



Riviera Online Ordering Guide

Easy, Fast, and Informative

Finding a reliable supplier can be challenging, but placing an order shouldn't be.
That's why Riviera Produce has created this straightforward tutorial to address all of your online ordering questions.

<https://www.rivieraproduce.com/>

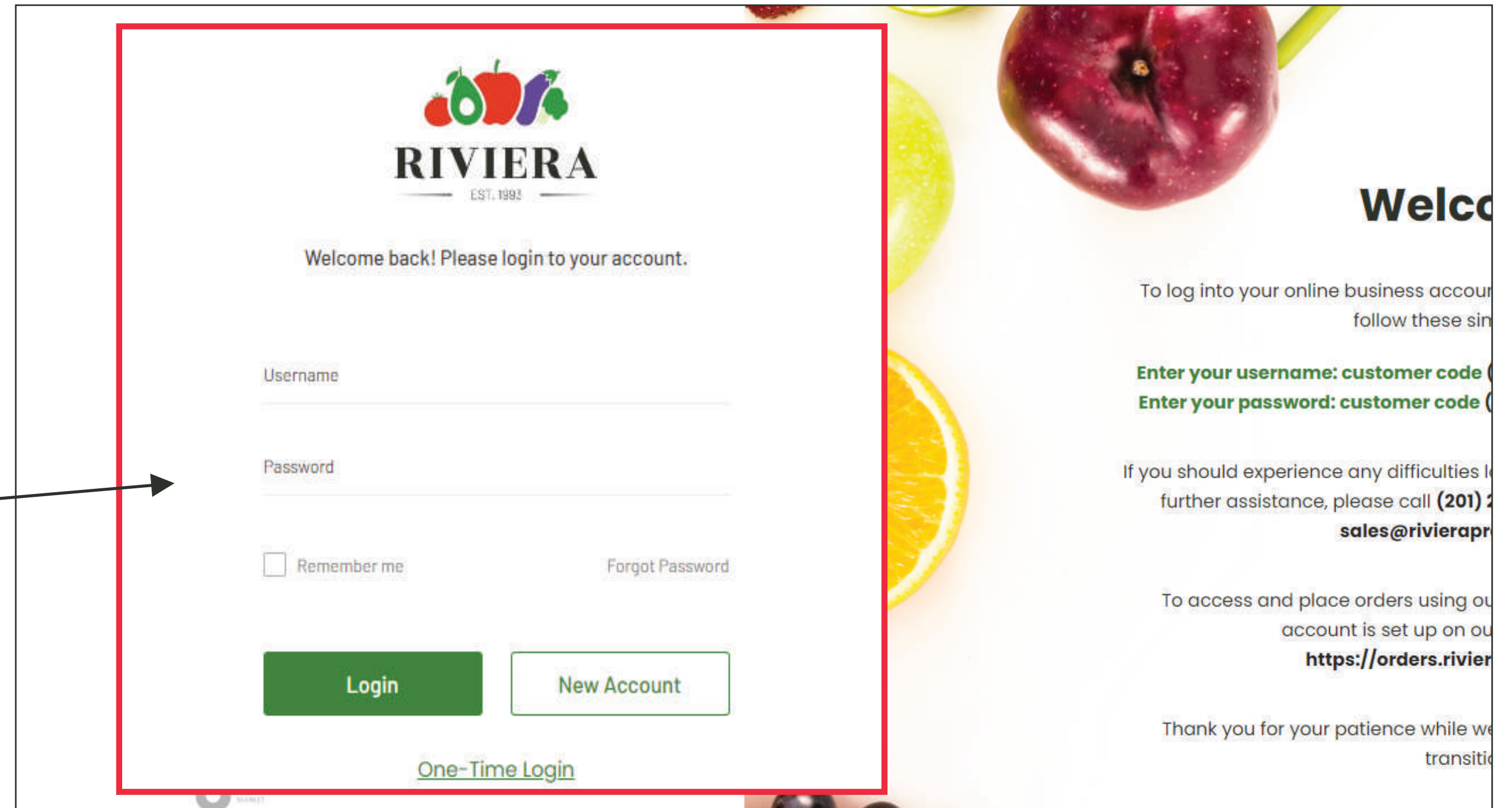
Simple ordering

Sign in or Become a Customer

First, go to <https://store.rivieraproduce.com>

To begin the online ordering process, select either "LOG IN" or "NEW ACCOUNT." If you are a current customer, enter your username and password, then select "LOG IN".

If you are a new customer and would like to apply for an account, choose "NEW ACCOUNT" and complete the required business information. Once your account is approved, you can sign in and start placing orders.

A screenshot of the Riviera Produce website's login page. The page features the Riviera logo at the top center, which includes a colorful fruit icon and the text "RIVIERA EST. 1993". Below the logo, a message reads "Welcome back! Please login to your account." There are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me" and a link "Forgot Password". At the bottom of the login section, there are two buttons: a green "Login" button and a white "New Account" button with a green border. A red rectangular box highlights the entire login section. An arrow points from the text "select either 'LOG IN' or 'NEW ACCOUNT.'" to the "Login" button. To the right of the login section, there is a "Welcome" heading and some text about logging into an online business account, including instructions to enter a customer code for both username and password. At the bottom of the page, there is a link for "One-Time Login".

RIVIERA
EST. 1993

Welcome back! Please login to your account.

Username

Password

☐ Remember me [Forgot Password](#)

[Login](#) [New Account](#)

[One-Time Login](#)

Welcome

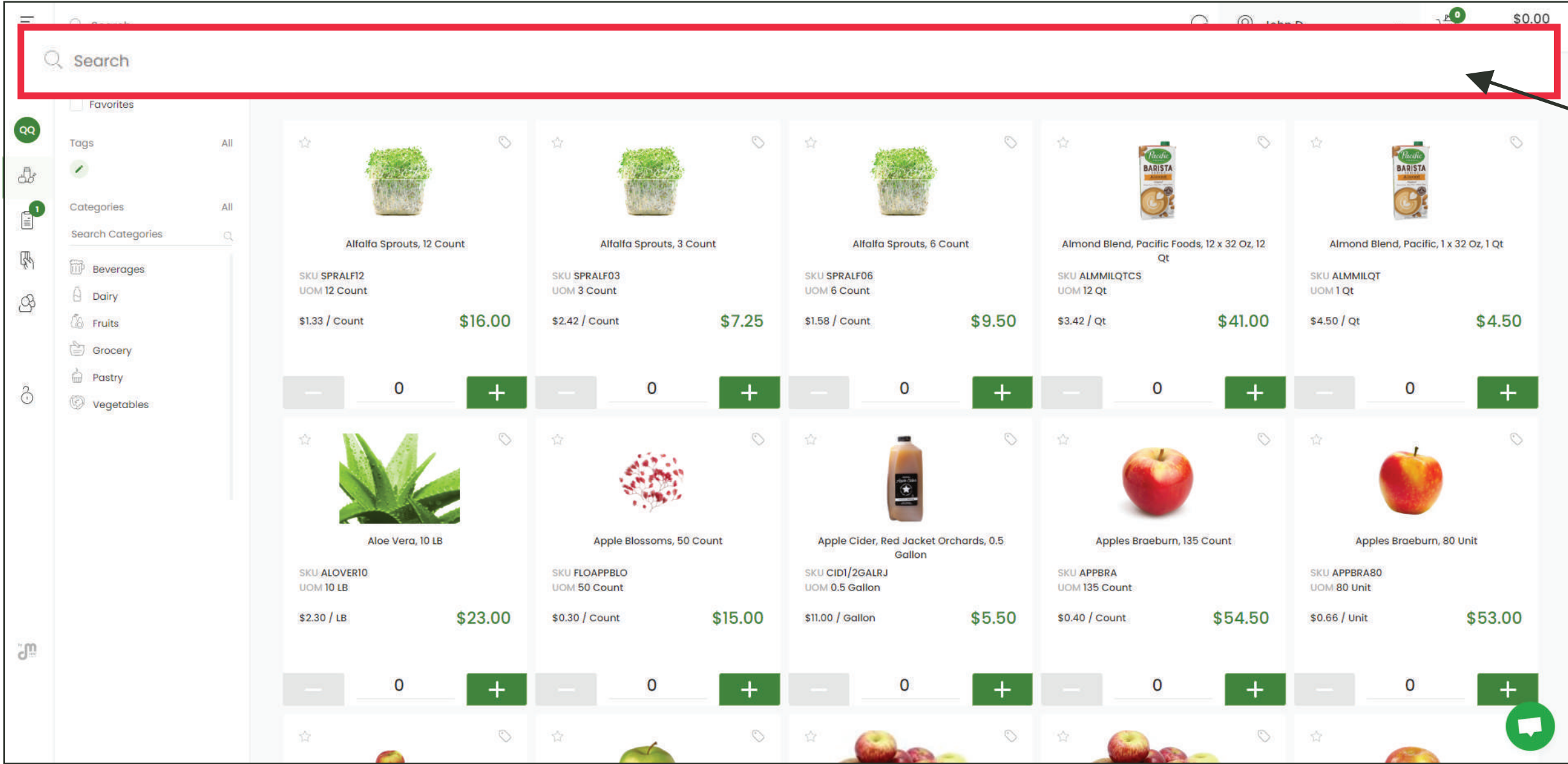
To log into your online business account, follow these steps:

Enter your username: customer code
Enter your password: customer code

If you should experience any difficulties, please call (201) 2...
sales@rivieraproduce.com

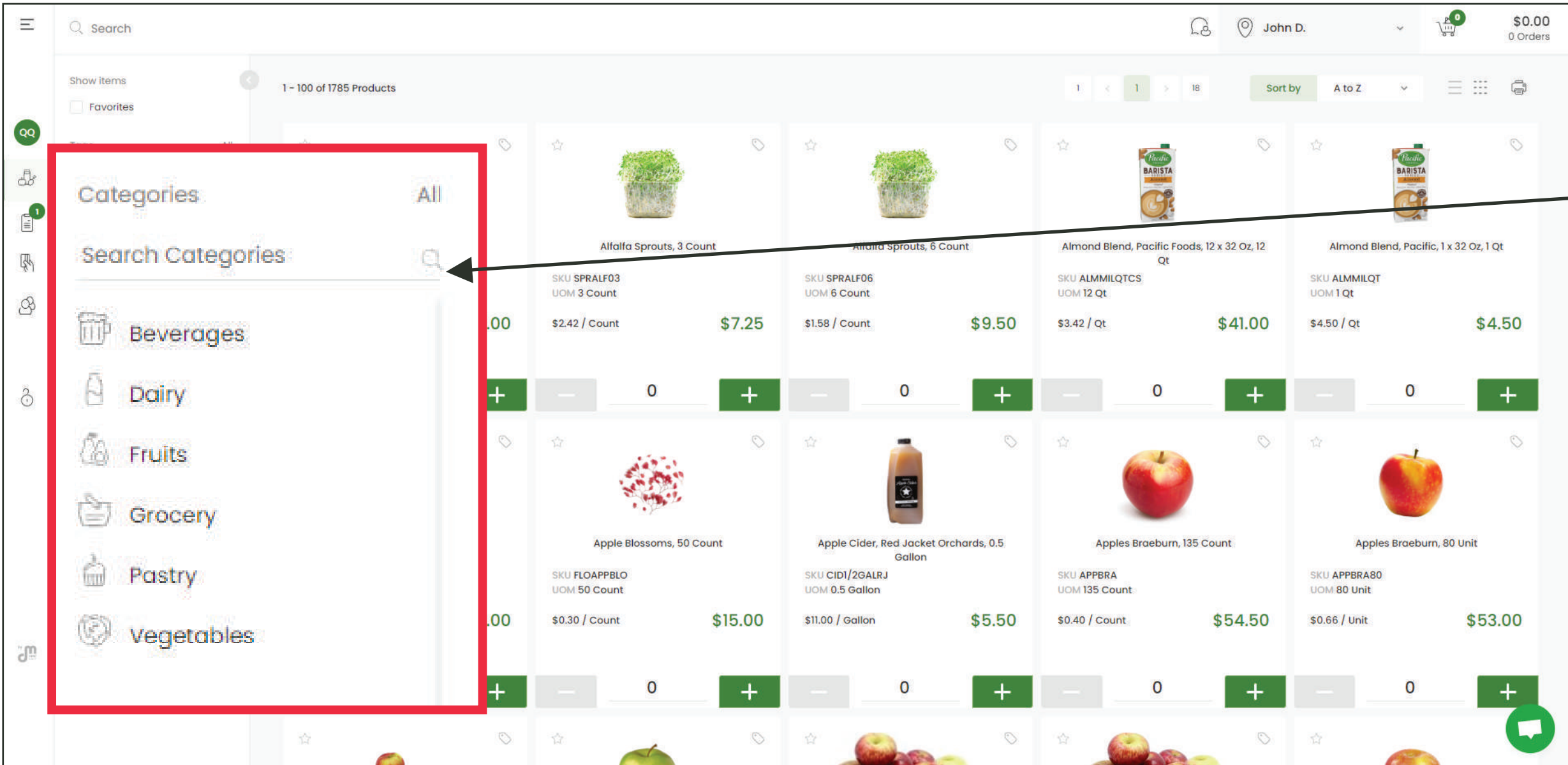
To access and place orders using our online account is set up on our website at <https://orders.rivieraproduce.com>

