



# **Standard Operating Procedures**

## **Web Ordering**

Republic National Distributing Co.  
May 3, 2019

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## SOP – Web Ordering

Updated 5/1/19

### Purpose:

Deliver comprehensive instructions for navigating, creating orders and viewing Customer History in the Republic National Distributing Co (RNDC) Web Ordering System.

### Creating Website Account:

- From your web browser enter [centralliquor.rndc-usa.com](http://centralliquor.rndc-usa.com) to access the Web Ordering website.
- From the Login page click on the “Continue” button under the New Customer section to begin the registration process.

Call Us: 405.947.8050 [Twitter](#) [Facebook](#) [LinkedIn](#) [Google+](#)

**REPUBLIC NATIONAL**  
DISTRIBUTING COMPANY

[RNDC Home](#) [Contact Us](#)

**New Web Customer**

[Setup My Account](#)

By creating an account you will be able to order online, view invoices, and keep track of the orders you have previously made.

[Continue](#)

**Returning Web Customer**

Username:

Password:

[Login](#) [Web Ordering User Manual](#)

[Forgot Password?](#)

For issues logging in or password updates, please contact 405.947.8050  
For any other support with the website, please contact 218.382.3495

- The Customer Registration window will display.

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RNDC Home Contact Us

### Customer Registration

To create your Web Account and protect your privacy, you must choose your market, enter your valid account number, a unique Username, and a personalized password. The password and Username should be at least six characters long and can contain both characters and numbers.

Market:	Oklahoma Central ▾
Account Number: *	<input type="text"/>
Chain Access:	<input checked="" type="radio"/> No <input type="radio"/> Yes
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Email Address: *	<input type="text"/>
Username: *	<input type="text"/>
Password: *	<input type="text"/>
Re-Enter Password: *	<input type="text"/>

I accept the terms and conditions of Republic National Distributing Corporation LLC.

[Submit My Web Account](#)

This information will be verified by the local Customer Service manager.

- Select a market from the dropdown list and complete each field on the form.

To create your Web Account and protect your privacy, you must choose your market, enter your valid Able number, a unique User Username should be at least six characters long and can contain both characters and numbers.

Market:	Columbia, SC ▾
Able Number: *	<input type="text"/>
Chain Access:	<input checked="" type="radio"/> No <input type="radio"/> Yes
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Email Address: *	<input type="text"/>
Username: *	<input type="text"/>
Password: *	<input type="text"/>
Re-Enter Password: *	<input type="text"/>

**Note:** The Login ID and password should be at least six characters long and contain both characters and numbers.

## SOP – Web Ordering

- After completing the registration form check the box to accept the Terms and Condition.



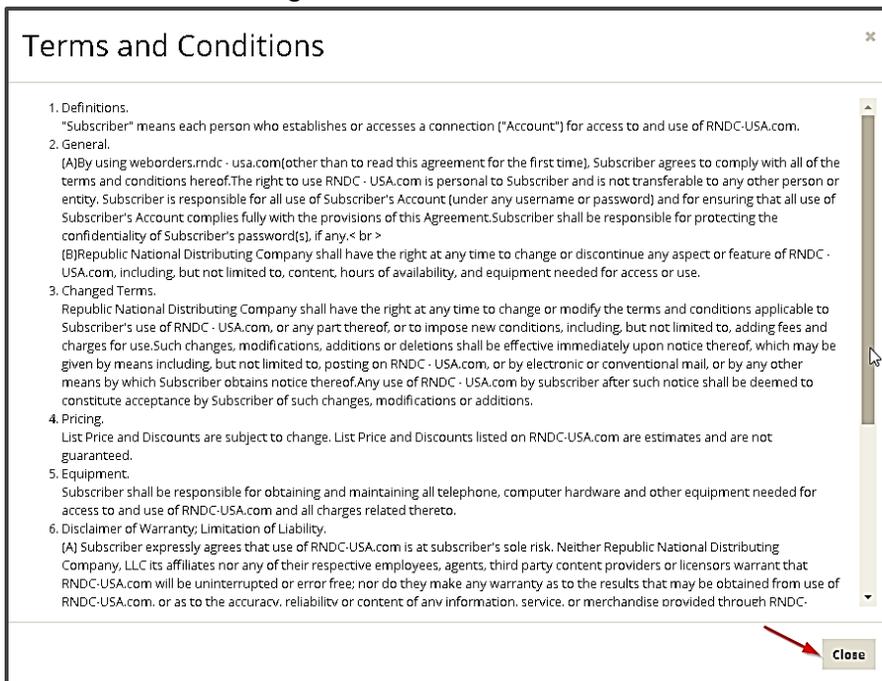
Re-Enter Password: \*

I accept the terms and conditions of Republic National Distributing Corporation LLC.

**Submit My Web Account**

This information will be verified by the local Customer Service manager.

- Click on the “terms and conditions” link to open the Terms and Conditions window.
- Once done reviewing the terms and conditions click on the “Close” button.



### Terms and Conditions

1. Definitions.  
"Subscriber" means each person who establishes or accesses a connection ("Account") for access to and use of RNDC-USA.com.

2. General.  
(A) By using weborders.rndc-usa.com (other than to read this agreement for the first time), Subscriber agrees to comply with all of the terms and conditions hereof. The right to use RNDC - USA.com is personal to Subscriber and is not transferable to any other person or entity. Subscriber is responsible for all use of Subscriber's Account (under any username or password) and for ensuring that all use of Subscriber's Account complies fully with the provisions of this Agreement. Subscriber shall be responsible for protecting the confidentiality of Subscriber's password(s), if any. <br >  
(B) Republic National Distributing Company shall have the right at any time to change or discontinue any aspect or feature of RNDC - USA.com, including, but not limited to, content, hours of availability, and equipment needed for access or use.

3. Changed Terms.  
Republic National Distributing Company shall have the right at any time to change or modify the terms and conditions applicable to Subscriber's use of RNDC - USA.com, or any part thereof, or to impose new conditions, including, but not limited to, adding fees and charges for use. Such changes, modifications, additions or deletions shall be effective immediately upon notice thereof, which may be given by means including, but not limited to, posting on RNDC - USA.com, or by electronic or conventional mail, or by any other means by which Subscriber obtains notice thereof. Any use of RNDC - USA.com by subscriber after such notice shall be deemed to constitute acceptance by Subscriber of such changes, modifications or additions.

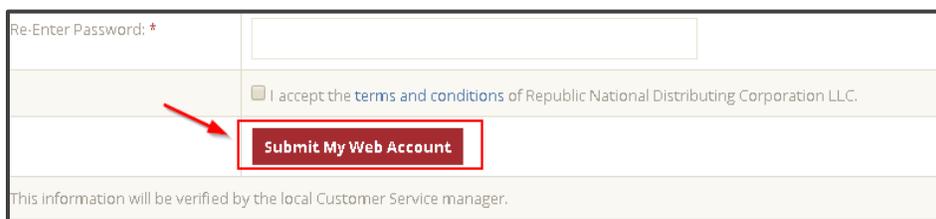
4. Pricing.  
List Price and Discounts are subject to change. List Price and Discounts listed on RNDC-USA.com are estimates and are not guaranteed.

5. Equipment.  
Subscriber shall be responsible for obtaining and maintaining all telephone, computer hardware and other equipment needed for access to and use of RNDC-USA.com and all charges related thereto.

6. Disclaimer of Warranty; Limitation of Liability.  
(A) Subscriber expressly agrees that use of RNDC-USA.com is at subscriber's sole risk. Neither Republic National Distributing Company, LLC its affiliates nor any of their respective employees, agents, third party content providers or licensors warrant that RNDC-USA.com will be uninterrupted or error free; nor do they make any warranty as to the results that may be obtained from use of RNDC-USA.com, or as to the accuracy, reliability or content of any information, service, or merchandise provided through RNDC-

**Close**

- To complete the process and submit the request click on the “Submit My Web Account” button.



Re-Enter Password: \*

I accept the terms and conditions of Republic National Distributing Corporation LLC.

**Submit My Web Account**

This information will be verified by the local Customer Service manager.

**Note:** It is important that you remember your Login ID and password as you will be prompted for it whenever you use the system.

- After clicking “Submit” a confirmation screen will appear.
- An email will be sent to RNDC informing them of the request.
- Once reviewed/approved you will receive an email stating the account is activated.

## Logging In:

- From your web browser enter [centralliquor.rndc-usa.com](http://centralliquor.rndc-usa.com) to access the Web Ordering website.
- In the “Returning Customer” section type the username and password created on the registration form.
- Click on the “Login” button.

