

Web Console User Guide

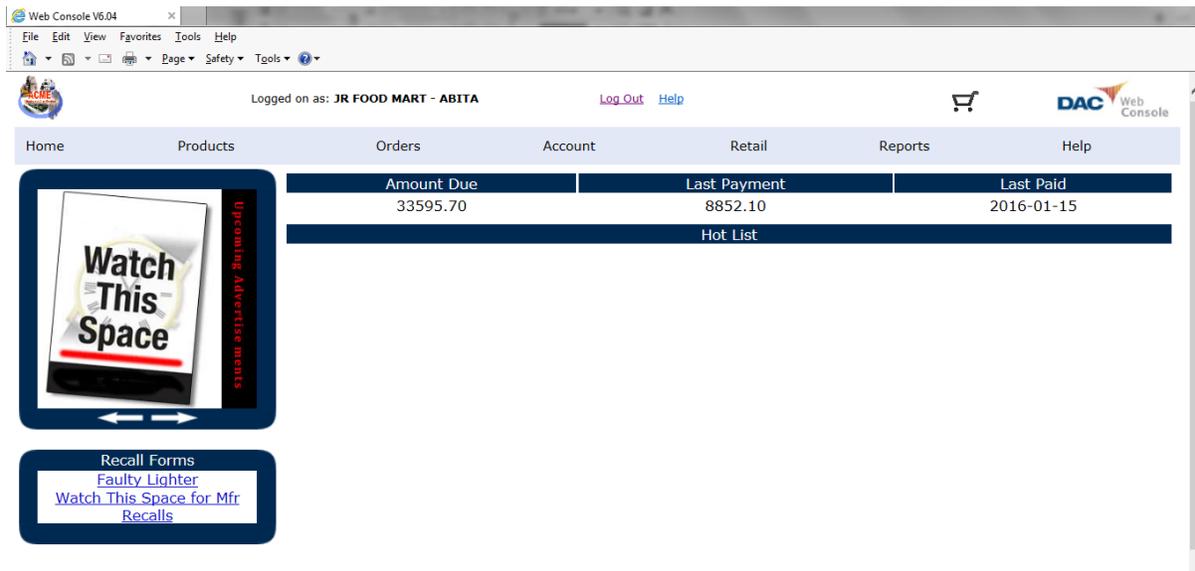
Table of Contents

- Web Console User Guide 1**
- Table of Contents 2
- Getting Started 3
- Creating Orders Using Item Numbers 4
- Editing Orders 6
- Creating Orders Using The Product Catalog 7
- Deleting and Submitting Orders 11
- Creating Template Orders 12
- Printing Statements 13
- Viewing and Printing Statements 14
- Viewing and Printing Invoices 16
- Viewing and Printing A Pre-book Items Report 18
- Printing A Velocity Report 19

Getting Started



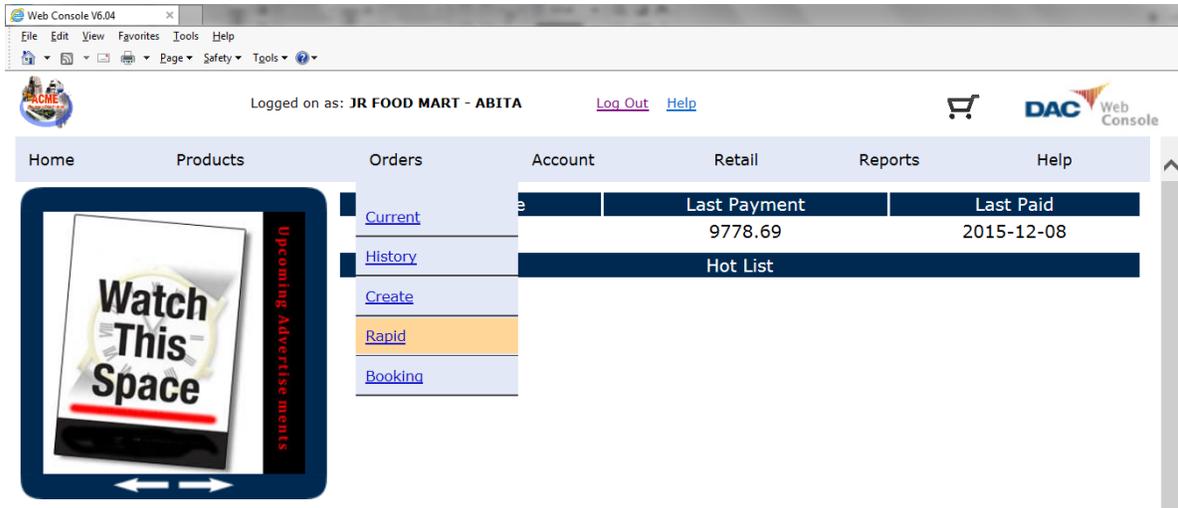
To log in Web Console, enter the account number, password and logon type assigned by the distributor, and click the Logon button.



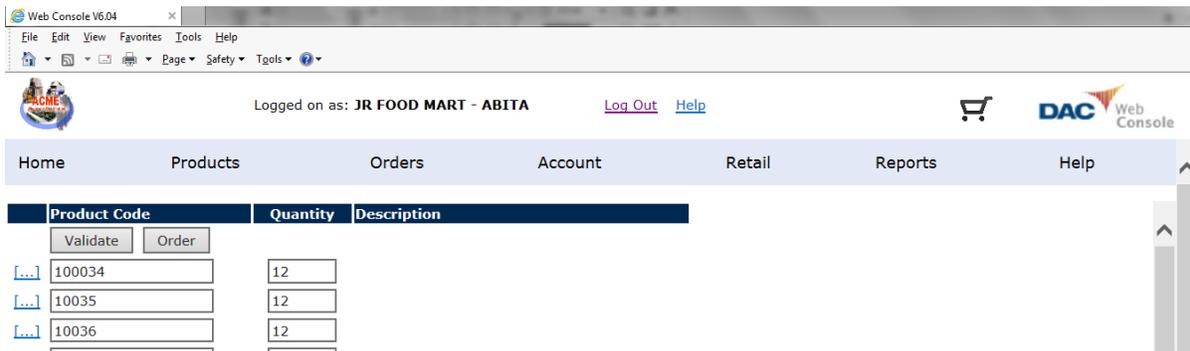
The Home page appears with the account name and Log Out displayed above the Web Console menu bar, and Accounts Receivable information displayed below the menu bar.

Creating Orders Using Item Numbers

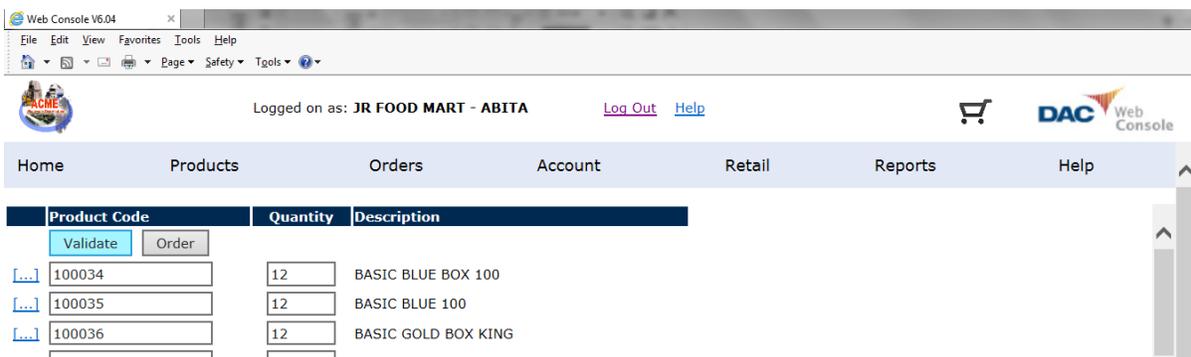
To create an order quickly using the distributor's 6-digit item numbers, click **Rapid** under Orders on the Web Console menu bar.



