

1. Login

1. Go to the McLane Customer Portal website <https://www.mbleserv.com>.



Figure 1: <https://www.mbleserv.com>

2. Enter your “User Name” and “Password” and then click **Log In**.
3. Once logged into the Web Ordering System you will be presented with the Home Page.

2. Select Customer

4. Select your McLane customer number then click **Go**.

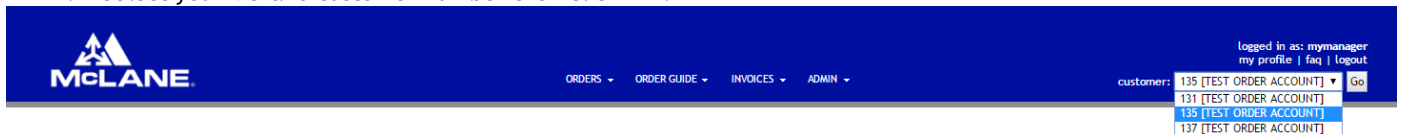
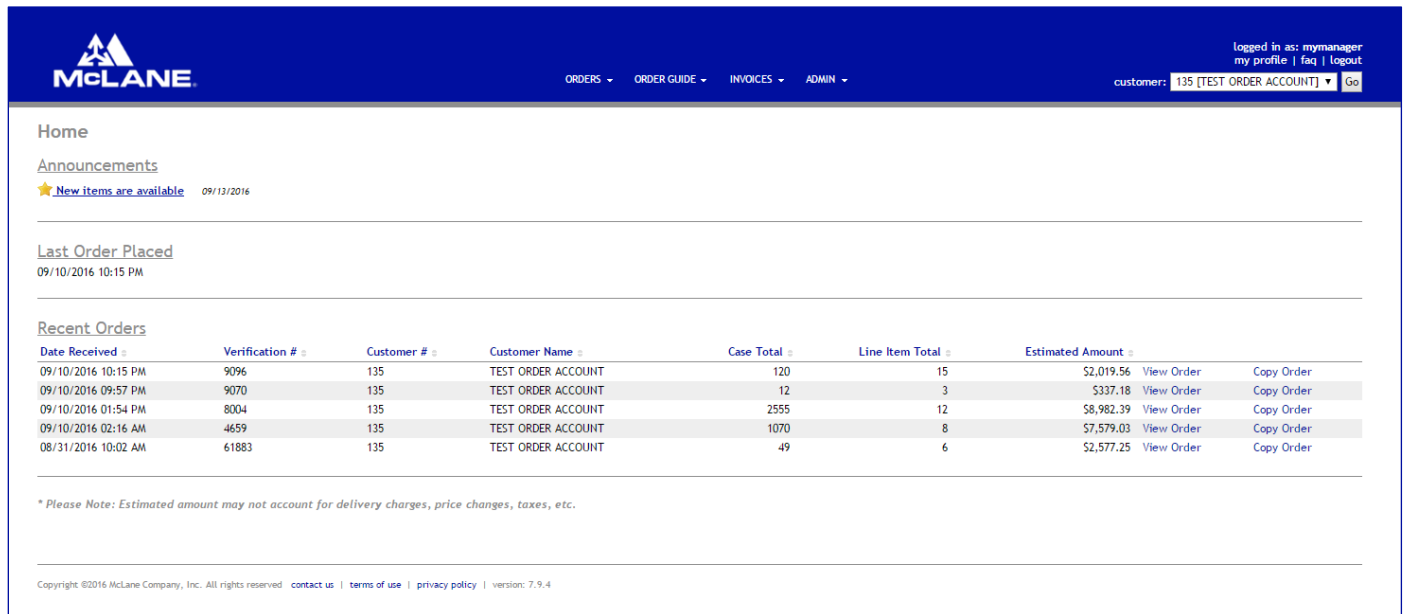


Figure 2: Home Page, District Managers. Managers and Users

5. Once your customer number is validated the Home page will display information that is specific to your customer number.



