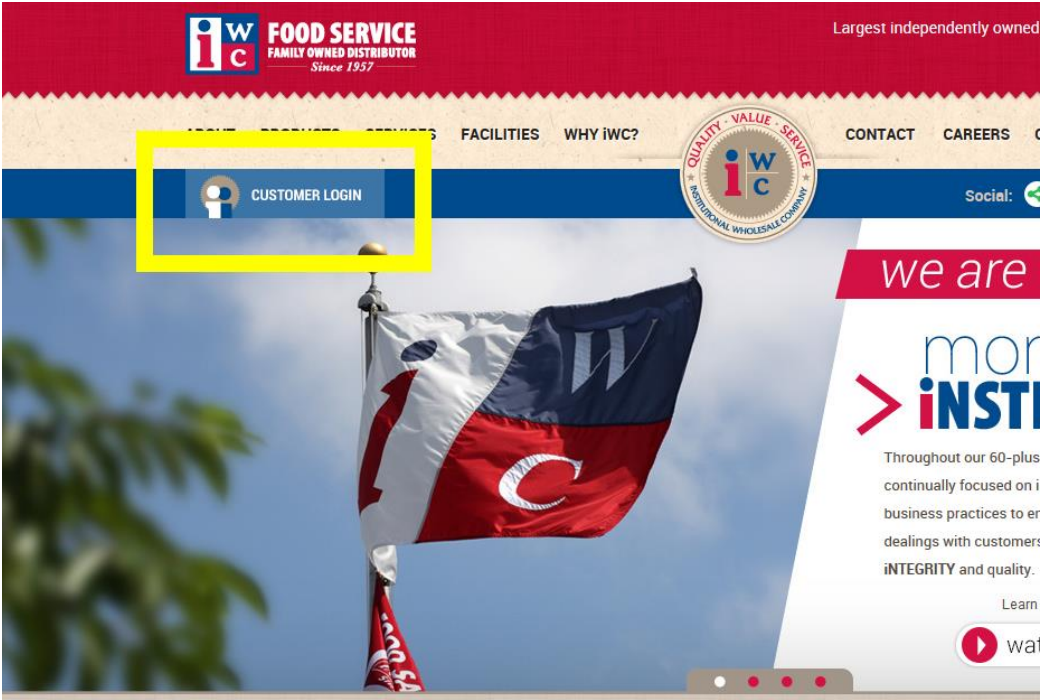
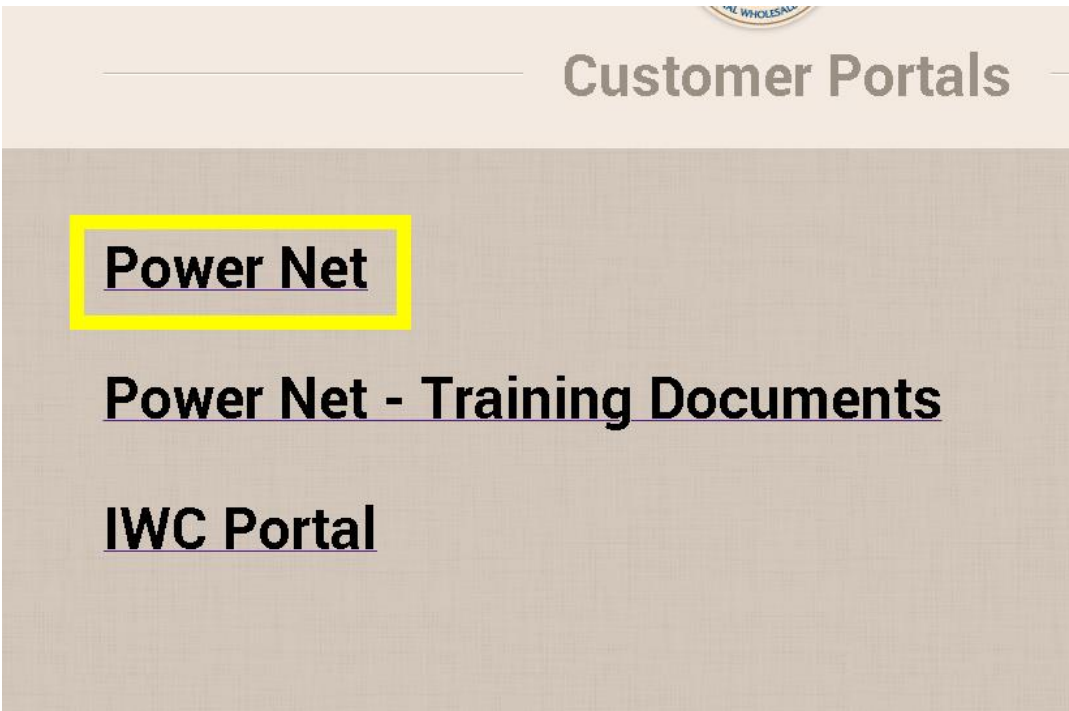


