

Gold Star Foods – Northwest Distribution Division  
Online Ordering System

Instruction Manual

Access to the Gold Star Foods Online Ordering System through the website at <https://northwestonline.goldstarfoods.com>.

We recommend saving this link to your computer's "favorites" for future use.



Northwest Distribution  
a Division of

 **GOLD STAR FOODS**

**Username**

stephanieewing

**Password**

.....

**Log In**

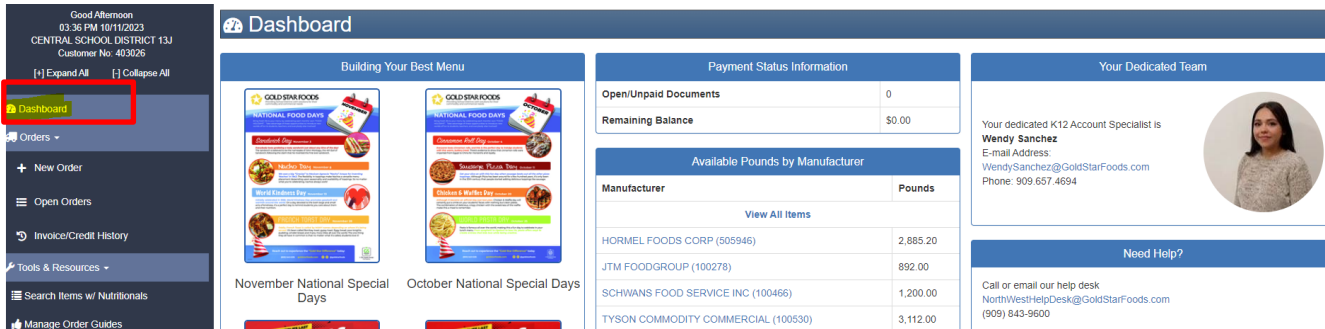
For username and password setup, please contact  
[NorthWestHelpDesk@GoldStarFoods.com](mailto:NorthWestHelpDesk@GoldStarFoods.com)

Enter your Username and Password. The first time you log-in you will be prompted to change your password. Passwords require the following criteria:

- A minimum of eight (8) characters
- Contain at least one Capital letter
- Contain at least one Number
- Contain one special character (@m, #, \$, etc.)

If you forget your Username and/or Password or need technical assistance with ordering, please contact our dedicated Help Desk via email at [NorthWestHelpDesk@goldstarfoods.com](mailto:NorthWestHelpDesk@goldstarfoods.com).

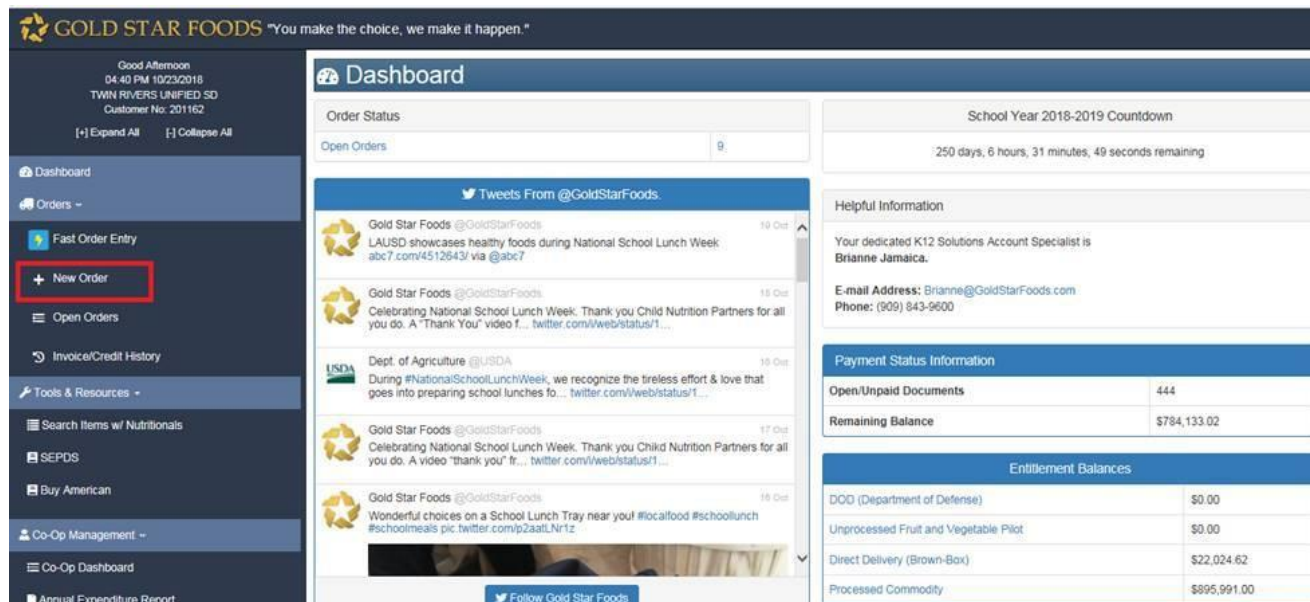
Once logged in, the first screen is your district's Dashboard.