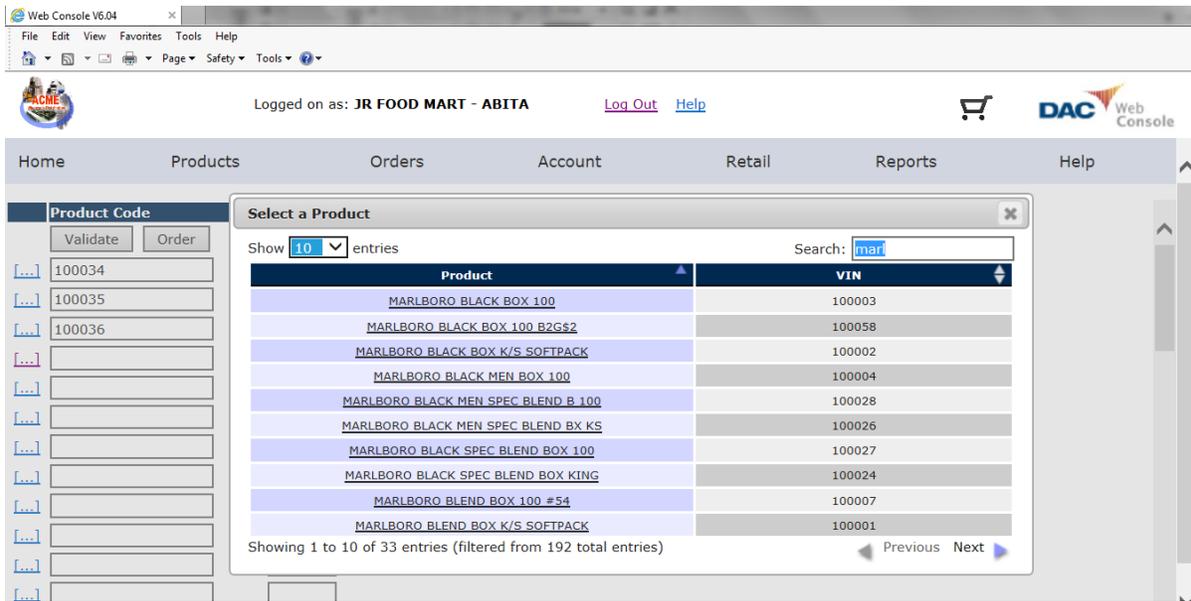
Enter a 6-digit item number in the Product Code box, and tab to the Quantity box to enter the order quantity.



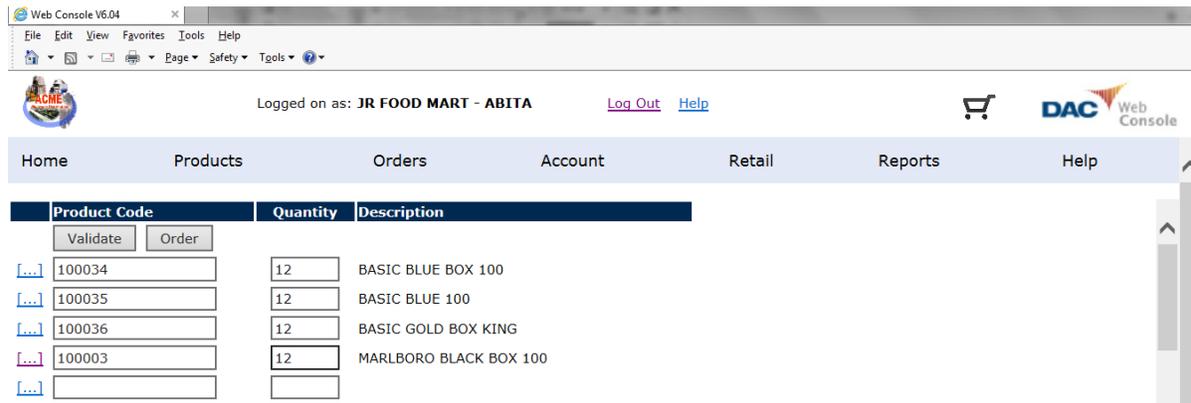
Click the Validate button to display the items' descriptions, and confirm the correct products will be ordered.



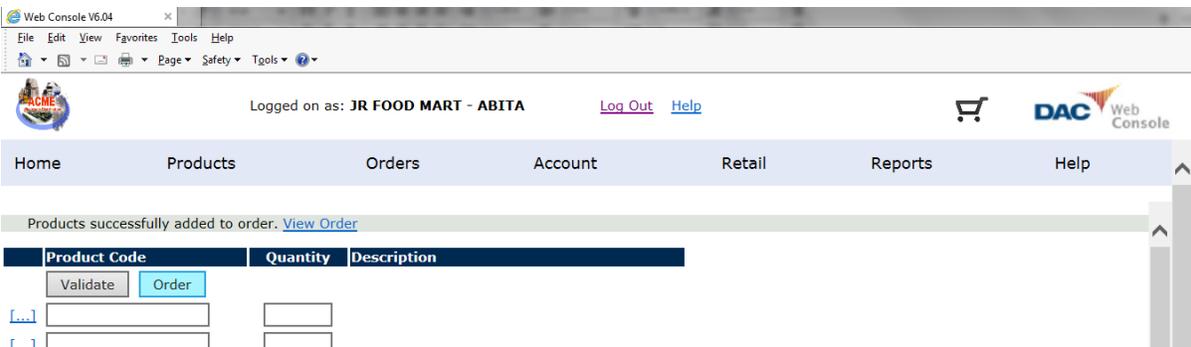
If needed, click [...] at the far left to use the Select a Product popup.



Click an item's description in the Select a Product popup to add it to the order.



Click the Order button to save the order. The View Order link can be used to edit, delete and submit the order to the distributor.



Editing Orders

To edit an order, click Current under Orders on the Web Console menu bar, and click the order's number in the list of your current orders.

Web Console V6.04

Logged on as: JR FOOD MART - ABITA [Log Out](#) [Help](#)

Home Products Orders Account Retail Reports Help

Order ID: 100998
 Date Ordered/Ship: 2015-12-21
 Description: Entry Order
 Purchase Order#:
 Type / Status: Entry / Cart

Sub Total: \$1444.44
 Tax: \$.00
 Order Total: \$1444.44
[Delete](#)
[Confirm](#)
[Save As New Template](#)
[Save As New Label Batch](#)

Apply Changes

Add to Order

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	4	100003	MARLBORO BLACK BOX 100	0/12	<input type="text" value="12"/>	CTN	\$35.35	\$3.53	\$424.20
<input type="checkbox"/>	3	100036	BASIC GOLD BOX KING	0/12	<input type="text" value="12"/>	CTN	\$28.34	\$3.77	\$340.08
<input type="checkbox"/>	2	100035	BASIC BLUE 100	0/12	<input type="text" value="12"/>	CTN	\$28.34	\$3.77	\$340.08
<input type="checkbox"/>	1	100034	BASIC BLUE BOX 100	0/12	<input type="text" value="12"/>	CTN	\$28.34	\$3.76	\$340.08

Apply Changes

The Remove check box can be used to delete an item from the order.
 The New Qty. box can be used to change the order quantity of an item.
 The Unit box can be used to change the unit ordered if case or eaches are available.
 You must click the Apply Changes button to save these changes.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

