



## Welcome to Retailer Portal, our online ordering solution

### Getting started with Retailer Portal

We will create a user profile for you to sign in 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 a smartphone, 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 smartphone or tablet), the screen and buttons may look a little different.

You must have an active Internet connection to place an order. The following is a list of the browsers supported by Retailer Portal. Javascript and Cookies must be enabled on the device.

Type of device	Supported browsers
Desktop	Chrome (recommended) Firefox
iOS device	Chrome (recommended) Safari
Android device	Chrome (recommended)

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

### Signing 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 in your browser to go directly to Retailer Portal.

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

Retailer Portal Sign In

Email Address

Password

Remember Me [Forgot Password?](#)

Sign In

## Overview of the Retailer Portal home page

From the home page, you can view:

- 1 Our contact information.
- 2 Your account information, including your scheduled delivery days.
- 3 Messages and announcements from us.
- 4 Your outstanding account balance.
- 5 Your next delivery date.
- 6 Status of your recent orders.

The screenshot shows the ABC Distributing Retailer Portal home page. At the top, there is a search bar and a shopping cart icon. The main content area is divided into several sections:

- 1** ABC Beverage logo and contact information: Phone: (802) 655-9400, Email: order@vtinfo.com, Website: www.vtinfo.com.
- 2** Account Information: DBA: FAINTING GOAT (00006), Phone: 0, Delivery Day: Thursday, Address: 39 BOWER ST, SUMNER, VT 05401.
- 3** Welcome to ABC Beverage: Enjoy an ice cold beverage! (Image of beer glasses) Check out some of our new products! Flying Dog - Dogtoberfest, Cigar City - Jai Alai, Abita - Amber.
- 4** Account Balance: \$5,856.60
- 5** Next Delivery: Thu 3/21/2019
- 6** Recent Orders (View More):

Open Order	\$2,732.50
Being delivered Wednesday	
Open Order	\$366.90
Being delivered Wednesday	
Invoice #10054572	\$3,347.25
Delivered on 2/5/19	
Invoice #10054573	\$477.95
Delivered on 2/5/19	
Invoice #10054574	\$1,328.85
Delivered on 2/5/19	

## 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 **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 ID in the **Search** bar.

ABC Distributing FAINTING GOAT (00006) Valerie 0

Search all products **3**

**1** Create Order >


**ABC Beverage**

Phone: (802) 655-9400  
Email: order@vinfo.com  
Website: www.vinfo.com

**Account Information**

DBA: FAINTING GOAT (00006)  
Phone: 0  
Delivery Day: Thursday  
Address:  
39 BOWER ST  
SUMNER, VT 05401

**Welcome to ABC Beverage**  
Enjoy an ice cold beverage!



Check out some of our new products!  
Flying Dog - Dogtoberfest  
Cigar City - Jai Alai  
Abita - Amber

Account Balance: \$5,856.60 >

Next Delivery: Thu 3/21/2019

**2** Recent Orders (View More)

Open Order	\$2,732.50
Being delivered Wednesday	
Open Order	\$366.90
Being delivered Wednesday	
Invoice #10054572	\$3,347.25
Delivered on 2/5/19	
Invoice #10054573	\$477.95
Delivered on 2/5/19	
Invoice #10054574	\$1,328.85
Delivered on 2/5/19	

On the order page, enter the quantity 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. Depending on your search term, you may see all of the products associated with the supplier or brand.
- 2 Click or tap the **Filter** icon and then **Sort By** to sort the products by description or order date.
- 3 Click or tap the **Filter** icon and then **Ordered Within** to filter the products by when the products were last ordered.

Search all products



Viewing 1 - 25 of 31

Previously Ordered (13)

**312 URBAN WHEAT ALE 12/24**  
ID: 84568  
Ordered: 2/11/2019  
Case: **\$66.15**

**ON DEAL**  
**CORONA 4-6/12 NR**  
ID: 38068  
Ordered: 2/5/2019  
Case: **\$71.20**

**CORONA LT 2-12/12 BTL**  
ID: 82968

Search all products



Viewing 1 - 25 of 31

Previously Ordered (13)

**312 URBAN WHEAT ALE 12/24**  
ID: 84568  
Ordered: 2/11/2019  
Case: **\$66.15**

**ON DEAL**  
**CORONA 4-6/12 NR**  
ID: 38068  
Ordered: 2/5/2019  
Case: **\$71.20**

**CORONA LT 2-12/12 BTL**  
ID: 82968

- Sort By ^
- Description: A - Z
  - Description: Z - A
  - Ordered: Newest
  - Ordered: Oldest