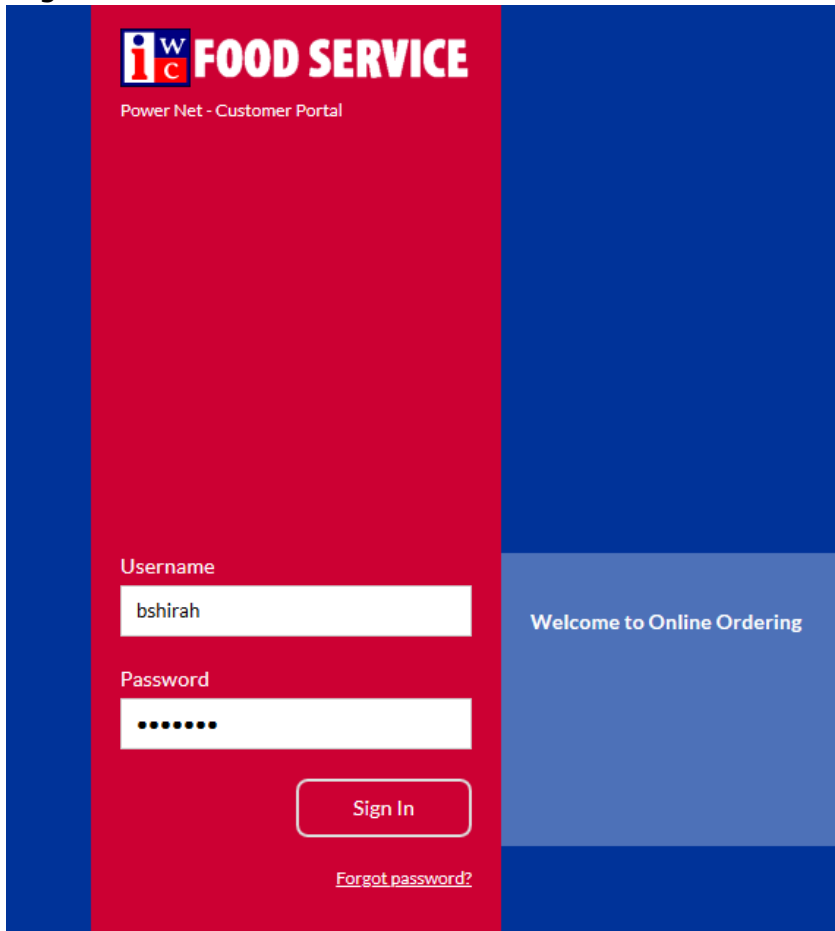
1. Go to goiwc.com
2. Click Customer Login