Order ID: 100998
 Date Ordered/Ship: 2015-12-21
 Description: Entry Order
 Purchase Order#:
 Type / Status: Entry / Cart

Sub Total: \$5101.20
 Tax: \$.00
 Order Total: \$5101.20
[Delete](#)
[Confirm](#)
[Save As New Template](#)
[Save As New Label Batch](#)

Apply Changes

Add to Order

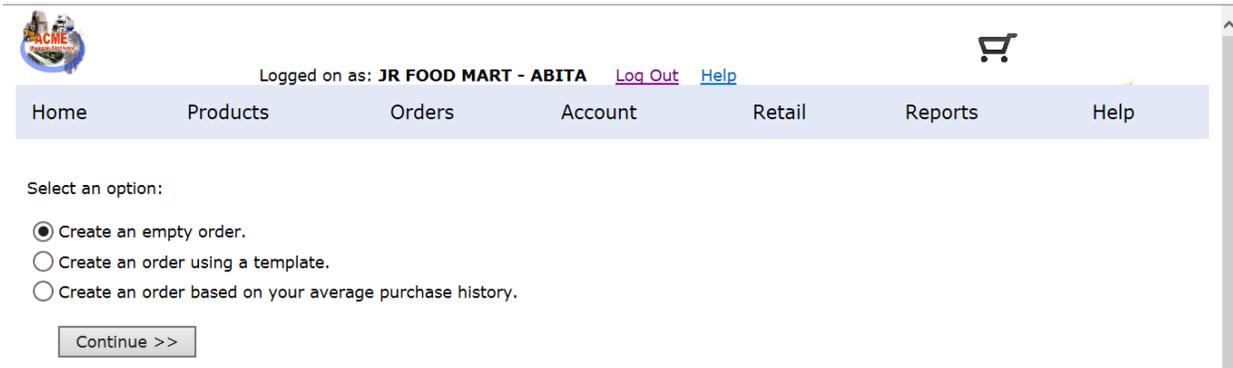
Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	3	100036	BASIC GOLD BOX KING	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.77	\$1700.40
<input type="checkbox"/>	2	100035	BASIC BLUE 100	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.77	\$1700.40
<input type="checkbox"/>	1	100034	BASIC BLUE BOX 100	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.76	\$1700.40

Apply Changes

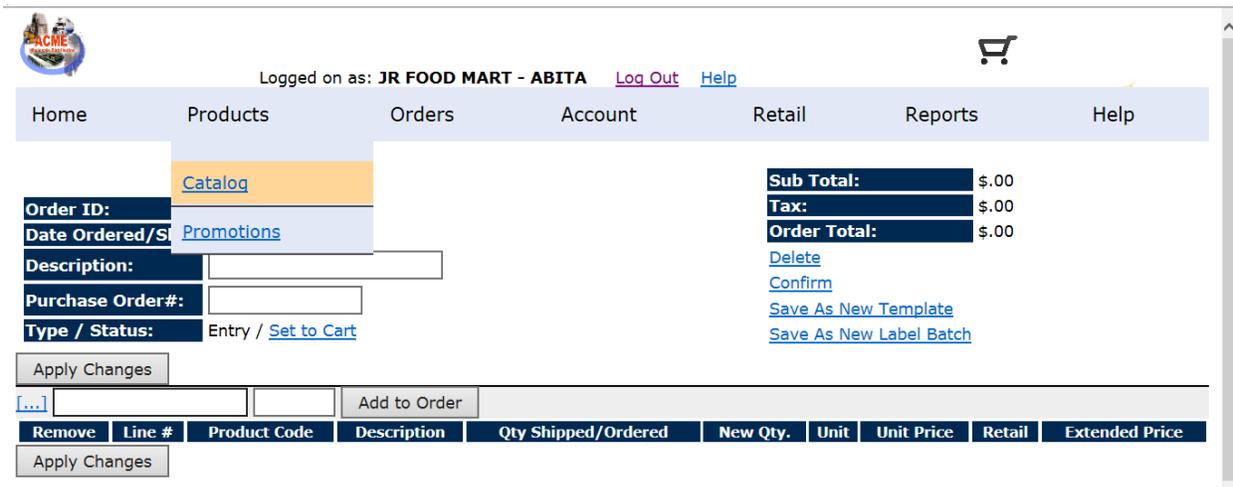
To add an item to the order, enter its 6-digit item number and the order quantity in boxes below the Apply Changes button and click the Add to Order button, or click [...] next to the boxes to use the Select a Product popup.

Creating Orders Using The Product Catalog

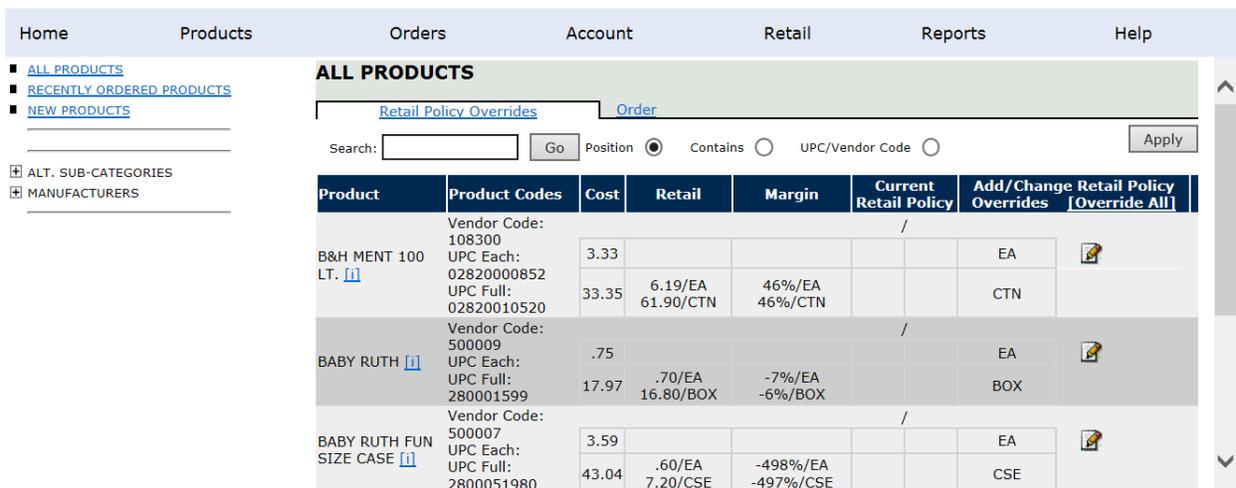
To create an order using the distributor's product catalog, click Create under Orders on the Web Console menu bar, select the Create an empty order option, and click the Continue >> button.



Click Catalog under Products on the Web Console menu bar.



To view all the products, click Order if the Retail Policy Overrides are displayed.



To add items using descriptions, enter a portion of the item's description in the Search box, click the Contains option, and click the GO button.

