Online
Ordering
Guide

User-Friendly & Hassle-Free

Say goodbye to the frustrations of calling, texting, or emailing your orders.

With our new online ordering system, you can easily browse our full product selection, check prices, place and edit orders, and track email confirmations—all from the comfort of your computer or mobile device.

It's the simplest and quickest way to do business with us.
Give it a try today!

Simple Ordering

First, go to **store.vvproduce.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"**.

VALLEY VIEW PRODUCE

Welcome back! Please login to your account.

Username

Password

☐ Remember me   Forgot Password

| Login | New Account |

Login with One-Time Link

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.

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.
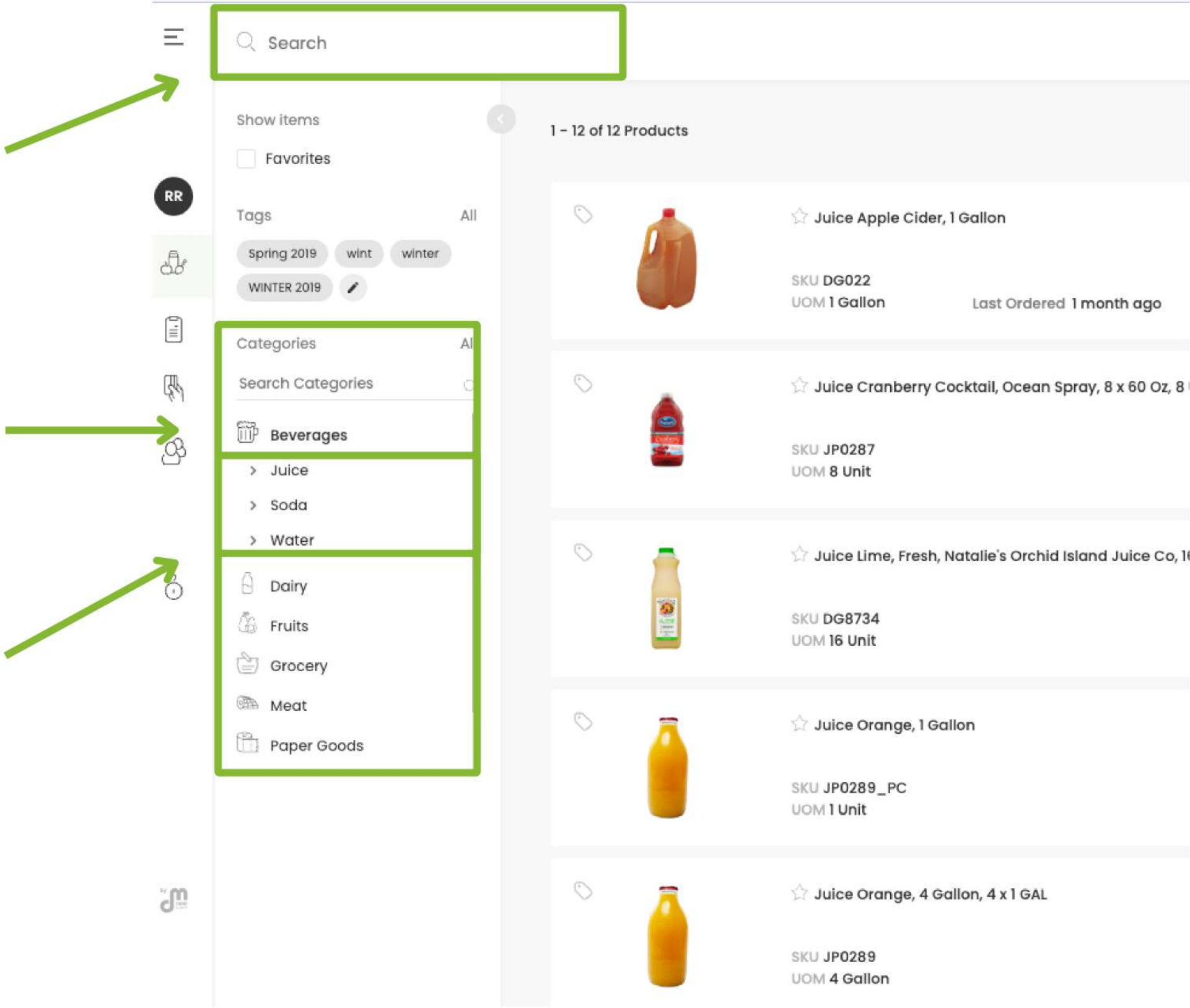
Search For Items

