CHOCO STARTER GUIDE



GETTING STARTED

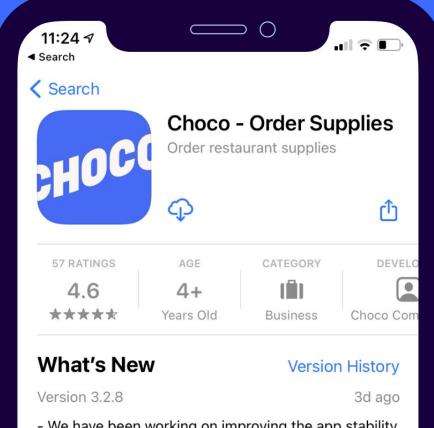
- 1. Download
- 2. Log in
- 3. Place an order
- 4. Add suppliers
- 5. Add your team



STEP 1: DOWNLOAD

- 1. Open the <u>App Store</u> or <u>Google Play Store</u>
- 2. Search for "Choco" in the search bar 🔎
- 3. Select "Download"



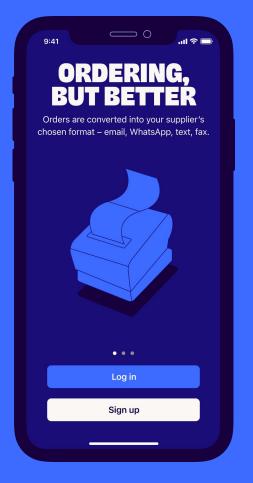


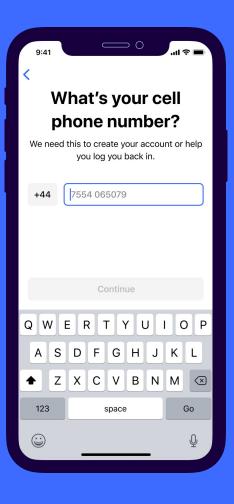
- We have been working on improving the app stability and performance. Choco is now faster and better than ever. more

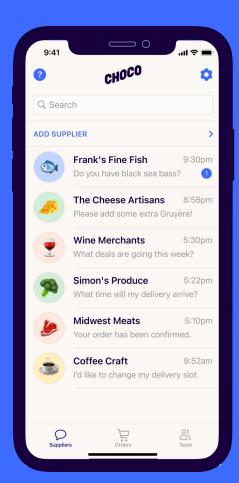
STEP 2: LOG IN

- 1. Open Choco and select "Log in"
- 2. Enter your cell phone number
- 3. Enter the verification code from your text messages

Now you will see a list of your suppliers.





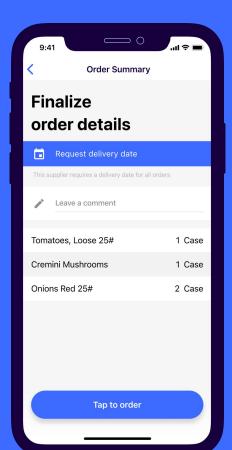


STEP 3: PLACE AN ORDER

- 1. Choose any supplier and tap the shopping cart
- 2. Select products from your order guide
- 3. Set a delivery date and "Tap to order"

9:41		
<	Simon's Produce Simon's Produce, Andrew &	Sarah 🗘
	Delivery date	Fri 6 Nov
	Products ordered	142
	View details	
(Please let me know if have those avocados	
-	10:20am	
	Simon's Produce	
%	Your order to Simon's Produce has been co	
	11:34am Order 1 ts 13 Sept	
	Deliv, y date	Tue 10 Nov
	Products dered	25
	Vievo	details
	Please can you add extra toma	
0	Message Simon's Produ	
		_

9:41		0	all	? ■
<	New orde	er		Edit
Q Search				
Produce	Seafood	M	eat & Poi	ultry
Produce				
Tomatoes, Loos Par: 2	se 25#	_	O Case	+
Potatoes, 50# Par: 2		-	O Case	+
Broccoli 16ct Par: 2		_	O Case	+
Tomatoes, Che Par: 3	rry 6ct	-	O Case	+
Beets, Red 25# Par: 2	ŧ	_	O Case	+
Carrots, Cello 1 Browse ca		-	O Case	\rightarrow
		_		



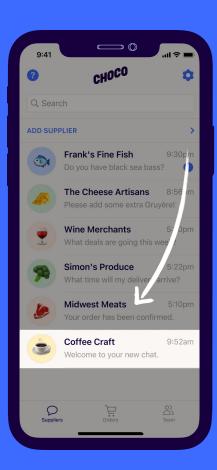
STEP 4: ADD SUPPLIERS

1. Tap "Add supplier"

- 2. Provide relevant information
- 3. Your new chat appears in the lobby
- 4. Our team will set up your order guide within 24 hours

?	CHOCO	\$
Q Searc	ch	
ADD SUP	PLIER	>
	Frank's Fine Fish	
	Th Cheese Artisans Pleas radd some extra Gr	
•	Wine Me chants What deals a going this	
%	Simon's Produce What time will my delive	5:22pm arrive?
Ŀ	Midwest Meats Your order has been confi	5:10pm rmed.
۲	Coffee Craft I'd like to change my delive	9:52am ery slot.
Supplier	s Orders	O) C) Team

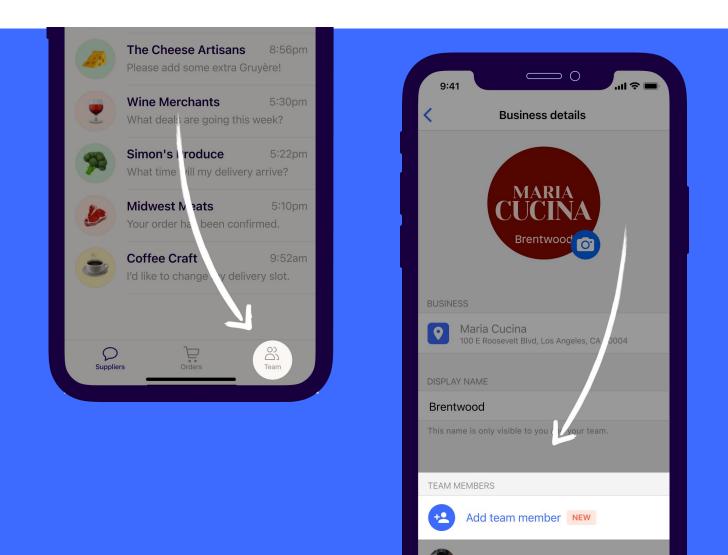
9:41	? ■
Add any supplier	Next
SUPPLIER COMPANY NAME*	
e.g. Superior Foods	
CUSTOMER NUMBER (OPTIONAL)	
e.g. 10381	
You can often find this on old order invoices	
WHO DO YOU SEND ORDERS TO?*	
Order-desk Sales-rep Both	
DO YOU ALREADY ORDER TO THIS SUPPLIER?*	
Yes No	



STEP 5: ADD YOUR TEAM

- 1. Select "Team"
- 2. Tap "Add team member"
- 3. Choose a contact to invite

They will get a text with a link to download the app and log in with their phone number.



7

ANY MORE QUESTIONS?

Reach out to **Choco Support**. Our Support hours are Monday - Friday, 9am - 6pm CT.

We're happy to help you:

- Update your order guides
- Set up multiple locations
- See monthly reports of ordered products
- ... or anything else!