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Home Products Orders Account Retail Reports Help

ALL PRODUCTS
RECENTLY ORDERED PRODUCTS
NEW PRODUCTS

ALT. SUB-CATEGORIES
MANUFACTURERS

ALL PRODUCTS

Retail Policy Overrides Order

Search: Menthol x Go Position Contains UPC/Vendor Code Order

Product	Product Codes	Last Purchase	Quantity	Unit
BASIC GOLD MENTHOL BOX KING [i]	Vendor Code: 100038 UPC Each: 2820030421	2013-05-07, 5 CTN	<input type="text"/>	CTN @ 28.34
BASIC GOLD MENTHOL BOX 100 [i]	Vendor Code: 100039 UPC Each: 2820030451	2015-12-29, 60 CTN	<input type="text"/>	CTN @ 28.34
CARLTON MENTHOL [i]	Vendor Code: 101300 UPC Each: 04330000004 UPC Full: 04330002048	2016-01-19, 2 CTN	<input type="text"/>	CTN @ 38.45
MARLBORO SILVER MENTHOL BOX KING [i]	Vendor Code: 100022 UPC Each: 2820014810	2016-01-19, 5 CTN	<input type="text"/>	CTN @ 35.35
MARLBORO SILVER MENTHOL BOX 100 [i]	Vendor Code: 100023 UPC Each: 2820014850	2016-01-19, 6 CTN	<input type="text"/>	CTN @ 35.35

To limit the list of items based on the beginning of the items' descriptions, enter it in the Search box, click the Position option, and click the GO button.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

ALL PRODUCTS
RECENTLY ORDERED PRODUCTS
NEW PRODUCTS

ALT. SUB-CATEGORIES
MANUFACTURERS

ALL PRODUCTS

Retail Policy Overrides Order

Search: Marlboro x Go Position Contains UPC/Vendor Code Order

Product	Product Codes	Last Purchase	Quantity	Unit
MARLBORO BLACK BOX K/S SOFTPACK [i]	Vendor Code: 100002 UPC Each: 2820058451	2013-04-23, 1 CTN	<input type="text"/>	CTN @ 35.35
MARLBORO BLACK BOX 100 [i]	Vendor Code: 100003 UPC Each: 2820058461	2015-10-27, 6 CTN	<input type="text"/>	CTN @ 35.35
MARLBORO BLACK BOX 100 B2G\$2 [i]	Vendor Code: 100058 UPC Each: 028200174376 UPC Full: 028200578211	2013-04-23, 1 CTN	<input type="text"/>	CTN @ 35.35
MARLBORO BLACK MEN BOX 100 [i]	Vendor Code: 100004 UPC Each: 2820058471	2016-01-19, 1 CTN	<input type="text"/>	CTN @ 35.35
MARLBORO BLACK MEN SPEC BLEND B 100 [i]	Vendor Code: 100028 UPC Each: 2820019640	2016-01-19, 2 CTN	<input type="text"/>	CTN @ 35.35

After locating a desired item, enter the order quantity in its Quantity box, and use the Unit box to change the unit ordered if necessary. Click the Order button to add the item to the order.

The **RECENTLY ORDERED PRODUCTS** link (below Home on the Web Console menu bar) can also be used to add items to orders.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

[ALL PRODUCTS](#)
[RECENTLY ORDERED PRODUCTS](#)
[NEW PRODUCTS](#)

ALT. SUB-CATEGORIES
 MANUFACTURERS

RECENTLY ORDERED PRODUCTS

[Retail Policy Overrides](#) [Order](#)

Product	Product Codes	Last Purchase	Quantity	Unit
B&H MENT 100 LT. [i]	Vendor Code: 108300 UPC Each: 02820000852 UPC Full: 02820010520	2015-12-22, 1 CTN	<input type="text"/>	CTN @ 33.35
BABY RUTH [i]	Vendor Code: 500009 UPC Each: UPC Full: 280001599	2015-12-01, 3 BOX	<input type="text"/>	BOX @ 17.97
BABY RUTH FUN SIZE CASE [i]	Vendor Code: 500007 UPC Each: UPC Full: 2800051980	2015-12-22, 4 CSE	<input type="text"/>	CSE @ 43.04
BABY RUTH KING SIZE [i]	Vendor Code: 500008 UPC Each: UPC Full: 2800089101	2015-12-22, 5 BOX	<input type="text"/>	BOX @ 23.39
BASIC BLUE BOX 100 [i]	Vendor Code: 100034 UPC Each: UPC Full: 2820030361	2015-12-22, 3 CTN	<input type="text"/>	CTN @ 28.34
	Vendor Code: 100035	2015-12-22, 4	<input type="text"/>	

The **NEW PRODUCTS** link (below Home on the Web Console menu bar) can also be used to add items to orders.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

[ALL PRODUCTS](#)
[RECENTLY ORDERED PRODUCTS](#)
[NEW PRODUCTS](#)

ALT. SUB-CATEGORIES
 MANUFACTURERS

NEW PRODUCTS

[Retail Policy Overrides](#) [Order](#)

Product	Product Codes	Last Purchase	Quantity	Unit
DORITOS SPICY NACHO [i]	Vendor Code: 500060 UPC Each: 028400069656 UPC Full: 028400069656		<input type="text"/>	BOX @ 4.74
DURACELL AA 14/8PACK [i]	Vendor Code: 500059 UPC Each: 041333825014 UPC Full: 041333035610		<input type="text"/>	BOX @ 52.70
EQUAL SWEETNER [i]	Vendor Code: 515020 UPC Each: 900000533397 UPC Full: 900000533397		<input type="text"/>	EA @ 8.00
REESE FAST BREAK 18 CT STANDARD [i]	Vendor Code: 400002 UPC Each: 03400000524 UPC Full: 034000152513		<input type="text"/>	BOX @ 14.57
SNICKERS [i]	Vendor Code: 552600 UPC Each: 040000424314 UPC Full: 040000524311		<input type="text"/>	BOX @ 33.68

When all the desired items are added to the order, click Current under Orders on the Web Console menu bar.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

The following is a list of your current orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
101003		Entry	Cart		N/A	1000.74
101038 - 0015606		Pending	Open		Next scheduled delivery	11572.30
100059 - 0011110		Pending	Open		Next scheduled delivery	11564.37
101008		Template	-	Christmas template	N/A	640.14
101009		Template	-	December template	N/A	640.14

Click the new order's number in the current orders list.

Web Console V6.04

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Home Products Orders Account Retail Reports Help

Order ID: 101003
 Date Ordered/Ship: 2015-12-22
 Description:
 Purchase Order #:
 Type / Status: Entry / Cart

Sub Total: \$1000.74
 Tax: \$0.00
 Order Total: \$1000.74

[Delete](#)
[Confirm](#)
[Save As New Template](#)
[Save As New Label Batch](#)

Apply Changes

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	7	100038	BASIC GOLD MENTHOL BOX KING	0/12	<input type="text" value="12"/>	CTN	\$28.34	\$3.77	\$340.08
<input type="checkbox"/>	6	715000	COFFEE FILTER 1000CT	0/2	<input type="text" value="2"/>	CSE	\$10.26	\$0.00	\$20.52
<input type="checkbox"/>	5	100034	BASIC BLUE BOX 100	0/3	<input type="text" value="3"/>	CTN	\$28.34	\$3.76	\$85.02
<input type="checkbox"/>	4	500008	BABY RUTH KING SIZE	0/5	<input type="text" value="5"/>	BOX	\$23.39	\$1.49	\$116.95
<input type="checkbox"/>	3	500007	BABY RUTH FUN SIZE CASE	0/4	<input type="text" value="4"/>	CSE	\$43.04	\$0.60	\$172.16
<input type="checkbox"/>	2	500009	BABY RUTH	0/3	<input type="text" value="3"/>	BOX	\$17.97	\$0.70	\$53.91
<input type="checkbox"/>	1	100003	MARLBORO BLACK BOX 100	0/6	<input type="text" value="6"/>	CTN	\$35.35	\$3.53	\$212.10

Apply Changes

Refer to “Editing Orders” and “Deleting and Submitting Orders” for additional instructions.

Deleting and Submitting Orders

Click Current under Orders on the Web Console menu bar, and click the order's number in the list of your current orders.