Home

Announcements

★ New items are available 09/13/2016

Last Order Placed
09/10/2016 10:15 PM

Recent Orders

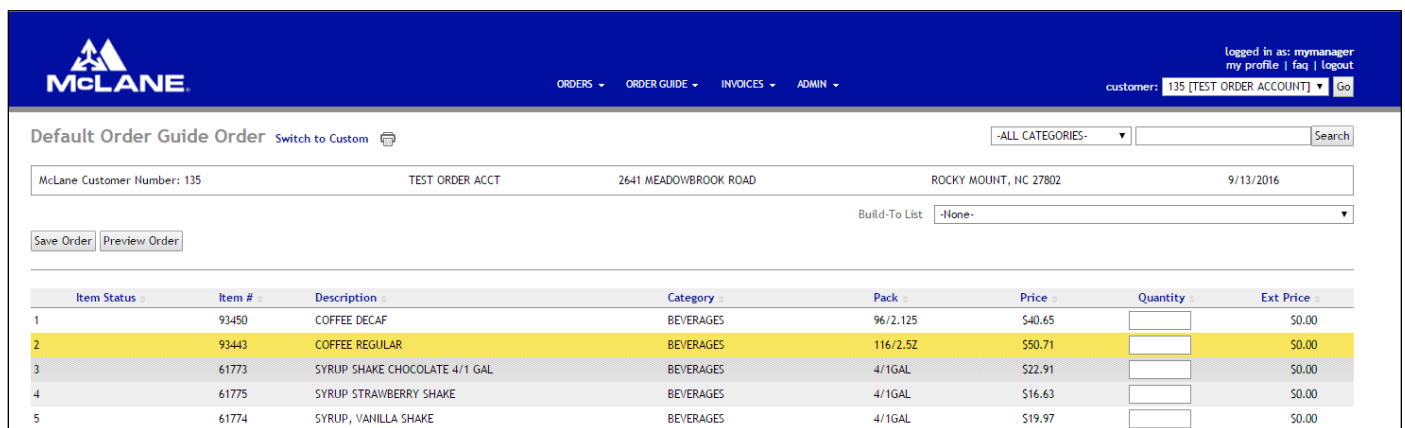
Date Received	Verification #	Customer #	Customer Name	Case Total	Line Item Total	Estimated Amount		
09/10/2016 10:15 PM	9096	135	TEST ORDER ACCOUNT	120	15	\$2,019.56	View Order	Copy Order
09/10/2016 09:57 PM	9070	135	TEST ORDER ACCOUNT	12	3	\$337.18	View Order	Copy Order
09/10/2016 01:54 PM	8004	135	TEST ORDER ACCOUNT	2555	12	\$8,982.39	View Order	Copy Order
09/10/2016 02:16 AM	4659	135	TEST ORDER ACCOUNT	1070	8	\$7,579.03	View Order	Copy Order
08/31/2016 10:02 AM	61883	135	TEST ORDER ACCOUNT	49	6	\$2,577.25	View Order	Copy Order

* Please Note: Estimated amount may not account for delivery charges, price changes, taxes, etc.

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Figure 3: Home Page, Customer Validated

3. Select the Orders Menu



Default Order Guide Order [Switch to Custom](#)

McLane Customer Number: 135 TEST ORDER ACCT 2641 MEADOWBROOK ROAD ROCKY MOUNT, NC 27802 9/13/2016

Build-To List: -None-

Item Status	Item #	Description	Category	Pack	Price	Quantity	Ext Price
1	93450	COFFEE DECAF	BEVERAGES	96/2.125	\$40.65		\$0.00
2	93443	COFFEE REGULAR	BEVERAGES	116/2.52	\$50.71		\$0.00
3	61773	SYRUP SHAKE CHOCOLATE 4/1 GAL	BEVERAGES	4/1GAL	\$22.91		\$0.00
4	61775	SYRUP STRAWBERRY SHAKE	BEVERAGES	4/1GAL	\$16.63		\$0.00
5	61774	SYRUP, VANILLA SHAKE	BEVERAGES	4/1GAL	\$19.97		\$0.00