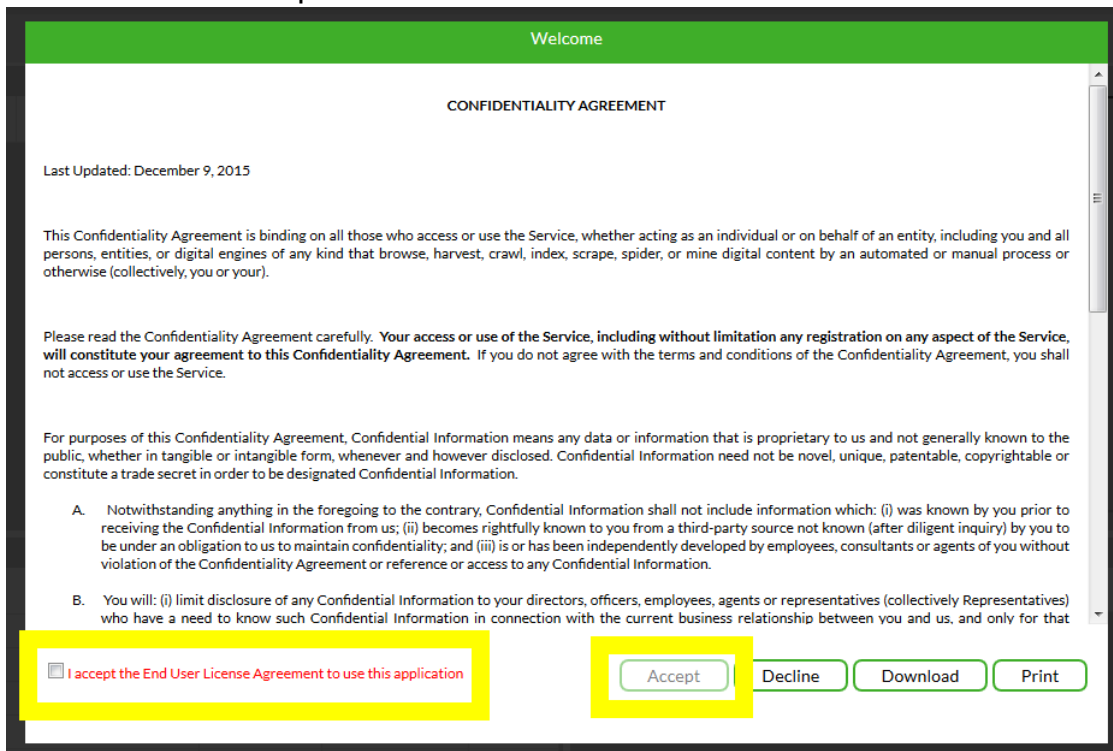
3. Click Power Net



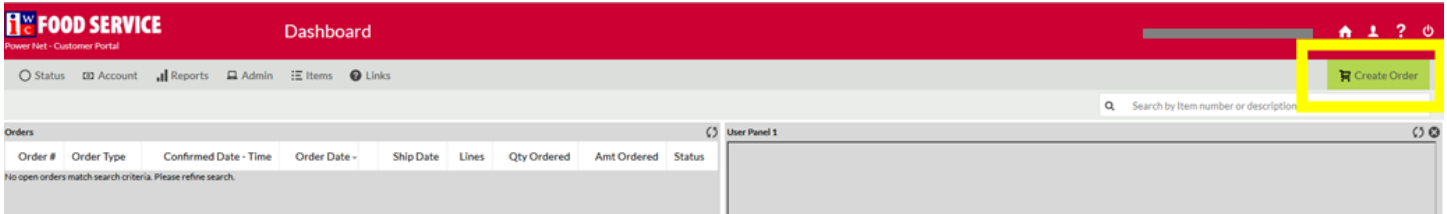
4. Log into Power Net



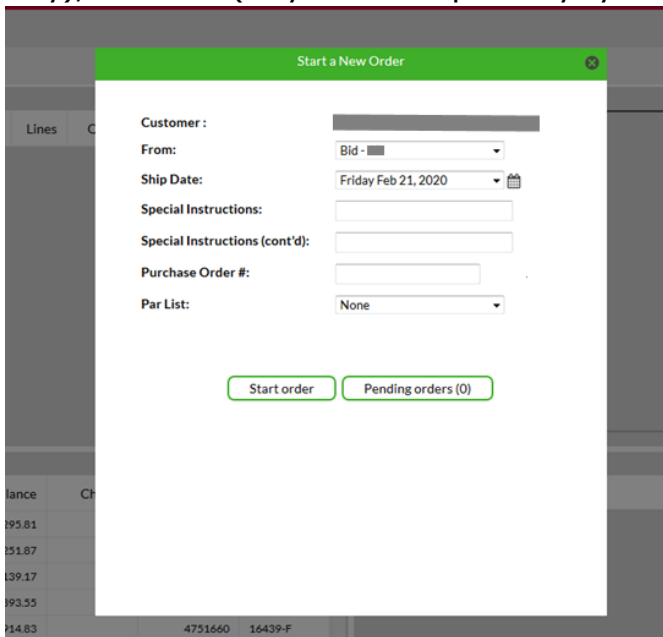
- 5. The first-time you log into the system, you may need to approve the Confidentiality Agreement
  - a. Check the box that says I accept the End User License Agreement to use this application
  - b. Click the Accept button



