

MERLINO FOODS

Ordering via Web Entry

- Enter your Account Number and Password.
Note that the password is case sensitive.
- Your account name and options will be up. Under “Account Menu” click on "Enter An Order". This will bring you to your order guide. Once you have your order guide open you can begin to enter your order.
- Enter the quantity you would like in the “order” column. When ordering be sure to note the pack size. Items will be listed by either CASE or EACH, depending on how you normally order the product. If you need to change the pack size, order as follows:
To change the pack size to an EACH, enter your quantity as 1e
To change the pack size to a CASE, enter your quantity as 1c
- **How to search and add an item that is not in your order guide:** Click on the “Browse/Search Product list tab”. Enter the item that you are looking for and press the search button . Example: Butter. This will show you all of the products that contain the keyword "butter". Once you find the item you would like, click on the green box. This will move the item to the top of the page. To add this item click the “Add these items to order guide” box. The item will be added and you will be brought back to your order guide. Once your order is complete hit TAB then click on “Submit Order”. Here you can look over the order, enter your requested delivery date and make any comments. Once submitted you will see that your order has been sent. You can print the confirmation page for your records. The system will also email the confirmation to the email address on file.
- If you have any questions or to add to an order you've already placed, please contact the office at 206-723-4700.