Web Console V6.04

File Edit View Favorites Tools Help

Home Products Orders Account Retail Reports Help

Logged on as: JR FOOD MART - ABITA Log Out Help

Sub Total: \$5101.20
Tax: \$0.00
Order Total: \$5101.20

Delete
Confirm
Save As New Template
Save As New Label Batch

Order ID: 100998
Date Ordered/Ship: 2015-12-21
Description: Entry Order
Purchase Order#:
Type / Status: Entry / Cart

Apply Changes

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	3	100036	BASIC GOLD BOX KING	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.77	\$1700.40
<input type="checkbox"/>	2	100035	BASIC BLUE 100	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.77	\$1700.40
<input type="checkbox"/>	1	100034	BASIC BLUE BOX 100	0/1	<input type="text" value="1"/>	CSE	\$1700.40	\$3.76	\$1700.40

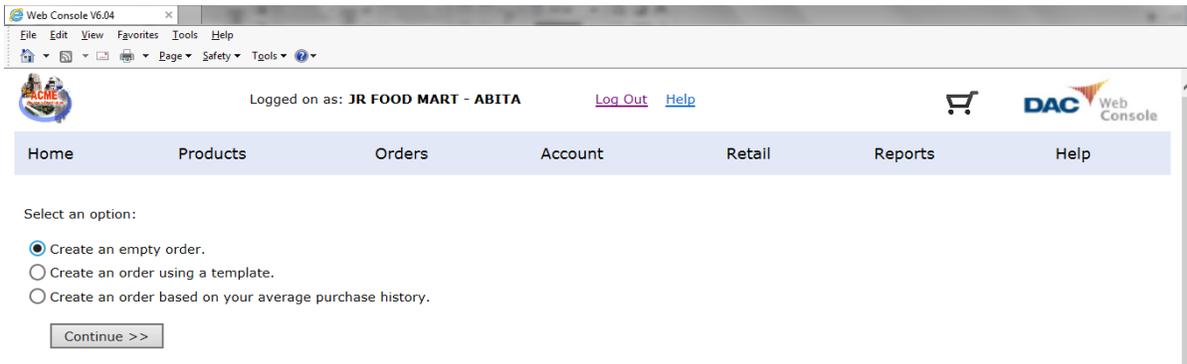
Apply Changes

To delete the order, click Delete under “Order Total” and click OK when the *Are you sure you want to delete this order?* message appears.

To submit the order to the distributor, click Confirm (under Delete), and click OK when the *Are you sure you want to confirm this order?* message appears.

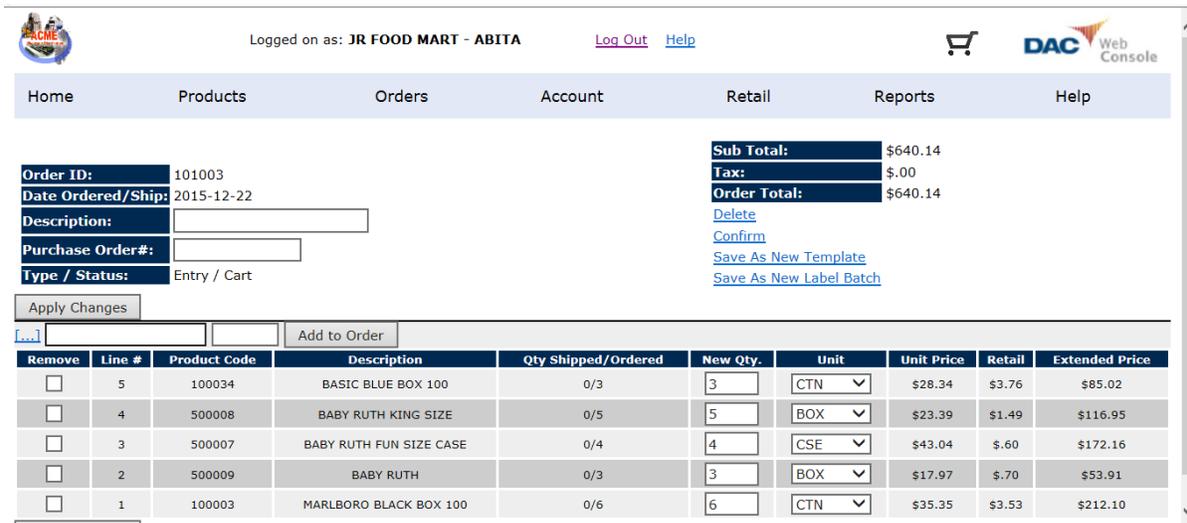
Creating Template Orders

To create a template order, click Create under Orders on the Web Console menu bar, select the Create an empty order option, and click the Continue >> button.



Refer to “Creating Orders Using The Product Catalog” and “Creating Orders Using Item Numbers” for information about adding items to the order.

When all the desired items are added to the template order, click Current under Orders on the Web Console menu bar, and click the new order’s number in the current orders list.



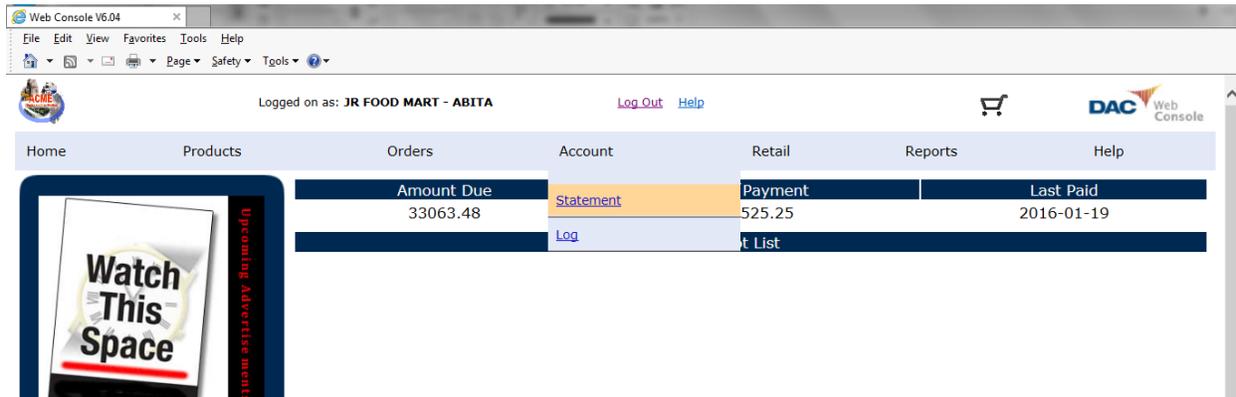
Click Save As New Template to create the template order.

Enter a description of the template order, and click the Click to create your template button.