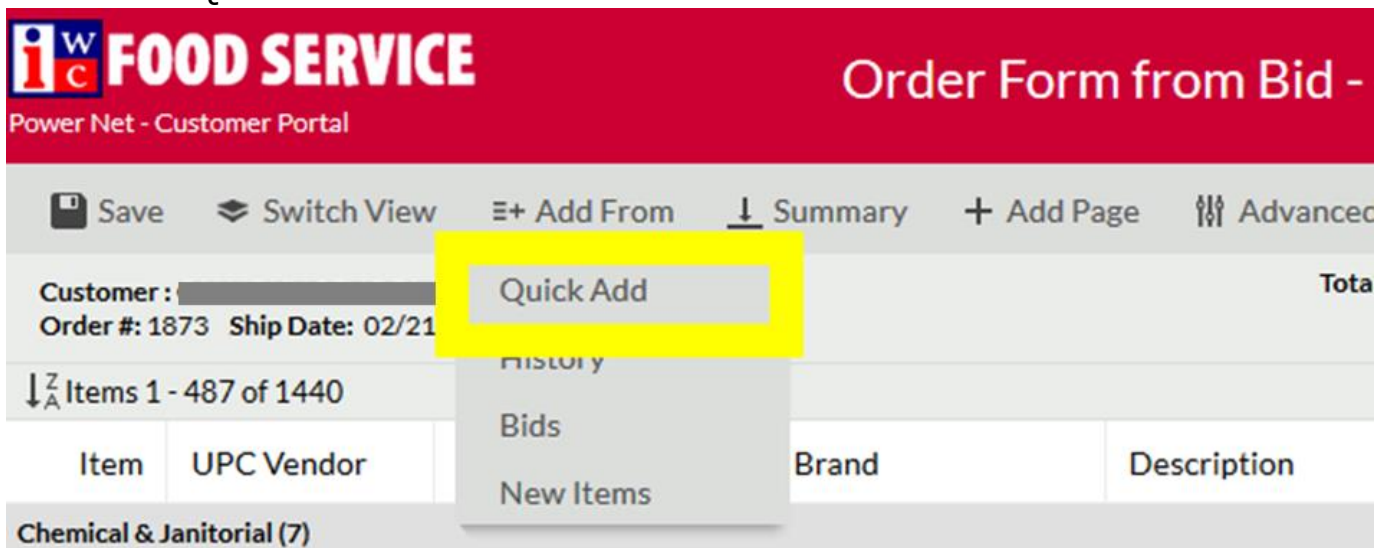
6. To create an order:
  - a. Click Create Order



- b. Select the delivery date(4 weeks of options), Special instructions(for your delivery driver only), and PO #(may not be required by system).



7. To Quick Add
  - a. Hover over Add From
  - b. Select Quick Add



- c. Insert item numbers, case, and each(unit) quantity.
      - d. Click Check Items
        - i. Valid items will display the Pack, Size, and Description of the item

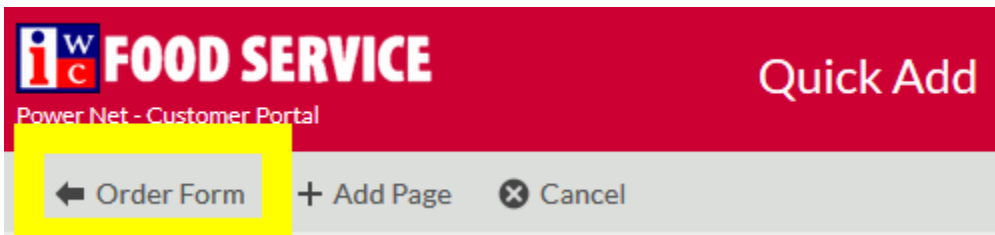
- ii. Invalid items will display '\*\*\* XXXXX is an invalid item \*\*\*' → these items will need to be corrected or removed before proceeding.