Thank you for your patience while we transition to our new website.



Search For Items

Discover exactly what you're looking for in our extensive catalog. To start your search, click or hover over the search bar. You can look for products using item name, brand, or SKU.

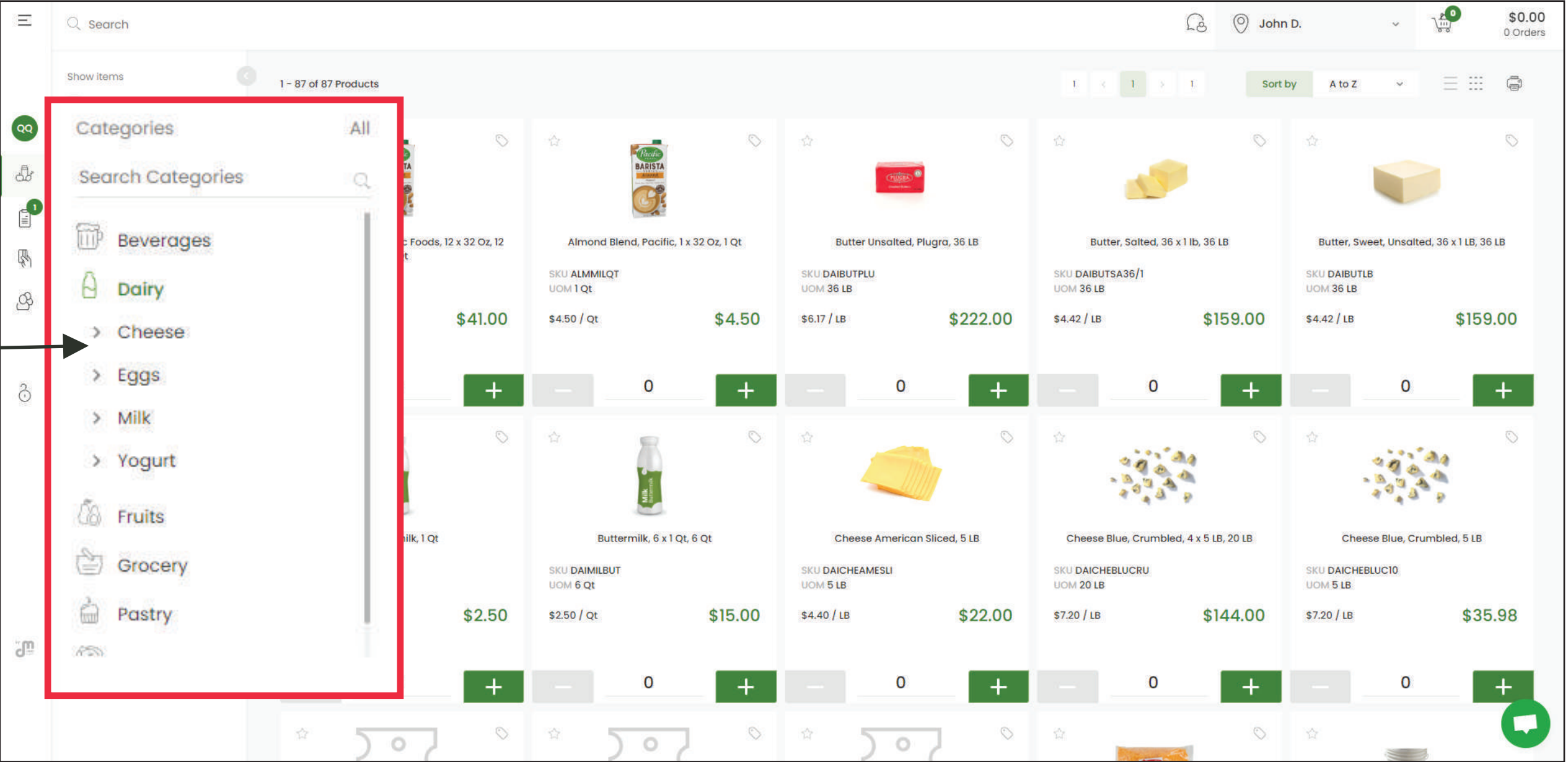


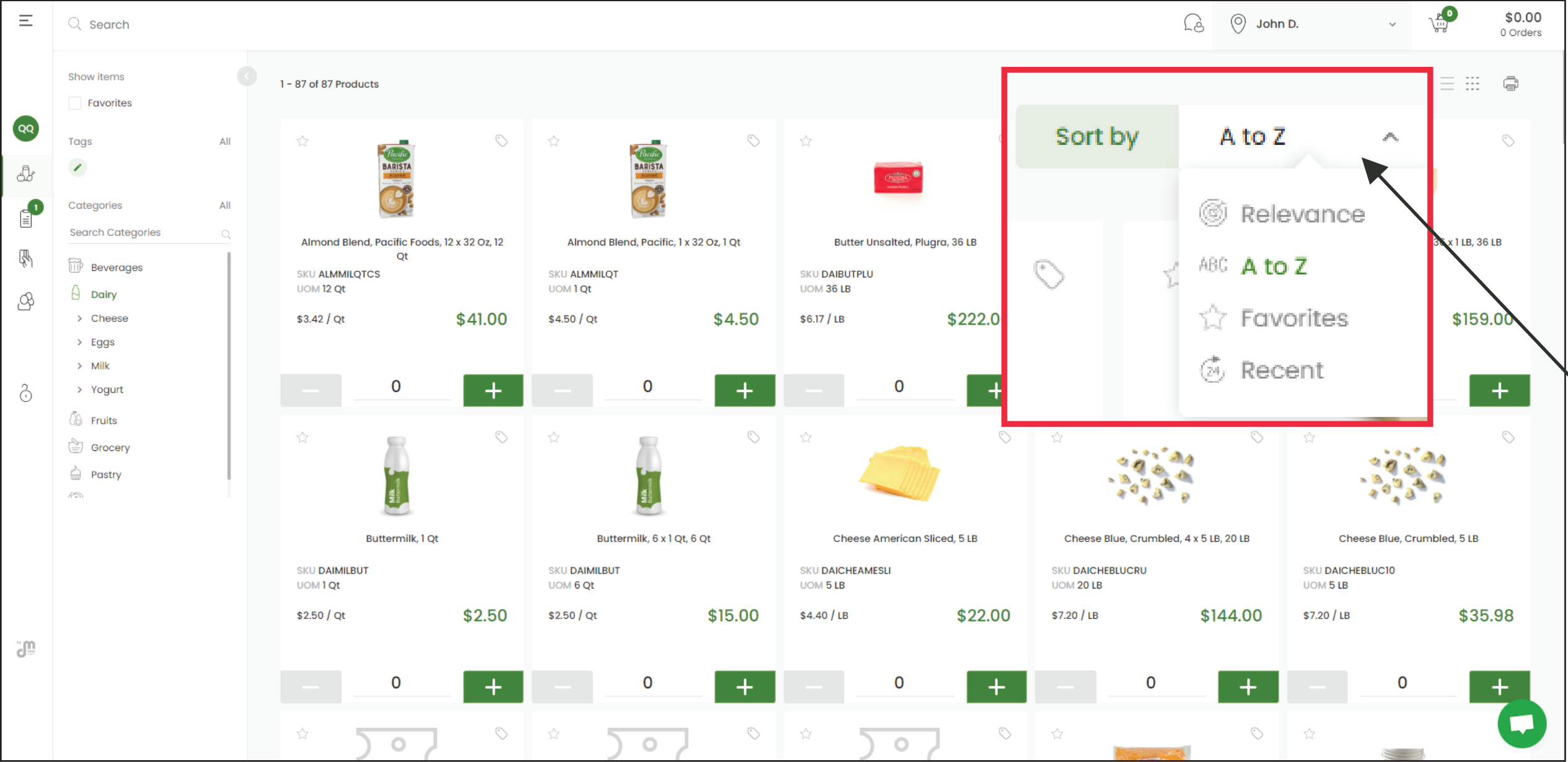
Search By Categories & Subcategories

Select your desired category by clicking its name to view a list of all its subcategories and search for specific items.

Subcategories

Within each product category, you can easily filter and find the specific products you're seeking.