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.
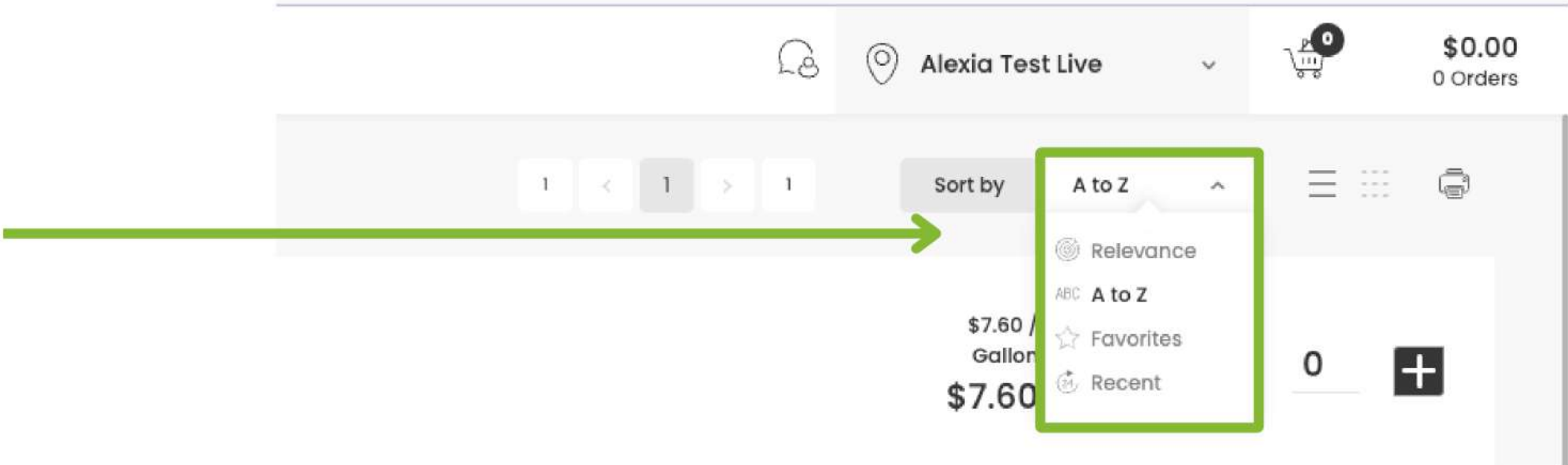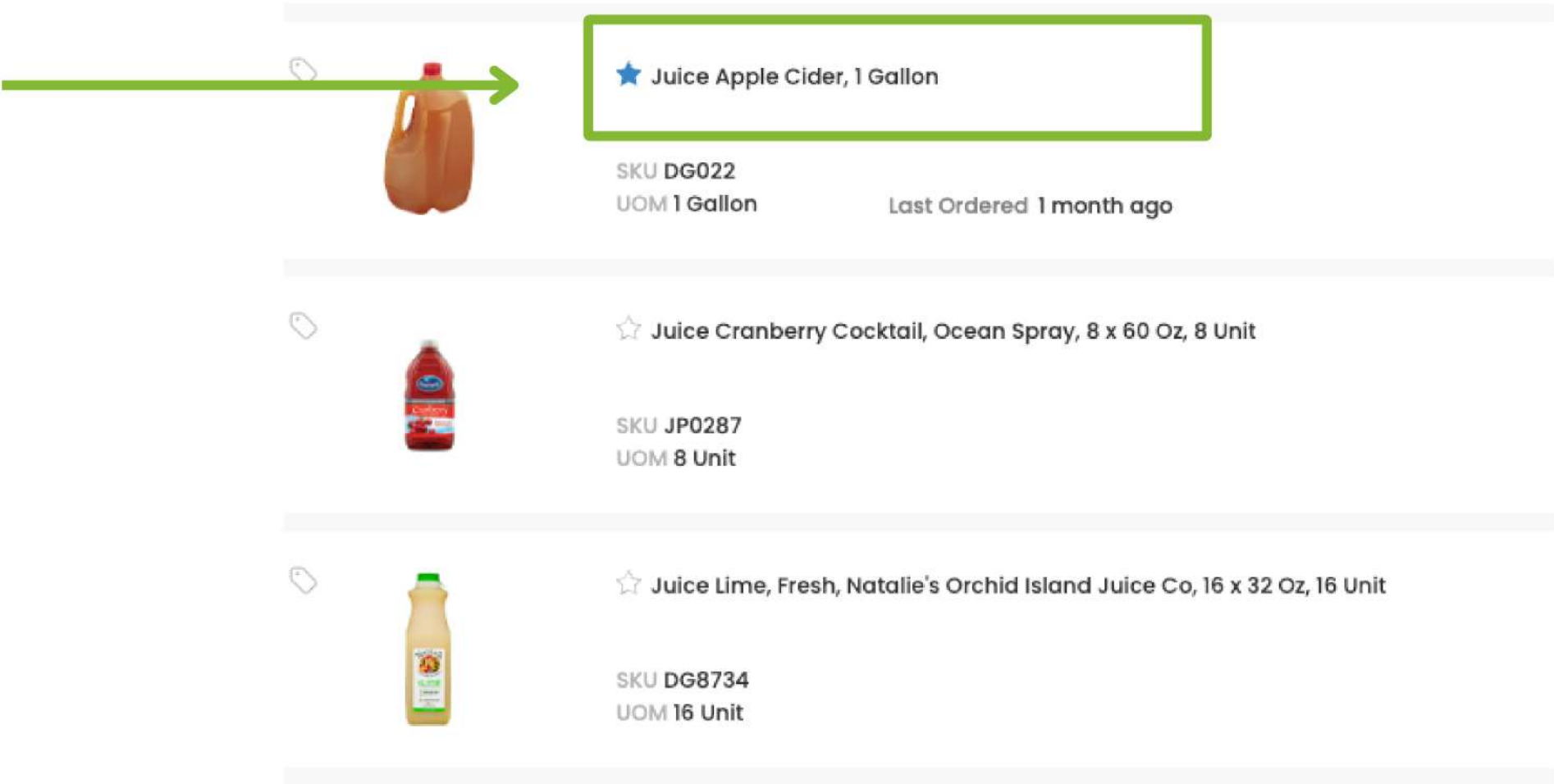

