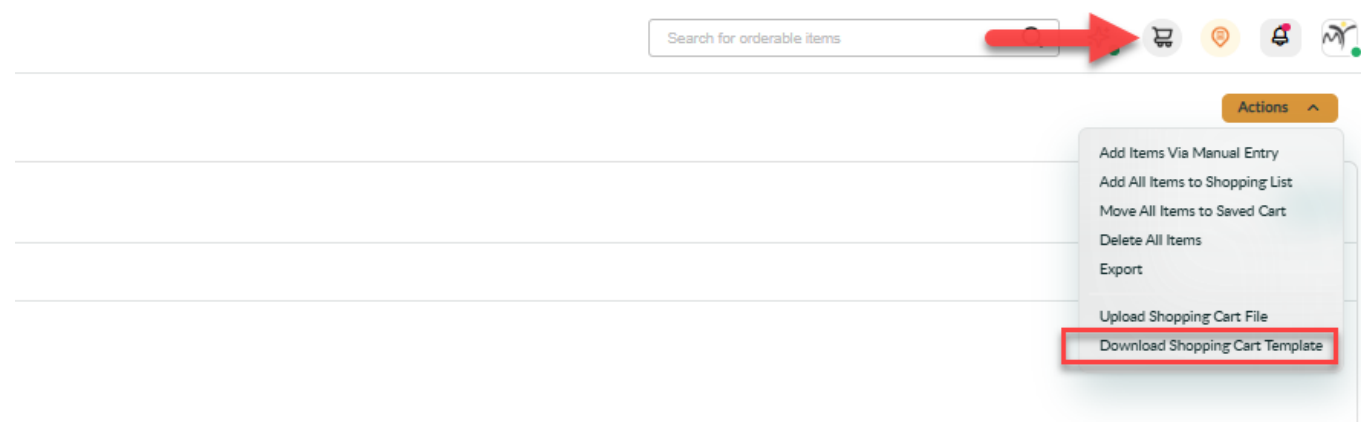


How to Upload A Shopping Cart/Order

Follow these quick and easy steps to upload an order directly into MyOrders using Shopping Cart Template. You'll start by going to your cart and clicking on the Actions tab in the upper right-hand corner. From there you'll choose **Download Shopping Cart Template**.



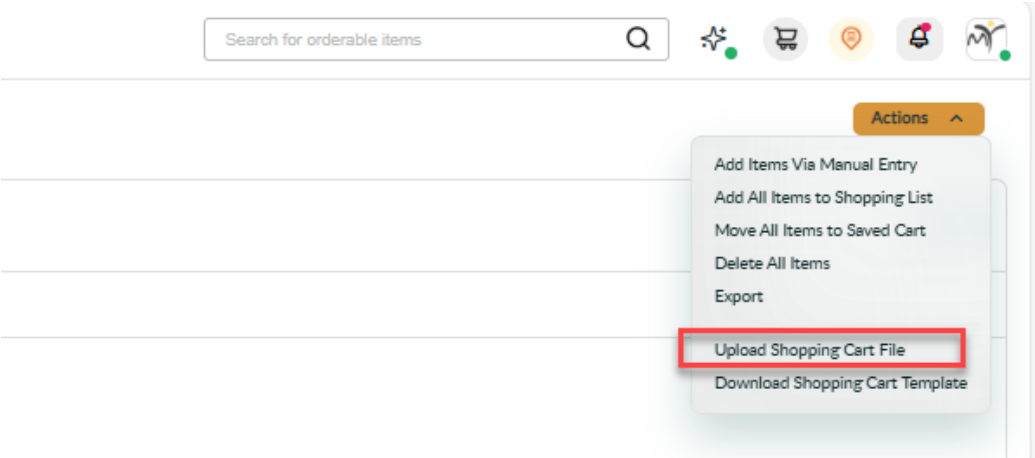
This template is an excel document that you will need to complete to upload items directly to your shopping cart. You only need to fill in columns A, C and D. Column D is only to be used if you purchase the item by the each/split case.

	A	B	C	D
1	Dist #	GTIN	Quantity	Break Quantity
2	9351149		1	
3	9351479		3	
4				
5				
6				





Once you have included all the item numbers and desired quantities, you need to save the template to your desktop. Once you have done that, you will choose **Upload Shopping Cart File**.



Once you find the file and upload it from your desktop, you will then see the items. From there, you will choose **Update Shopping Cart**.

Logged In As [\\$Delta - LAX T3](#)
3 accounts

Search for orderable items

← Upload Shopping Cart

Upload Shopping Cart File

Replace Shopping Cart

Update Shopping Cart

ALL (2)

VALID (2)

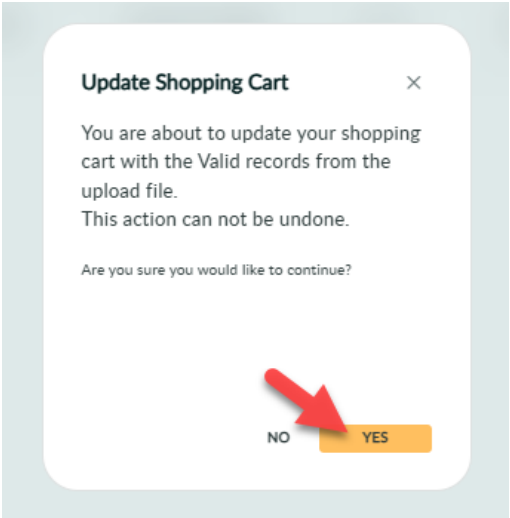
INVALID (0)

Search

SEQ			DIST #	GTIN	ITEM DESCRIPTION	DISTRIBUTION CENTER	PACK TYPE	PRICE	UOM	CART QTY	BRAND	ACCOUNT NAME	ACCOUNT #	DISTRIBUTOR
1	<input type="checkbox"/>		9351149	00074865856041	BEET RED WHL	SYSCO LOS ANGELES	1/5 LB	\$17.69	CS	<input type="text" value="1"/>	IMPFRSH	EUR 50948 DELTA LAX T2	179970	Sysco Corporation
2	<input type="checkbox"/>		9351479	00074865856072	RADISH DAIKON	SYSCO LOS ANGELES	1/10 LB	\$22.15	CS	<input type="text" value="3"/>	IMPFRSH	EUR 50948 DELTA LAX T2	179970	Sysco Corporation



You will then receive this pop-up message. You will choose **Yes**.



Lastly, you will be taken to your cart where you can make any final changes prior hitting **Submit Order**.

Logged In As [\\$Delta - LAX T3](#)
3 accounts

Search for orderable items

\$84.14
4 cases

Shopping Cart
2 Items - 1 Order

Shopping Cart 1 Saved Carts 0 Recommended Items 0

Find In Cart

Sort By Item Description

Dist Accounts: Vesta Foodservice LA +2

Sysco Corporation | EUR 50948 DELTA LAX T2 - #179970 | 2 Items

NO IMAGE AVAILABLE

BEET RED WHL
9351149 1/5 LB IMPFRSH

17.69/CS 1 Total: \$17.69

Delete Move To Saved Cart Add To List

NO IMAGE AVAILABLE

RADISH DAIKON
9351479 1/10 LB IMPFRSH

22.15/CS 3 Total: \$66.45

Delete Move To Saved Cart Add To List

TOTAL: \$84.14

Order Information

PO Number

Delivery Date
09/05/2025

Delivery Type
Truck

Lead Days: 0

Submit Order