The screenshot shows the Republic National Distributing Company website. At the top left, there is a contact number 'Call Us: 405.947.8050' and social media icons for Twitter, Facebook, LinkedIn, and Google+. The company logo is in the top left, and 'RNDC Home' and 'Contact Us' links are in the top right. The main content area is split into two columns. The left column is for 'New Web Customer' and includes a 'Setup My Account' section with a 'Continue' button. The right column is for 'Returning Web Customer' and contains a login form with fields for 'Username' (containing '710898') and 'Password' (containing '\*\*\*\*\*'). Below the password field are buttons for 'Login' and 'Web Ordering User Manual', and a link for 'Forgot Password?'. At the bottom, there is a support notice: 'For issues logging in or password updates, please contact 405.947.8050. For any other support with the website, please contact 218.382.3495.'

**Note:** If the password created is forgotten, click on the “Forgot Password” link to have it reset.

This is a close-up of the 'Returning Web Customer' login form. It features a title 'Returning Web Customer' at the top. Below the title are two input fields: 'Username:' with the value '710898' and 'Password:' with the value '\*\*\*\*\*'. Underneath the password field are two buttons: a red 'Login' button and a white 'Web Ordering User Manual' button. At the bottom of the form is a link labeled 'Forgot Password?' which is highlighted with a red border.

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## SOP – Web Ordering

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- After clicking “Login” the RNDC Web Ordering screen will display.
- The Red Header of the screen will display...
  - Customer name and number
  - Delivery Days
  - Link to update User Profile
  - A link to the RNDC website
  - A Documents link
  - A Logout link



- Underneath the Red Header sections the following information will display...
    - Shopping Cart
      - Will display the number of items ordered as well as a total for the order.
    - Tabs for the different available screens
    - A Quick Search box
      - Enter a product description and press Enter or click the search icon. The Search screen will display all items matching the search criteria.
- Note:** When entering search criteria the search results will be based on an “ANY” character match.

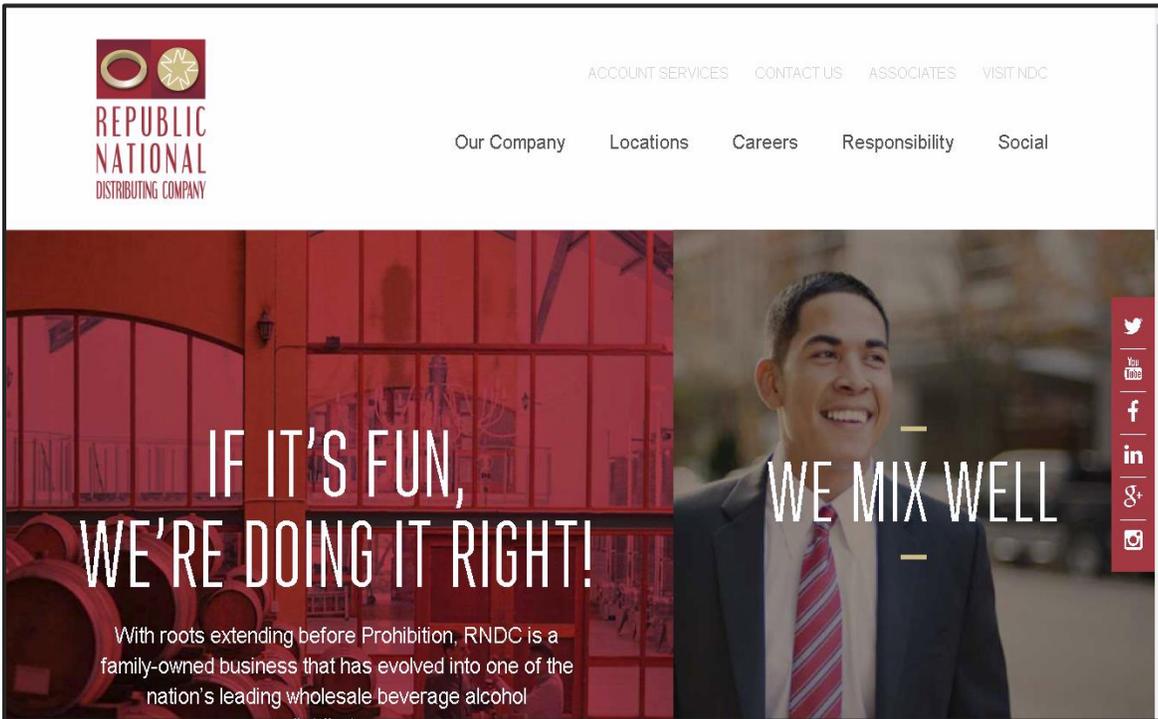


- The function of each link and tab will be discussed in detail throughout this document.

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**RNDC Link:**

- Clicking on the RNDC link will open the RNDC’s web page in another browser window.



**Update Profile:**

- To update/change account settings click on the “My Account” link in the Header of the page.



- There are two options on the My Account screen...
  - [Account Settings](#)
  - [Change Password](#)

## SOP – Web Ordering

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### [Account Settings Link](#)

- The Account Settings link can be used to update/change the...
  - First Name
  - Last Name
  - Email address
  - Phone Number.

### My Account

Please update your contact information below.

> **Account Settings**  Please indicate if you would like to have Separate Orders for Wine and Spirits.  
Leave unchecked if you would like 1 combined order.

> Change Password

First Name

Last Name

Email

Phone

- Also on the screen is the option to view the account as one combined order or separate orders.
  - To view Separate orders place a check mark in the box.
  - For Combined orders remove the check mark from the box.

### My Account

Please update your contact information below.

> **Account Settings**  Please indicate if you would like to have Separate Orders for Wine and Spirits.  
Leave unchecked if you would like 1 combined order.

> Change Password

First Name

Last Name

Email

Phone

**Note:** Changing how the orders are viewed will delete any items that have been added to the shopping cart.

**Warning Message**  
Changing a separate order in MyAccount will clear out any items in the shopping cart

- Once any changes are made click the “Save” button.

**My Account** Please update your contact information below.

---

> Account Settings  Please indicate if you would like to have Separate Orders for Wine and Spirits.  
Leave unchecked if you would like 1 combined order.

> Change Password

First Name

Last Name

Email

Phone

[Change Password Link](#)

- Click on the “Change Password” link to update the password for the account.
  - Enter the Current Password
  - Type the New Password
  - Retype the New Password
  - Click on the “Submit” button.

**My Account** Please update your contact information below.

---

> Account Settings

> Change Password

Current Password \*

New Password: \*

Re-Enter New Password: \*

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## SOP – Web Ordering

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### Documents:

- Click on the “Documents” link to open the documents screen.



- A list of available documents will display.
- Click on the document name to open the file.

**Documents** Click on the document below to open it.

Document	Approx # Pages
Standard Operating Procedures	(~28 pages)
Full Central Price Book	(~110 pages)
Market Wholesale Price Book	(~9 pages)
CloseOuts	42 pages
Fob Changes	(~28 pages)
Beer Section	13 pages
UpDowns	(~79 pages)
RND: Products Only - Price Book	47
Price Posting	145

### Logout:

- Clicking on the “Logout” link will exit the ordering program and return to the Login screen.



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## Creating Web Orders:

- There are several options for adding items to an order using the various tabs on the screen.
- Each option will be discussed in detail.
  - [HOME](#)
  - [SEARCH](#)
  - [ORDER PAD](#)
  - [ORDER BY VARIETY](#)
  - [UPLOAD ORDERS](#)



## Home Screen:

- After clicking on the home tab the screen will display based on the selection made in the “My Account” screen

### Combined Order View

- The Combined Order View will display...
  - An auto-generated “Order #”
  - The Delivery Date for the order
  - Function Buttons
    - And as items are added it will show Cases, Bottles and Estimated Total for the order



### Detailed Order View

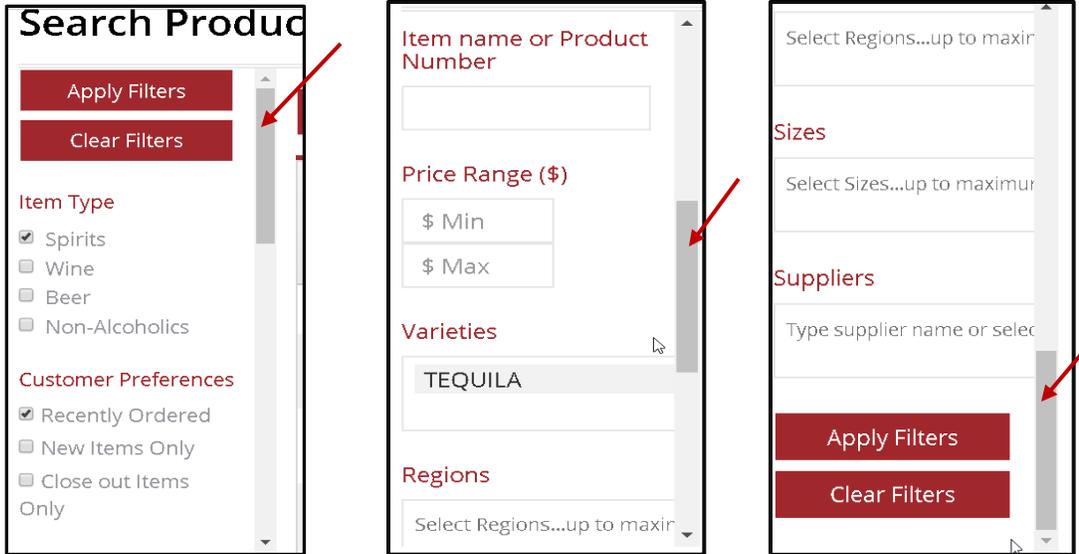
- The Detailed Order View will display the following order sections...
  - Spirits