Build A Personalized Order Guide

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.
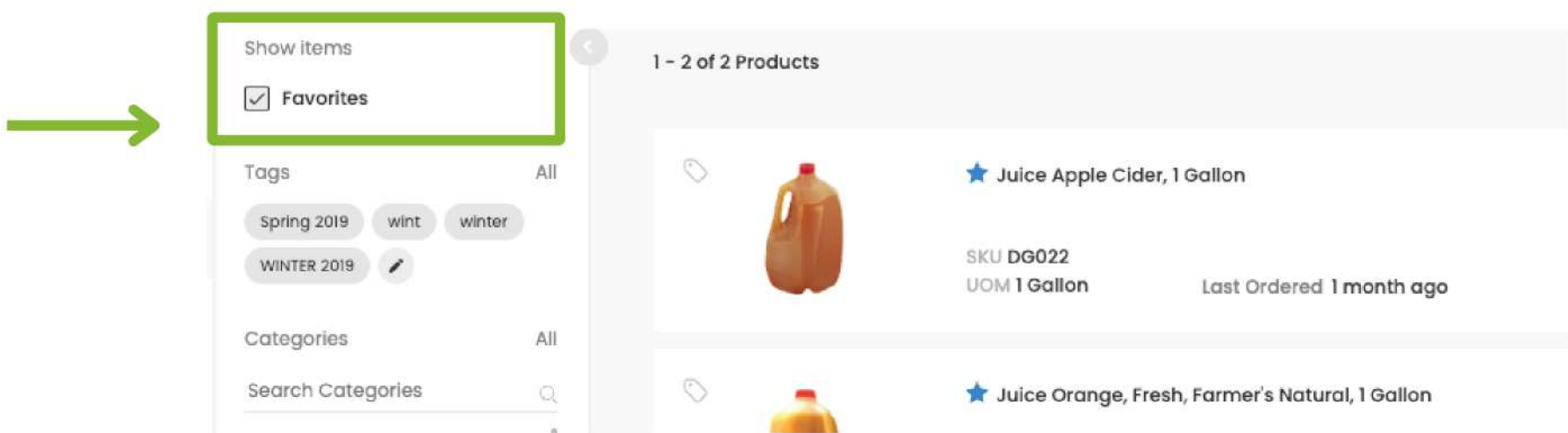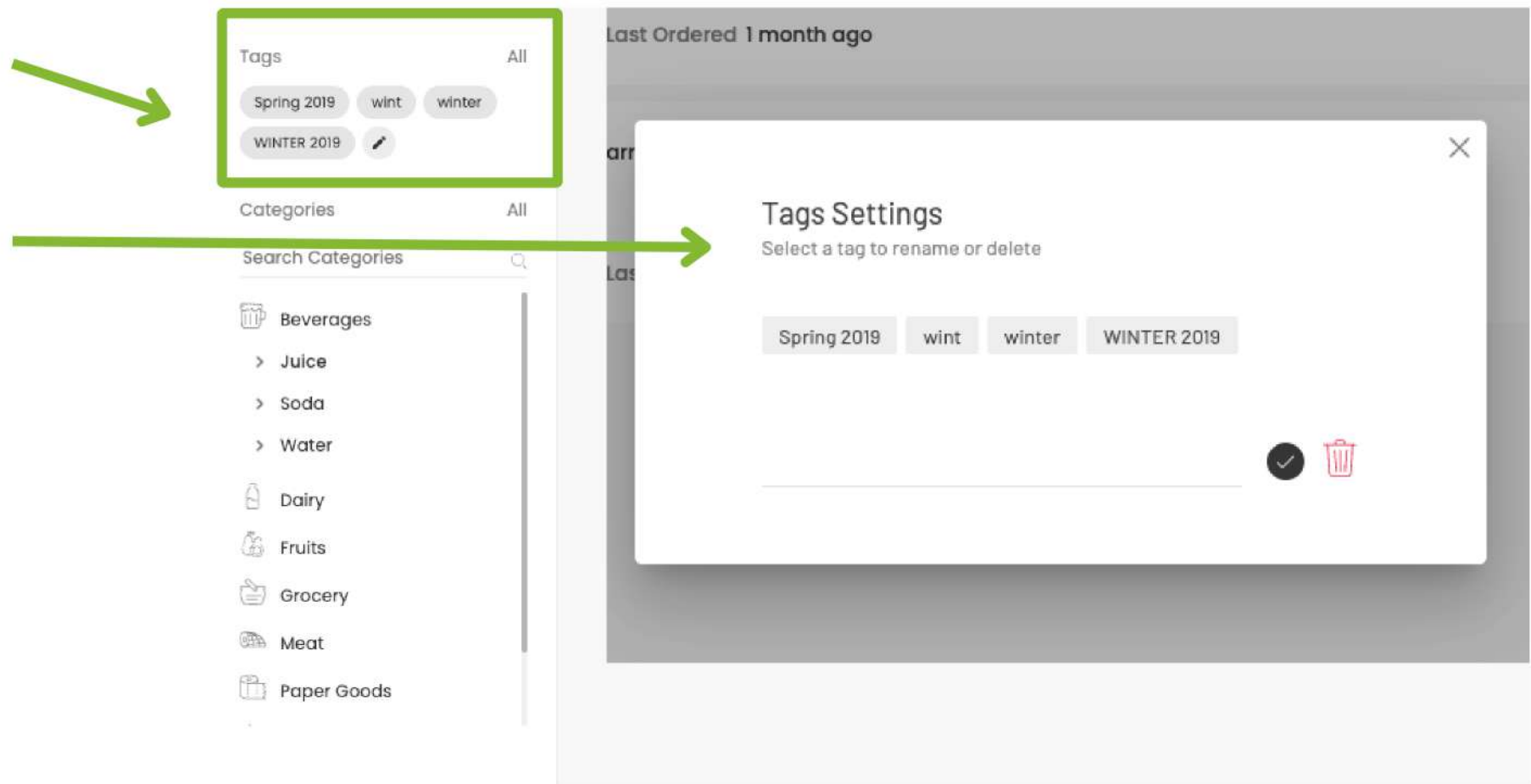