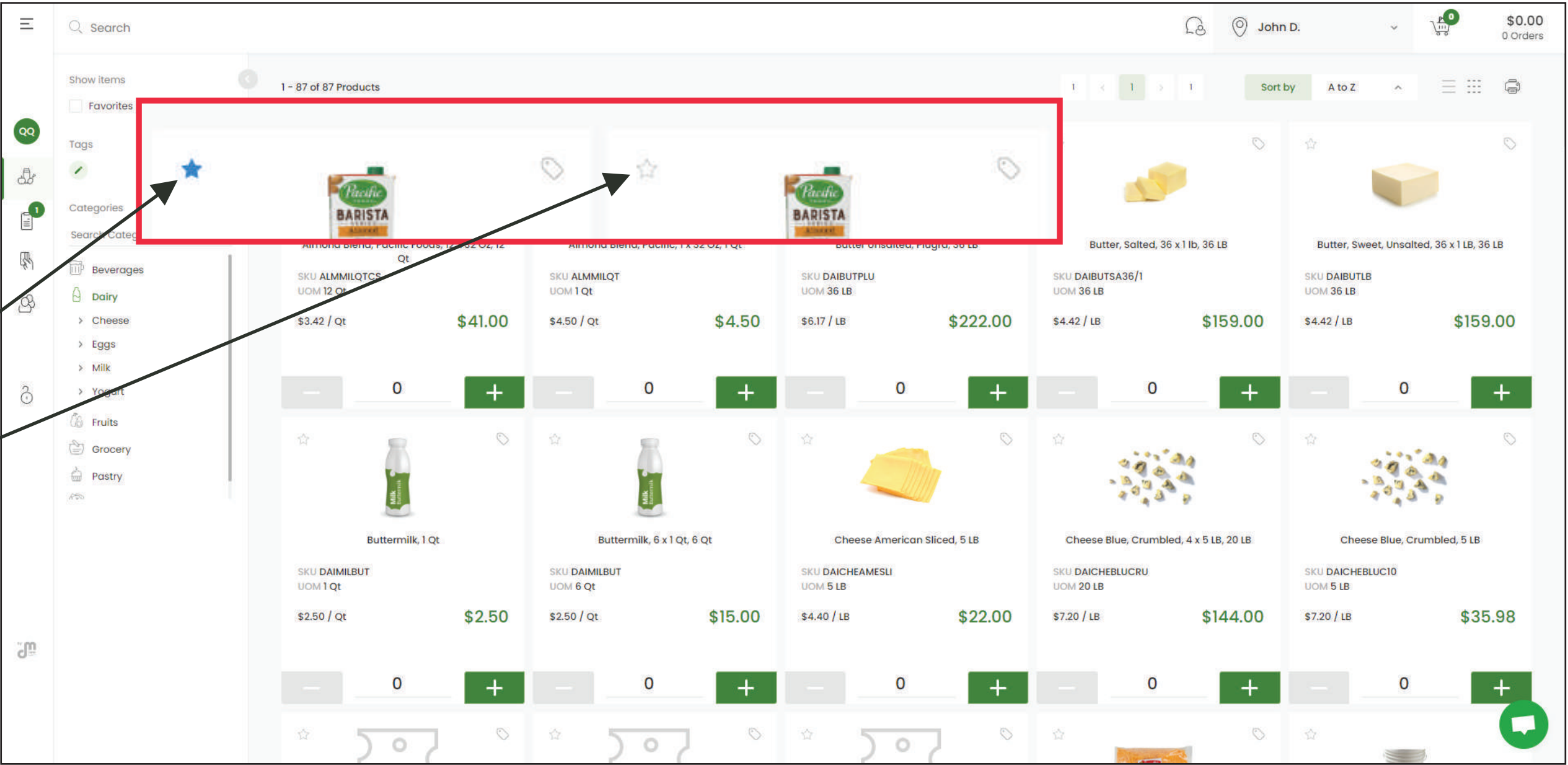


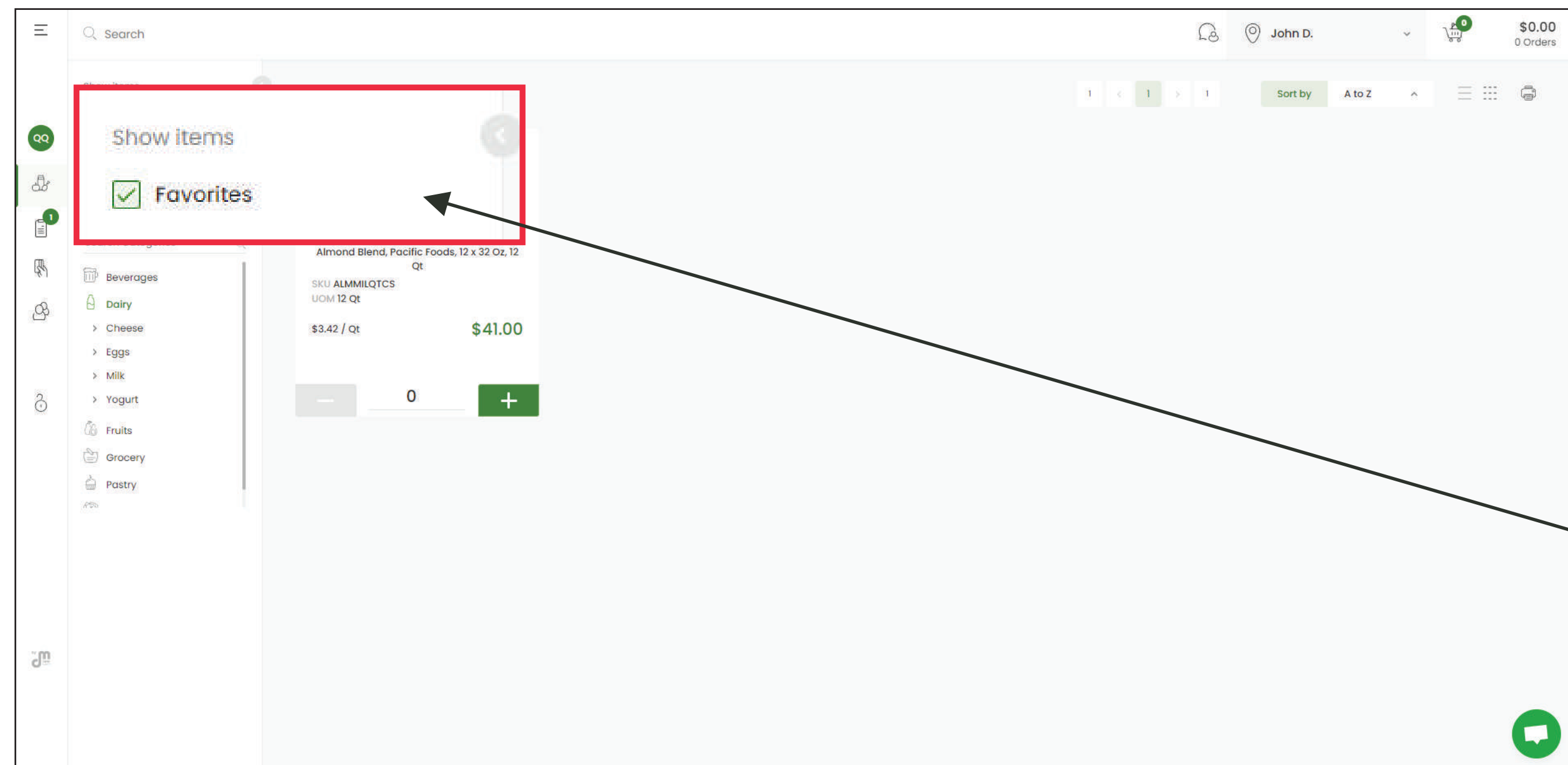
Quick Search With Sort By Filter

Speedy and effortless product searching can be achieved by using the "sort by" filter. Click the drop-down arrow to view options for relevance, A to Z, favorites, or recent. Simply hover over and select your preferred option for your search.

Build A Personalized Order Guide

Enhance your ordering experience with a personal touch by favoriting your preferred products. To start, search for the product you want to add to your menu, then click on the star. The star will change to blue, indicating that it has been added to your list of favorite products on your product page.



