyword or SKU". To the right of the search bar are icons for "Next Delivery Cut-Off", "AUTO ORDER FORM", and a shopping cart icon showing "\$26.66". Below the search bar is a "Warehouse" dropdown menu. The main content area is divided into three columns. The left column contains "MY SHORTCUTS" with links for "My Order Forms", "Menus", "My Saved Baskets", "Stocktake Report", and "Invoices/Credits Report". Below this is a "DELIVERIES" section with the text "No pending deliveries." and a promotional banner for "caterers CHOICE VIEW OUR PAPER STRAW RANGE". The middle column features a "Bounty PREMIUM Grain Fed Beef" advertisement with a cow icon, text describing the beef as "100% British bred and European cattle, MSA graded to ensure consistent eating quality and grain fed for a minimum of 100 days.", and a "FIND OUT MORE bountypremium.com.au" button. The right column shows "DON Chipolata Range" and "MAGGI Taste of Asia" with a call to action "Ask us about customised portion control" and a "Basket" button on the far right.

Reports

- Bidfood provides Order Acknowledgement, Previous Purchases, Usage and Stocktake Reports for customers to run at their convenience
- Customers can report on the last 24mths of history when accessing reports, all onscreen reports can be exported to MS excel for easy review
- Select the report you wish to run in the below example Previous Purchases > select the date range from the Search By area > click Search or Export
- Each report has unique column headers to assist in the interrogation you wish to achieve
- Reports can be automatically emailed to nominated email addresses using the Report Exports function, chat to your Bidfood Representative for more information on this.

myBidfood

Welcome [User Name]

Home Browse by Orders Menu Planning Reports Accounts Promotions Help

All Categories Search keyword or SKU

Next Delivery Cut-Off T... \$26.66

AUTO ORDER FORM

Warehouse

Previous purchases

SEARCH BY:

BEGINNING DATE OF PRODUCT LIST: 1 January 2019

END DATE OF PRODUCT LIST: 31 January 2019
(Defaults to past 30 days)

REPORT TYPE: STANDARD ADVANCED

ACCOUNT: All

Note that up to 24 months history is available

Clear Export Search

Search from 1 January 2019 To 31 January 2019

| PRODUCT CODE | BRAND | DESCRIPTION | PACK SIZE | CTN QTY | UOM | QTY | LAST PRICE PAID | TOTAL EX GST | GST | TOTAL INCL GST | ACCOUNT |
|--------------|----------|--|-----------|---------|--------|-----|-----------------|--------------|-----|----------------|---------|
| 5582 | TRUMPS | PRUNES PITTED | 4 KG | 4 | PACKET | 2 | | | | | |
| 104614 | SEAFROST | SALMON PORTIONS S/ON 200GR SCALED (APP 25/CTN) | 5 KG | 1 | CARTON | 1 | | | | | |
| Total: | | | | | | 3 | | | | | |

Accounts

- Bidfood provides access to customers Invoices, Credits, Orders, Statements information. Customers may also have access to Loyalty redemption and Online Payments and Payment History to run at their convenience.
- Customers can report on the last 24mths of Order/Invoice history when accessing Account information, all onscreen reports can be exported to MS excel for easy review.
- Select the Account option you wish to run in left hand menu. In the below example we use Invoices/Credits > select the date range from the Search By area alternatively input the document reference number you wish to find > click Search or Export.
- You can click on the Inv/CR number and view the individual document onscreen with the option to print
- Each report has unique column headers relevant to the documents you wish to view.

The screenshot shows the myBidfood web application interface. The top navigation bar includes links for Home, Browse by, Orders, Menu Planning, Reports, Accounts, Promotions, and Help. A search bar is present with the text "Search keyword or SKU". The main content area is titled "Invoices / Credits" and features a search form with the following fields:

- SEARCH BY: REFERENCE NUMBER (input field)
- OR
- BEGINNING DATE OF RECORD LIST: 1 January 2019 (calendar icon)
- END DATE OF RECORD LIST: 31 January 2019 (calendar icon)
- (Defaults to past 30 days)
- AND
- ACCOUNT: All (dropdown menu)

Buttons for "Clear", "Export", and "Search" are located at the bottom of the search form. Below the search form, the results are displayed as "Search from 1 January 2019 To 31 January 2019" with a "100 Items" indicator. A table of results is shown with the following columns:

| INV/CR NO | YOUR ORDER REF | ORDER NO | DATE | WEB/ORDER REF | TYPE | TOTAL EX GST | TOTAL INCL GST | ACCOUNT NAME |
|-----------|-----------------|-----------|------------|---------------|---------|--------------|----------------|--------------|
| 144614019 | Thurs PM Pickup | 043391902 | 3 Jan 2019 | EX10932565 | Invoice | | | |

***For all queries relating to
myBidfood, please contact
your Bidfood representative***