## SOP – Web Ordering

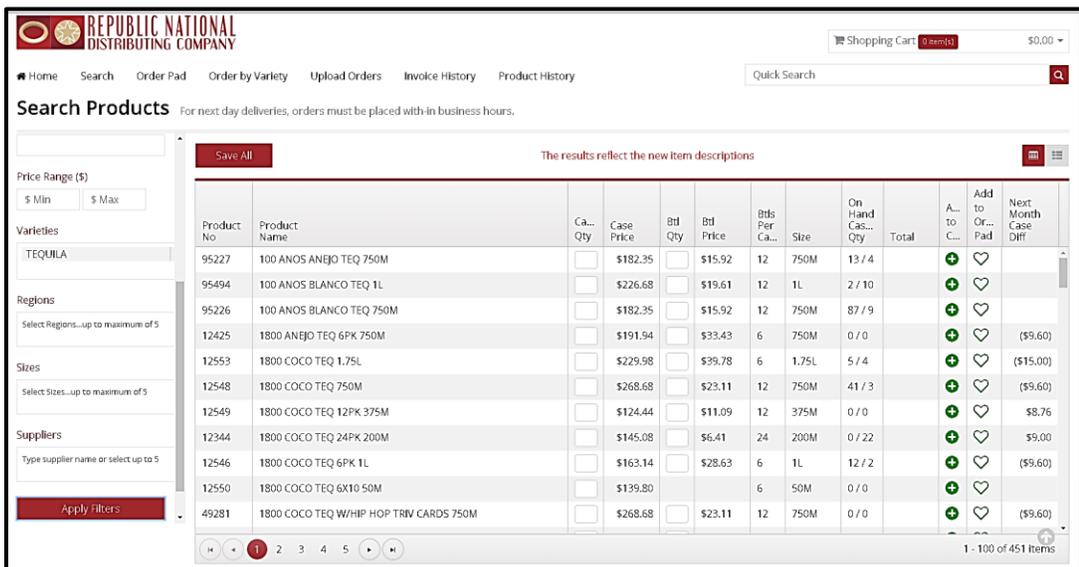
- Wines
- Beers
- Market (**Note:** Market Orders are not available through website at this time.)
- Each section will have its own auto-generated “Order #” for that section
- Delivery Date for the order
- Function buttons
- And as items are added it will show Cases, Bottles and Estimated Total for the order type.

The screenshot displays the 'Home' page of a web ordering system. At the top, it says 'Home' followed by a support contact number: 'For support or issues with the website, please contact 218-382-3495.' Below this, there are four main sections: Spirits, Wines, Beers, and Market. Each section has a form with an 'Order #' field, a 'Delivery Date' field with a calendar icon, and a status line showing 'Cases : 0' and 'Bottles : 0' with an 'Estimated Total : \$0'. Below the status line are several buttons: 'Search [Section] Products' (red), 'Keg Returns' (green), 'Previous Orders' (yellow), and 'Review Order' (blue). The 'Spirits' section has Order # 37436, 'Wines' has 37441, 'Beers' has 33786, and 'Market' has 191973. All delivery dates are set to 12/13/2018.

- Whether viewing combined orders or separate orders the function keys work the same.
  - Search Products/Search Spirits Products/Search Wine Products/Search Beer Products: 
  - After selecting one of the search options, the Search Product screen will appear listing the Product Search Filter options on the left side of the screen.
  - The scroll bar can be used to view all search option filters.
  - Use the Criteria fields to narrow the search for items. Working with this screen will be covered in detail in the “[Search](#)” section.



- After selecting the criteria press Enter or the “Apply Filters” button.
- All items matching the criteria entered will be displayed on the Search screen.
- The “[Search](#)” section will cover detailed instructions for working on this screen.



- **Previous Orders:** Previous Orders
  - After clicking on the Previous Orders button, the “Previous Orders” screen will display past orders.
  - The screen will show...
    - Order No
    - Cases
    - Bottles

## SOP – Web Ordering

- Total
- Delivery Date
- The option to print the order or download it as a csv file is also available.
- The scrollbar can be used to view additional orders.

Order Pad   Order by Variety   Upload Orders   Invoice History   Product History   Quick Search

### Previous Orders

Below is a summary of your Orders!

Order No	Cases	Bottles	Total	Order Date	
▶ 241790	20	0	\$292.80	10/01/2018 1:01 PM	Print order Export as CSV
▶ 241788	15	0	\$877.76	10/01/2018 1:01 PM	Print order Export as CSV
▶ 241786	1	0	\$59.16	10/01/2018 1:01 PM	Print order Export as CSV
▶ 239311	8	0	\$184.00	09/24/2018 3:05 PM	Print order Export as CSV
▶ 239308	10	0	\$631.34	09/24/2018 3:05 PM	Print order Export as CSV
▶ 234878	8	0	\$410.59	09/20/2018 4:56 PM	Print order Export as CSV
▶ 234877	2	0	\$301.16	09/24/2018 3:05 PM	Print order Export as CSV

- Clicking on the arrow next to the order number will display the order detail.

### Previous Orders

Below is a summary of your Orders!

Order No	Cases	Bottles	Total	Order Date			
◀ 241790	20	0	\$292.80	10/01/2018 1:01 PM	Print order Export as CSV		
Prod ...	Cases	Bottles	Description	Size	List Price	Bottle Price	Line Total
7392	1	0	JDCC BERRY PUNCH 4X6 10Z	10Z	\$24.00	\$6.00	\$24.00
7471	1	0	JDCC CHERRY LIMEADE MALT 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
7372	1	0	JDCC LYNCHBURG LMNADE MALT 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
524	1	0	JDCC SOUTHERN PEACH 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
43780	4	0	LOST LAKE BEER 24PK CN 12Z	12Z	\$12.60	\$12.60	\$50.40
43746	2	0	LOST LAKE BEER 2X12 CN 12Z	12Z	\$12.00	\$6.00	\$24.00
43762	2	0	LOST LAKE BEER 4X6 CN 12Z	12Z	\$12.00	\$3.00	\$24.00
43798	4	0	LOST LAKE ICE 24PK CN 12Z	12Z	\$12.60	\$12.60	\$50.40
43790	2	0	LOST LAKE ICE 2X12 CN 12Z	12Z	\$12.00	\$6.00	\$24.00
43806	2	0	LOST LAKE ICE 4X6 CN 12Z	12Z	\$12.00	\$3.00	\$24.00

- Clicking on the Print Order button prints a copy of the order.

12/19/2018 Previous Orders History

Order No	Cases	Bottles	Total	Order Date
241790	20	0	\$292.80	10/01/2018 1:01 PM

Prod No	Cases	Bottles	Description	Size	List Price	Bottle Price	Line Total
7392	1	0	JDCC BERRY PUNCH 4X6 10Z	10Z	\$24.00	\$6.00	\$24.00
7471	1	0	JDCC CHERRY LIMEADE MALT 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
7372	1	0	JDCC LYNCHBURG LMNADE MALT 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
524	1	0	JDCC SOUTHERN PEACH 4X6 BTL NR 10Z	10Z	\$24.00	\$6.00	\$24.00
43780	4	0	LOST LAKE BEER 24PK CN 12Z	12Z	\$12.60	\$12.60	\$50.40
43746	2	0	LOST LAKE BEER 2X12 CN 12Z	12Z	\$12.00	\$6.00	\$24.00
43762	2	0	LOST LAKE BEER 4X6 CN 12Z	12Z	\$12.00	\$3.00	\$24.00
43798	4	0	LOST LAKE ICE 24PK CN 12Z	12Z	\$12.60	\$12.60	\$50.40
43790	2	0	LOST LAKE ICE 2X12 CN 12Z	12Z	\$12.00	\$6.00	\$24.00
43806	2	0	LOST LAKE ICE 4X6 CN 12Z	12Z	\$12.00	\$3.00	\$24.00

- Clicking on the Export as CSV downloads the order into a csv format.