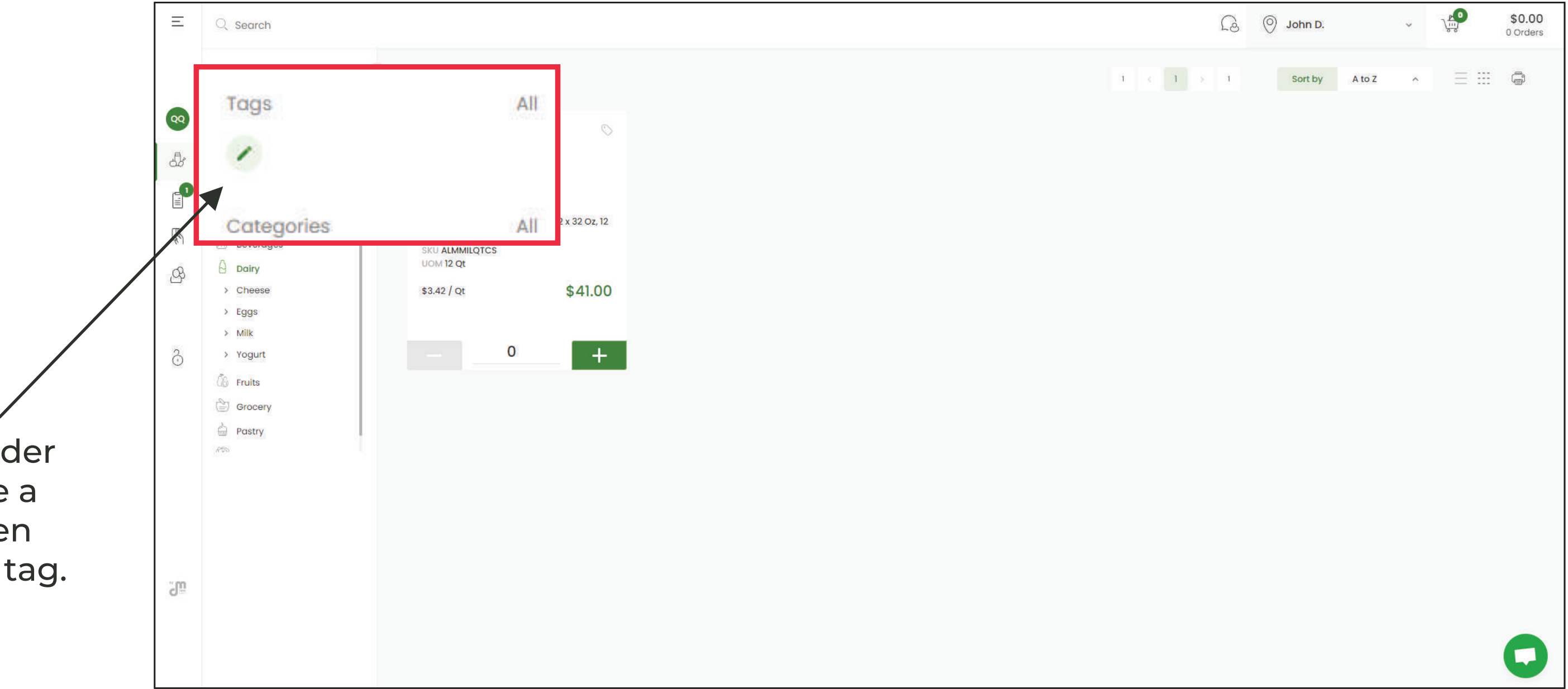


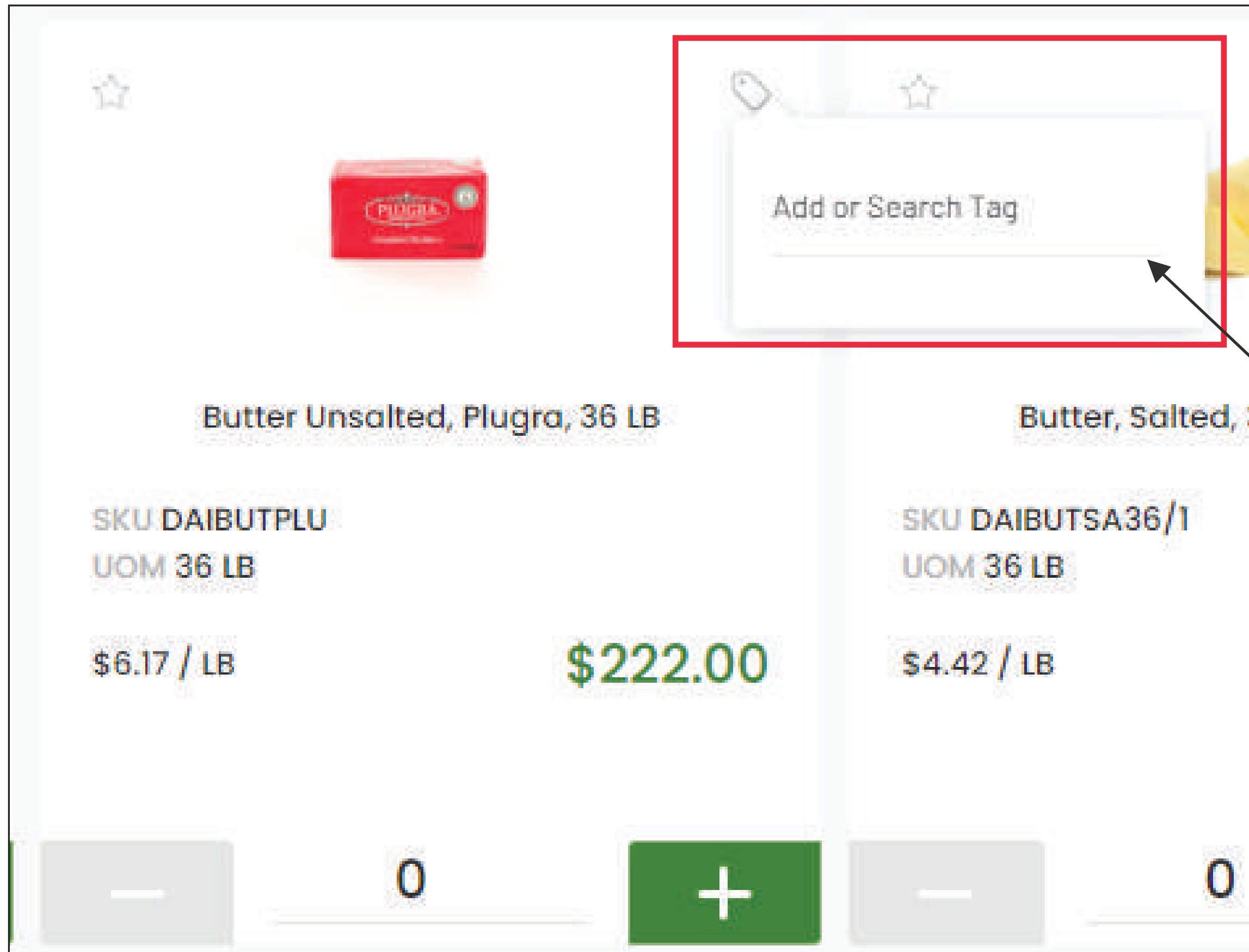
Find & Order Products Faster

For easier and faster product searching, click on "Favorites." This will display only your previously selected favorite products on your product page.

Create Tags (Menus) A Personalized Order Guide

To create a personalized list of products or menus, click the pen icon under "tags." A pop-up box will appear where you can name, rename, or delete a tag. To add products to a tag, search for the item(s) you want to add, then click the tag icon to the right of the product and assign it to an existing tag.



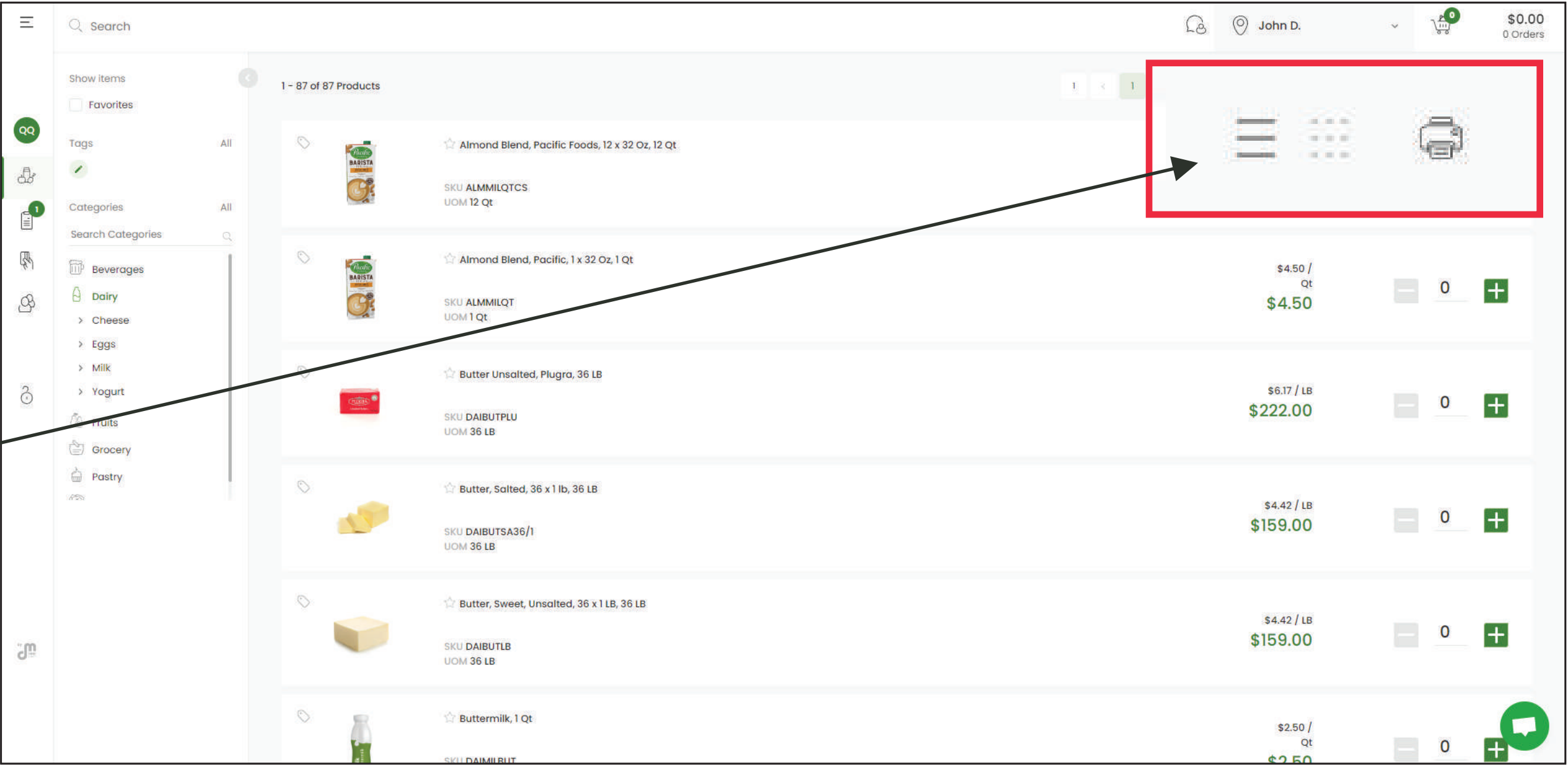


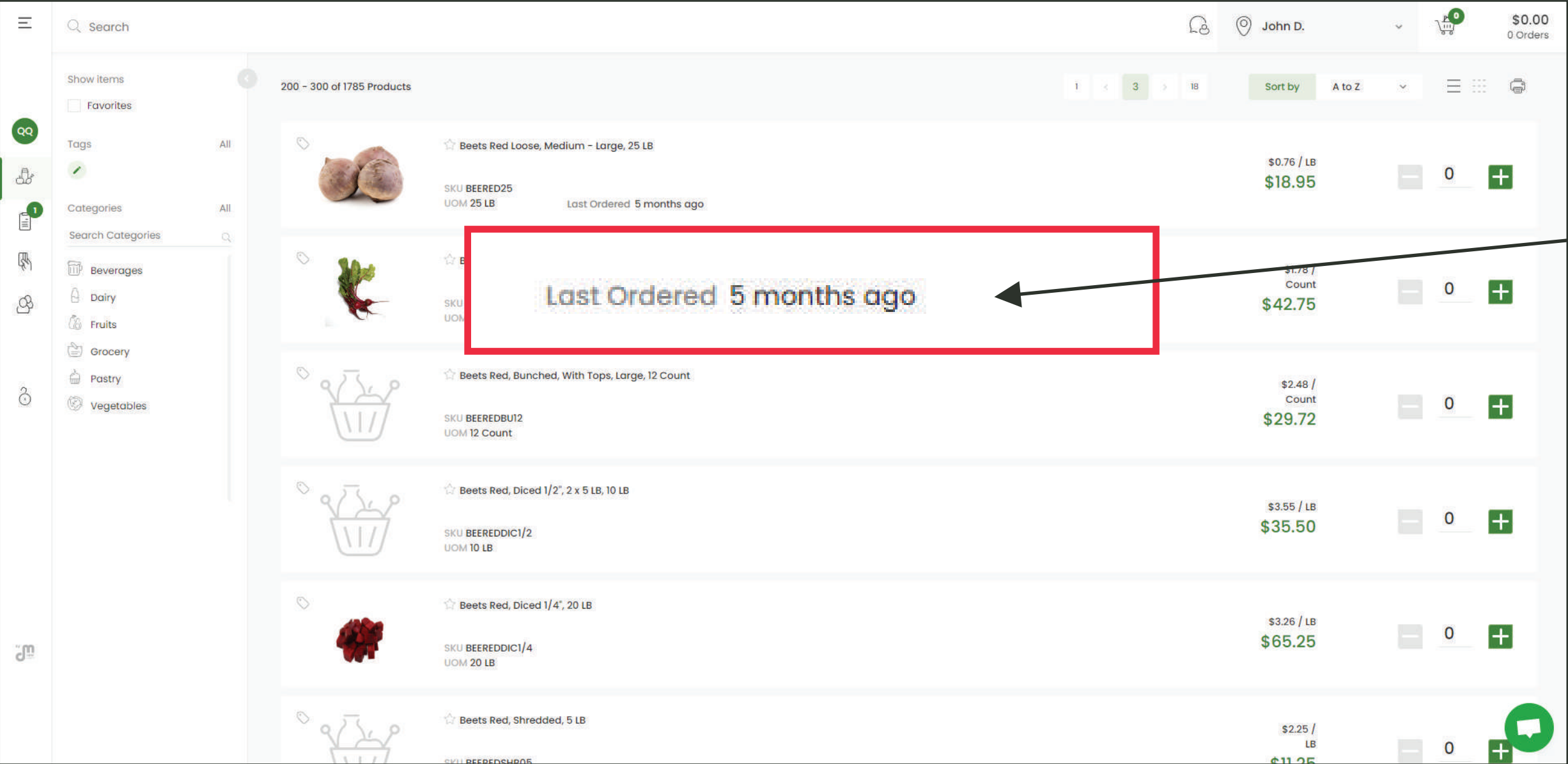
Edit Tags Guide

To view all added tags or edit a tag, go to "Tags" on the menu bar, and click on the desired tag name. All products assigned to the tag should be visible on the product page. To edit a tag name, click the pen icon, select the tag to edit, make the changes, and click the check to save. To delete a tag and its associated products, click the pen icon, select the tag name to delete, then click the trash icon. Deletion or editing of a tag cannot be undone.