Search all products



Viewing 1 - 25 of 31

Previously Ordered (13)

**312 URBAN WHEAT ALE 12/24**  
ID: 84568  
Ordered: 2/11/2019  
Case: **\$66.15**

**ON DEAL**  
**CORONA 4-6/12 NR**  
ID: 38068  
Ordered: 2/5/2019  
Case: **\$71.20**

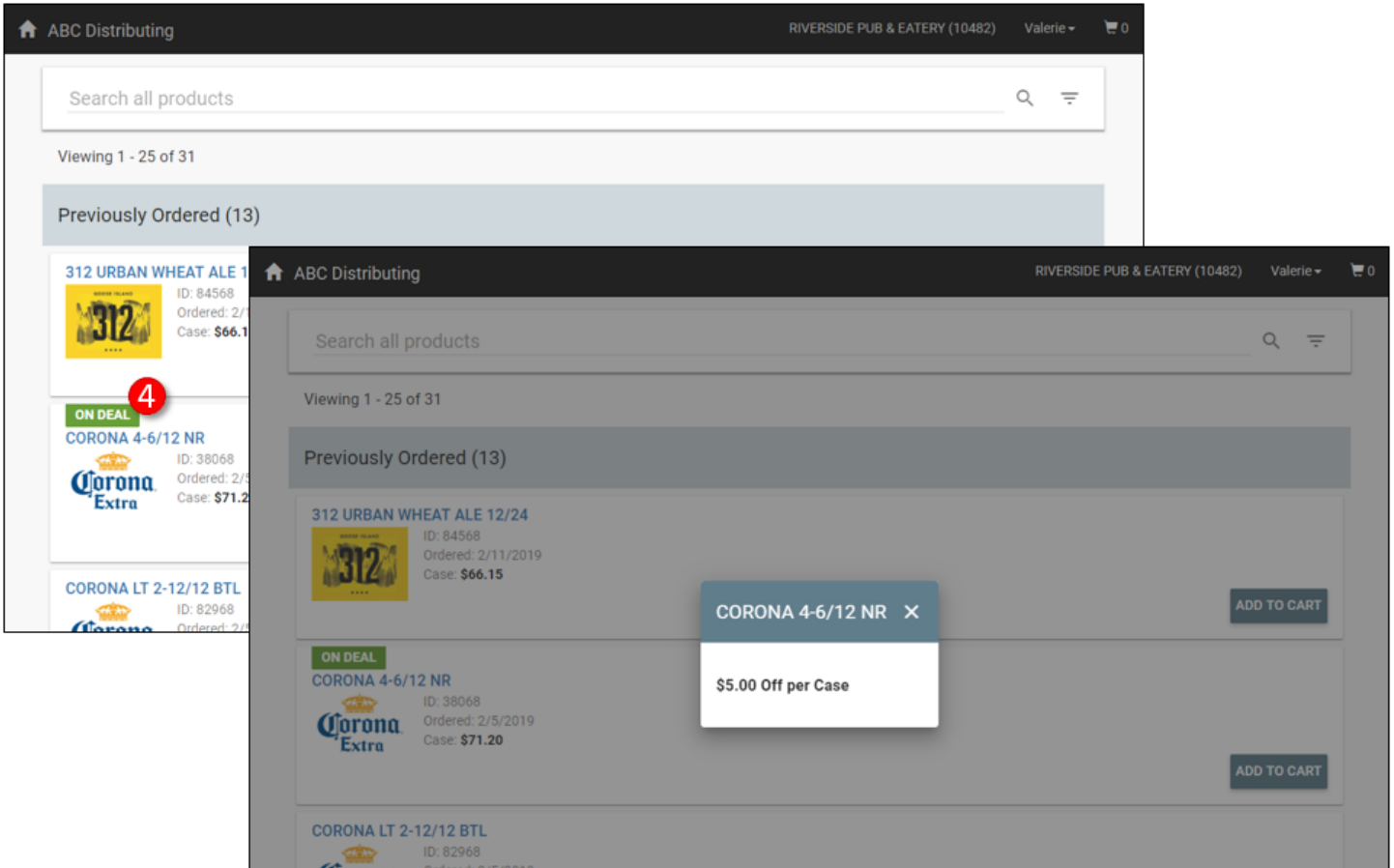
**CORONA LT 2-12/12 BTL**  
ID: 82968

- Sort By ^
- Ordered Within ^
- Never
  - Past 30 Days
  - Past 60 Days
  - Past 90 Days
  - Past 13 Months