Order No	Cases Tot	Bottles Tot	Order Tot	Delivery	Product N	Cases	Bottles	Description	Size	List Price	Bottle Pri	Line Total
241790	20	0	292.8		7392	1	0	JDCC BERRY PUNCH 4X6 10Z	10Z	24	6	24
241790	20	0	292.8		7471	1	0	JDCC CHERRY LIMEADE MALT 4X6 BTL NR 10Z	10Z	24	6	24
241790	20	0	292.8		7372	1	0	JDCC LYNCHBURG LMNADE MALT 4X6 BTL NR 10Z	10Z	24	6	24
241790	20	0	292.8		524	1	0	JDCC SOUTHERN PEACH 4X6 BTL NR 10Z	10Z	24	6	24
241790	20	0	292.8		43780	4	0	LOST LAKE BEER 24PK CN 12Z	12Z	12.6	12.6	50.4
241790	20	0	292.8		43746	2	0	LOST LAKE BEER 2X12 CN 12Z	12Z	12	6	24
241790	20	0	292.8		43762	2	0	LOST LAKE BEER 4X6 CN 12Z	12Z	12	3	24
241790	20	0	292.8		43798	4	0	LOST LAKE ICE 24PK CN 12Z	12Z	12.6	12.6	50.4
241790	20	0	292.8		43790	2	0	LOST LAKE ICE 2X12 CN 12Z	12Z	12	6	24
241790	20	0	292.8		43806	2	0	LOST LAKE ICE 4X6 CN 12Z	12Z	12	3	24

Review Orders:

- As items are added to the order a running total of Cases, Bottles and Estimated Total can be seen.
- To view the order detail click on the “Review Order” button.
- The Checkout-Review Orders screen will appear.

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**Checkout - Review Order** You can view the order details or simply click checkout to place your order.

**Spirits Order**

Order #: 39100

PO #: Optional PO #

Sub-Total: \$294.15

Total: \$294.15

**Wine Order**

Order #: 38901

PO #: Optional PO #

Sub-Total: \$241.00

Total: \$241.00

**Beer Order**

Order #: 38140

PO #: Optional PO #

Sub-Total: \$0.00

Total: \$0.00

**Non-Alcoholic Order**

Order #: 56720

PO #: Optional PO #

Sub-Total: \$0.00

Total: \$0.00

- Click on the “View Order Details” button.
  - Once done reviewing/editing the order click the “Close” button.
- Note:** Detailed instructions for editing the order will be covered in the [Editing Orders](#) section.

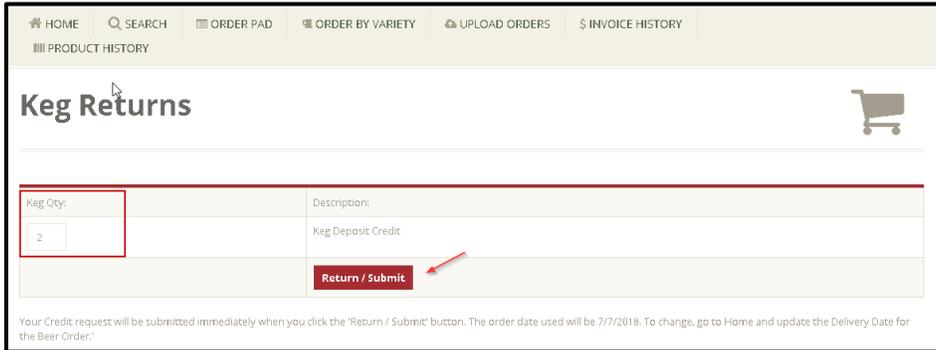
**Spirits Order Detail**

Prod... No	Product Name	C... Qty	Case Price	Btl Qty	Btl Price	Btls Per C...	Size	On Ha... Ca... Qty	Total	Re... From Cart	
12553	1800 COCO TEQ 1.75L	1	\$214.98	0	\$37.43	6	1...	34	\$214.98	✖	✎ Ed...
12546	1800 COCO TEQ 6PK 1L	0	\$153.54	3	\$26.39	6	1L	51	\$79.17	✖	✎ Ed...

- **Keg Returns:** 
  - After clicking on the Keg Returns button, the “Keg Returns” screen will display.
  - Enter the Keg quantity.
  - Click the “Return/Submit” button.
  - The credit request will be submitted immediately and a message will appear at the top of the screen stating the Keg deposit was processed.

Keg deposit credits have been processed

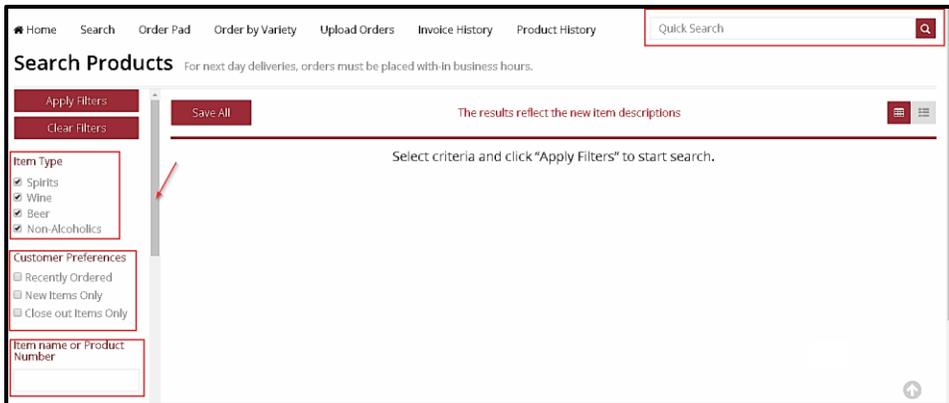
- The order date used will be displayed at the bottom of the screen.
- To change go to the Home page and change the Delivery Date for the Beer Order.



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**Search Screen:**

- The Search screen is used to display and order items from product search results.
  - Note:** When entering search criteria the search results will be based on an “ANY” character match.
    - When using the “Quick Search” option at the top of the page, the Search screen will display the items matching the criteria entered.
    - A list of Search Filters can be found along the left side of the screen.
      - Use the scroll bar to move through the list, selecting each filter type needed.
        - **Note:** The more filters selected the smaller the search results.



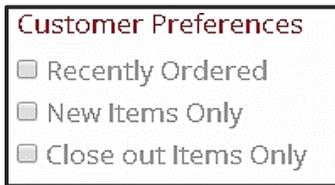
- The available filter types are...
  - ITEM TYPE: Place a check mark next to each type needed.



## SOP – Web Ordering

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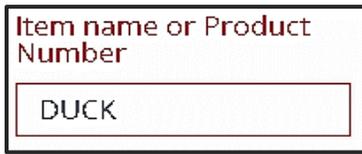
- Customer Preferences: The search can be narrowed by placing a check mark to view only a certain item selection.



Customer Preferences

- Recently Ordered
- New Items Only
- Close out Items Only

- Item Name or Product Number: Use this search option to type in a portion of a product name or a product number.



Item name or Product Number

- Price Range: Type a minimum and maximum amount for the price range to search.

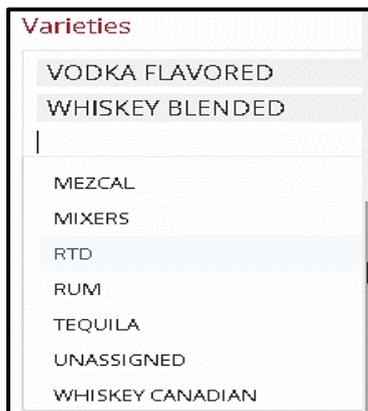


Price Range (\$)

- Varieties: Click in the Varieties box to view a dropdown list. To navigate through the list either...
  - o Scroll up and down through the list and click on the variety to add to the search, or
  - o Begin typing the variety name to move to that section of the list and then click the variety to add to the list.
  - o A maximum of 5 varieties can be selected.

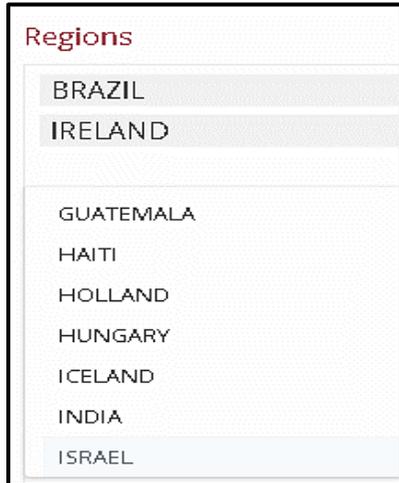
**Note:** To remove a variety from the list click the “x” next to the name.



