



## Welcome to Retailer Portal, our online ordering solution

### Getting started with Retailer Portal

We will create a user profile for you to login to Retailer Portal. Your email address will be your user name. When we set up your user profile, you will receive a welcome email with your login credentials.

If you would like multiple users to have access to Retailer Portal or you need to make changes to an existing user, please contact us.

You can use any type of device (smart phone, tablet, or PC) to access Retailer Portal. In this document, we are showing pictures of Retailer Portal when used on a larger screen (like a PC); if you are using Retailer Portal on a smaller device (like a smart phone or tablet), the screen and buttons may look a little different.

We recommend you use Chrome as your browser. You must have an active Internet connection to place an order.

If you have any questions as you get started with Retailer Portal, please call us at xxx-xxx-xxxx.

### Logging into Retailer Portal

Visit our website ([www.abcbeverage.com](http://www.abcbeverage.com)) and click the **Retailer Online Ordering** button or go directly to the Retailer Portal site ([www.orders.abcbeverage.com](http://www.orders.abcbeverage.com)). You can optionally create a shortcut to go directly to the sign in page.

Sign in using your email address and the password in the welcome email.

A screenshot of the Retailer Portal Sign In form. The form has a title "Retailer Portal Sign In" at the top. Below the title are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". At the bottom of the form is a blue button labeled "Sign In".

Retailer Portal Sign In	
Email Address	
Password	
<input type="checkbox"/> Remember Me	<a href="#">Forgot Password?</a>
<b>Sign In</b>	

## Adding an order

To start an order, do one of the following:

- 1 Tap or click **Create Order**. Products you have purchased in the last 13 months are displayed first, followed by products you have not ordered.
- 2 Use **Last Orders / Recent Orders** to create a new order based on a previous order. When you tap or click an order, you can reorder the entire order, or specific products.
- 3 Find the product you want to order by entering all or part of the product name or the product number in the **Search** bar.

The screenshot displays the ABC Beverage retailer portal. At the top, the header includes the home icon, 'ABC Beverage BRGv14', the user name 'HOOSIER BUDDY (00006)', 'Nicole', and a shopping cart icon with '0' items. Below the header is a search bar labeled 'Search all products' with a magnifying glass icon and a red circle '3' next to it. On the left side, there is a 'Create Order' button with a red circle '1' next to it. Below this button is a card for 'ABC Beverage' with contact information: Phone: (802)-864-4422, Email: orders@abcbeverage.com, and Website: www.abcbeverage.com. Below the contact card is an 'Account Information' section with details: DBA: HOOSIER BUDDY (00006), Phone: 0, Delivery Days: Tuesday, Thursday, and Address: 123 STATE ST, ST ALBANS, VT 00000. In the center of the page is a promotional banner with the text 'Enjoy an ice cold beverage.' and an image of several glasses of colorful beverages. On the right side, there is an 'Account Balance: \$3,549.77' with a right arrow, a 'Next Delivery: Tue 7/3/2018' button, and a 'Last 5 Orders' section with a '(View More)' link. The 'Last 5 Orders' section lists five open orders with their respective amounts and delivery dates: 1. Open Order, Being delivered Saturday, \$315.10; 2. Open Order, Being delivered Tuesday, \$1,330.49; 3. Open Order, Being delivered Friday, \$95.00; 4. Open Order, Being delivered Saturday, \$440.30; 5. Invoice #540333, Being delivered Tuesday, \$1,330.49. A red circle '2' is placed next to the 'Last 5 Orders' header.



On the order page, enter the quantities you want to order. Use the following options to find the product you want to order:

- 1 Enter all or part of the product name or the product number in the **Search** bar.
- 2 Sort the products by description, order date, or product ID.
- 3 Filter the products by when the products were last ordered.
- 4 If a product is on deal, click or tap the Deal icon to view the details of the discount.

The image displays three screenshots of a retail portal interface, illustrating the steps to find and order a product. The interface shows a search bar, a list of products, and various filtering and sorting options.

**Screenshot 1 (Top):** Shows the search bar with "chardonnay" entered. A red circle '1' highlights the search icon. Below the search bar, the "Previously Ordered (1)" section lists "1.5LT ALICE WHITE CHARDONNAY" with a red circle '4' highlighting the Deal icon. The "Other Products (500+)" section lists "1.5LT AVIA CHARDONNAY" and "1.5LT BAREFOOT".

**Screenshot 2 (Middle):** Shows the search bar with "chardonnay" entered. A red circle '2' highlights the "Sort By" dropdown menu, which includes options: "Description: A - Z", "Description: Z - A", "Ordered: Newest", "Ordered: Oldest", "Product ID: Low to High", and "Product ID: High to Low".

**Screenshot 3 (Bottom):** Shows the search bar with "chardonnay" entered. A red circle '3' highlights the "Ordered Within" dropdown menu, which includes options: "Never", "Past 30 Days", "Past 60 Days", "Past 90 Days", and "Past 13 Months".

When you are satisfied with your order, tap or click the Shopping Cart in the upper right corner. From the Shopping Cart page, you can:

- 1 Revise the order quantities.
- 2 View warnings and messages about your order.
- 3 Start over by emptying the shopping cart.
- 4 View an order summary
- 5 Add a purchase order number or comments to the order.
- 6 Place the order.

