



*Aspect Software, Inc.*  
*Back-office software for restaurateurs*

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# **IMPORTING PFG INVOICES**

## **Support Guide for importing electronic invoices from PFG**

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Revised July 5, 2007

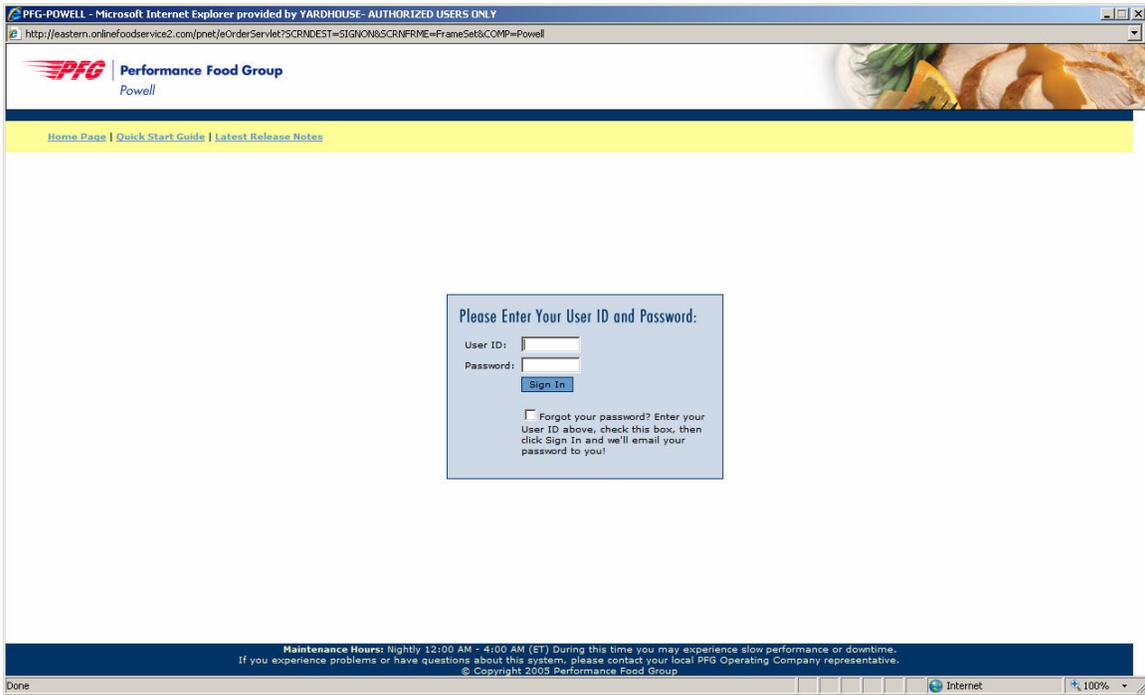
## Step 1 – Go to the PFG website

The screenshot shows the PFG-Powell website homepage. The browser title is "PFG-Powell: A Performance Food Group Company - Microsoft Internet Explorer provided by YARDHOUSE- AUTHORIZED USERS ONLY". The address bar shows "http://www.pfgpowell.com/OpCo\_Source/default.asp". The page features a navigation menu on the left with options: COMPANY INFO, SERVICES & SUPPORT, CONTACT US, CAREERS, ORDER ENTRY (highlighted), EVENTS, PREFERRED SUPPLIERS, HOME, and Recipes. The main content area has a "Welcome!" section with the text "Serving Georgia, Alabama and North Florida." and "Welcome to the PFG-Powell website. We want to be your Foodservice provider! Let our team of experts show you our superior product lines. At PFG-Powell, the customer is #1!". Below this is a paragraph about PFG-Powell being a Performance Food Group Company (NASDAQ:PFGC) located in Thomasville, GA, carrying over 6,500 items. A link to "http://www.pfgc.com" is provided. There are two product images: "WEST CREEK FRESH" and "VILLAGE FRESH". A call to action says "Call 1-800-633-7927 for additional information on any of these great products." The right sidebar shows "NASDAQ:PFGC 32.9 + 7/3/2007 1:35:40 PM" and an "Announcements" section with the text "Our Product Catalog is now available!!... read more".