Create Tags (Menus)

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.

Find & Order Products Faster

Edit Tags

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.
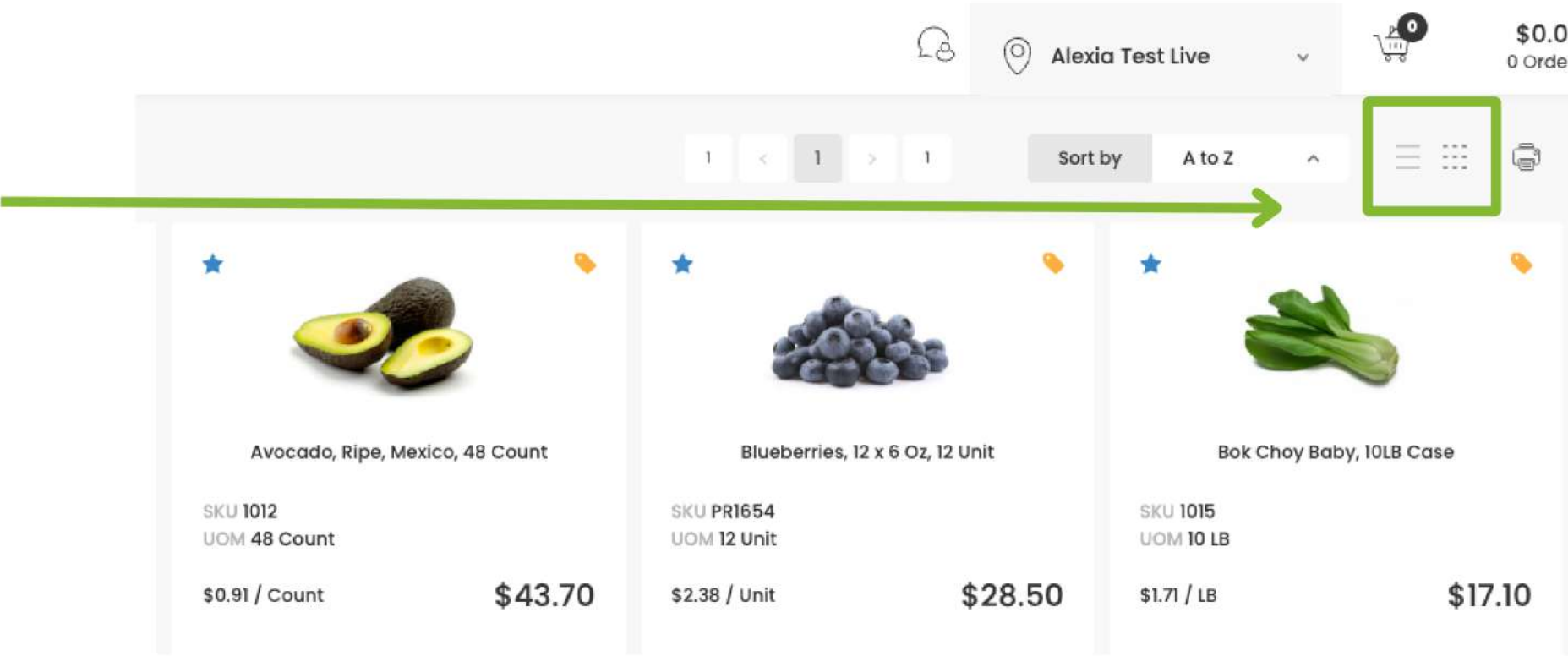
Deletion or editing of a tag cannot be undone.
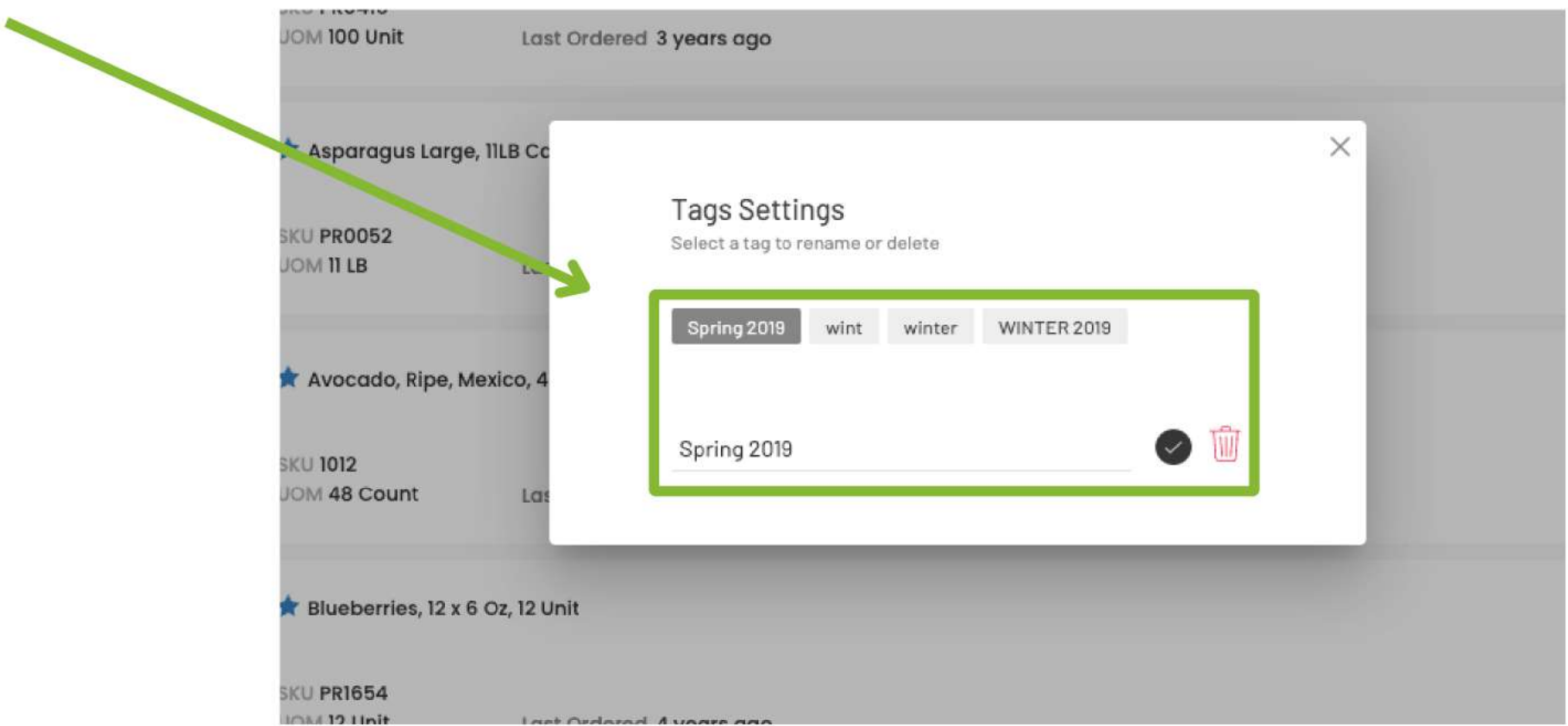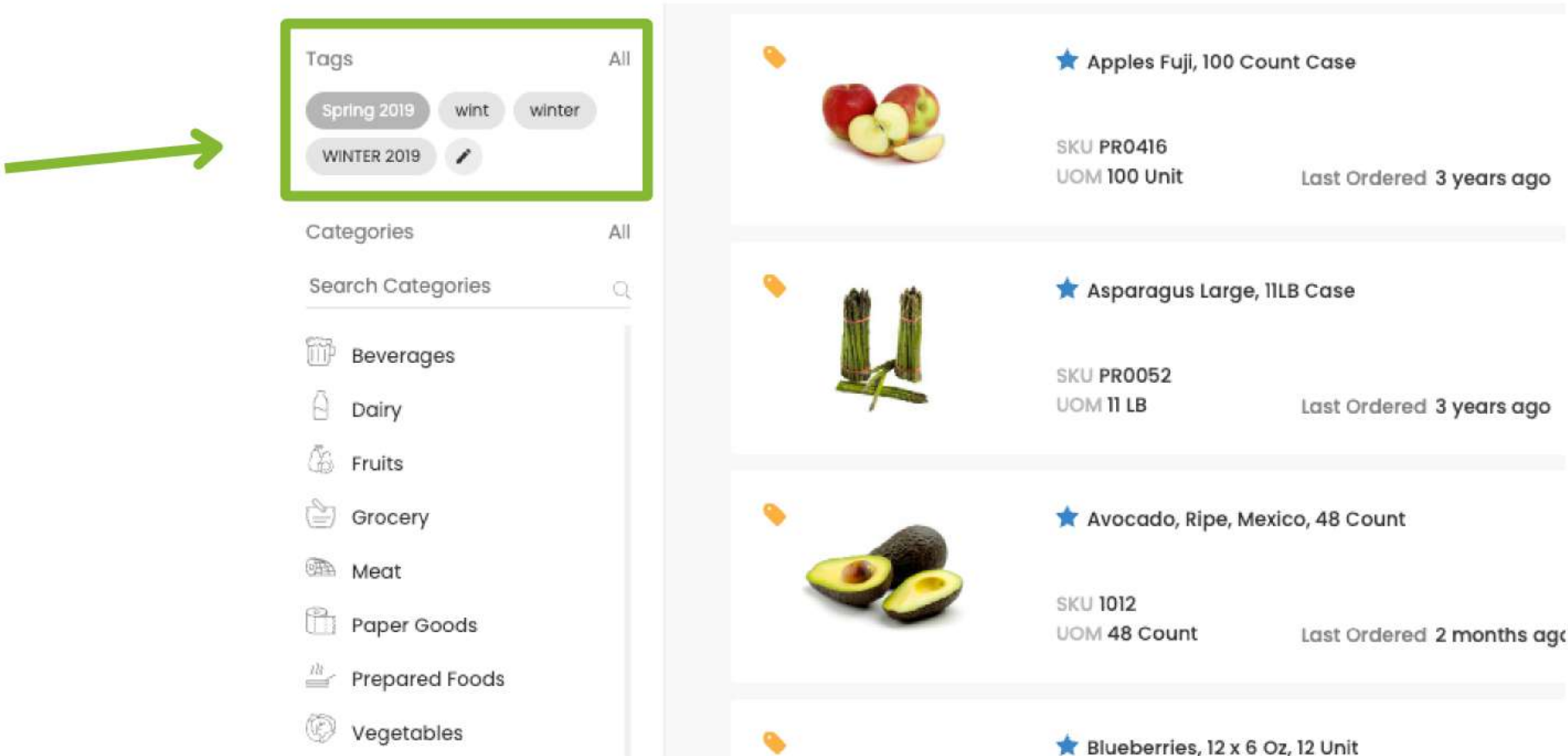
Find & Order Products Faster