Figure 4: Default Order Guide Order, No Build-To List

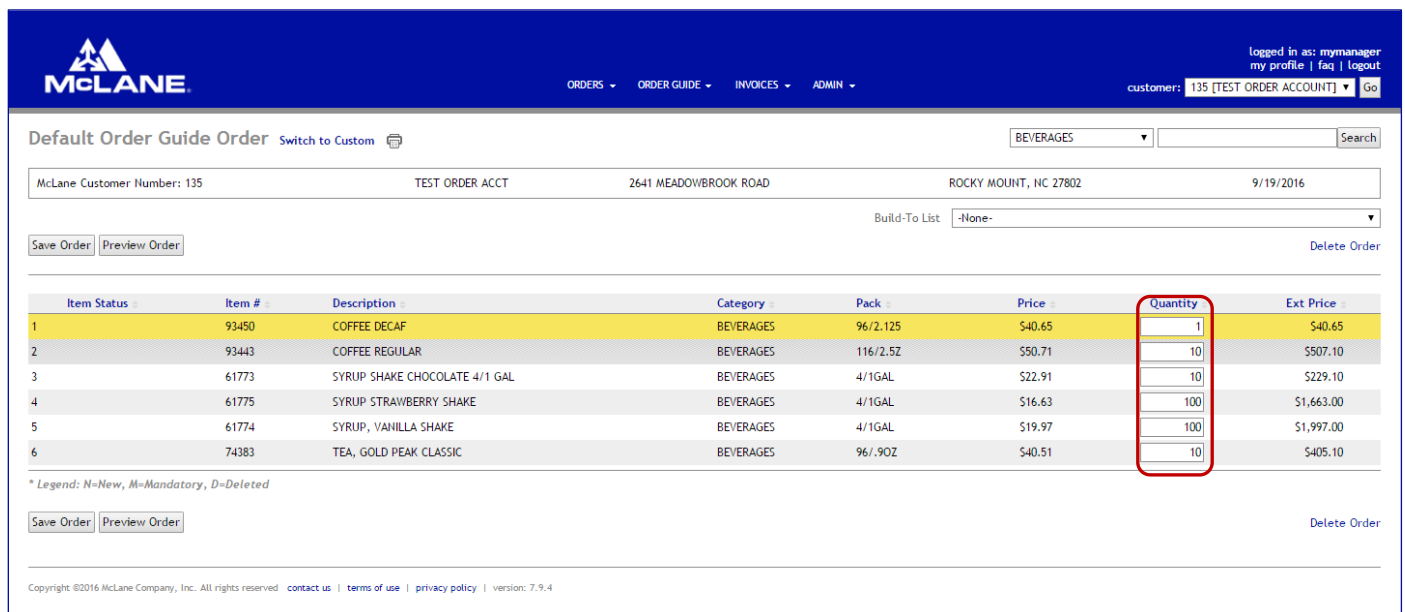
- Click the Orders menu option. In the event that a pre-existing “Draft Order” exists it will be loaded into the form with the understanding that it is going to be completed.
- The Order Guide displays 50 items per page.
- Filter the items that are displayed by selecting one of the categories from the dropdown list.
- Search for a specific item by entering search criteria in the Search box then click the Search button. Criteria entered are used to search for partial and complete matches within the Item#, Description and Category columns.

-ALL CATEGORIES- Search

- ALL CATEGORIES-
- BEVERAGES
- BREAKFAST FOODS
- BREAKFAST PAPER
- CLEANING SUPPLIES
- DAIRY ITEMS
- DESSERT ITEMS
- FROZEN BREAKFAST
- FROZEN GOODS
- OPERATING SUPPLIES
- OTHER FOOD
- PAPER GOODS
- PRODUCE ITEMS
- PROMO ITEMS
- REFRIGERATED
- REFRIGERATED ITEMS
- TEST ITEM/MARKETING

4. Enter Quantities

10. Enter quantity for the items you wish to order. Use the [TAB] key or [ENTER] key to position the cursor on the next item.