Choose Your Screen View

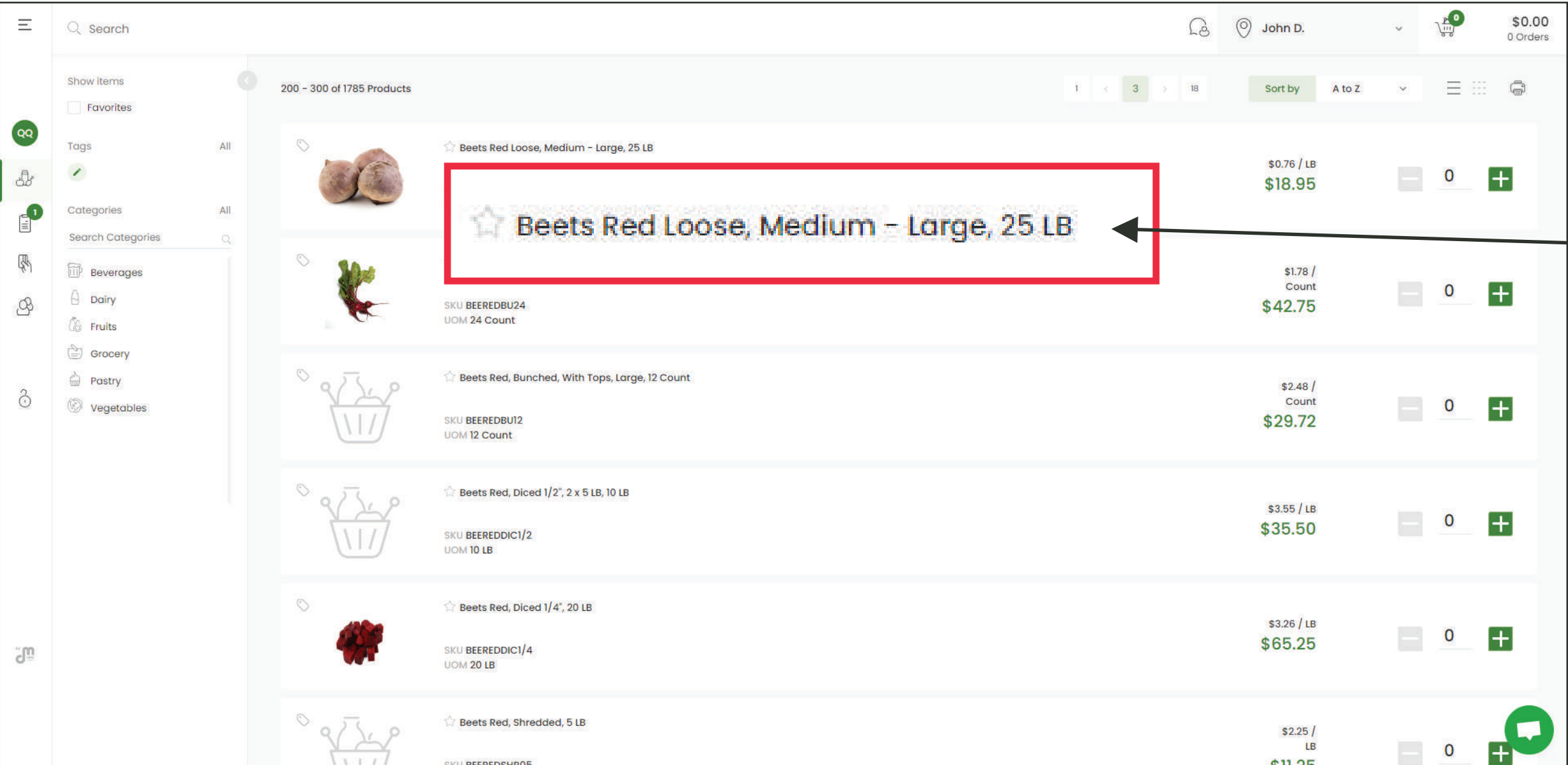
There are two views available for products/menus: list and grid. Choose your preferred view by hovering over and clicking on "list" or "grid".





Last Ordered Widget

To see the last time you ordered a specific product, choose the "list view" on your product page. Each time you place an order for a product, the quantity will be shown on a weekly calendar next to that item. The calendar will keep track of your purchases based on the last order date. This feature updates your ordering history over a one-year time period.

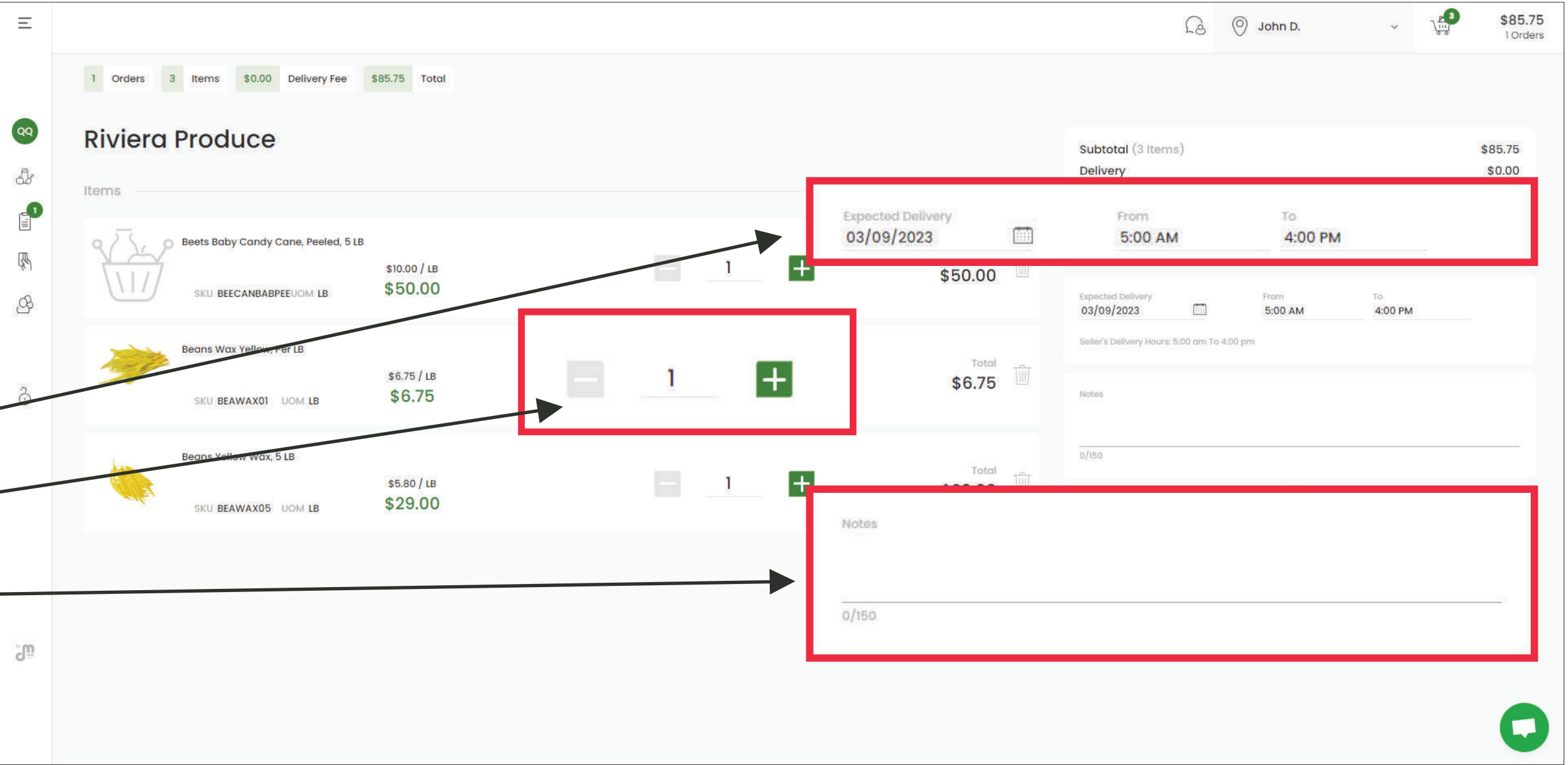


Product Page

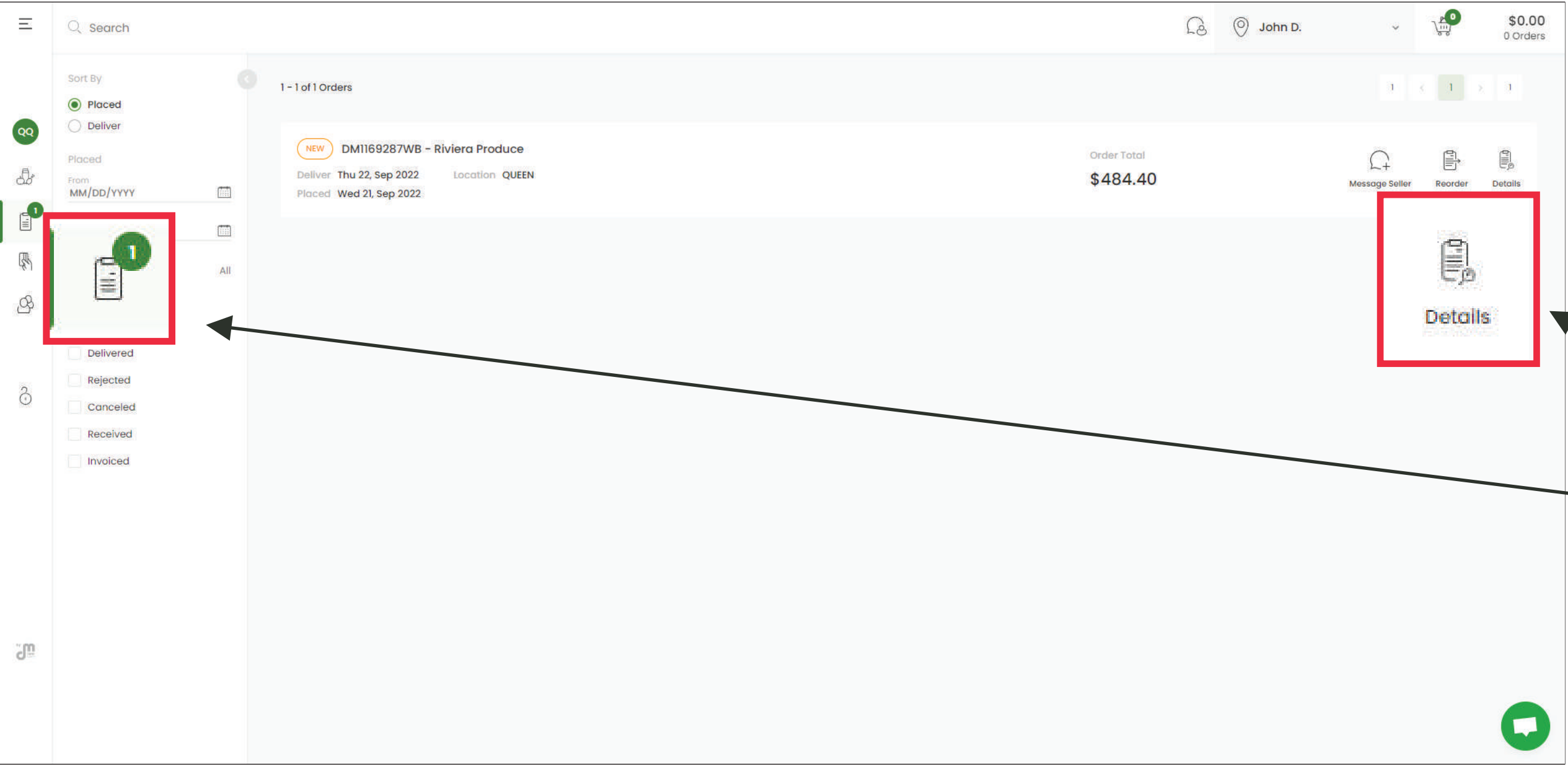
To access more information about a product, click on its name. This will provide you with details such as the product cut-off time, related products, and price trend tracking.

Place An Order

To add products to your cart, click on the shopping cart icon. This will show the products you have placed in your cart, where you can delete items, adjust their quantity, set a delivery date, or add special notes.



View Past Orders



To see your past orders, click on the order icon in the menu. You can then sort your orders by placement, delivery, time frame, or status. To view the details of an order, click on the "Details" icon.

Order Details

Cancel, Reorder, Print, Email & Chat
To cancel, reorder, print, email, or chat about an order, click on the corresponding icon.