Entity	Code	Item	Case	Each	Pack	Size	Brand	Description	OE
Item	688	688	1		12	10 CT	BRILLO	PAD SOAP STEEL WOOL HOTEL SIZE	
Item	225	225	1		0			*** 225 is an invalid item ***	
Item	23	23	4		8	5 LB BG	GILSTER MARY LE	POWDER BAKING #65293	

- e. Once you have all valid items listed, click Check Items and Save.

Description	OE
PAD SOAP STEEL WOOL HOTEL SIZE	
POWDER BAKING #65293	

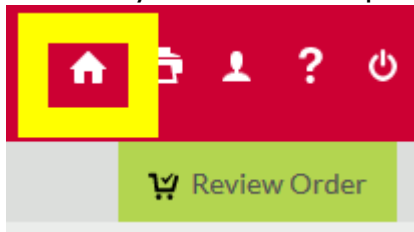
- f. When you are finished adding items from the Quick Add, click Order Form.



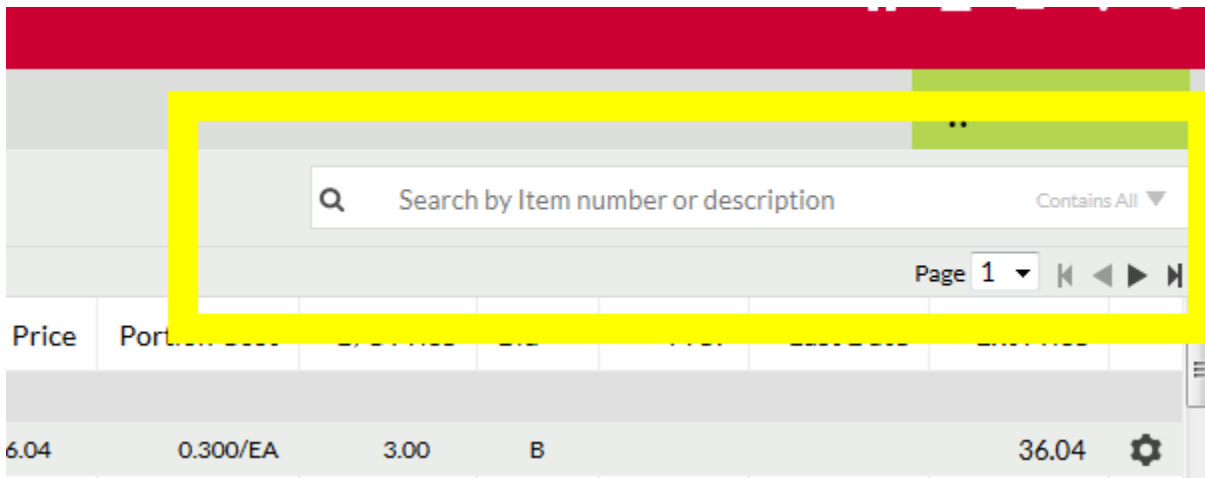
- To add items from the Order Form
  - You can sort the Order Guide by clicking on the column names
  - Add the case and each quantity
  - Click Save regularly