The screenshot shows the 'Shopping Cart' page for 'ABC Beverage BRGv14' at 'SHAW'S #411 COLCHESTER (31755)'. The page features a search bar and a table of items with columns for 'Item', 'Quantity', 'Price', and 'Extended Price'. On the right, there is an 'Order Summary' section with a 'Place Order' button. Red callouts 1-6 point to: 1. Quantity input field for the first item; 2. Limited quantity warning; 3. 'Empty Cart' link; 4. 'Order Summary' header; 5. 'Purchase Order #' input field; 6. 'Place Order' button.

Item	Quantity	Price	Extended Price
R. REST SERIES CAB XL 0447/00 0447/00 (Case) Product ID: 873529 <a href="#">Remove Item</a>	10	\$59.40	\$594.00
⚠ Limited quantity - 8 available			
1.5LT ALICE WHITE CAB SAUVIG (Case) Product ID: 144513 <a href="#">Remove Item</a>	2	\$48.00	\$96.00
⚠ Item out of stock			
1.5LT FISH EYE CABERNET SAUVIGNON (Case) Product ID: 126913 <a href="#">Remove Item</a>	1	\$54.12	\$54.12
1.5LT ELIZ SPENCER CABERNET SAUVIGNON (Case) Product ID: 570013 <a href="#">Remove Item</a>	2	\$451.08	\$902.16
1.5LT BERINGER CAL CABERNET SAUV (Case) Product ID: 124313 <a href="#">Remove Item</a>	5	\$58.62	\$293.10

**Order Summary**

Delivery Date	7/3/18
Subtotal (20 Items)	\$1,939.38
Case 20	
<b>Total</b>	<b>\$1,939.38</b>

**Purchase Order #**

**Comments**

**Place Order**

When you place the order, you receive an email confirmation, and the order is added to the **Last Orders / Recent Orders** section of the Home page. If an order has not been invoiced, you can modify or cancel the order. Modifying the order cancels the original order and creates a new order.

The screenshot shows the 'Open Order' page for 'ABC Beverage BRGv14' at 'SHAW'S #411 COLCHESTER (31755)'. It features a table of items with columns for 'Item', 'Quantity', 'Price', and 'Extended Price'. On the right, there is an 'Order Summary' section with 'Modify Order' and 'Cancel Order' buttons. A red arrow points to the 'Cancel Order' button.

Item	Quantity	Price	Extended Price
R. MANHATTAN SFT DR 0419/03 0419/03 (Case) Product ID: 873504 <a href="#">Reorder Item</a>	4	\$35.88	\$143.52
R. MANHATTAN TUMLBR 0419/02 0419/02 (Case) Product ID: 873505 <a href="#">Reorder Item</a>	4	\$35.88	\$143.52

**Order Summary**

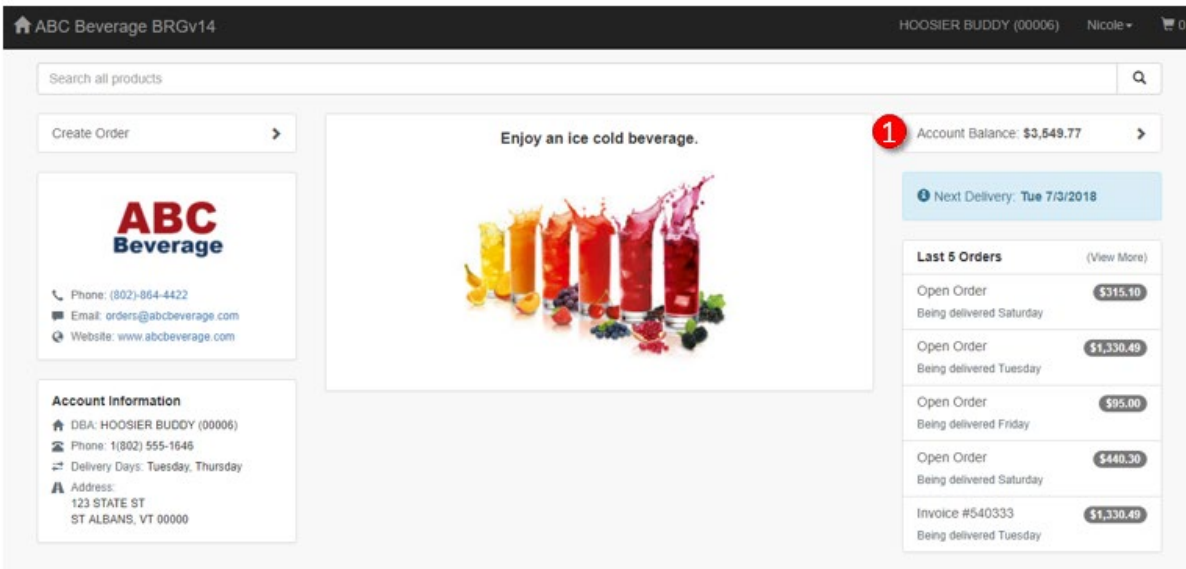
Subtotal	\$287.04
<b>Total</b>	<b>\$287.04</b>