## Step 2 – At the welcome page, choose "Order Entry" on the left

This screenshot is identical to the one above, but the "ORDER ENTRY" option in the left navigation menu is highlighted with a blue border. The browser address bar now shows "http://www.pfgpowell.com/OpCo\_Source/orderentry.asp?pgl=6". The rest of the page content remains the same.

### Step 3 – Log into your PFG Account on the website



### Step 4 – Choose "Order" and then "History"



Step 5 – Once in the “History Screen”, click on one of your orders.

**Your Power Net Orders** Refresh

**Customer:** GRANDDADDY'S BBQ - 18603  
2128 SMITH AVENUE  
THOMASVILLE, GA 31792

Welcome  
000018603

Items 1 - 2 of 2 **View any order by clicking on the Order Number.**

Delete	Order #	Order Type	Order Date	Ship Date	Qty	Qty Ship	Total Invoice	Instructions	Status
	<a href="#">15939</a>	Order	07/04/2007		51	0	\$1679.99		In Use
	<a href="#">15907</a>	Order	06/28/2007		48	0	\$1758.91		In Use

Step 6 – You will now have all the detail for that particular order you selected.

**Order Form from History** Save Quick Add Summary Place Order Advanced

**Customer:** GRANDDADDY'S BBQ - 18603 **Order #:** 15943

Quantity: 0

Items 1 - 13 of 173

Item	Pack	Size	Brand	Description	OE	Qty	Each	Price	Each	
<b>DISPENSING EQUIPMENT (02735)</b>										
995220	1	1 CT	SCA	DSPNSR TOILET TISSUE DBL SMKD S				14.13		
<b>POTS/PANS/UTENSILS (02774)</b>										
20882	1	48 CT	MILKCO	JUG GA EMPTY				28.12		
<b>CLEANING ACCESSORIES (02814)</b>										
947849	1	12 CT	ROYAL	PAD S/S SCRUBBER				4.00	1 06/04/2007	
<b>SKIN CARE (02841)</b>										
970487	4	1000 ML	AFFLAB	SOAP HAND FOAMING ANTIMIC				60.07	1 06/25/2007	
<b>CLEANERS (02861)</b>										
61810	6	1 GA	POC	BLEACH				9.08	1 06/07/2007	
970654	4	1 GA	AFFLAB	CLEANER PINE AP EVERGREEN				22.70	06/25/2007	
990448	2	1 GA	SSDC	SANITIZER SUPER SAN QUAT 23%				47.40	1 06/04/2007	
998813	2	1 GA	AFFLAB	FLOOR TREATMENT KT_CLEANER EZ				35.90	1 06/25/2007	
998854	2	1 GA	AFFLAB	DEGREASER DOUBLE_KWIK				32.93	1 06/15/2007	
<b>WAREWASHING (02881)</b>										
970608	1	5 GA	AFFLAB	DETERGENT DISH MACHINE LOW_TEMP				59.15	1 06/29/2007	
998834	4	1 GA	AFFLAB	DETERGENT DISH MANUAL ECO_PINK				22.95	1 07/04/2007	
998862	1	5 GA	AFFLAB	RINSE AGENT KLEER_KWIK				63.98	1 06/11/2007	
<b>BAGS/WRAPPS/FILTERS (02901)</b>										

Step 7 – From the detailed order screen, click on “Advanced” and “Export”

The screenshot shows the PFG-POWELL online food service interface. At the top, there is a navigation menu with options: Status, Order, Account, Reports, Admin, Items, Sign Off, and Help. Below the menu, the page title is "Order Form from History". The customer information is "GRANDDADDY'S BBQ - 18603" and the order number is "15943". The quantity is "0". There is a search bar and a "Go" button. The main content area is a table of items, categorized into sections like "DISPENSING EQUIPMENT", "POTS/PANS/UTENSILS", "CLEANING ACCESSORIES", "SKIN CARE", "CLEANERS", "WAREWASHING", and "BAGS/WRAPS/FILTERS". Each item row includes columns for Item, Pack, Size, Brand, Description, OE, Qty, Each, Price, and Each. The "Export" button is visible in the right-hand column of the table.