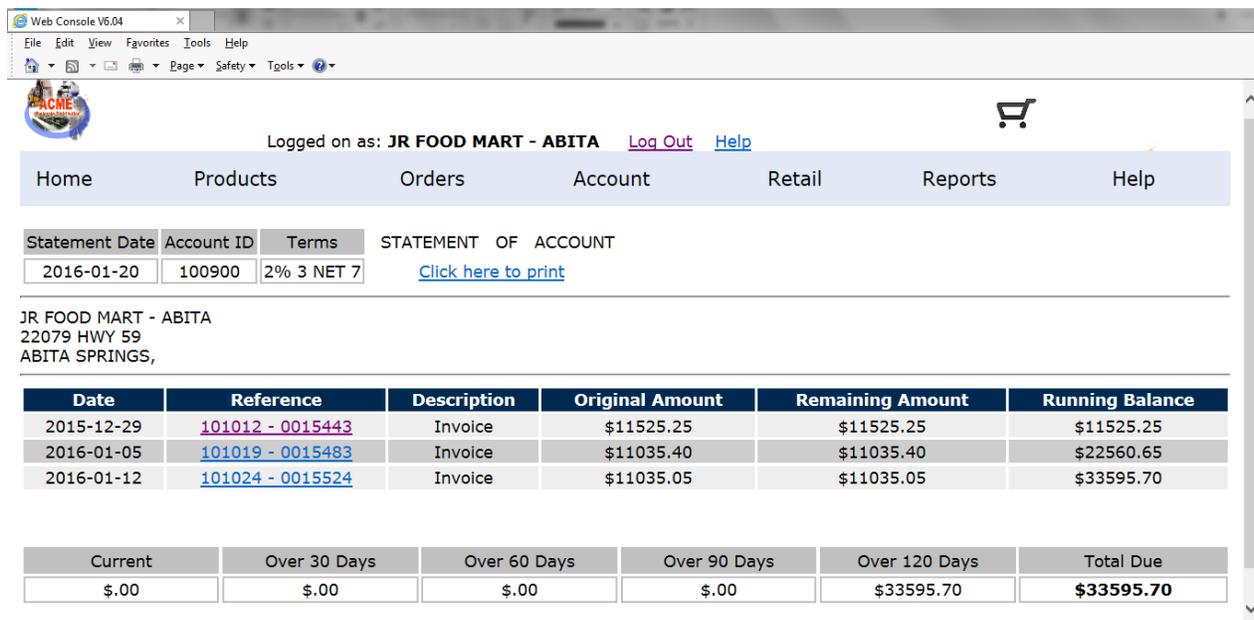


Printing Statements

Click Statement under Account on the Web Console menu bar.

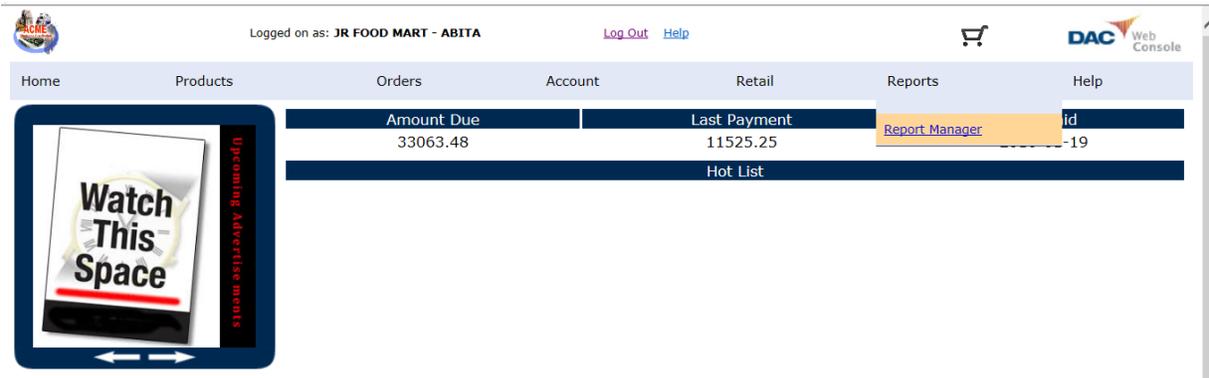


To print the statement, click Click here to print under “Statement of Account.”

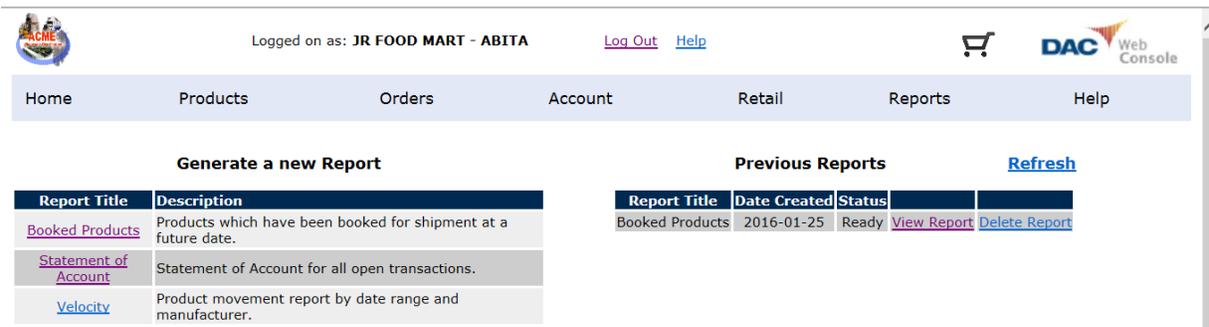


Viewing and Printing Statements

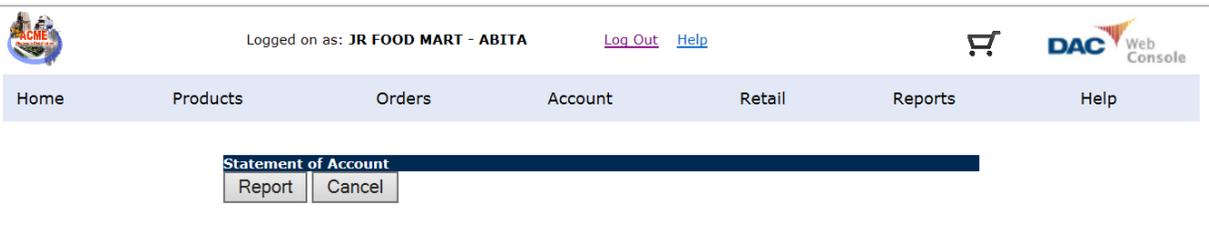
Click Report Manager under Reports on the Web Console menu bar.



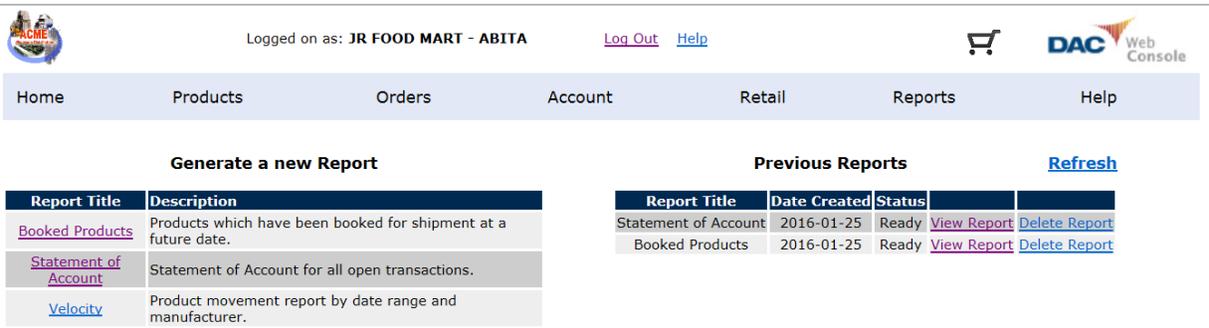
Click Statement of Account under the Generate a new Report heading.



Click the Report button under the Statement of Account heading.



Click Refresh until the report appears with a Ready status under the Previous Reports heading.



Click [View Report](#) to view and print the statement which appears as a PDF file.

