WELCOME TO OUR ONLINE ORDERING PORTAL

To setup your account you'll need an invoice from a recent delivery. Enter the invoice number and the Net Invoice Total. Next, provide your email, create a password and click register. You're all set!

Take a quick tour using the next few pages of this guide



Please provide an invoice number, your email, and a password you would like to use for logging in.



HOME PAGE OVERVIEW

YOUR ACCOUNT





- 1. Recent Orders the last 6 orders placed are listed
- 2. Click the arrow to see an order's products, date, and price details
- 3. Click Order Again to add all products on an order to the shopping cart
- 4. Delivery Dates the next ten scheduled delivery dates are
- 5. Contact information for your sales rep
- 6. Click Products on the left

YOUR ACCOUNT

PRODUCTS PAGE OVERVIEW

\$3,044.40 📜



- 1. Use the Search box to find specific products
- 2. Click the Sort icon to select how the page will be ordered
- 3. Click the Funnel icon to filter the product list
- 4. Click a product to see additional details

- 5. Select the Pack to order case or each
- 6. Enter the Qty to order
- 7. Click Add to Cart
- 8. Click My Shopping Cart to checkout

MY SHOPPING CART PAGE OVERVIEW

| | | Details(6) 1 | | \uparrow | ↓ 🕅 | Summary | |
|----------|----------------------|-------------------------|--|---------------------|-----|---|------|
| | O CERCE ALASKA | B. | BAINBRIDGE DIST BATTLE POINT ORGANIC WHISKEY 12/750ML \$529.08 per Cse Weight: 35 lbs. Discounts: \$67.20 Deposits: \$0.00 per Cse | Qty 1 ♦ | X | | |
| | | è | BARENJAGER HONEY LIQUEUR 6/750ML \$167.94 per Cse Weight: 37.9 lbs. Discounts: \$21.00 Deposits: \$0.00 per Cse | Qty 2 € | × | Delivery Date 4/2/2020 | |
| ↑ | Home Orders | ė | BACOO 5YR DOMINICAN RUM 6/750ML \$92.34 per Cse Weight: 37.9 lbs. Discounts: \$8.40 Deposits: \$0.00 per Cse | Qty 2 	€ | × | TOTAL \$1,534 | 1.88 |
| | Products Overview | Proto NOT ANALOLE | PAPA BUENO ANEJO TEQUILA 3/750ML \$105.42 per Cse Weight: 9.6 lbs. Discounts: \$2.10 Deposits: \$0.00 per Cse | Qty 1 € | × | Subtotal 2 \$1,405. Freight 2 \$0.00 Deposits \$45.00 | .90 |
| ıh | Stats & Data | Pioto NOT ANLINE | ALASKAN BALTIC PORTER 1/2 BBL \$187.00 per Keg Weight: 160 lbs. Discounts: \$0.00 Deposits: \$45.00 per Keg | Qty 1 	♣ | × | Sales Tax \$212.00 | 8 |
| Ħ | My Shopping Cart | 1 | ALASKAN AMBER 24/16 CAN \$31.92 per Cs Weight: 54.4 lbs. Discounts: \$0.00 Deposits: \$0.00 per Cs | Qty | | PROCEED TO CHECKOUT | |
| € | Log Out | | | 2 | | | |

- 1. Review the order details:
 - a. Verify the products and quantities being ordered.
 - b. Use the spinners to adjust the quantity
 - c. Click the trash can to remove a product from the order
- 2. Note the price breakdown of the order
- 3. Click **Proceed to Checkout or c**lick **Continue Shopping** to exit the cart and add more product(s) to the order

\$1,534.88 \$1,405.90 \$0.00 \$45.00 -\$128.10 \$212.08

| Review | ↑ ↓ ^{Delivery Date} 4/2/2020 6 |
|--|---|
| Delivery Options Store APPLEBEE'S - BELLEVUE PO Number | TOTAL Subtotal Freight Deposits Discounts |
| Delivery Notes 5 | Sales Tax CONTINUE SHOPP |

- 4. Enter a PO Number (optional)
- 5. Enter any Delivery Notes (optional)

- 6. Set the Delivery Date
- 7. Click Place Your Order to send the order to the distributor