The screenshot shows the Gold Star Foods District Dashboard. On the left is a navigation menu with options like 'Dashboard', 'Orders', 'New Order', 'Open Orders', 'Invoice/Credit History', 'Tools & Resources', 'Search Items w/ Nutritionals', and 'Manage Order Guides'. The 'Dashboard' option is highlighted with a red box. The main content area is titled 'Dashboard' and includes sections for 'Building Your Best Menu' (showing November and October National Special Days), 'Payment Status Information' (Open/Unpaid Documents: 0, Remaining Balance: \$0.00), 'Available Pounds by Manufacturer' (listing Hormel Foods Corp, JTM Foodgroup, Schwans Food Service Inc, and Tyson Commodity Commercial), 'Your Dedicated Team' (Wendy Sanchez), and 'Need Help?' (contact information for Wendy Sanchez).

### Ordering USDA Direct Delivery and Further Processed from the State Contracted Warehouse (FFS)

1. Select “New Order” in the left blue pane as shown in red below.



This screenshot shows the Gold Star Foods District Dashboard with the 'New Order' option in the left navigation menu highlighted with a red box. The main content area includes sections for 'Order Status' (Open Orders: 9), 'Tweets From @GoldStarFoods' (showing tweets about National School Lunch Week), 'School Year 2018-2019 Countdown' (250 days, 6 hours, 31 minutes, 49 seconds remaining), 'Helpful Information' (Brianne Jamaica, E-mail Address: Brianne@GoldStarFoods.com, Phone: (909) 843-9600), 'Payment Status Information' (Open/Unpaid Documents: 444, Remaining Balance: \$784,133.02), and 'Entitlement Balances' (DOD (Department of Defense): \$0.00, Unprocessed Fruit and Vegetable Plot: \$0.00, Direct Delivery (Brown-Box): \$22,024.62, Processed Commodity: \$895,991.00).

2. Select your Site.
3. Select USDA from the Order Type dropdown.
4. Enter your name to designate who is entering USDA Direct Delivery/Further Processed orders.
5. Select the Delivery Date. (You will have assigned delivery days and weeks). Assigned delivery day in example below is Thursday's with delivery weeks 1 & 3. Calendar is set so the first Sunday of the month is week 1.
6. Then select “Continue.”



**GOLD STAR FOODS**  
NORTHWEST DISTRIBUTION DIVISION

**GOLD STAR FOODS** "THE School Nutrition Supply Chain."™

Good Morning  
10:53 AM 09/15/2025  
DALLAS SCHOOL DISTRICT 2  
Customer No. 403047  
[+] Expand All [-] Collapse All

**New Order**

**Site**  
Select the site for this order delivery.  
LACREOLE MIDDLE SCHOOL (403249)

**Order Guide**  
Select an Order Guide to see items.  
**Select Type**: USDA  
**Select Order Guide**: USDA Items

**Entered By (required)**  
Enter your name below so we know who placed this order.  
Your Name: \_\_\_\_\_  
20 of 20 characters remaining

Please select the delivery date(s) for your order.  
• Broadline/USDA cut off is 2 business days in advance before 11:00 AM PDT (12:00 PM MDT).