Item	UPC/Vendor	Pack	Size	Brand	Description	N/S	OE	Case	Each	Price	Portion Cost	B/C Price	Bid	Prev	Last Date	Ext Price
688	10051098018535	12	10 CT	BRILLO	PAD SOAP STEEL WOOL HOTEL SIZE			1		36.04	0.300/EA	3.00	B			36.04
690	00072288151361	6	12 CT	ROYAL PAPER	SPONGE S/STEEL LARGE 36GRAM 780010					22.04	0.306/EA	3.67	B	1	08/02/2019	0.00
694	10016500883200	12	15 CT	CLOROX	PAD SOAP STEEL WOOL S/GS INSTL SIZE88320					36.07	0.200/EA	3.01	B			0.00
720	1010	12	EACH	NAT'L DISC TEXT	APRON BIB WHT 34X34 COTTON BLND POCNET					21.91	1.826/EA	1.83	B			0.00
8066	00072369320181	12	EACH	ZEPHYR	BROOM HOUSEHOLD-BED HDL 18"					31.07	4.256/EA	4.26	B			0.00
8072	10072369340889	6	EACH	ZEPHYR	BROOM ANGLE 13"PLASTIC W/MET/WD HANDLE					32.66	5.443/EA	5.44	B			0.00
8085	10072369590024	6	EACH	ZEPHYR	MOP 16 OZ COTTON STICK 4 PLY 59002					20.98	3.497/EA	3.50	B			0.00
8087	00072369110256	6	EACH	ZEPHYR	MOP 24 OZ COTTON STICK 4 PLY 11025					40.93	6.822/EA	6.82	B			0.00
8099	10072369580025	12	EACH	ZEPHYR	MOPHEAD #16 CLAMP 4PLY COTTON					23.85	1.988/EA	1.99	B			0.00
8162	10072369160883	6	EACH	ZEPHYR	HANDLE CLAMP MOP JB JANITOR 16-24					22.11	3.685/EA	3.69	B			0.00
8412	00037000020103	45	2.2 OZ	PROCTER & GAMBL	CLEANER SPIC&SPAN W/BLCH PWD 2/3CP 02010					28.11	0.625/EA		B			0.00
8413	10037000329876	24	21 OZ	PROCTER & GAMBL	CLEANER/DISINFECTANT COMET PWD8					29.07	1.211/EA		B			0.00
8460	20831780001111	6	14.5 OZ	QUEST	CLEANER STAINLESS STEEL AER OIL-BASE					28.92	4.820/EA	4.82	B			0.00
8469	10048200266735	6	1 GAL	REST PRIDE/KIK	BLEACH LIQUID 6N CHLORINE					11.13	0.014/0Z		B	1	01/31/2020	0.00
8511	10062338042500	6	24 OZ	RECKITT BENCKIS	CLEANER OVEN/GRILL EASYOFF AERSL 04250					33.62	0.233/0Z	5.60	B			0.00
8543	10713014060812	12	15.5 OZ	CHASE	DISINFECTANT AEROSOL QUATERNARY					39.63	3.303/EA	3.30	B			0.00
8636	10789745234419	4	1 GAL	INTERCON	SANITIZER FOOD CONTACT ND 8/8E QUAT					34.43	0.067/0Z	8.61	B			0.00

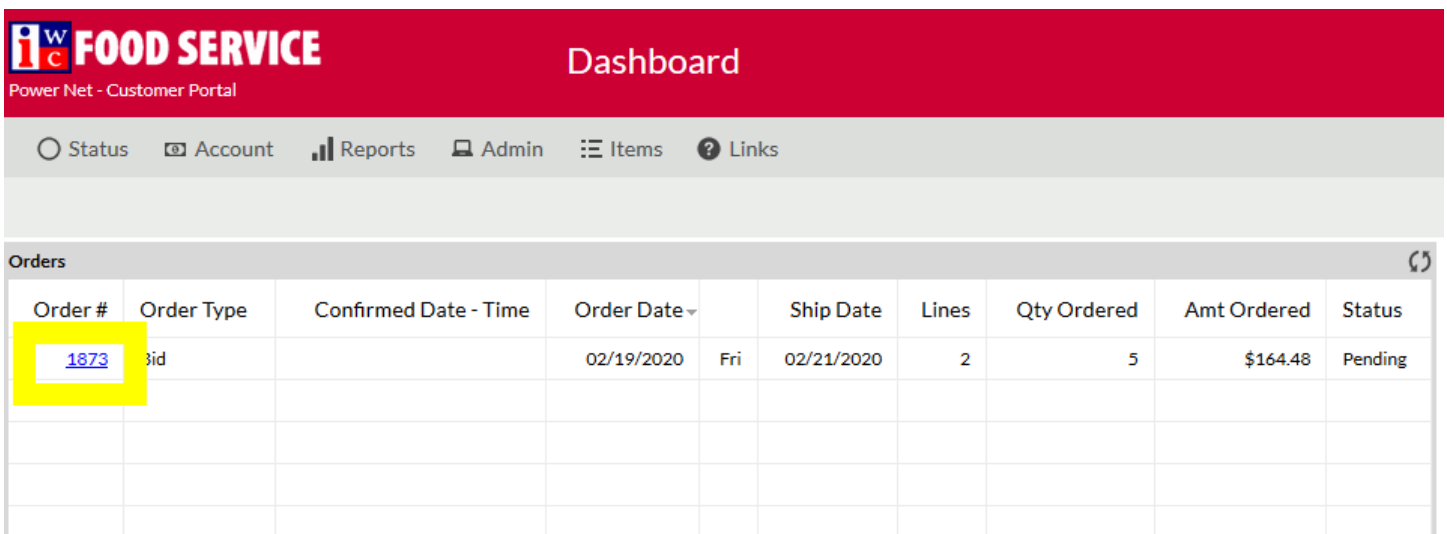
d. If you are not completely finished with your order, click Save and Home.