**Modify Order**

**Cancel Order**

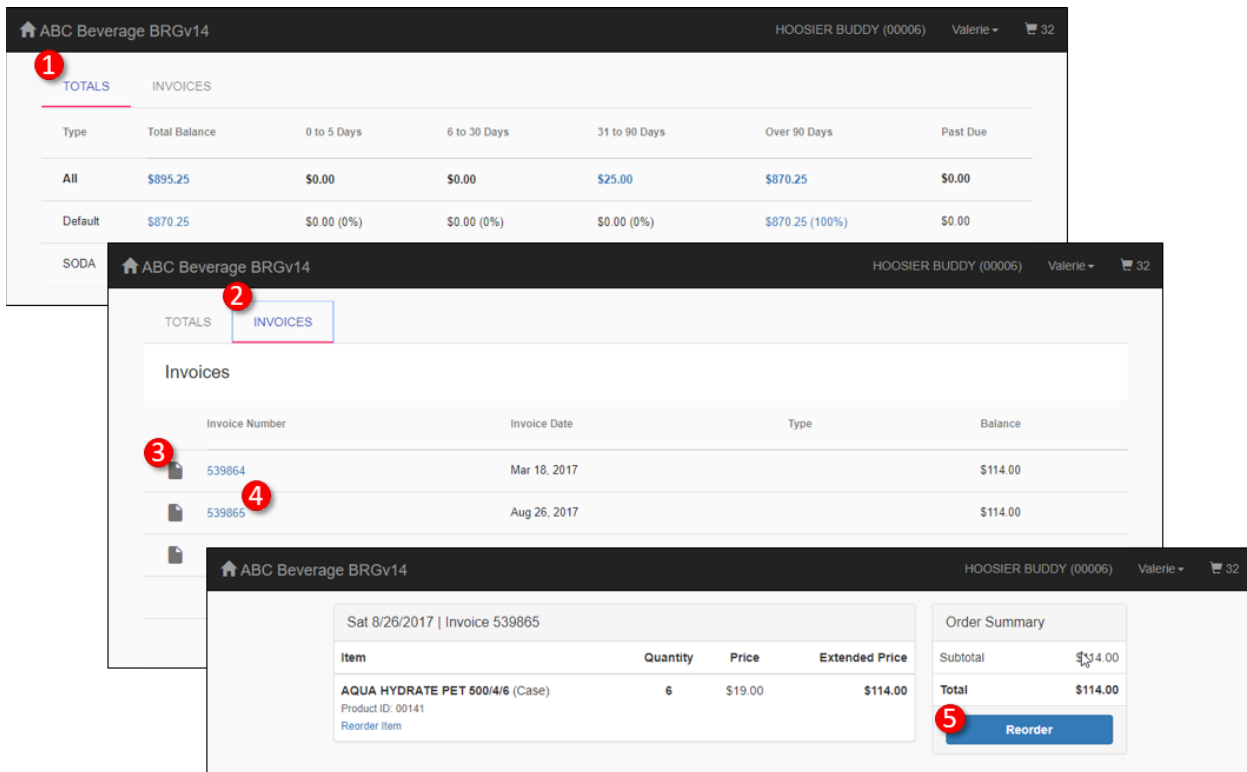
## Reviewing your account balance

Your account balance is displayed on the home page. To view an aging of what you owe and the invoices making up that amount, click or tap Account Balance (1).



On the Account Balance page, you can:

- 1 Click or tap **Totals** to view the amount you own broken out by the age of the invoices and the type of invoice.
- 2 Click or tap **Invoices** to view the open invoices. From the Invoices tab, you can click or tap the **Page** icon (3) to view a PDF of the invoice or the **invoice number** (4) to view the order details.
- 5 From the order details, you can create a new order based on this invoice by clicking or tapping **Reorder**.



## Other tips for navigating in Retailer Portal

- 1 To return to the main Retailer Portal page, tap or click the **Home icon**.
- 2 If you have access to multiple retailers, tap or click the retailer name and select the retailer you want to enter an order for.
- 3 To sign out or change your password, tap or click your user name or the Menu icon and select an option from the menu.

1 ABC Beverage BRGv14

2 HOOSIER BUDDY (00006)

3

Search all products

Create Order >

**ABC Beverage**

Phone: (802)-864-4422  
Email: orders@abcbeverage.com  
Website: www.abcbeverage.com

**Account Information**

DBA: HOOSIER BUDDY (00006)  
Phone: 0  
Delivery Days: Tuesday, Thursday  
Address:  
123 STATE ST  
ST ALBANS, VT 00000

Enjoy an ice cold beverage.

Account Balance: \$3,549.77 >

Next Delivery: Tue 7/3/2018

**Last 5 Orders** (View More)

Open Order	\$315.10
Being delivered Saturday	
Open Order	\$1,330.49
Being delivered Tuesday	
Open Order	\$95.00
Being delivered Friday	
Open Order	\$440.30
Being delivered Saturday	
Invoice #540333	\$1,330.49
Being delivered Tuesday	