**Delivery Date**

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

7. Enter the quantities you need in the white "Qty" boxes.
8. Refer to the USDA/BB Qty. Avail to see the total amount of USDA Direct Delivery/Further Processed allocated to your district and the maximum quantity available to order.

**GOLD STAR FOODS** "You make the choice, we make it happen."

**Order Details**

Site: ANNAPOLIS MIDDLE (404857)  
Order Type: USDA  
Order Guide: USDA Items  
Entered By: Stephanie  
Selected Delivery Date(s): 12/21/2020 (Monday, 11 Days from today)  
Comments: None  
[Go Back & Edit](#)

**Select Items**

**Narrow Results**

Qty	Item #	Mfg Item #	Description	Brand	Item Category	USDA Eligible	UOM	Pack Size	Pack Qty.	Pallet Qty.	Item Status	Lead Time (Days)	USDA/BB Qty Avail.	Cmdy Value
	00134	100220	PEACHES CLING DICED EX LT CAN	USDA	CNND GOODS		CS	6#10	56		✓	2	1,339	\$32.32
	00136	100241	PEACH FREESTONE DICED FRZ CUP	USDA	SNACKS		CS	96/4.4 OZ	35		✓	2	314	\$32.24
	00138	100256	STRAWBERRY FRZ CUP	USDA	FRZN SNCKS		CS	96/4.5 OZ	63		✓	2	2,764	\$41.60
	00152	100225	PEARS DICED EX LT CAN	USDA	CNND GOODS		CS	6#10	56		✓	2	453	\$31.53
	00168	100212	MIXED FRUIT EX LT CAN	USDA	CNND GOODS		CS	6#10	56		✓	2	1,227	\$31.23
	00254	100348	CORN KERNEL FROZEN	USDA	FRZN VEG		CS	30LB	60		✓	2	1,245	\$18.76
	00522	110724	PEPPER/ONION BLEND FRZ CTN	USDA	FRZN VEG		CS	30 LB	35		✓	2	650	\$43.92
	00593	110859	MIXED BERRY FRZ CUP	USDA	FRZN SNCKS		CS	96/4 OZ	56		✓	2	1,843	\$38.40
	00852	CNQ15253	BEEF PATTY	USDA - DON LEE FARMS	PROC BEEF		CS		21		✓	2	141	\$165.00
	00858	CP5252	TACO FILLING W/ BEEF	USDA - JTM	PROC BEEF		CS	32 LB	35		✓	2	1,435	\$80.55
	00861	CP5591	ROTINI W/ ITALIAN MEAT SAUCE	USDA - JTM	PASTA		CS	30 LB	70		✓	2	1,397	\$62.81

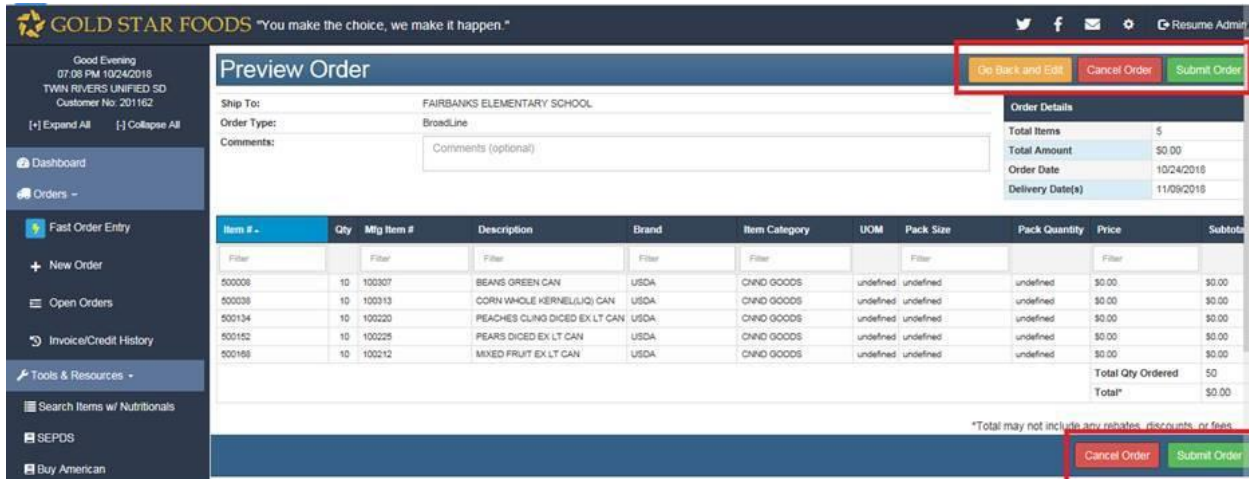
[Cancel](#) [Preview Order](#)

9. When you have finished entering in your quantities select Preview Order. The Preview Order button is located both the top and bottom of the release page.

