

# Editing a Delivery with the Online Portal



**LINEN & UNIFORM**  
SINCE 1915

For help Signing Up, Logging In, or Viewing/Printing Delivery Receipts, see our “Using the Online Portal” Instructions

**By using our online portal, customer accepts full responsibility for the correct processing of the order.**

**NOTE: Editing a delivery is very **TIME SENSITIVE**. Use the grid below to edit your delivery during the correct time window. There is only a 10 hour time window.**

<u>Your Delivery Day:</u>	<b>EDIT BEGINNING:</b>	<b>EDIT DEADLINE:</b>
<b>Monday</b>	Thursday 5am	Thursday 3pm
<b>Tuesday</b>	Friday 5am	Friday 3pm
<b>Wednesday</b>	Monday 5am	Monday 3pm
<b>Thursday</b>	Tuesday 5am	Tuesday 3pm
<b>Friday</b>	Wednesday 5am	Wednesday 3pm

**HOLIDAY WARNING: Please do not edit your delivery online during a holiday week. It is likely that your order will be delivered a day early or late.**

## Editing Delivery Requirements:

1. Go to the Deliveries tab > Customer Requirements
2. Use the Change Date button to select the delivery day you’re editing (per the grid above)
3. A list of relevant deliveries will appear
4. Only deliveries with a “+” are editable (if no +, see grid above)
5. Click the + to drop down the delivery requirements
6. Edit all of your requirements, keying in quantities
7. **A delivery can only be changed ONCE. Verify quantities before saving/next step.**
8. Click the “-” to save the delivery.

[Change Date](#)

Code	Description	Required
00213	Apron White Bib	1
03201	Bar Towel	52 x
03356	Wet Mop	1

## Contact Us With Questions or to Confirm Order:

Healthcare Accounts: 518-417-3500

Other Accounts: 518-620-3720