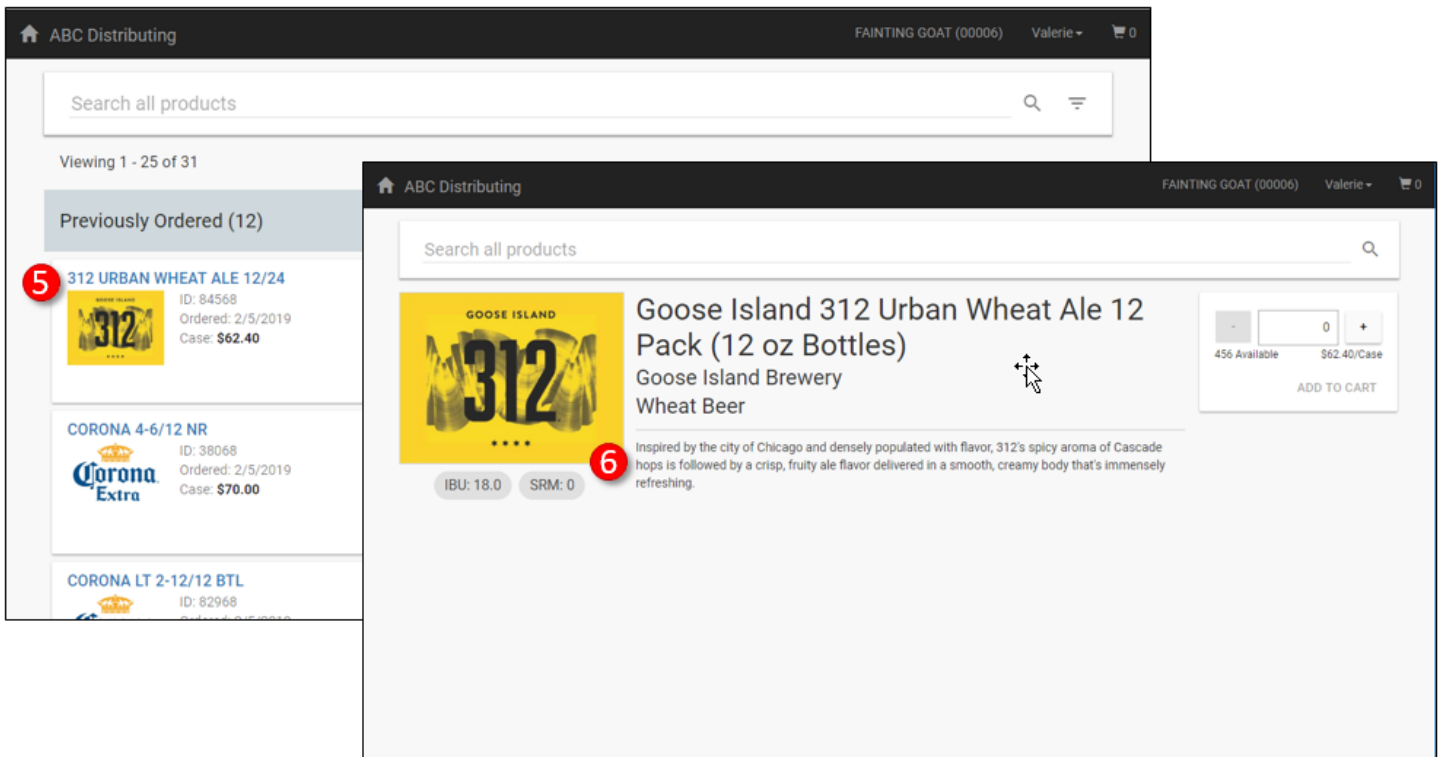
ADD TO CART



4 If a product is on deal, click or tap **ON DEAL** to view the details of the discount.



5 Click or tap the product name or image to view (6) additional product information (images, stories, styles, ABV, IBU, SRM, etc.)



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 (if the options are available).
- 6 Place the order.