### Preview Order

10. Review the order to ensure that you have all the items you need. If you need to modify anything, select the "Go Back and Edit" button. Once you are done, select the "Submit Order" button as shown below. After an order is submitted you will receive a

confirmation via email for your assigned site(s).



**Preview Order**

Ship To: FAIRBANKS ELEMENTARY SCHOOL  
Order Type: BroadLine  
Comments: Comments (optional)

**Order Details**

Total Items	5
Total Amount	\$0.00
Order Date	10/24/2018
Delivery Date(s)	11/09/2018

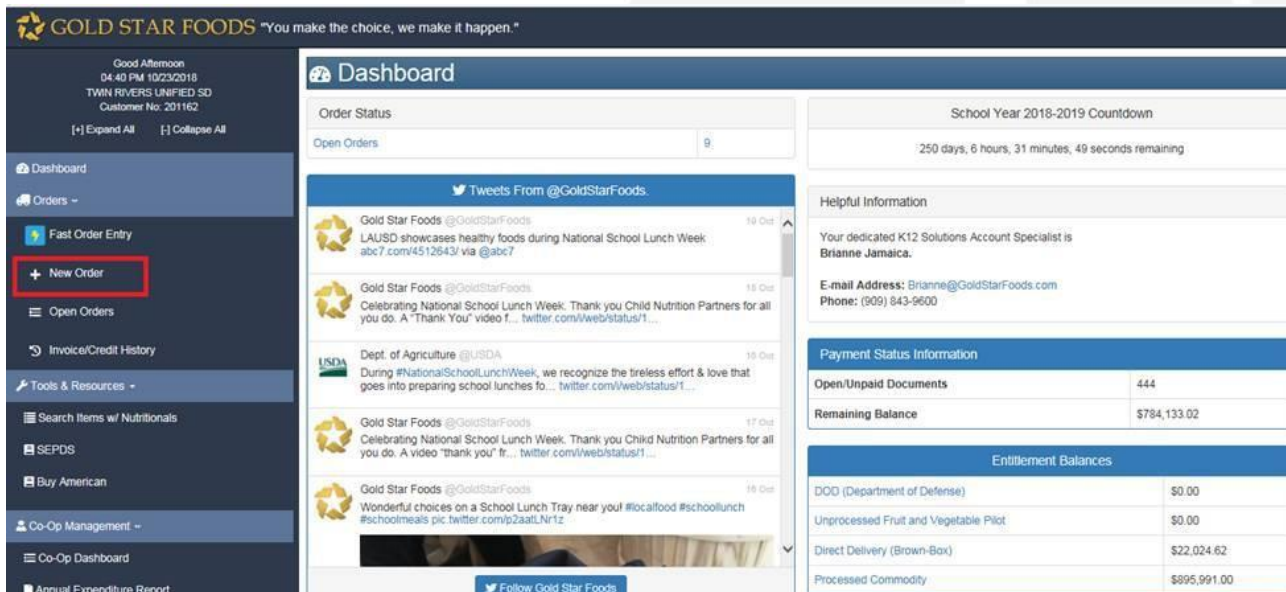
Item #	Qty	Mfg Item #	Description	Brand	Item Category	UOM	Pack Size	Pack Quantity	Price	Subtotal
500008	10	100307	BEANS GREEN CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500038	10	100313	CORN WHOLE KERNEL(LIQ) CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500134	10	100220	PEACHES CLING DICED EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500152	10	100225	PEARS DICED EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500168	10	100212	MIXED FRUIT EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
<b>Total Qty Ordered</b>									50	
<b>Total*</b>									\$0.00	

\*Total may not include any rebates, discounts, or fees.