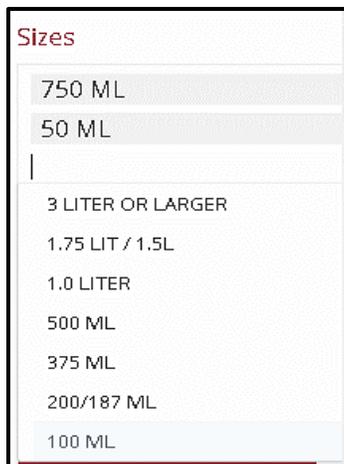
Varieties

- VODKA FLAVORED
- WHISKEY BLENDED
- |
- MEZCAL
- MIXERS
- RTD
- RUM
- TEQUILA
- UNASSIGNED
- WHISKEY CANADIAN

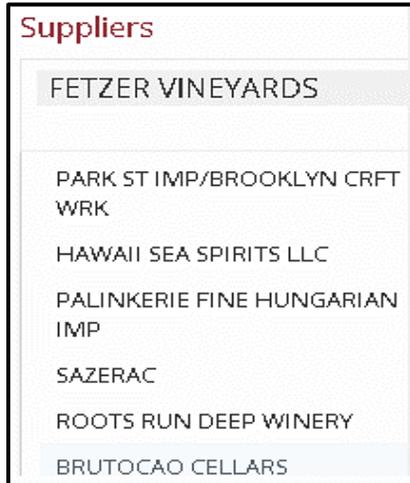
- **Regions:** Click in the Regions box to view a dropdown list. To navigate through the list either...
  - o Scroll up and down through the list and click on the Region to add to the search, or
  - o Begin typing the region name to move to that section of the list and then click the Region to add to the list.
  - o A maximum of 5 Regions can be selected.  
**Note:** To remove a Region from the list click the “x” next to the name.



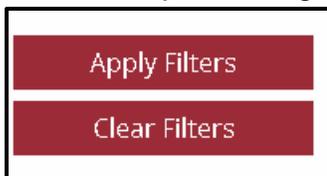
- **Sizes:** Click in the Sizes box to view a dropdown list. To navigate through the list either...
  - o Scroll up and down through the list and click on the size to add to the search, or
  - o Begin typing the size to move to that section of the list and then click the size to add to the list.
  - o A maximum of 5 sizes can be selected.  
**Note:** To remove a Size from the list click the “x” next to the size.



- Suppliers: Click in the Suppliers box to view a dropdown list. To navigate through the list either...
  - o Scroll up and down through the list and click on the Supplier to add to the search, or
  - o Begin typing the Supplier name to move to that section of the list and then click the Supplier to add to the list.
  - o A maximum of 5 Suppliers can be selected.**Note:** To remove a Supplier from the list click the “x” next to the name.



- After all filters have been entered either...
  - Click on the “Apply Filters” button to perform the search and display the results on the Search screen.
  - Click on the “Clear Filters” button to refresh the Product Search Filters screen without performing a search.



### [Search Results/Ordering:](#)

- The Search screen will display listing the items that meet the criteria entered in the filters. Once the product search results are listed on the Search screen the items can be selected to order.
  - For each item needed enter the case and/or bottle quantity.
    - o There are two options for adding the items to the shopping cart after entering the quantity, either...
      - \* Enter the quantity for each item needed then select the “Save All” button to add them to the shopping cart.

**Search Products**

For next day deliveries, orders must be placed with-in business hours.

Save All

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cs/Btl Qty	FOB	FOB (Oct)	Total	Add to Cart	Add to Order Pad
475334	ANDRE COLD DUCK 750M	2	\$62.04		\$5.17	12	750M	10 / 1	-5		\$124.08	+	♥
115336	DUCK COMMANDER PRISS PINK MOSC 750M		\$110.76		\$9.23	12	750M	10 / 1	-5			+	♥
808487	DUCKHORN DISCUSSION RED 6PK +14 750M 2012		\$665.34	3	\$110.89	6	750M	10 / 1	-5		\$332.67	+	♥
808777	DUCKHORN NAPA MERLOT +14 750M 2013		\$507.48		\$42.29	12	750M	10 / 1	-5			+	♥
808781	DUCKHORN THREE PALMS MERLOT 6PK +14 750M 2013		\$468.54		\$78.09	6	750M	10 / 1	-5			+	♥
808790	DUCKHORN NAPA CHARD +14 750M 2014	1	\$332.40		\$27.70	12	750M	10 / 1	-5		\$332.40	+	♥
808803	DUCKHORN NAPA CAB +14 750M 2014		\$710.76		\$59.23	12	750M	10 / 1	-5			+	♥

Shopping Cart 3 item(s) - \$727.11

- \* After the quantity is entered click the green + sign to add each item individually to the shopping cart.
  - \* The total for the ordered item will display, the + will turn to a red ✖, and the shopping cart will be updated with the item.
- Note:** If the item was selected in error or not needed clicking the red ✖ will clear the quantity fields and remove the item from the shopping cart.

**Search Products**

For next day deliveries, orders must be placed with-in business hours.

Save All

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cs/Btl Qty	FOB	FOB (Oct)	Total	Add to Cart	Add to Order Pad
4322	DON Q CRISTAL RUM 1.75L		\$134.52		\$22.42	6	1.75L	10 / 1	-5			+	♥
4323	DON Q CRISTAL RUM 1L		\$172.92		\$14.41	12	1L	10 / 1	-5			+	♥
12754	WRAY & NEPHEW RUM 126 750M	3	\$205.20		\$17.10	12	750M	10 / 1	-5		\$615.60	✖	♥
45503	CRUZAN AGED 151 1L		\$264.12		\$22.01	12	1L	10 / 1	-5			+	♥

Shopping Cart 4 item(s) - \$1,342.71

**Note:** Next to the green + sign for the shopping cart is a heart. Clicking on the heart will turn it red and add the item to the order pad. Using the Order Pad will be discussed in detail in the [Order Pad](#) section.

# SOP – Web Ordering

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cs/Btl Qty	FOB	FOB (Oct)	Total	Add to Cart	Add to Order Pad
4322	DON Q CRISTAL RUM 1.75L		\$134.52		\$22.42	6	1.75L	10 / 1	-5			+	♥
4323	DON Q CRISTAL RUM 1L		\$172.92		\$14.41	12	1L	10 / 1	-5			+	♥
12754	WRAY & NEPHEW RUM 126 750M	3	\$205.20		\$17.10	12	750M	10 / 1	-5		\$615.60	+	♥
45503	CRUZAN AGED 151 1L		\$264.12		\$22.01	12	1L	10 / 1	-5			+	♥

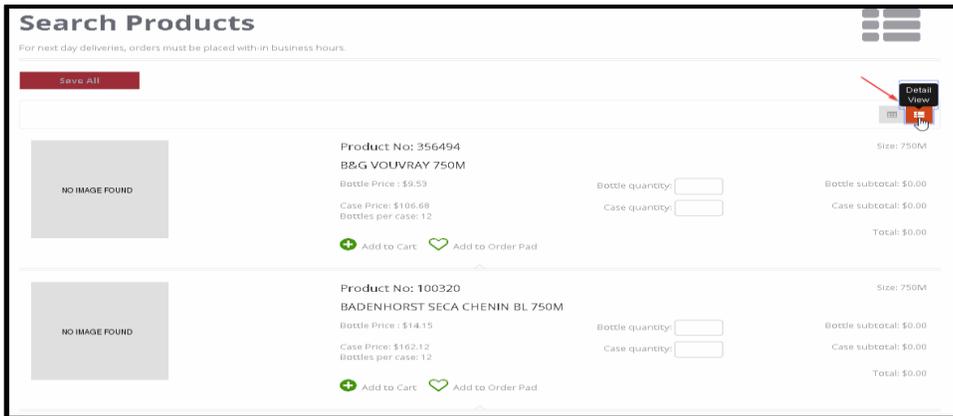
– To perform a search for additional items click on the Search tab or use the Quick Search option.

- Enter the filter criteria as discussed in the [Search](#) screen section.
- When the results page displays enter the case/bottle quantities for the items needed.
- Add the items individually to the shopping cart by pressing the **+** or enter all quantities for each item needed and press the “Save All” button. 
- Repeat this process until all items have been added to the shopping cart.

**Note:** When working on the Search screen there are two options for viewing the screen.

- List View

▪ Detail View



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Order Pad Screen:

- Items can be saved to the Order Pad screen to allow them to be easily reordered without performing a search.

Creating the Order Pad:

- When viewing the results after performing a search the option to add items to an order pad is available.
  - From the results page scroll through the items and click on the heart for each item to be saved to the order pad. The heart will turn red to indicate it's a saved item.