Web Console V6.04

File Edit View Favorites Tools Help

Page Safety Tgols

Logged on as: JR FOOD MART - ABITA Log Out Help

CREATIVE DATA RESEARCH | Payment Terms | Page | Payment Terms | Page
 205 E LOCKWOOD ST | 2% 3 NET 7 | 1 | 2% 3 NET 7 | 1
 COVINGTON LA 70433 2827 | Salesman | Number | Salesman | Number
 (985) 626-8408 (985) 624-5084 | JOEY HEATHERTON | 20 | JOEY HEATHERTON | 20
 Phone: 985 893-6160

Statement Date	Account No.	Statement Date	Account No.
1/25/16	100900	1/25/16	100900
JR FOOD MART - ABITA 22079 HWY 59		JR FOOD MART - ABITA 22079 HWY 59	
ABITA SPRINGS LA 70541 -		ABITA SPRINGS LA 70541 -	

Date	Invoice No.	Description	Original Amt.	Remaining Amt.	Balance	Invoice No.	Remaining Amt.	
1/05/16	15483	INVOICE	11035.40	11035.40	11035.40	15483	11035.40	I
1/12/16	15524	INVOICE	11035.05	11035.05	22070.45	15524	11035.05	I
1/19/16	15566	INVOICE	10993.03	10993.03	33063.48	15566	10993.03	I

*** Thank you for doing business with us! ***

Click the browser Back button to continue working with Web Console, or log out.

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Home Products Orders Account Retail Reports Help

Generate a new Report

Report Title	Description
Booked Products	Products which have been booked for shipment at a future date.
Statement of Account	Statement of Account for all open transactions.
Velocity	Product movement report by date range and manufacturer.

Previous Reports [Refresh](#)

Report Title	Date Created	Status		
Statement of Account	2016-01-25	Ready	View Report	Delete Report
Booked Products	2016-01-25	Ready	View Report	Delete Report

Viewing and Printing Invoices

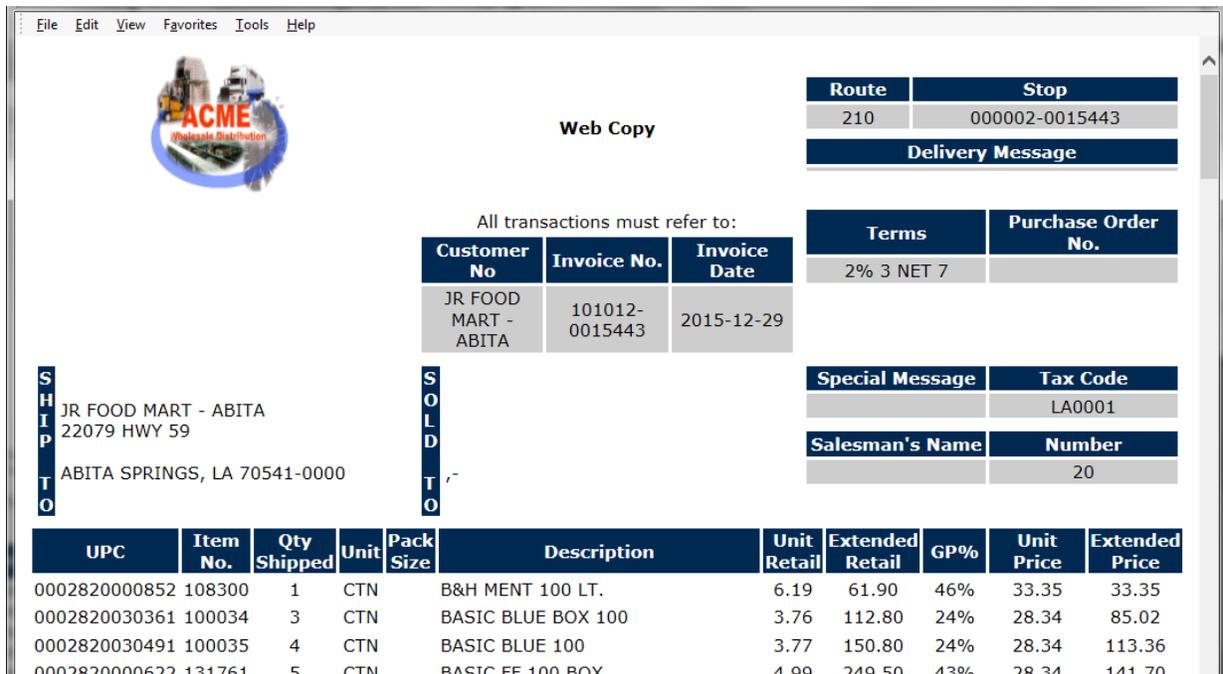
Click Statement under Account on the Web Console menu bar.



To view an invoice, click the order's reference number.



The “Web Copy” of the invoice, which appears in a new window, can be printed using your web browser’s print command. With Internet Explorer, the Ctrl + P keyboard shortcut can be used to print the invoice.



To view and print the invoice of a posted order in history, click History under Orders on the Web Console menu bar.

Logged on as: JR FOOD MART - ABITA [Log Out](#) [Help](#)

Home Products Orders Account Retail Reports Help

Statement Date Account ID Terms : Current COUNT

2016-01-20 100900 2% 3 NET 7

JR FOOD MART - ABITA
22079 HWY 59
ABITA SPRINGS,

[History](#)

[Create](#)

[Rapid](#)

Date	Reference	Original Amount	Remaining Amount	Running Balance
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Click View Invoice after locating the posted order.

Logged on as: JR FOOD MART - ABITA [Log Out](#) [Help](#)

Home Products Orders Account Retail Reports Help

The following is a list of your historical orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
101031 - 0015566 View Invoice		History	History		2016-01-19	10993.03
101024 - 0015524 View Invoice		History	History		2016-01-12	11035.05
101019 - 0015483 View Invoice		History	History		2016-01-05	11035.40
101012 - 0015443 View Invoice		History	History		2015-12-29	11525.25
100998 - 0015401 View Invoice		History	History	Entry Order	2015-12-29	8852.10
100994 - 0015387 View Invoice		History	History		2015-12-22	10730.32
100986 - 0015347 View Invoice		History	History		2015-12-15	10945.98

The “Web Copy” of the invoice appears in a new window, and can be printed using your web browser’s print command.

Web Copy

All transactions must refer to:

Customer No	Invoice No.	Invoice Date
JR FOOD MART - ABITA	100998-0015401	2015-12-29

SHIP TO
JR FOOD MART - ABITA
22079 HWY 59
ABITA SPRINGS, LA 70541-0000

SOLD TO

Route	Stop
210	000008-0015401

Delivery Message
Entry Order

Terms	Purchase Order No.
2% 3 NET 7	

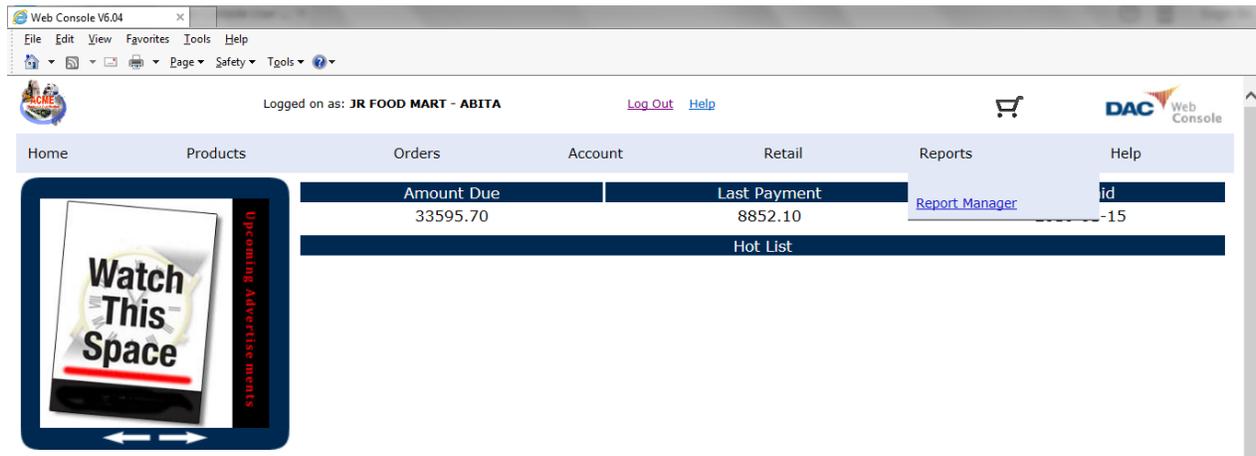
Special Message	Tax Code
Entry Order	LA0001