If your district holds a commercial contract with Gold Star Foods – Northwest Distribution Division for the purchase of commercial food items and/or further processed utilizing a Net Off Invoice Value Pass Through System, you can also order these items using the same ordering system.

### Placing New Orders for Broadline (Commercial Items)

1. To place a new order for Broadline (Commercial) items, select **"New Order"** in the left blue pane as shown in red below.



**Dashboard**

Order Status: Open Orders: 9

School Year 2018-2019 Countdown: 250 days, 6 hours, 31 minutes, 49 seconds remaining

**Tweets From @GoldStarFoods**

Gold Star Foods @GoldStarFoods: LAUSD showcases healthy foods during National School Lunch Week abc7.com/4512643/ via @abc7 19 Oct

Gold Star Foods @GoldStarFoods: Celebrating National School Lunch Week. Thank you Child Nutrition Partners for all you do. A "Thank you" video f... twitter.com/webstatus/1... 18 Oct

Dept. of Agriculture @USDA: During #NationalSchoolLunchWeek, we recognize the tireless effort & love that goes into preparing school lunches fo... twitter.com/webstatus/1... 18 Oct

Gold Star Foods @GoldStarFoods: Celebrating National School Lunch Week. Thank you Child Nutrition Partners for all you do. A video "thank you" fr... twitter.com/webstatus/1... 17 Oct

Gold Star Foods @GoldStarFoods: Wonderful choices on a School Lunch Tray near you! #localfood #school lunch #schoolmeals pic.twitter.com/p2aaLNrtz 18 Oct

**Helpful Information**

Your dedicated K12 Solutions Account Specialist is **Brianne Jamaica**.  
E-mail Address: [Brianne@GoldStarFoods.com](mailto:Brianne@GoldStarFoods.com)  
Phone: (909) 843-9600