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Back to Orders List

NEW

#DM1169287WB

Items

	Beets Red Loose, Medium - Large, 25 LB SKU: BEERED25 UOM: 25 LB	\$0.48 /LB \$12.00	1	\$12.00
	Cauliflower, 12 Count SKU: CAUI2 UOM: 12 Count	\$3.00 /Count \$36.00	1	\$36.00
	Cilantro Fresh, 1 KG SKU: CILKG UOM: 1 KG	\$13.50 /KG \$13.50	2	\$27.00
	Cucumbers Persian, 20 LB SKU: CUCPER UOM: 20 LB	\$2.70 /LB \$54.00	1	\$54.00

🗨️ Chat with seller

✉️ Email seller

✉️ Email me

🖨️ Print

🔄 Reorder

🗑️ Cancel

🔍 John D.

🛒 0 Orders \$0.00

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Delivery

09/22/2022

From

05:00 AM

To

04:00 PM

Notes

Buyer

John Doe
1 First Street, Brooklyn, 12345, NY
john.doe@gmail.com

Seller

Riviera Produce
205 Jackson Street, Englewood, 07631, NJ
(201) 227-7105
sales@rivieraproduce.com

Subtotal (14 Items)

\$484.40

Delivery

\$0.00

Total (Estimated)

\$484.40

🗨️

Payments

QQ

1

Payments

Payment Methods

Authorized
\$0.00

Paid (Last 30 days)
\$0.00

Paid (Last 365 days)
\$0.00

Payment Methods

Type	Trx #	Payee	Order #	Date Paid	Status	Amount
<div><div></div></div>						

Payment transactions

To add payment methods to your account or view recent credit card transactions, click on the payment icon.

Add a New Payment

Click on “Payment Methods” to add or edit your credit card information.

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Payments

Authorized

\$0.00

Date	Type	Trx #
We haven't found any payment transaction		

John D.

🛒⁰

\$0.00
0 Orders

Payment Methods

Hide

➕ Add new credit card

✕

Add payment method

Add New Credit Card

Cardholder Name *

Card Number *

Expiration Date (MM/YY) *

CVV *

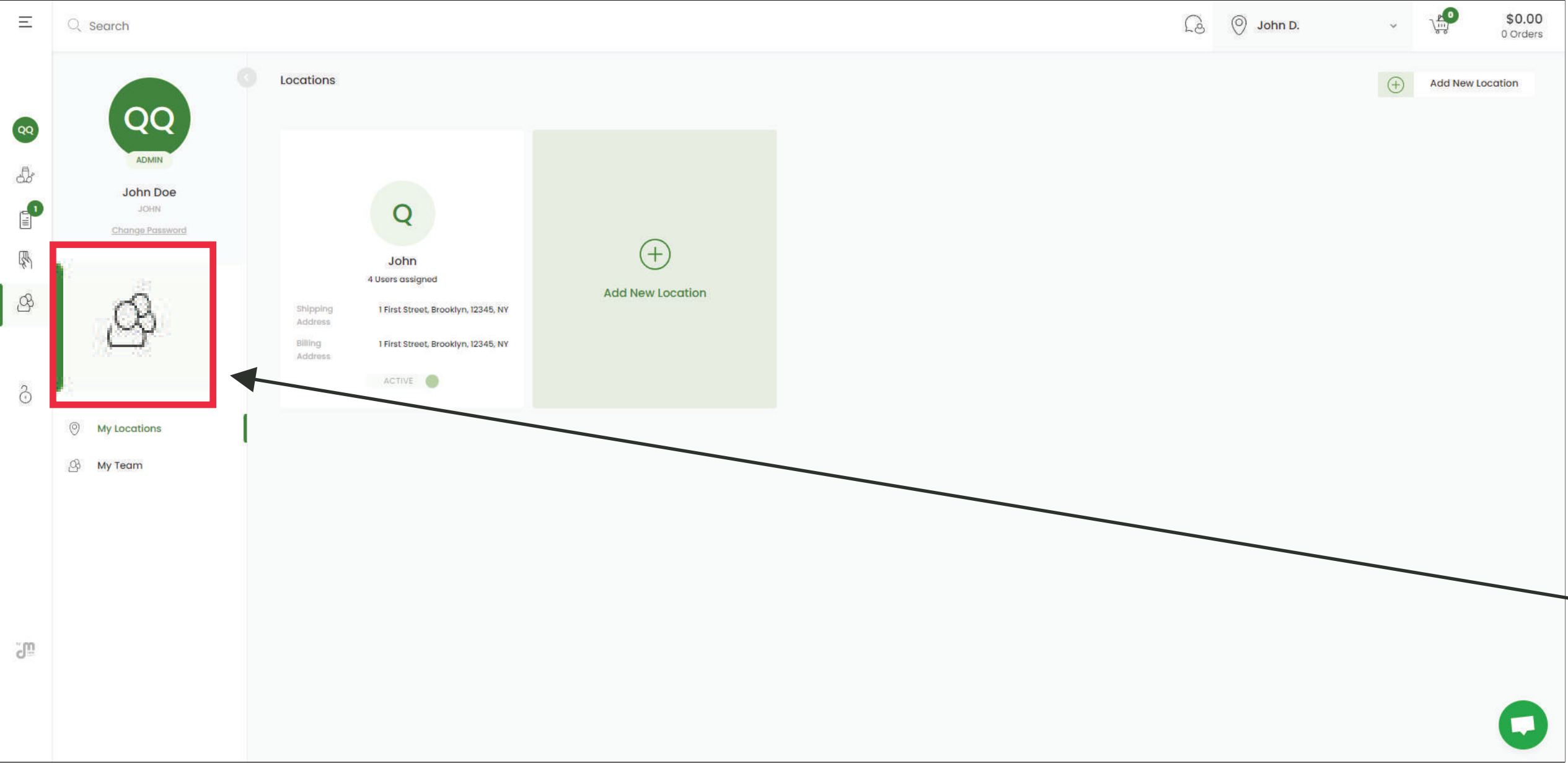
Address *

City *

Zip Code *

Country *

▼

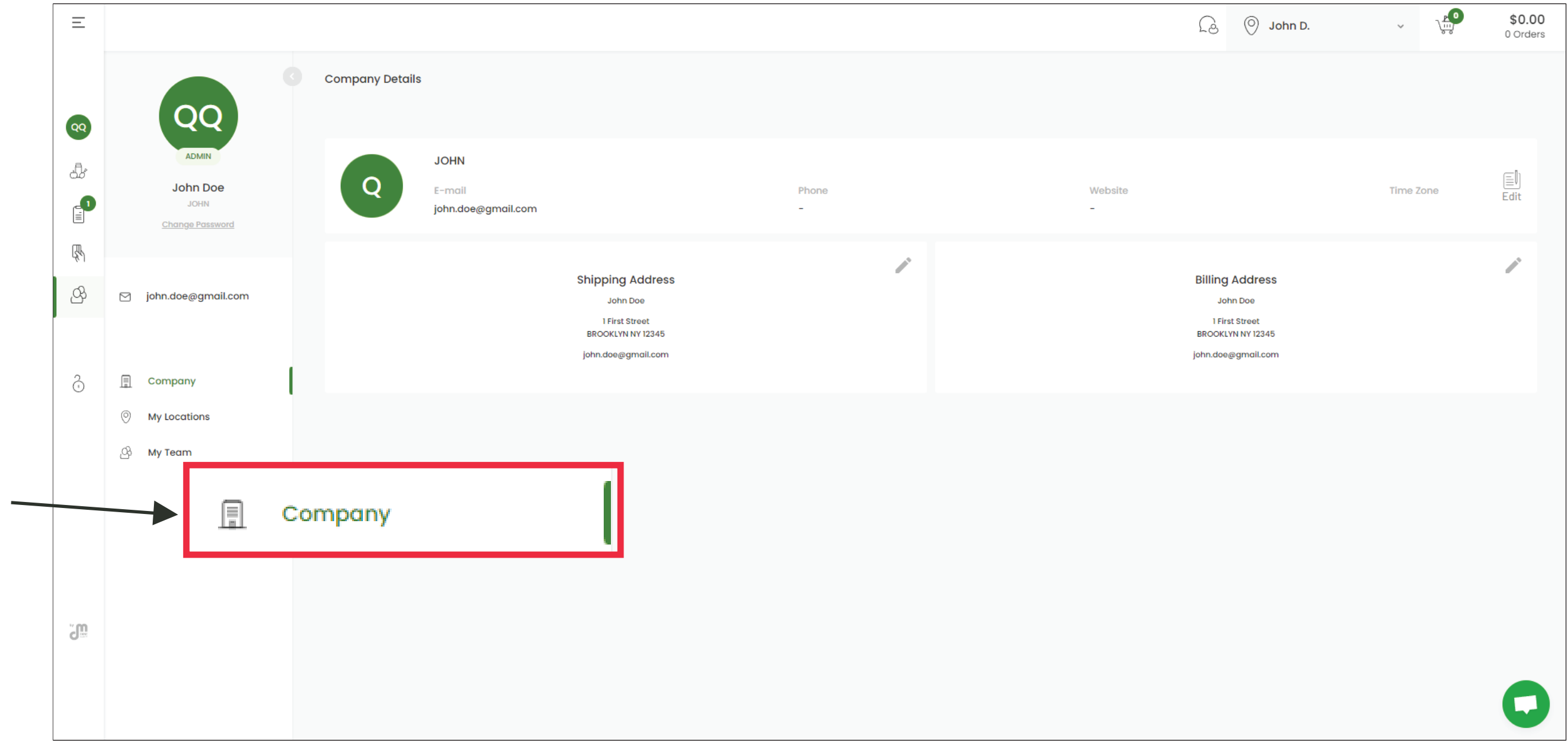


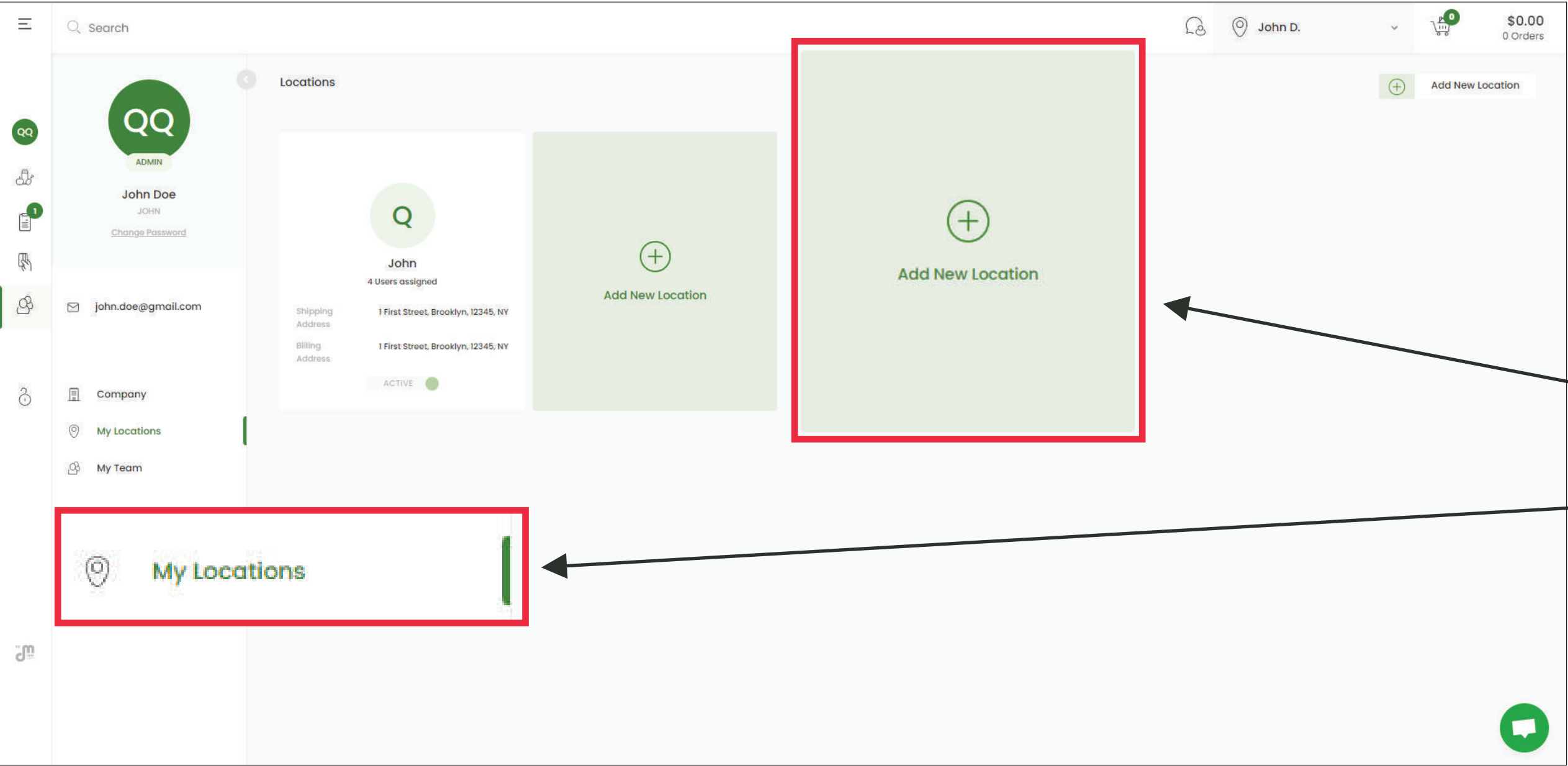
Manage Your Account

Click on the “account” icon to access your business information, locations, or team members.