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cs/Btl Qty	FOB	FOB (Oct)	Total	Add to Cart	Add to Order Pad
1483	GILBEYS VODKA 80 1L	<input type="text"/>	\$114.36	<input type="text"/>	\$9.53	12	1L	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input checked="" style="color: red;" type="button" value="♥"/>
1484	GILBEYS VODKA 80 750M	<input type="text"/>	\$95.16	<input type="text"/>	\$7.93	12	750M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
1485	GILBEYS VODKA 80 PET 750M	<input type="text"/>	\$95.16	<input type="text"/>	\$7.93	12	750M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input checked="" style="color: red;" type="button" value="♥"/>
1486	GILBEYS VODKA 80 375M	<input type="text"/>	\$90.48	<input type="text"/>	\$3.77	24	375M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
1487	GILBEYS VODKA 80 200M	<input type="text"/>	\$101.28	<input type="text"/>	\$2.11	48	200M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
1513	KAMCHATKA VDK 80 1L	<input type="text"/>	\$76.80	<input type="text"/>	\$6.40	12	1L	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
4212	ABSOLUT BLUE VODKA 1.75L	<input type="text"/>	\$179.58	<input type="text"/>	\$29.93	6	1.75L	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input checked="" style="color: red;" type="button" value="♥"/>
4213	ABSOLUT BLUE VODKA 1L	<input type="text"/>	\$240.72	<input type="text"/>	\$20.06	12	1L	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input checked="" style="color: red;" type="button" value="♥"/>
4214	ABSOLUT BLUE VODKA 750M	<input type="text"/>	\$185.28	<input type="text"/>	\$15.44	12	750M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
4216	ABSOLUT BLUE VODKA 375M	<input type="text"/>	\$226.56	<input type="text"/>	\$9.44	24	375M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
4218	ABSOLUT BLUE VODKA 24PK 200M	<input type="text"/>	\$120.24	<input type="text"/>	\$5.01	24	200M	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input style="color: green;" type="button" value="♥"/>
4232	VOX VODKA 1.75L	<input type="text"/>	\$153.84	<input type="text"/>	\$25.64	6	1.75L	10 / 1	-5			<input style="color: green;" type="button" value="+"/>	<input checked="" style="color: red;" type="button" value="♥"/>

- After clicking each heart a message will appear stating the item has been added to the order pad.



## SOP – Web Ordering

### Viewing/Ordering from the Order Pad:

- To view items added to the order pad click on the Order Pad tab.



- The Order Pad screen will open, displaying all items added.
  - The Items can be sorted by Product No or Product Name by clicking the title for the column.
  - To remove an item from the order pad, click on the red heart and the items will be deleted from the list.



The image shows the Order Pad screen. At the top, there is a red button labeled 'Save All'. Below it is a table with the following columns: Product No, Product Name, Case Qty, Case Price, Btl Qty, Btl Price, Btls Per Case, Size, On Hand Cs/Btl Qty, FOB, FOB (Oct), Total, Add to Cart, and Add to Order Pad. Two rows of data are visible, both for 'ABSOLUT BLUE VODKA 1.75L'. Red arrows point to the 'Product No' and 'Product Name' headers, and another red arrow points to the 'Add to Order Pad' column.

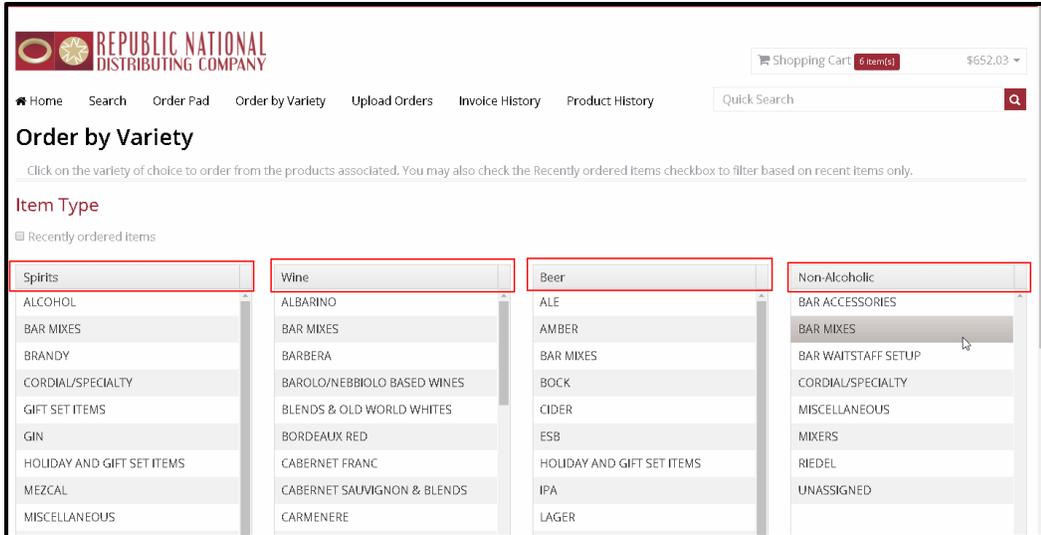
Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cs/Btl Qty	FOB	FOB (Oct)	Total	Add to Cart	Add to Order Pad
4212	ABSOLUT BLUE VODKA 1.75L	<input type="text"/>	\$179.58	<input type="text"/>	\$29.93	6	1.75L	10	-5	0		<input data-bbox="1117 766 1141 798" type="button" value="+"/>	<input data-bbox="1161 766 1185 798" type="button" value="♥"/>
4213	ABSOLUT BLUE VODKA 1.1	<input type="text"/>	\$240.72	<input type="text"/>	\$20.06	12	1.1L	10	-5	0		<input data-bbox="1117 808 1141 840" type="button" value="+"/>	<input data-bbox="1161 808 1185 840" type="button" value="♥"/>

- Using the instructions discussed above in the [Search Results/Ordering](#) section, enter the case/bottle quantities for the item needed and then click the  to add items one at a time or if ordering several items enter the quantities then click “Save All”.
- 
- The shopping cart will then be updated with the items added from the order pad.

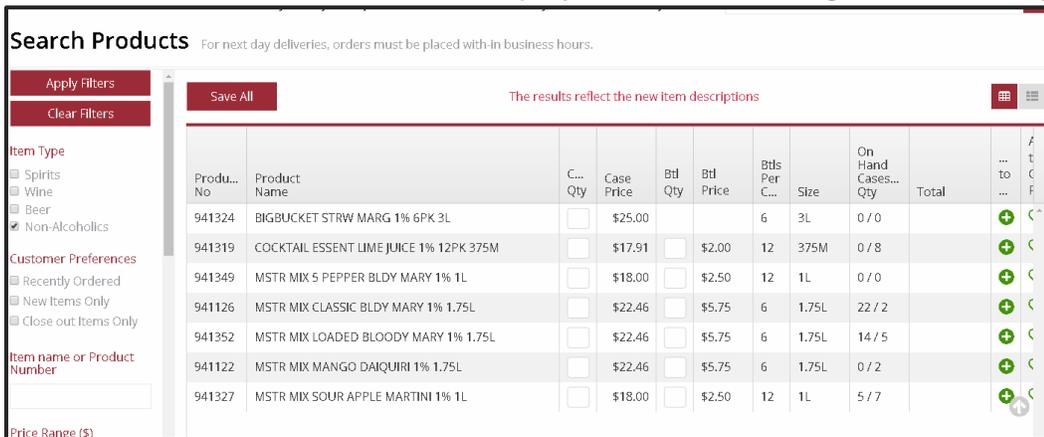
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### Order by Variety:

- The Order by Variety tab is used to select an Item Type and view all items within the type.
  - Use the scroll bar to move up and down the list for each Item Type.
  - Click on the Item Type needed.



- The Search screen will display all items matching the selected type.



- Using the instructions discussed above in the [Search Results/Ordering](#) section, enter the case/bottle quantities for the item needed and then click the **+** to add items one at a time or if ordering several items enter the quantities then click “Save All”. 
- The shopping cart will then be updated with the items selected.

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Upload Orders:

- To upload an order to the Ordering Website a comma delimited file must be created with the following fields.
  - Purchase Order
    - If a purchase order number is not needed enter NOPO in the field for each line item.

## SOP – Web Ordering

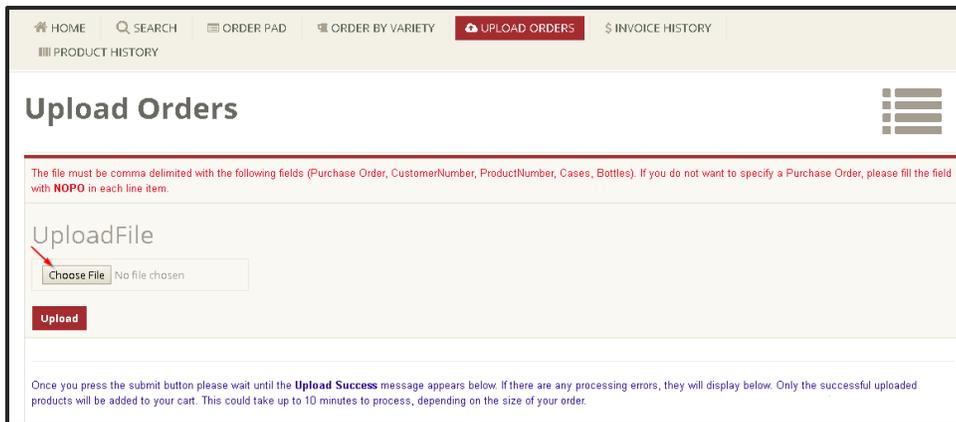
---

- Customer Number
- Product Number
- Cases
- Bottles

Example of the Comma Delimited file.