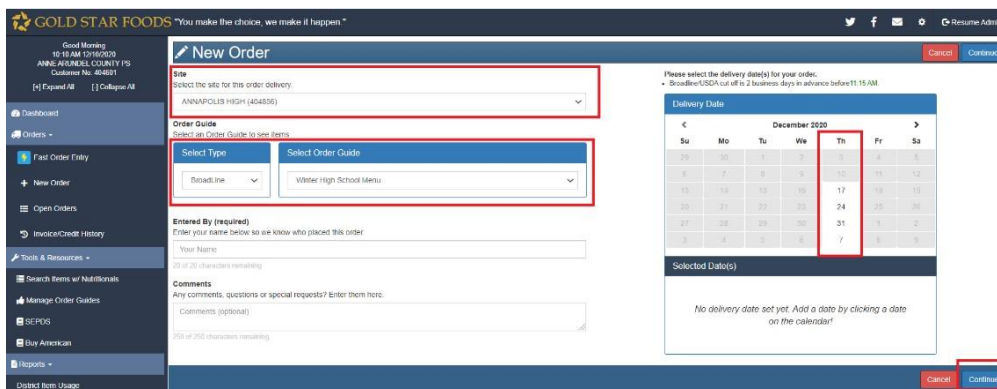
**Payment Status Information**

Open/Unpaid Documents	444
Remaining Balance	\$784,133.02

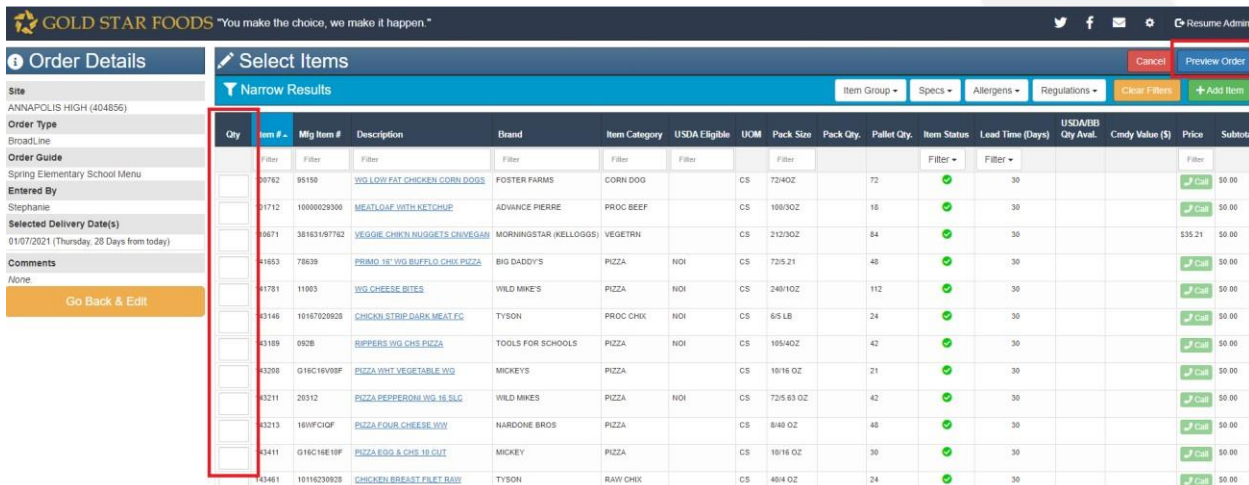
**Entitlement Balances**

DOO (Department of Defense)	\$0.00
Unprocessed Fruit and Vegetable Pilot	\$0.00
Direct Delivery (Brown-Box)	\$22,024.62
Processed Commodity	\$895,991.00

2. Select your Site.
3. Select Broadline from the Order Type dropdown.
4. Select your Order Guide from the Order Guide dropdown
5. Enter your name to designate who is placing the order.
6. Select the Delivery Date.
7. Then select "Continue."



8. Enter the quantities you need in the white "Qty" boxes.
9. When you have finished entering in your quantities select Preview Order. The Preview Order button is located both the top and bottom of the order page.