Company Information - View & Edit Company Information

To edit your business information, click on the "Company" icon from the menu. To change your business, shipping, or billing information, click on the edit icon, make edits, and save.



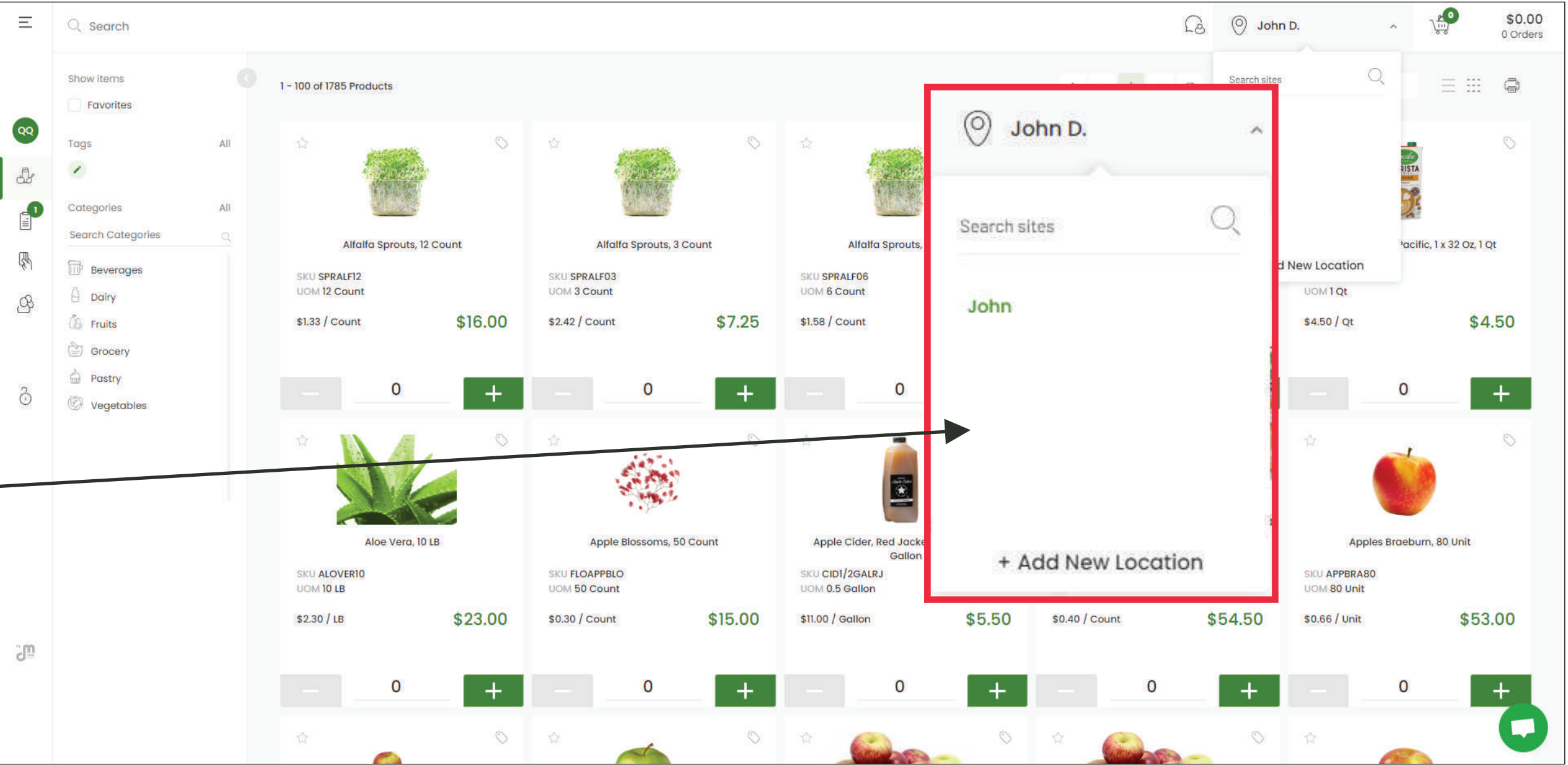


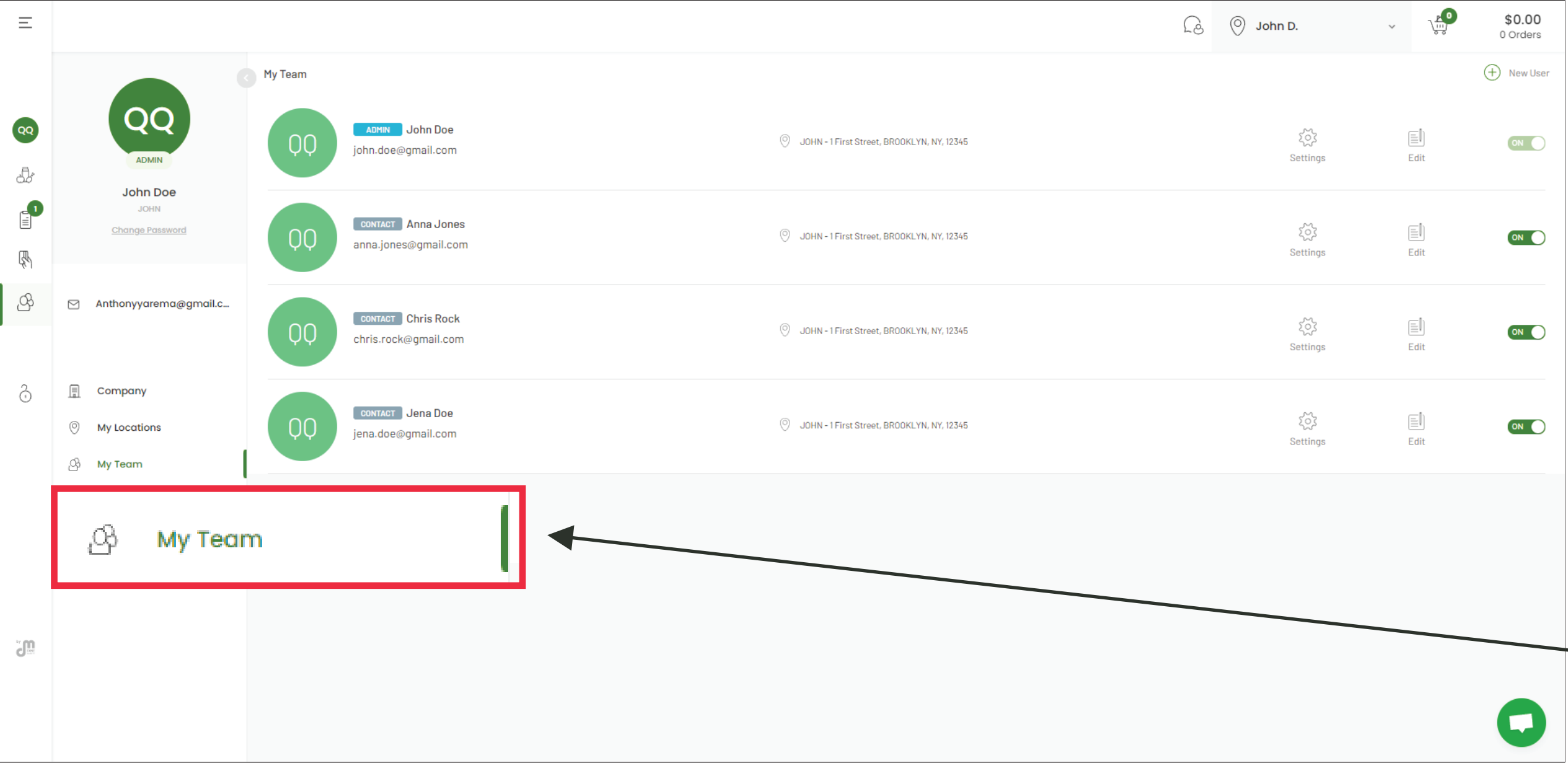
Locations - View, Edit, or Add New Location

To view or edit your company locations, click on the "My Locations" icon. To add multiple business locations to your account, click on "Add New Location" and fill in the required information.

Accessing Multiple Locations

To view the product list for a specific location, click on the drop-down arrow near your company name and select the desired location. This will display the location's ordering guide.