9. To search for items, enter the keyword(s) into the search bar and press enter

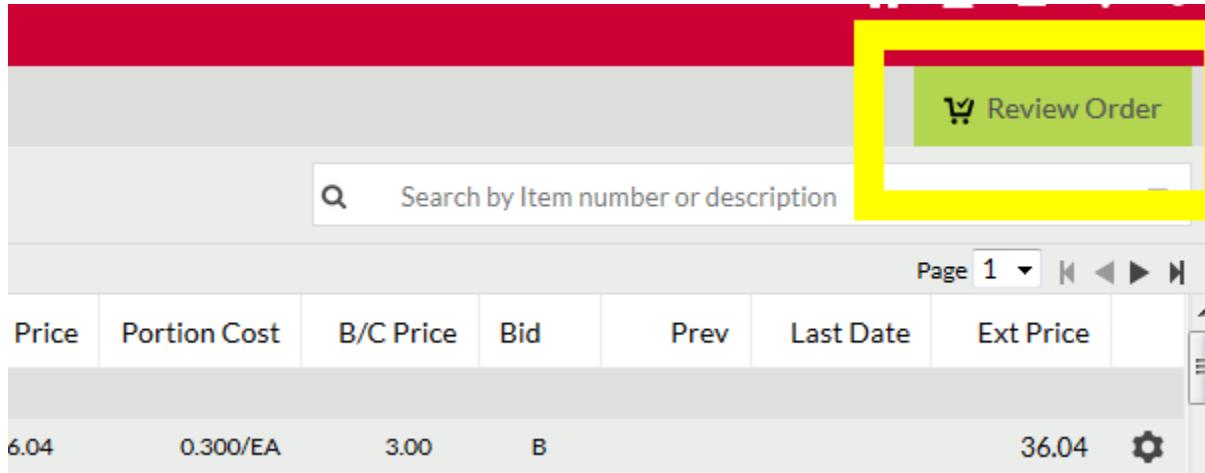


10. You may enter back into your order by clicking on the order #

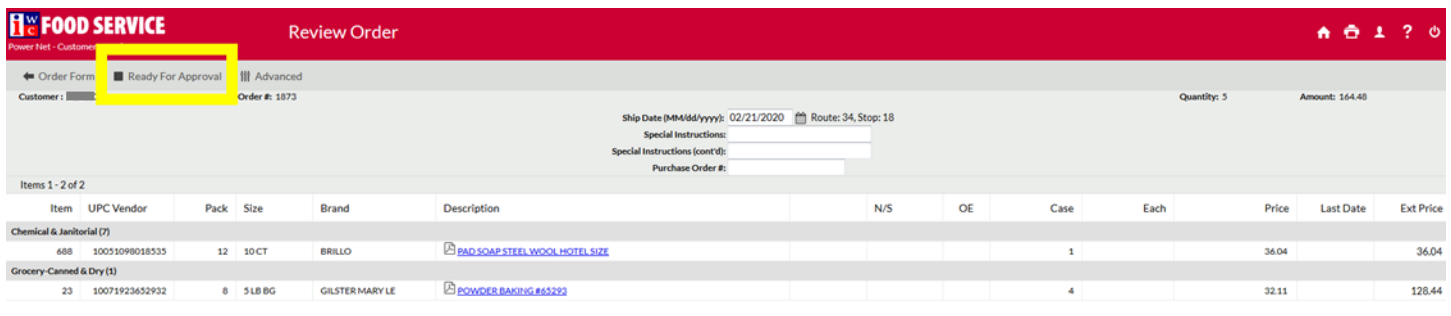


11. When you are completely finished with the order

a. Click on Review Order



b. Click Ready for Approval



c. Go Home

## NOTES:

- The system will time out after 20 minutes of inactivity → SAVE often!
- You will receive a confirmation email with the items listed with quantity information