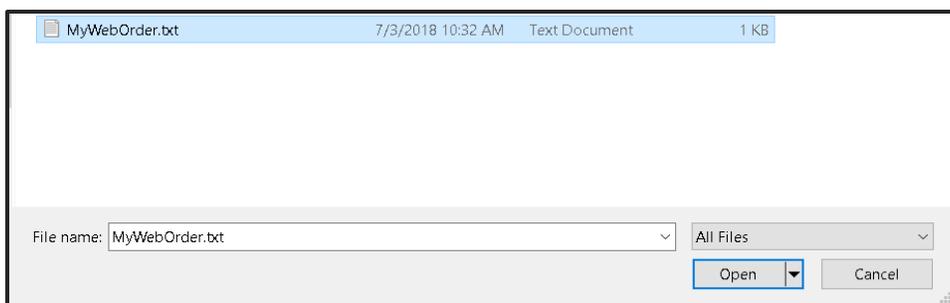
```
NOP0,500128,808777,1,0  
NOP0,500128,114304,2,0  
NOP0,500128,114332,1,0  
NOP0,500128,5204,0,6
```

- After creating the order file return to the ordering website and click the “Choose File” button from the Upload Orders tab.

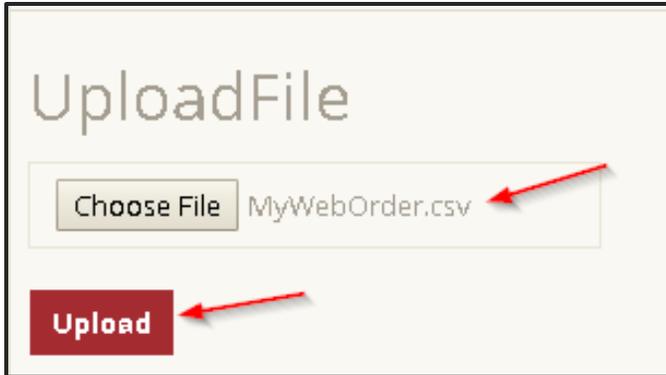


The screenshot shows the 'Upload Orders' page in a web browser. The navigation bar includes 'HOME', 'SEARCH', 'ORDER PAD', 'ORDER BY VARIETY', 'UPLOAD ORDERS' (highlighted), and 'INVOICE HISTORY'. Below the navigation bar, the page title is 'Upload Orders'. A red-bordered box contains instructions: 'The file must be comma delimited with the following fields (Purchase Order, CustomerNumber, ProductNumber, Cases, Bottles). If you do not want to specify a Purchase Order, please fill the field with NOP0 in each line item.' Below this is an 'UploadFile' section with a 'Choose File' button (indicated by a red arrow) and an 'Upload' button. At the bottom, there is a note: 'Once you press the submit button please wait until the Upload Success message appears below. If there are any processing errors, they will display below. Only the successful uploaded products will be added to your cart. This could take up to 10 minutes to process, depending on the size of your order.'

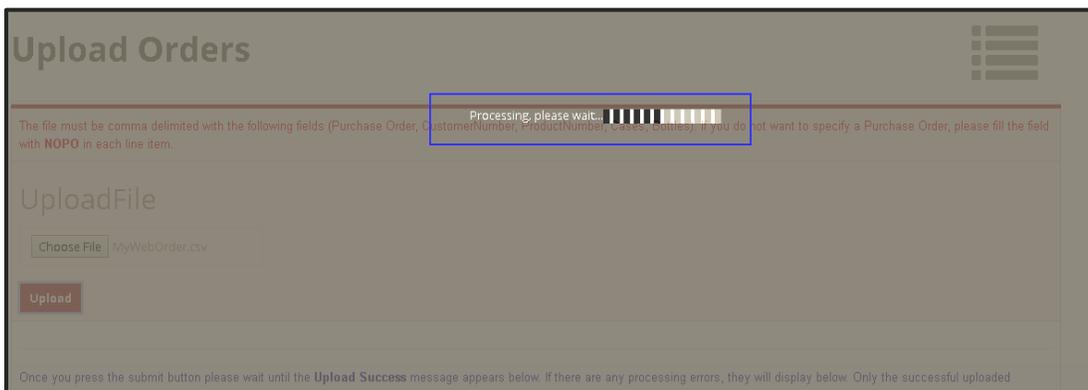
- Select the file to upload.
- Click on Open.



- Once the order file is shown in the Choose File box click on the “Upload” button.



- After clicking “Upload” the message “Processing, please wait” will appear.



- When the upload process is complete the items will be added to the shopping cart and the Home screen will display.

**Note:** If an error occurs it will appear at the bottom of the Upload Screen.



[Return to the beginning of Create Web Orders section](#)

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## Editing Orders:

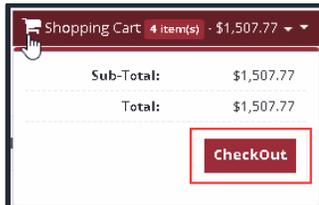
- To change quantities for an item or delete an item after it's been added to the shopping cart either...

## SOP – Web Ordering

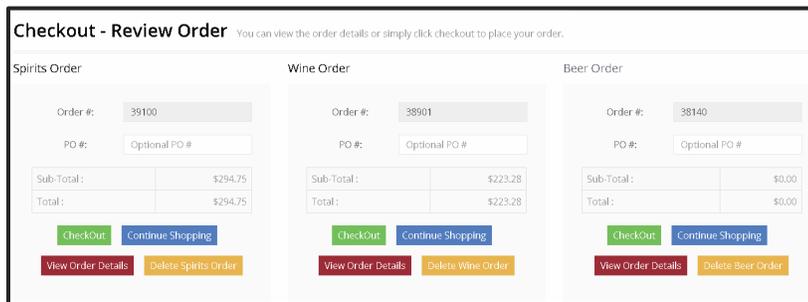
- Click on the “Review Order” button from the Home screen.



- Click on the “Checkout” button from the shopping cart.



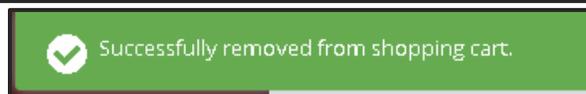
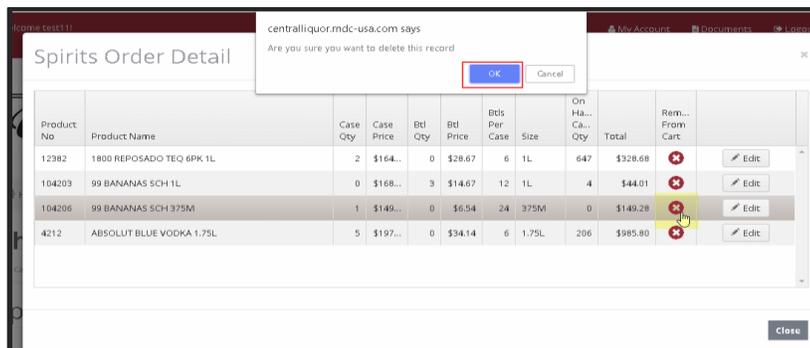
- Both options will then open the “Checkout-Review Orders” screen.
- Click on the “View Orders Details” button.



- The Order Detail screen will display.

### **Delete Item:**

- To delete an item click on the red  on the item line.
- A message box will appear asking for confirmation to delete, click “OK”.
- The item will be removed from the cart and a message will appear confirming the items was deleted.



**Edit Item:**

- To edit an item click on the “Edit” button on the item line.
- The “Case Qty” and “Btl Qty” fields will become active.
- Change the case and/or bottle quantities for the item.
- Click the “Update” button to save the changes.



Spirits Order Detail

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Ha... Ca... Qty	Total	Rem... From Cart	
12382	1800 REPOSADO TEQ 6PK 1L	2	\$164...	0	\$28.67	6	1L	647	\$328.68	✖	Edit
104203	99 BANANAS SCH 1L	0	\$168...	3	\$14.67	12	1L	4	\$44.01	✖	Edit
4212	ABSOLUT BLUE VODKA 1.75L	5	\$197.16	0	\$4.14	6	1.75L	206	985.8	✖	Update Cancel

Close

- Once all changes are made click the Close button.

Spirits Order Detail

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Ha... Ca... Qty	Total	Rem... From Cart	
12382	1800 REPOSADO TEQ 6PK 1L	2	\$164...	0	\$28.67	6	1L	647	\$328.68	✖	Edit
104203	99 BANANAS SCH 1L	0	\$168...	3	\$14.67	12	1L	4	\$44.01	✖	Edit
4212	ABSOLUT BLUE VODKA 1.75L	3	\$197...	0	\$34.14	6	1.75L	206	\$591.48	✖	Edit

Close

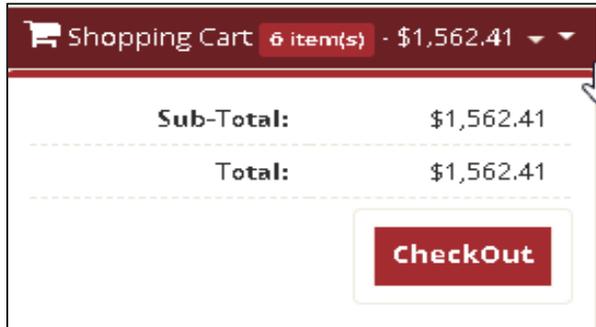
- The Checkout-Review Orders screen will be updated to reflect any changes made.
- Continue shopping or [Checkout](#).

