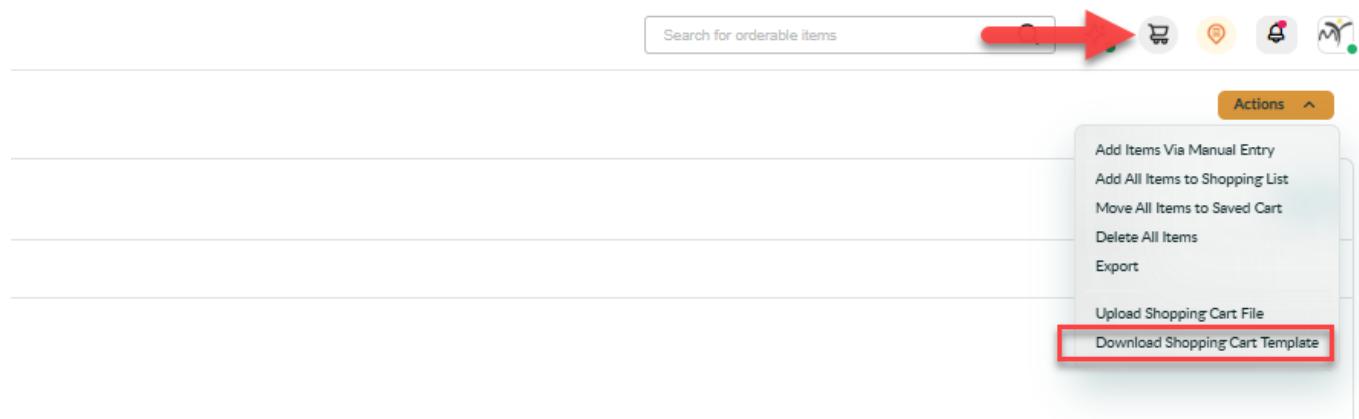


How to Upload A Shopping Cart/Order

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**.

Search for orderable items

Actions

- Add Items Via Manual Entry
- Add All Items to Shopping List
- Move All Items to Saved Cart
- Delete All Items
- Export
- Upload Shopping Cart File**
- Download Shopping Cart Template

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

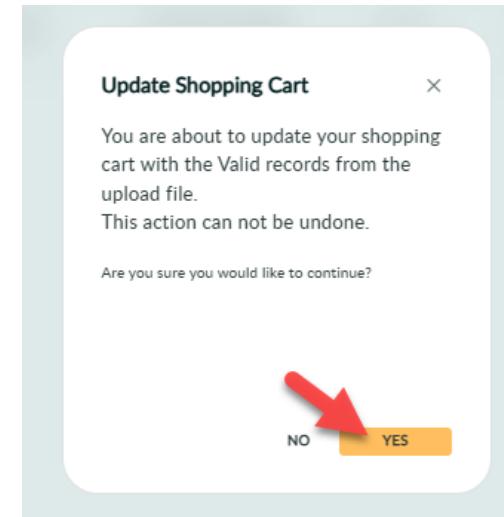
← Upload Shopping Cart

Upload Shopping Cart File Replace Shopping Cart **Update Shopping Cart**

ALL (2)	VALID (2)	INVALID (0)								
1	BEET RED WHL	SYSKO LOS ANGELES	1/5 LB	\$17.69	CS	1	IMPFRESH	EUR 50948 DELTA LAX T2	179970	Sysco Corporation
2	RADISH DAIKON	SYSKO LOS ANGELES	1/10 LB	\$22.15	CS	3	IMPFRESH	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

← Shopping Cart
2 Items - 1 Order

Shopping Cart 1 Saved Carts 0 Recommended Items 0

Q Find in Cart

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

Item	Description	Unit Price	Quantity	Total
BEET RED WHL	# 9351149 1/5 LB IMPFRSH	\$17.69/CS	1	\$17.69
RADISH DAIKON	# 9351479 1/10 LB IMPFRSH	\$22.15/CS	3	\$66.45
TOTAL:				\$84.14

Sort By Item Description Actions ▾ Dist Accounts: Vesta Foodservice LA +2 >

Order Information

PO Number

Delivery Date 09/05/2025

Delivery Type Truck

Lead Days: 0

Submit Order