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.
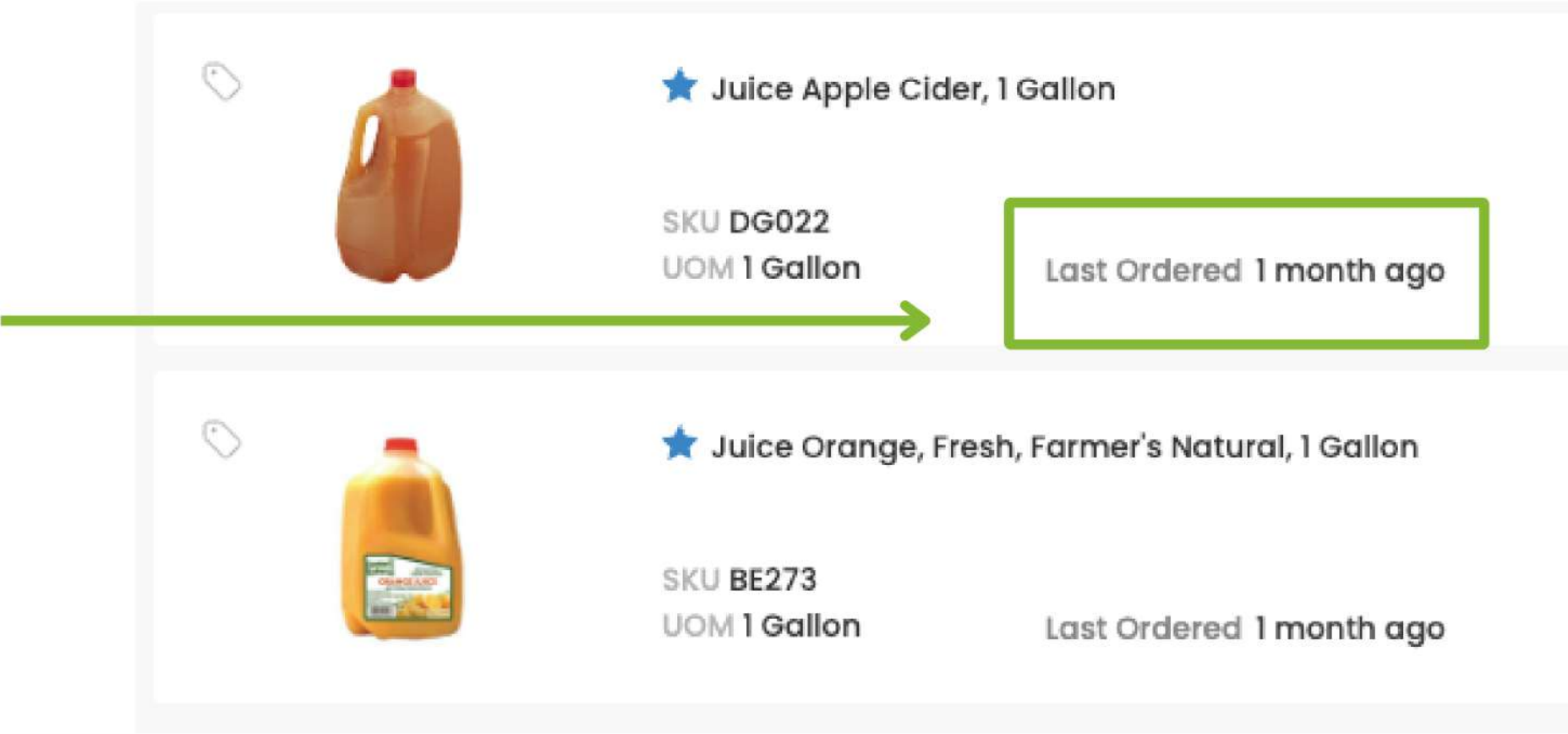
Product Page & Orders

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.
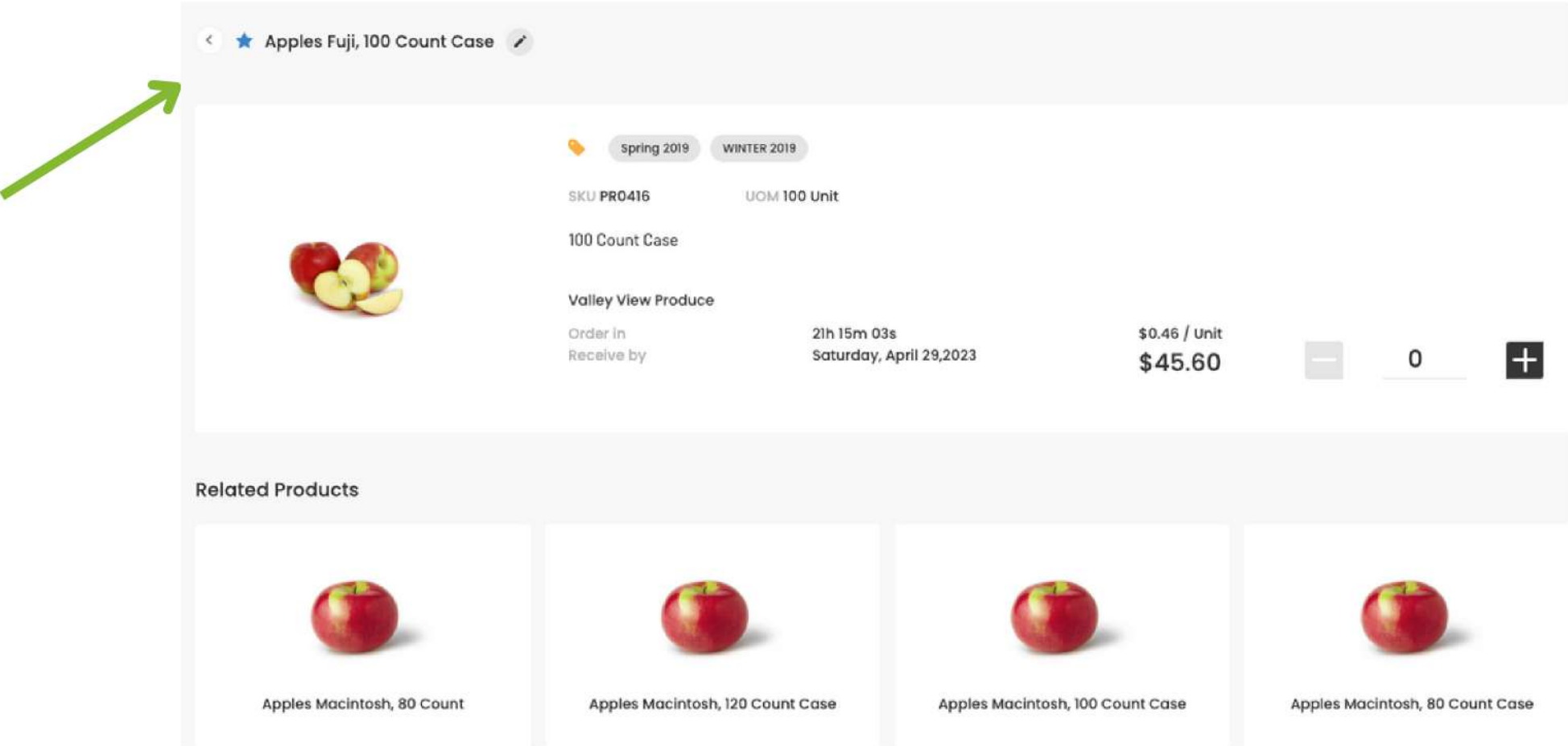
Place An Order