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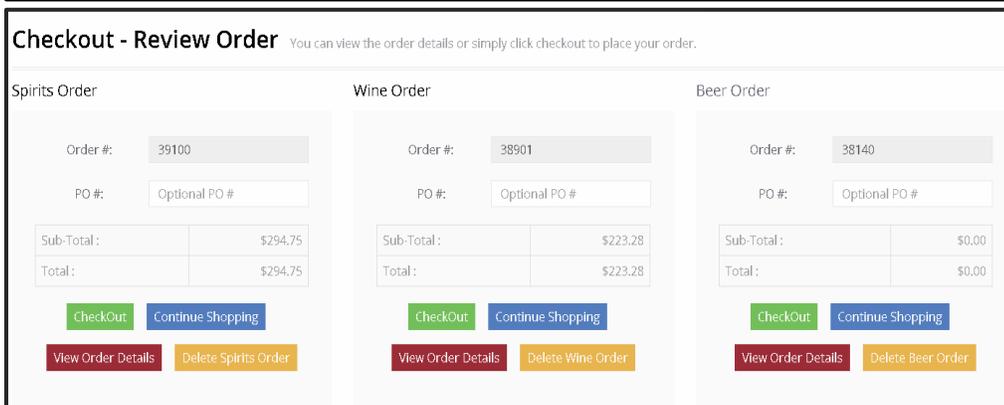
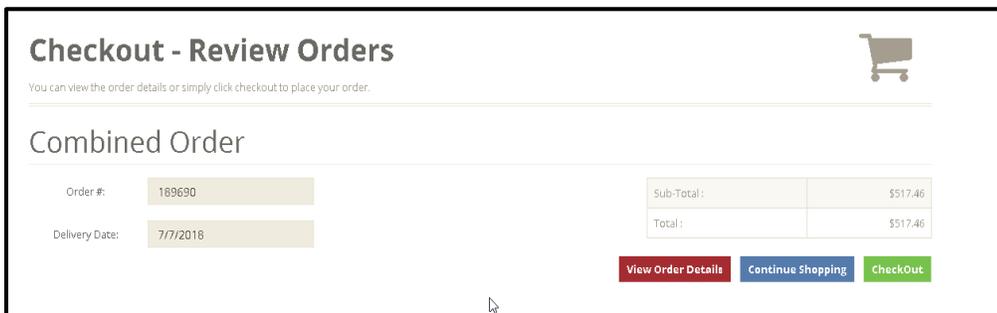
## SOP – Web Ordering

### Shopping Cart/Check Out:

- Once the order is completed click on the Shopping Cart to begin the checkout process.
- The shopping cart will display total items and dollars, as well as a Sub-total and Total.



- Click on the “Checkout” button to view the Checkout-Review Orders screen.
- The screen will either view the order as one combined order or separate orders base on the “[My Account](#)” setting selected.



- All orders will have the option to...
  - View Order Detail:
    - Clicking on the “View Order Detail” button will display the Order Detail screen.

- From this screen the items can be edited.
  - o To delete an item from the shopping cart click on the red X.
  - o Use the “Edit” button to edit the quantity.
  - o Detailed instruction for editing the shopping cart can be found in the [Editing Orders](#) section.
- Once done reviewing/editing the order click the “Close” button.

Combined Order Detail

Product No	Product Name	Case Qty	Case Price	Btl Qty	Btl Price	Btls Per Case	Size	On Hand Cases Qty	FOB	FOB (Oct)	Total	Re... From Cart
475820	CARLO ROSSI BURGUNDY 4L	2	\$50.12	0	\$12.53	4	4L	110	0	0	\$50.12	✕
312244	JACOB CRK RIES 750M	0	\$60.72	6	\$5.06	12	750M	274	0	0	\$30.36	✕
1483	GILBEYS VODKA 80 1L	2	\$114.36	6	\$9.53	12	1L	477	0	0	\$285.90	✕
768341	STELLA ROSA PLATINUM SWT WHT 750M	1	\$151.08	0	\$12.59	12	750M	424	0	0	\$151.08	✕

1 - 4 of 4 Items

Close

- **Continue Shopping:**
  - Clicking on the “Continue Shopping” button will open the “Product Search Filters” screen.
  - Enter the filter criteria and add items to the order. Items can be added using any method discussed in the [Creating Web Orders](#) sections.
- **Checkout:**
  - After clicking on the “Checkout” button a message will appear asking to confirm checkout.
    - o Click on “Cancel” to exit the message and continue editing the order.
    - o Click on “OK” to submit the order.

Submit All Order Confirmation

Are you sure you want to checkout?

Cancel OK

- Once the order has been submitted a confirmation screen will appear.

# Order Confirmation

Thank you for your Order. Your order has been placed successfully.

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## Web Order History:

- The ability to view invoice history and product history is available by clicking the corresponding tabs.



- “Invoice History” will display each invoice showing the...
  - Invoice NO
  - Date
  - Total
  - Type

### Invoice History

Below is a list of your Invoices

Invoice No	Date ▼	Total	Type
▶ 1053786	02/01/2018	\$66,564.03	Invoice
▶ 1053779	02/01/2018	\$2,140.37	Invoice
▶ 1053785	02/01/2018	\$1,087.92	Invoice
▶ 1053778	02/01/2018	\$51,185.16	Invoice
▶ 1053770	02/01/2018	\$362.42	Invoice
▶ 1053783	02/01/2018	\$67,457.60	Invoice
▶ 1053784	02/01/2018	\$634.82	Invoice
▶ 1053803	02/01/2018	\$68,745.56	Invoice
▶ 1053772	02/01/2018	\$16,752.48	Invoice

- Clicking on the arrow next to the Invoice No will display the Invoice Detail.
  - Click on the arrow a second time to hide the invoice detail.

### Invoice History

Below is a list of your invoices

Invoice No	Date	Total	Type
1053786	02/01/2018	\$66,564.03	Invoice
1053779	02/01/2018	\$2,140.37	Invoice
1053785	02/01/2018	\$1,087.92	Invoice
1053778	02/01/2018	\$51,185.16	Invoice

Product No	Description	Size	Cases	Btbs	Sales Price	Total
12313	1800 SILVER TEQ 6PK 1L	1L	60	0	\$8,425.20	\$8,425.20
12314	1800 SILVER TEQ 750M	750M	45	0	\$9,910.35	\$9,910.35
12382	1800 REPOSADO TEQ 6PK 1L	1L	60	0	\$8,425.20	\$8,425.20
12996	1800 RTD ULTIMATE RSPBRY MARG 1.75L	1.75L	12	0	\$1,092.42	\$1,092.42
174654	1800 RTD ULTIMATE PINE MARG 20 1.75L	1.75L	36	0	\$3,277.26	\$3,277.26
12302	1800 RTD 1.75L	1.75L	48	0	\$4,369.68	\$4,369.68
12549	1800 COCONUT TEQ 12PK 375M	375M	2	0	\$232.83	\$232.83
12425	1800 ANEJO TEQ 6PK 750M	750M	5	0	\$853.08	\$853.08
594408	THREE OLIVES TRIPLE ESP VODKA 6PK NL 1L	1L	2	0	\$187.04	\$187.04
594806	THREE OLIVES STRBRY VODKA 6PK NL 1L	1L	2	0	\$187.04	\$187.04

1 - 9 of 9 items

- “Product History” will display each product showing the...
  - Product No
  - Product Name
  - Size
  - Sales January through December
  - The option to save the item to the [Order Pad](#)

### Product Order History

Below is a breakdown of cases ordered per month over the past year.

Product No	Product Name	Size	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Add to Order Pad
941165	FINEST CALL LOADED BLDY MRY 1% 1L	1L	0	15	0	0	0	0	0	0	0	0	0	0	
295285	ANT VILLA TOSCANA BIANCO NEW UPC 750M	750M	0	2	0	0	0	0	0	0	0	0	0	0	
170574	TWO WINES MERLOT/CAB 750M	750M	0	7	0	0	0	0	0	0	0	0	0	0	
737210	ERATH OREGON P NOIR 750M	750M	0	28	0	0	0	0	0	0	0	0	0	0	
977106	OLD CAMP PCH PECAN WHSKY 750M	750M	0	14	0	0	0	0	0	0	0	0	0	0	
270396	STOLI VODKA 80 12PK 375M	375M	0	12	0	0	0	0	0	0	0	0	0	0	
354481	MAESTRO DOBEL DIAMANTE TEQ 6PK NL 750M	750M	0	15	0	0	0	0	0	0	0	0	0	0	
170464	14 HANDS MERLOT 750M	750M	0	14	0	0	0	0	0	0	0	0	0	0	

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