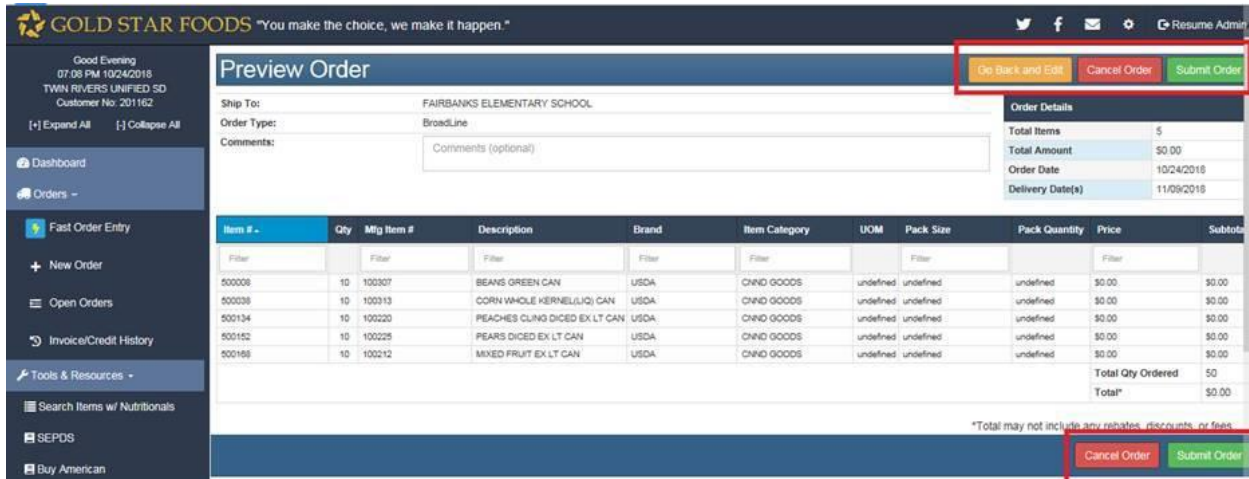


Qty	Item #	Mfg Item #	Description	Brand	Item Category	USDA Eligible	UOM	Pack Size	Pack Qty	Pallet Qty	Item Status	Lead Time (Days)	USDA/RB Qty Avail	Comdy Value (\$)	Price	Subtotal
	99762	95150	50% LOW FAT CHICKEN CORN DOGS	FOSTER FARMS	CORN DOG		CS	72/40Z	72		✓	30			\$0.00	
	91712	1000029300	MEATLOAF WITH KETCHUP	ADVANCE PIERRE	PROC BEEF		CS	100/30Z	18		✓	30			\$0.00	
	99671	32163157762	VEGGIE CHIKN NUGGETS CHIVEGAR	MORNINGSTAR (KELLOGGS)	VEGETRN		CS	212/30Z	84		✓	30		\$35.21	\$0.00	
	41653	78639	PRIMO 16" WG BUFFLO CHIX PIZZA	BIG DADDY'S	PIZZA	NOI	CS	72/5.21	48		✓	30			\$0.00	
	41781	11083	WG CHEESE BITES	WILD MIKE'S	PIZZA	NOI	CS	240/10Z	112		✓	30			\$0.00	
	43146	10167029928	CHICKN STRIP DARK MEAT FC	TYSON	PROC CHX	NOI	CS	6/5 LB	24		✓	30			\$0.00	
	43189	0928	PIZZERS WG CHS PIZZA	TOOLS FOR SCHOOLS	PIZZA	NOI	CS	185/40Z	42		✓	30			\$0.00	
	43206	016C16V98P	PIZZA VNT VEGETABLE WG	MICKEYS	PIZZA		CS	18/16 OZ	21		✓	30			\$0.00	
	43211	20312	PIZZA PEPPERONI WG 16 SLG	WILD MIKE'S	PIZZA	NOI	CS	72/5.63 OZ	42		✓	30			\$0.00	
	43213	161HF10F	PIZZA FOUR CHEESE VVV	NARDONE BROS	PIZZA		CS	8/40 OZ	48		✓	30			\$0.00	
	43411	016C16E10P	PIZZA EGG & CHS 16 CUT	MICKEY	PIZZA		CS	18/16 OZ	30		✓	30			\$0.00	
	103461	10116230925	CHICKEN BREAST FILET RAW	TYSON	RAW CHX		CS	48/4 OZ	24		✓	30			\$0.00	

## Preview Orders

10. Review your order to ensure that you have all the items you need. If you need to modify anything, select the "Go Back and Edit" button. Once you are done, select the "Submit Order" button as shown below. Once an order is submitted you will receive an order

confirmation via email for your assigned site(s).



Good Evening  
07:08 PM 10/24/2018  
TWIN RIVERS UNIFIED SD  
Customer No: 201162

[+] Expand All [-] Collapse All

Dashboard  
Orders -  
Fast Order Entry  
+ New Order  
Open Orders  
Invoice/Credit History  
Tools & Resources -  
Search Items w/ Nutritionals  
SEPS  
Buy American

### Preview Order

Ship To: FAIRBANKS ELEMENTARY SCHOOL  
Order Type: BroadLine  
Comments: Comments (optional)

Order Details

Total Items	5
Total Amount	\$0.00
Order Date	10/24/2018
Delivery Date(s)	11/09/2018

Item #	Qty	Mfg Item #	Description	Brand	Item Category	UOM	Pack Size	Pack Quantity	Price	Subtotal
500008	10	100307	BEANS GREEN CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500038	10	100313	CORN WHOLE KERNEL(LIQ) CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500134	10	100220	PEACHES CLING DICED EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500152	10	100229	PEARS DICED EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
500166	10	100212	MIXED FRUIT EX LT CAN	USDA	CHND GOODS	undefined	undefined	undefined	\$0.00	\$0.00
Total Qty Ordered									50	
Total*									\$0.00	

\*Total may not include any rebates, discounts, or fees

Cancel Order Submit Order


## Order Confirmations

After submitting your order(s), you will get a green bar, up at the top, that says Order was Successfully Submitted. You can choose to Print a copy of your order here or you can print it from your order confirmation email.

Order Number 7 was successfully submitted. You will receive a confirmation e-mail shortly.

### Online Order #WEB-7 (Processing)

View Open Orders Print



**GOLD STAR FOODS**

Bill To: WEST ADA SCHOOL DISTRICT	Order Date: 08/04/2021
Ship To: ANDRUS ELEMENTARY (410138)	Delivery Date: 08/23/2021
Order Type: BroadLine	Entered By: margie

That's it! If you need to make any changes or need additional assistance, please contact your K12 Solutions Team Member as reflected on your customer Dashboard.