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.
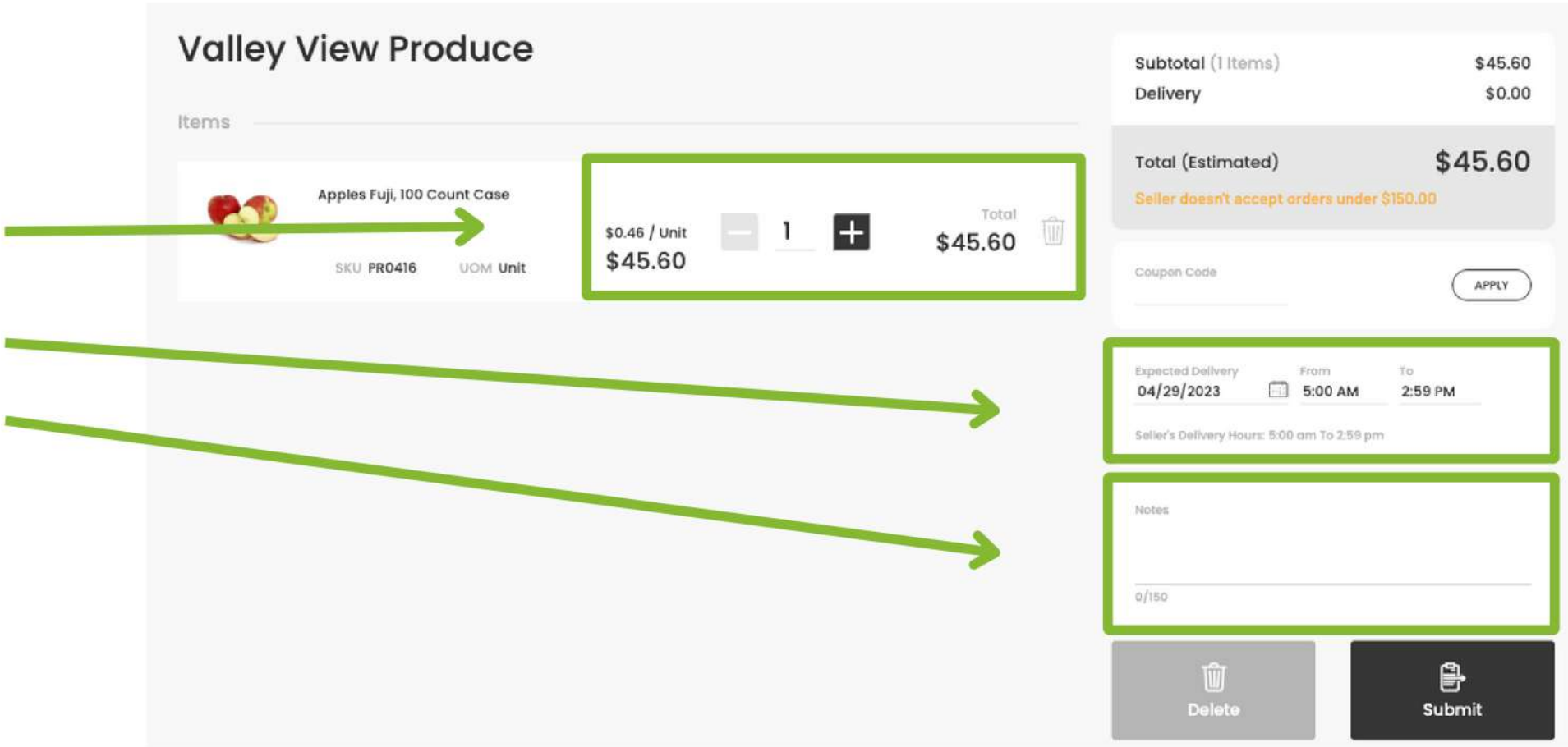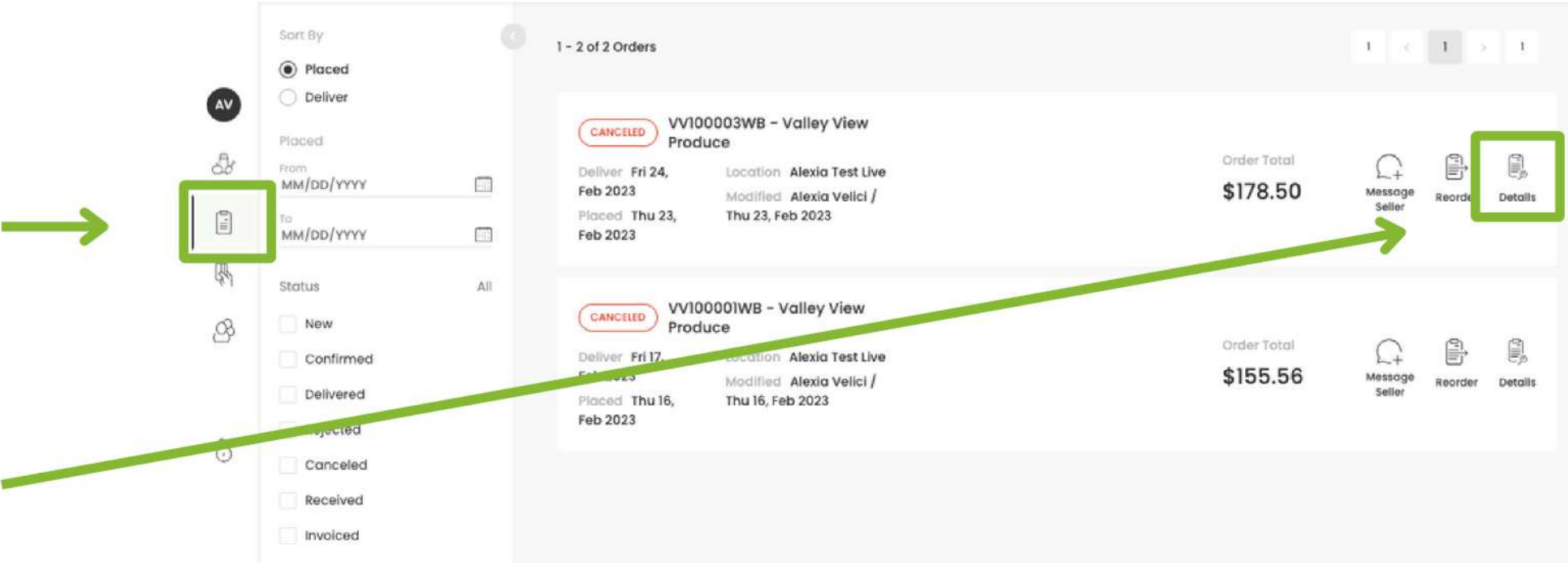
Product Page & Orders