Default Order Guide Order [Switch to Custom](#)

McLane Customer Number: 135 TEST ORDER ACCT 2641 MEADOWBROOK ROAD ROCKY MOUNT, NC 27802 9/19/2016

Build-To List: -None-

Item Status	Item #	Description	Category	Pack	Price	Quantity	Ext Price
1	93450	COFFEE DECAF	BEVERAGES	96/2.125	\$40.65	1	\$40.65
2	93443	COFFEE REGULAR	BEVERAGES	116/2.52	\$50.71	10	\$507.10
3	61773	SYRUP SHAKE CHOCOLATE 4/1 GAL	BEVERAGES	4/1GAL	\$22.91	10	\$229.10
4	61775	SYRUP STRAWBERRY SHAKE	BEVERAGES	4/1GAL	\$16.63	100	\$1,663.00
5	61774	SYRUP, VANILLA SHAKE	BEVERAGES	4/1GAL	\$19.97	100	\$1,997.00
6	74383	TEA, GOLD PEAK CLASSIC	BEVERAGES	96/.90Z	\$40.51	10	\$405.10

* Legend: N=New, M=Mandatory, D=Deleted

Figure 5: Enter a valid item quantity

5. Preview and Submit Order

11. To Save the Order press the [Save Order](#) button. Upon successful save you will see a confirmation notification.

✔ Order Draft successfully saved.

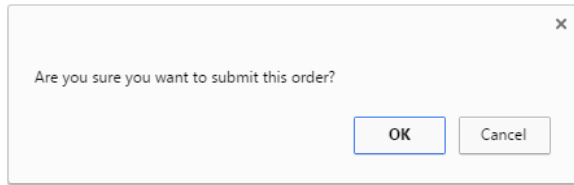
12. To Preview the Order press the [Preview Order](#) button.



If you preview the Order, you then have the additional options:

13. To modify the existing Draft Order press the [Edit Order](#) option.

14. To Delete the Draft Order press the [Delete Order](#) option.

15. To Submit the Draft Order press the [Submit Order](#) button.



16. If you wish to confirm the submission process click  button.
17. If you wish to cancel the submission process click  button.

On successful submission you will see a confirmation notification.

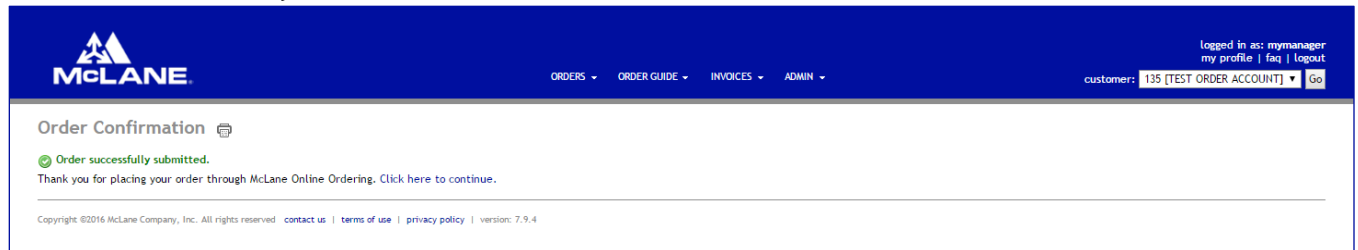


Figure 6: Order Submission Confirmation

Note: If the current customer has already submitted for the current date, and with the same PO Number, then the following error message will be displayed.

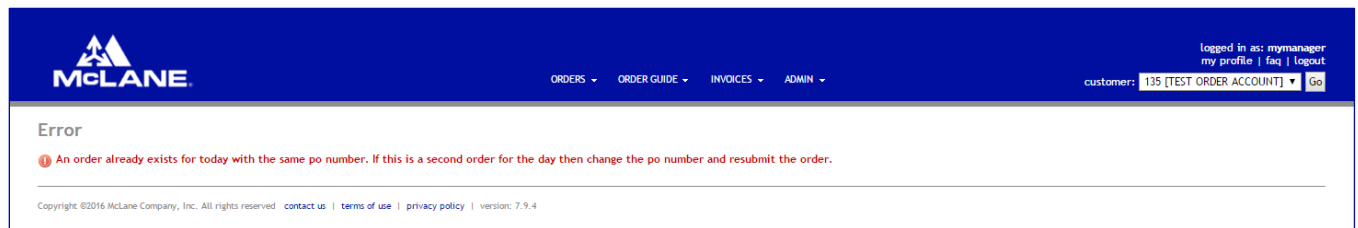


Figure 7: Order Confirmation Email

Support Contact Information

Email: websupport@mbmfoodservice.com

Ordering Systems Help-Desk Phone: 1-800-546-5733