Salesman's Name	Number
	20

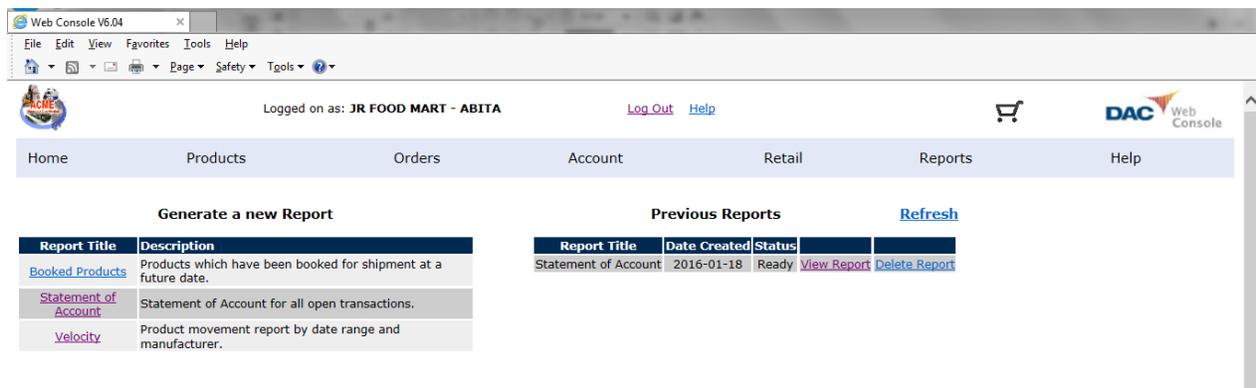
UPC	Item No.	Qty Shipped	Unit	Pack Size	Description	Unit Retail	Extended Retail	GP%	Unit Price	Extended Price
0002820030366	100034	1	CSE		BASIC BLUE BOX 100	3.76	2256.00	24%	1700.40	1700.40
0002820030496	100035	1	CSE		BASIC BLUE 100	3.77	2262.00	24%	1700.40	1700.40
0002820030430	100036	1	CSE		BASIC GOLD BOX KING	3.77	2262.00	24%	1700.40	1700.40
0002820030461	100037	60	CTN		BASIC GOLD BOX 100	3.77	2262.00	24%	28.34	1700.40
0002820030451	100039	60	CTN		BASIC GOLD MENTHOL BOX 100	3.77	2262.00	24%	28.34	1700.40
Category totals:123 CIGARETTES									\$8502.00	
0000000000000	999997	1	CHG		FUEL CHARGE 20 MILES	.00	.00		10.00	10.00

Printing A Velocity Report

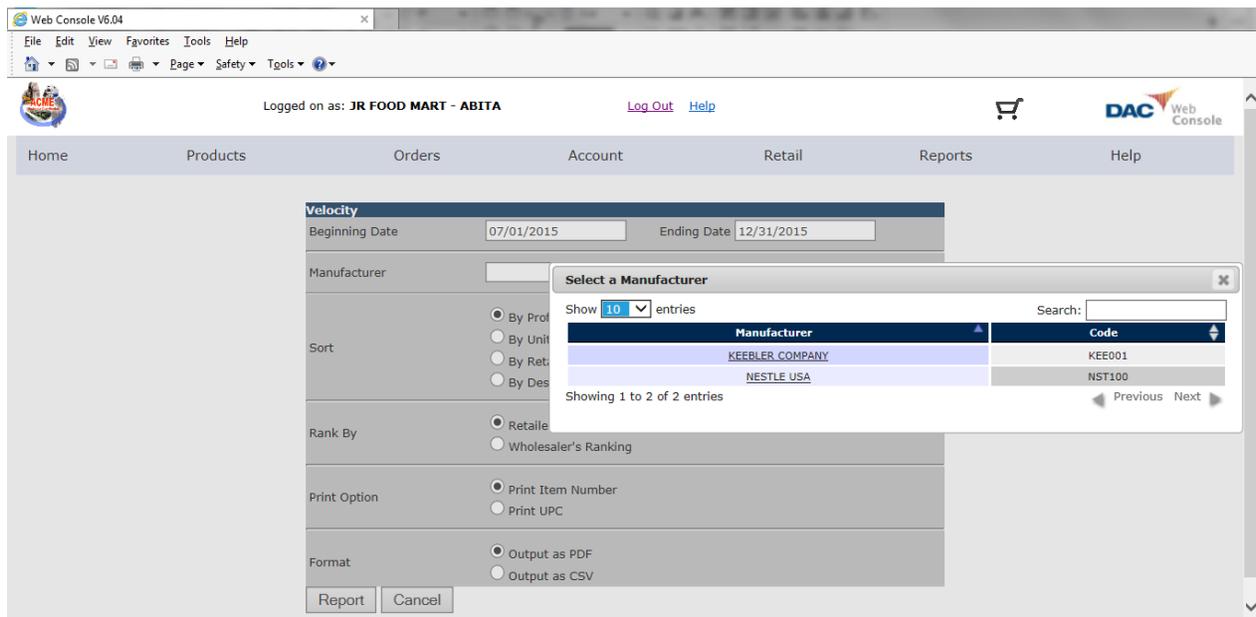
Click Report Manager under Reports on the Web Console menu bar.



Click Velocity under the Generate a new Report heading.



Enter the desired date range, and click [...] to select the manufacturer.



Select the desired option for each of the following:

- Sort by profitability, units sold, retail dollars or description.
- Rank by retailer’s ranking, or by wholesaler’s ranking.
- Print item numbers or UPCs.
- Output as a PDF or CSV file.

Velocity

Beginning Date: 07/01/2015 Ending Date: 12/31/2015

Manufacturer: KEE001 KEEBLER COMPANY

Sort:

- By Profitability
- By Units Sold
- By Retail Dollars
- By Description

Rank By:

- Retailer's Ranking
- Wholesaler's Ranking

Print Option:

- Print Item Number
- Print UPC

Format:

- Output as PDF
- Output as CSV

Report Cancel

Click the Report button.

Generate a new Report

Report Title	Description
Booked Products	Products which have been booked for shipment at a future date.
Statement of Account	Statement of Account for all open transactions.
Velocity	Product movement report by date range and manufacturer.

Previous Reports Refresh

Report Title	Date Created	Status		
Velocity	2016-01-18	Pending		
Statement of Account	2016-01-18	Ready	View Report	Delete Report

Click Refresh until the report appears with a Ready status under the Previous Reports heading.

Generate a new Report

Report Title	Description
Booked Products	Products which have been booked for shipment at a future date.
Statement of Account	Statement of Account for all open transactions.
Velocity	Product movement report by date range and manufacturer.

Previous Reports Refresh

Report Title	Date Created	Status		
Velocity	2016-01-18	Ready	View Report	Delete Report
Statement of Account	2016-01-18	Ready	View Report	Delete Report

Click View Report to work with the velocity report. If desired, click Delete Report to delete it.