



# How to Raise an Order on the EdgeGroup Customer Portal

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## How to Raise an Order via the Customer Portal

This article explains the process for raising an order using the Customer Portal at <https://democustomerportal.sysco-software.com> (<https://democustomerportal.sysco-software.com>).

### Steps:

**1. Login**

Open the portal link above and enter your username and password.

If you do not yet have an account, use *Register* or contact your system administrator.

**2. Navigate to Orders**

From the homepage, select *Orders* or *Place Order*.

A shortcut may also appear on your dashboard as *New Order*.

**3. Select Products or Services**

Browse the catalogue or use the search bar.

Select required items and add them to your basket/cart.

**4. Review Basket**

Open your basket/cart and confirm products, quantities, and prices.

Adjust items if needed.

**5. Enter Order Details**

Provide delivery address, purchase order number, or other required details.

Confirm billing details.

**6. Submit Order**

Click *Submit Order*.

A confirmation screen will display your order number.

A confirmation email will also be sent.

**7. Track Your Order**

Go to *My Orders* or *Order History* in the portal to view order status updates.

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