

Mac Edwards Online Ordering Instructions (Step by Step)

- Our new website address is: <http://macedwardsproduce.com/>
- ****PUT YOUR CAPS LOCK ON****
- Username is MD (followed by your 4 digit school location number.) example: **MD0041** for Air Base.
- Password is **DADE123*** (make sure you put the asterisk/star after the numbers for your password.)
- The next page will show you any orders you have already placed (online orders only) or have started but not completed.
- Click on **“New Order”**.
- Ignore the Purchase order number box
- Click on the box with the date in it and select your desired delivery date
- ***IGNORE*** the box with the delivery time. Your delivery time is pre-determined by the route your school is on. Selecting a delivery time will not change your place on the route.
- Click on the box below the date which says **“FILL ORDER WITH MY STANDARD ITEMS”**
- Click in the **QTY** (Quantity) box to the right of each item. Type in the quantity you need of each item listed.
- When you are finished with the order, scroll down to the bottom of the screen & click on **“Review/Print”** to review your order. (Another screen with pop up with your order summary)
- Once you have reviewed the order, close the **“Review/Print”** pop up window.
 - If your order is correct, click the **“Submit”** button. Another box will pop up asking you to submit or cancel. Click **“Submit”**.
 - If you need to adjust your order, make the adjustments and click the **“Review/Print”** to review your order.
- Once you click **“Submit”** the system will take you to the order summary screen. At this point, you can either **“Log off”** or click **“New Order”** to place another order.