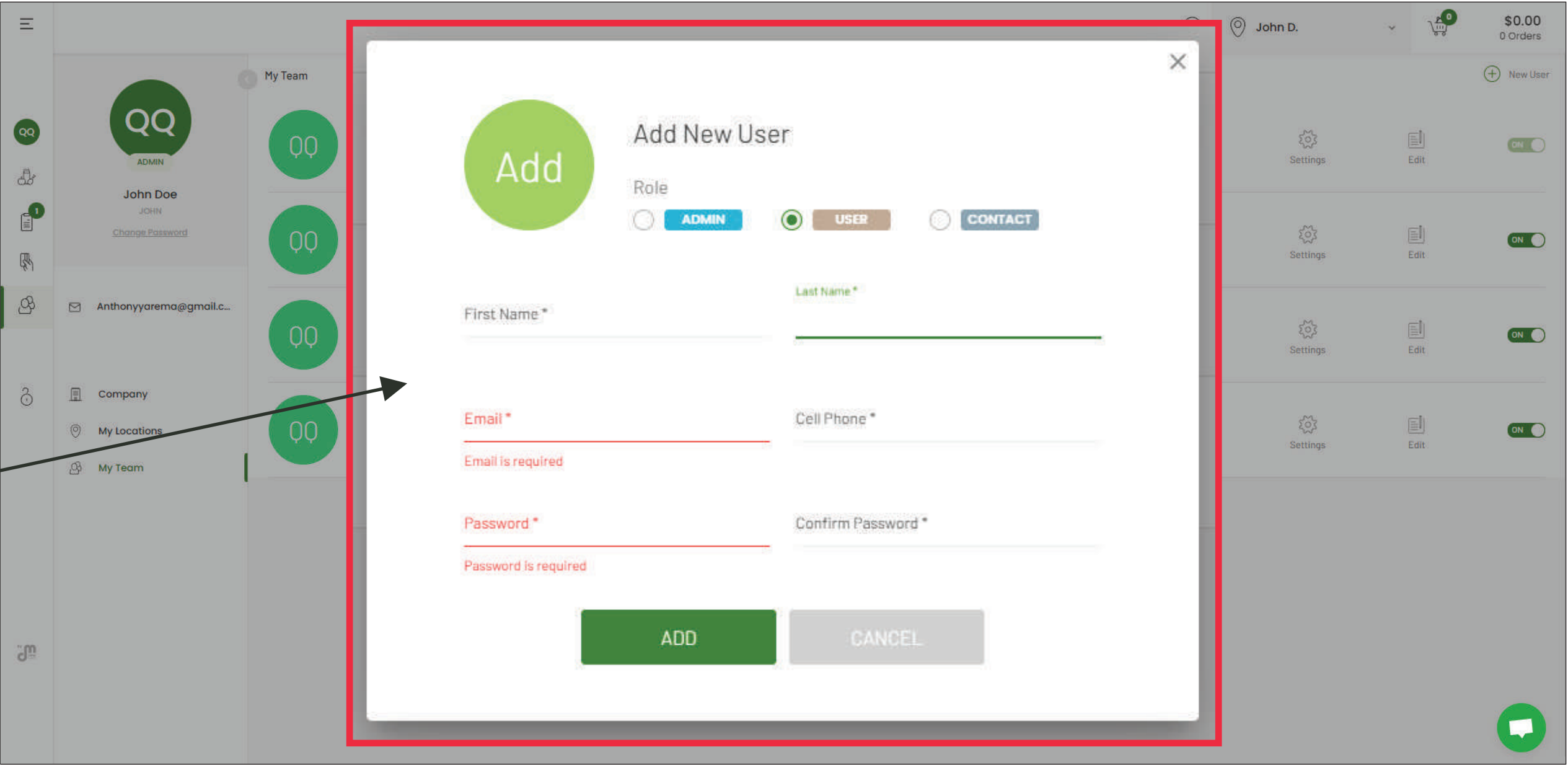


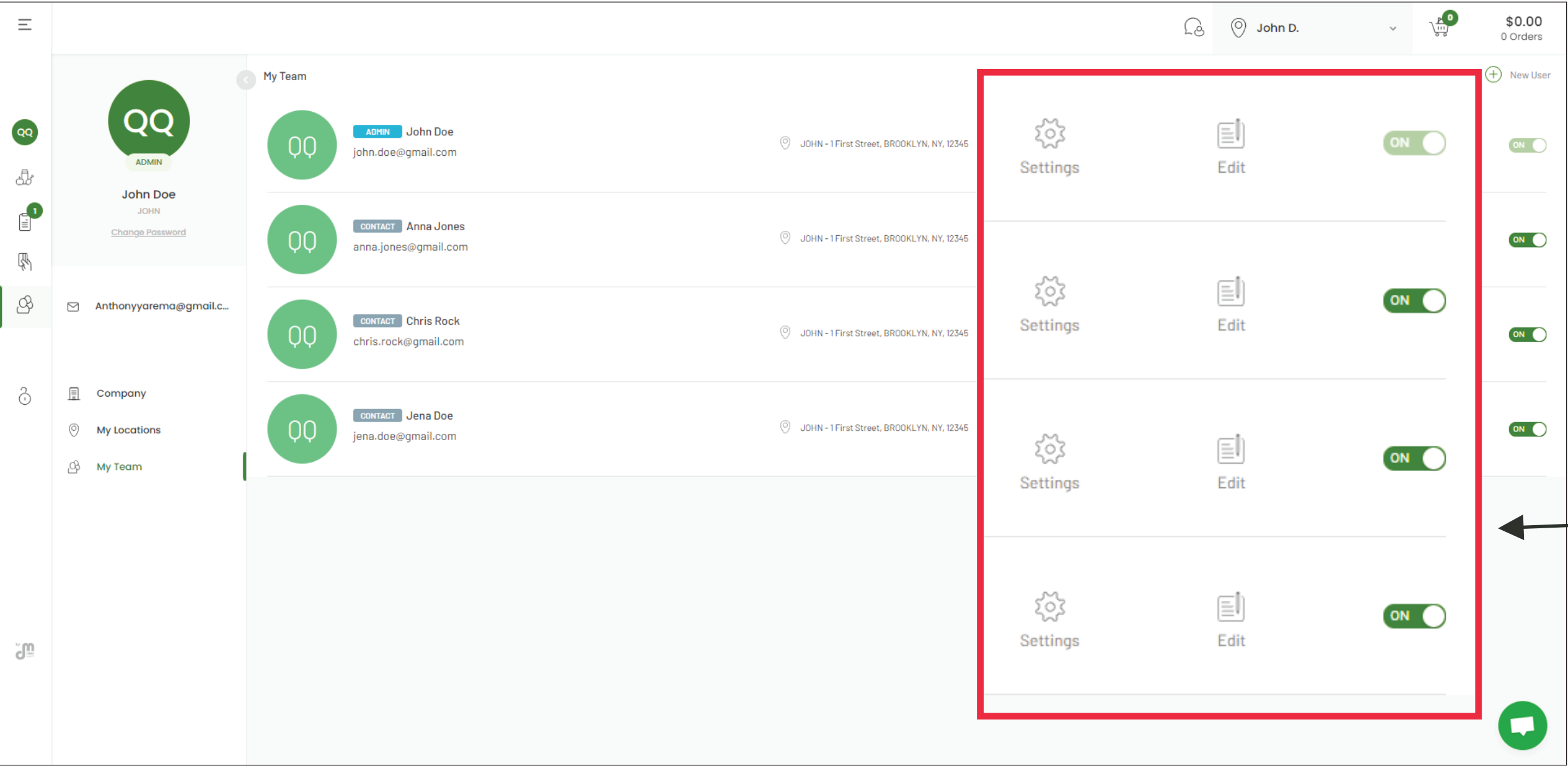
Manage User Permissions

To manage users and their permissions on your company account, click on the "My Team" icon. From there, you can add, delete, or edit users.

Add A User

Here you can add a new user or edit an existing user by clicking on the relevant option. When adding a new user, make sure to assign a role, provide detailed information, and then click the "Add" button. This user will then appear under "My Team".



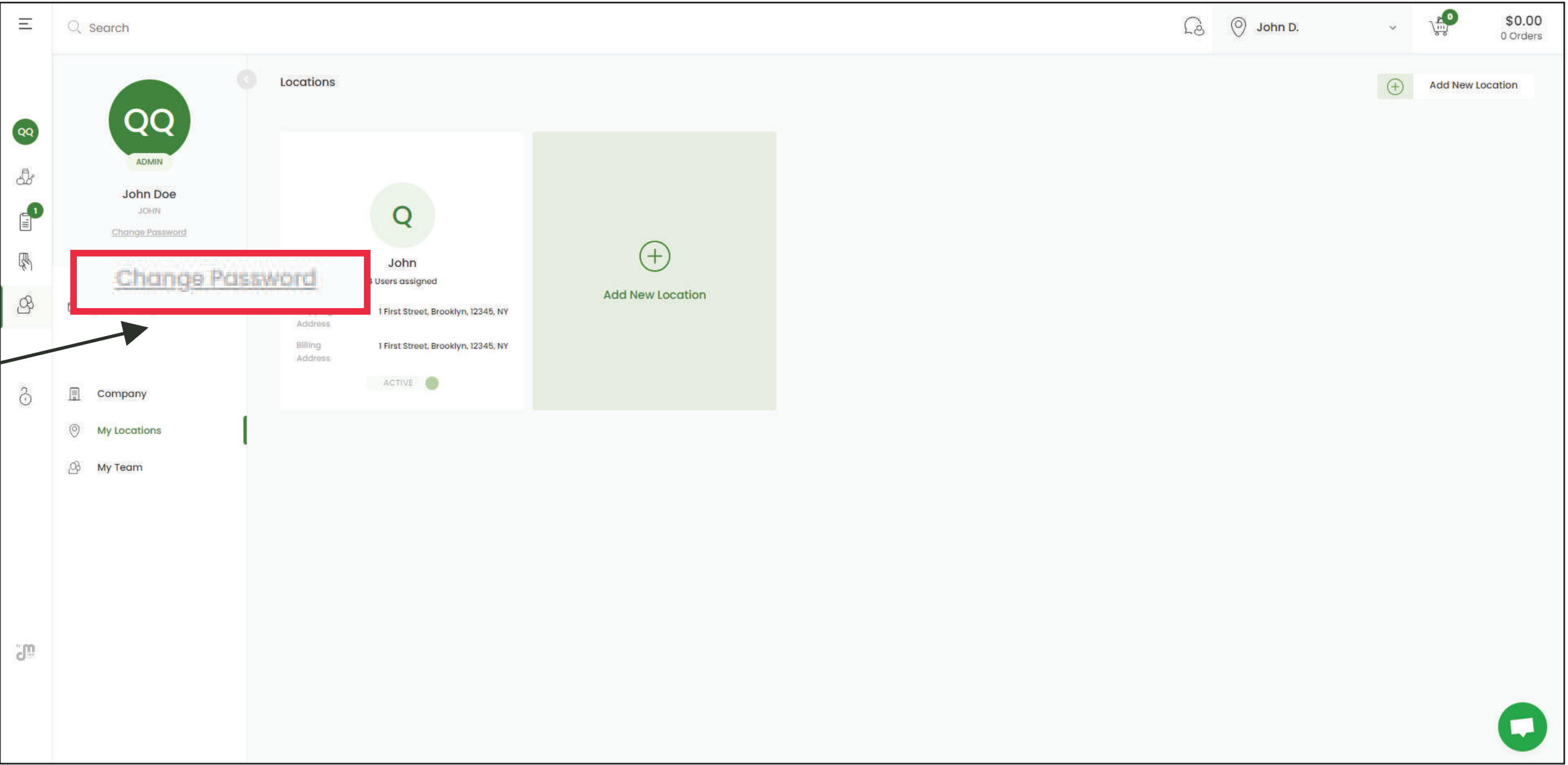


Disable Or Adjust User Permissions

To disable a user, click on the "On Button" and it will turn off. To edit user information, click on "Edit" and make the necessary adjustments. To assign permissions and email notifications to a user, click on "Settings" near the user's name.

Change Password

To change your password, log into your account using your current credentials. Then, click on the "Account" icon on the menu bar. Below your initials, click on "Change Your Password". A box will open to the right where you can make the changes.



Frequently Asked Questions

Do you offer same-day deliveries?

We understand that mistakes happen and items can be forgotten. That's why we make every effort to offer same-day deliveries for orders placed before noon. If you need further assistance, please call us.

2. Can multiple users share the same account credentials?

While it is possible, it is recommended to have individual account logins for each user to avoid any ordering mistakes.

3. Is it possible to upload my order guide to my account?

If you need assistance in creating a personalized order guide, please reach out to your sales representative. They can easily replicate your guide as a menu in your account for a smooth ordering experience.

4. Can I shop using my order history?

Yes, you can shop using your order history. The "Order History" feature is designed to provide you with a quick and easy shopping experience. You can access your recent orders from the last 7 days up to one year to create a personalized menu.

5. Who will notify me if an item is out of stock or unavailable for delivery?

You will receive a confirmation email once your order has been placed successfully. If there are any items that are out of stock or unavailable, someone from our sales team will reach out to you via email or phone to inform you and make any necessary adjustments or substitutions. Rest assured, you will not be charged for items that are out of stock.



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201-227-7131

inquiries@rivieraproduce.com

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