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**.
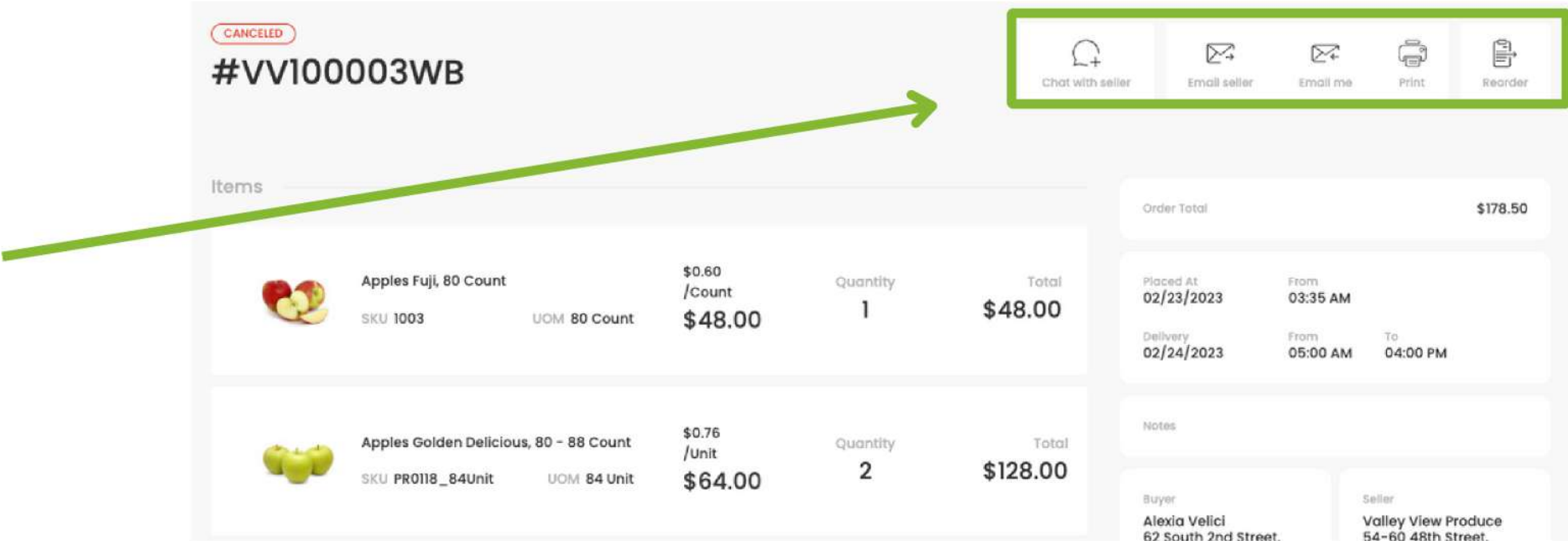
Payment Options & Account Settings

Add a New Payment

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

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

Manage Your Account

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

Company Profile & User 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.

Company Profile & User 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.
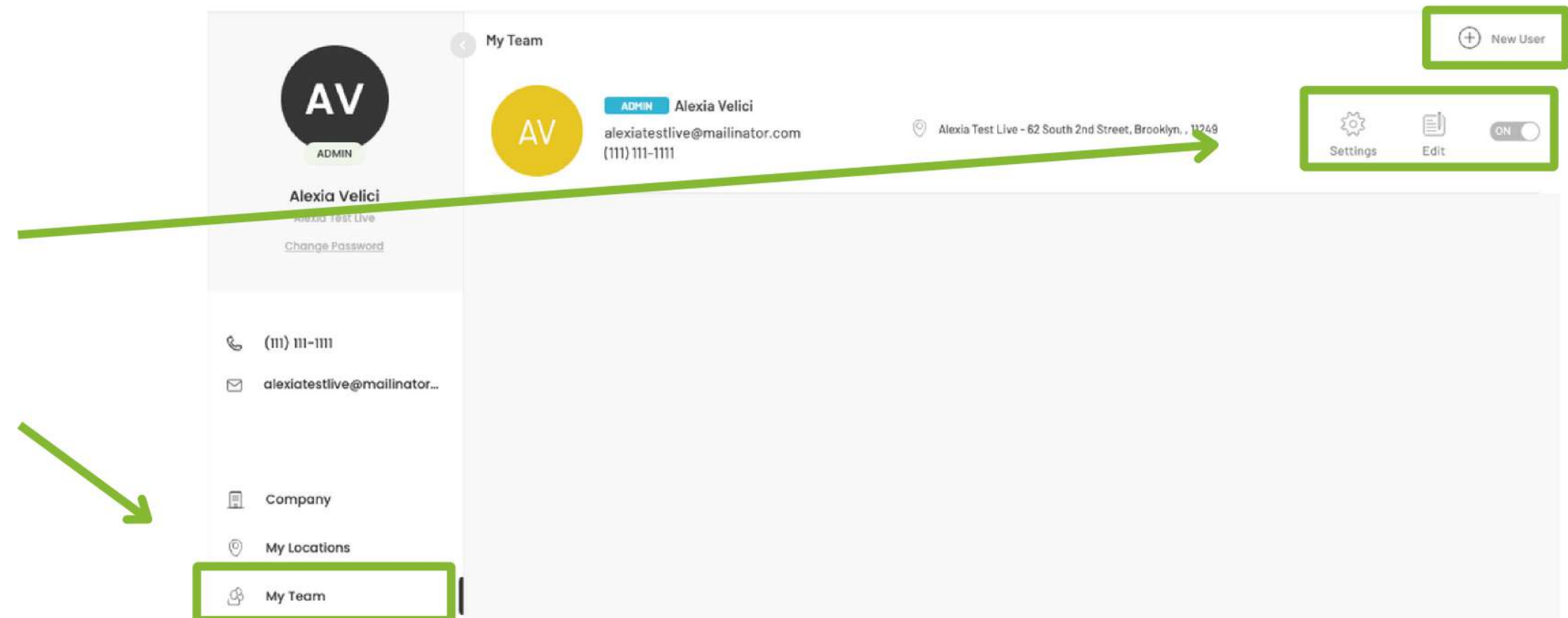
This will display the location's ordering guide.
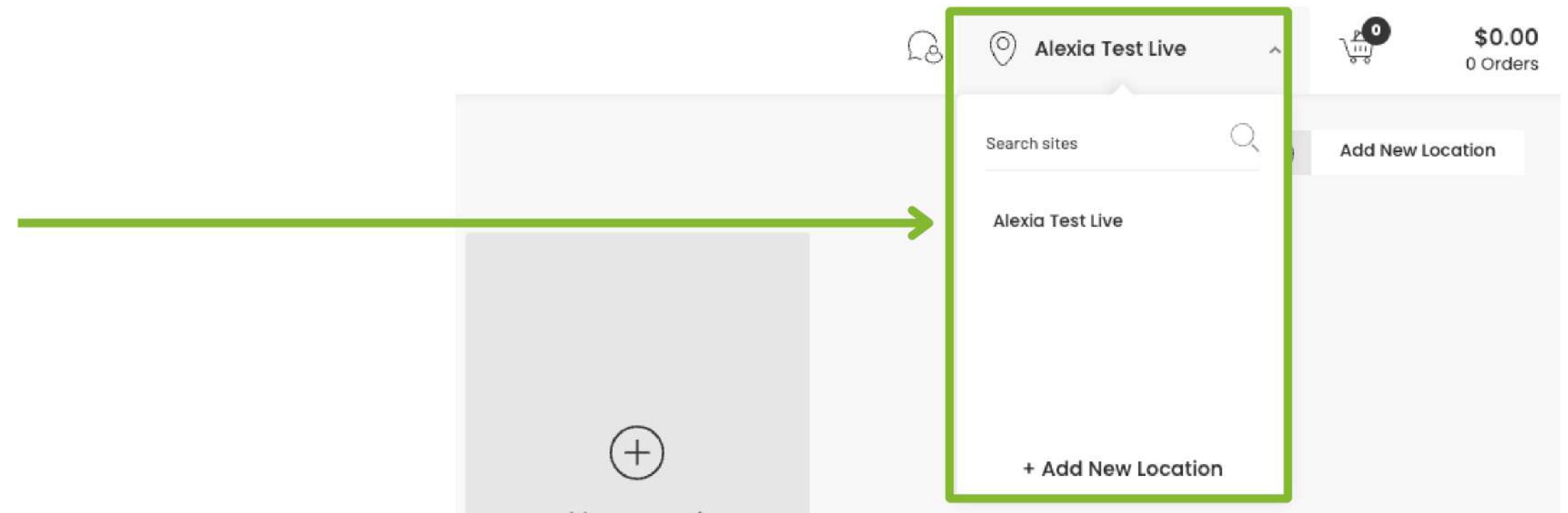
Manage User Permissions