Item	Pack	Size	Brand	Description	OE	Qty	Each	Price	Each	
<b>DISPENSING EQUIPMENT (02735)</b>										
995220	1	1 CT	SCA	DSPNSR TOILET TISSUE DBL SMKD S				14.13		
<b>POTS/PANS/UTENSILS (02774)</b>										
20882	1	48 CT	MILKCO	JUG GA EMPTY				28.00		
<b>CLEANING ACCESSORIES (02814)</b>										
947843	1	12 CT	ROYAL	PAD S/S SCRUBBER				4.00	1 06/04/2007	
<b>SKIN CARE (02841)</b>										
970487	4	1000 ML	AFFLAB	SOAP HAND FOAMING ANTIMIC				60.07	1 06/25/2007	
<b>CLEANERS (02861)</b>										
61810	6	1 GA	POC	BLEACH				9.08	1 06/07/2007	
970654	4	1 GA	AFFLAB	CLEANER PINE AP EVERGREEN				22.70	06/25/2007	
990448	2	1 GA	SSDC	SANITIZER SUPER SAN QUAT 23%				47.40	1 06/04/2007	
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<b>BAGS/WRAPS/FILTERS (02901)</b>										

Step 8 – When prompted for the export, you will choose “Save”. Save this file to the c:\aspect\pfg folder. If you don’t have a “pfg” folder, you will need to create it first, then simply store the files here.

The screenshot shows a "File Download" dialog box. The main question is "Do you want to open or save this file?". Below the question, there is a document icon and the following information: Name: export.txt, Type: Text Document, 23.4KB, and From: eastern.onlinefoodservice2.com. At the bottom, there are three buttons: "Open", "Save", and "Cancel". Below the buttons, there is a warning icon and a message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

## Step 9 – Open Aspect and go to Inventory / Edit Invoices

Aspect Software V6.30 - [Invoice Ledger, Sample Store]

Date	Number	Vendor	Due Date	Amount	Paid By	Posted	Record No.
03-13-97	R0368604	Dexters Farm	04-03-97	134.75	Petty Cash	Yes	124
03-13-97	R217647	Epi De France	04-12-97	15.30	Petty Cash	Yes	133
03-13-97	R469446	Inland Seafood	03-26-97	469.50	Petty Cash	Yes	131
03-13-97	R469746	Inland Seafood	03-26-97	382.73	Petty Cash	Yes	151
03-13-97	R628696	Monarch Foodservice	04-12-97	1,551.59	Petty Cash	Yes	115
03-13-97	R1466PREM	Premium Beverage	03-13-97	140.55	Check	Yes	139
03-13-97	R135457	Royal Produce Company	03-27-97	55.75	Petty Cash	Yes	129
03-13-97	R16453	Se Natural Energies	03-20-97	275.60	Petty Cash	Yes	137
03-13-97	R338406	Servtex	04-12-97	79.18	Petty Cash	Yes	127
03-13-97	R67597	The Salad Factory	04-03-97	120.30	Petty Cash	Yes	136
03-13-97	R361211	U.S. Foodservice	04-07-97	4,636.00	Petty Cash	Yes	121

7,761.25

Thu, Jul 5, 2007 09:01a 11:11

Step 10 – To import the file, go to Edit / Import Electronic Invoice. You will then be prompted to choose the path of the file. You will need to navigate to c:\aspect\pfg and find the file you wish to import. When you have it selected, click OK.