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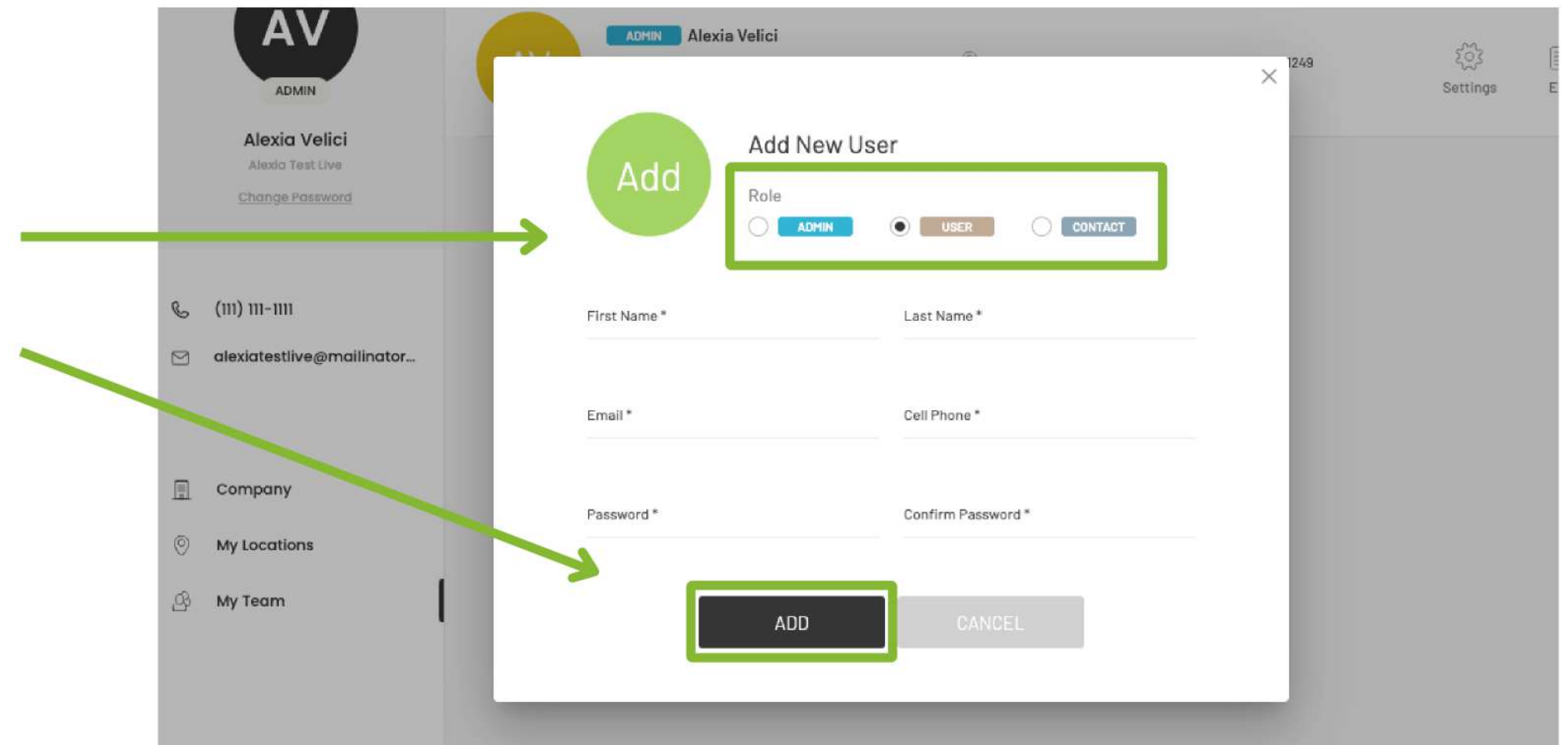
From there, you can add, delete, or edit users.

Company Profile & User Information

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**.
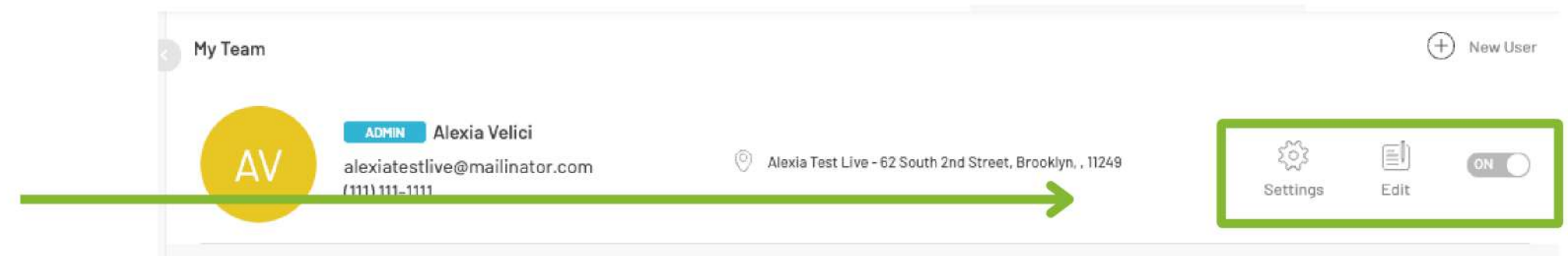
This user will then appear under "My Team".

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.

Company Profile & User Information

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.