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Search all products

### Shopping Cart Empty Cart

Item	Quantity	Price	Extended Price
<b>DESCHUTES BLK BUTTE PORTER 2-12/12 NR (Case)</b> Product ID: 28065 <a href="#">Remove Item</a>	7	\$24.10	\$168.70
<span style="color: orange;">⚠</span> Limited quantity - 4 available			
<b>CORONA 4-6/12 NR (Case)</b> Product ID: 38068 <a href="#">Remove Item</a>	2	\$70.00	\$140.00
<span style="color: orange;">⚠</span> Item out of stock			
<b>PEPSI 24/12 (Case)</b> Product ID: 23613 <a href="#">Remove Item</a>	4	\$29.45	\$117.80
<b>312 URBAN WHEAT ALE 12/24 (Case)</b> Product ID: 84568 <a href="#">Remove Item</a>	5	\$62.40	\$312.00

### Order Summary

Delivery Date: 3/21/19

Subtotal (18 Items): \$738.50  
Case 18

**Total: \$738.50**

Purchase Order #

Comments

Place Order

When you place the order, you receive an email confirmation. When we have processed the order, the order is added to the **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.

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### Open Order

Item	Quantity	Price	Extended Price
<b>DESCHUTES BLK BUTTE PORTER 2-12/12 NR (Case)</b> Product ID: 28065 <a href="#">Reorder Item</a>	4	\$24.10	\$96.40
<b>DESCHUTES BLK BUTTE PORTER 2-12/12 NR (Case)</b> Product ID: 28065 <a href="#">Reorder Item</a>	3 Ordered 3 Out 0 Filled	\$24.10	\$0.00
<b>CORONA 4-6/12 NR (Case)</b> Product ID: 38068 <a href="#">Reorder Item</a>	2 Ordered 2 Out 0 Filled	\$70.00	\$0.00
<b>312 URBAN WHEAT ALE 12/24 (Case)</b> Product ID: 84568 <a href="#">Reorder Item</a>	5	\$62.40	\$312.00

### Order Summary

Subtotal: \$408.40

**Total: \$408.40**

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).

The screenshot shows the ABC Beverage account page. At the top, there is a search bar and a shopping cart icon. The main content area is divided into three sections. On the left, there is a 'Create Order' button and a contact information box for ABC Beverage. The center section features a 'Welcome to ABC Beverage' message with a photo of beer glasses and a list of new products. On the right, there is a 'Recent Orders' section with a table of open orders and their amounts. A red circle with the number '1' highlights the 'Account Balance: \$5,856.60' link at the top right.

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Search all products

Create Order >

**ABC Beverage**

Phone: (802) 655-9400  
Email: order@vtinfo.com  
Website: www.vtinfo.com

**Account Information**

DBA: FAINTING GOAT (00006)  
Phone: 0  
Delivery Day: Thursday  
Address: 39 BOWER ST  
SUMNER, VT 05401

**Welcome to ABC Beverage**  
Enjoy an ice cold beverage!

Check out some of our new products!  
Flying Dog - Dogtoberfest  
Cigar City - Jai Alai  
Abita - Amber

**1** Account Balance: \$5,856.60 >

Next Delivery: Thu 3/21/2019

**Recent Orders** (View More)

Open Order	\$408.40
Being delivered Thursday	
Open Order	\$117.80
Being delivered Thursday	
Open Order	\$2,732.50
Being delivered Wednesday	
Open Order	\$366.90
Being delivered Wednesday	
Invoice #10054572	\$3,347.25
Delivered on 2/5/19	

On the Account Balance page, you can:

- 1 Click or tap **TOTALS** to view the amount you owe 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**. You can also click or tap the **Page** icon (6) to view a PDF of the invoice.

The screenshots illustrate the following steps:

1. Home screen showing 'TOTALS' and 'INVOICES' tabs.
2. 'All Invoices' list with columns: Invoice Number, Invoice Date, Total, Paid, Balance, Type.
3. Detail view of invoice 10054572.
4. Item details for 'DESCHUTES BLK BUTTE PORTER 2-12/12 NR' (Case), Product ID: 28065, Reorder Item.
5. 'Reorder' button in the order summary.
6. Document icon for the invoice.

## 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, change your password, or view a list of FAQs, tap or click your user name or the Menu icon and select an option from the menu.

Search all products



Create Order >

**ABC  
Beverage**

Phone: (802) 655-9400  
Email: [order@vtinfo.com](mailto:order@vtinfo.com)  
Website: [www.vtinfo.com](http://www.vtinfo.com)

**Account Information**

DBA: FAINTING GOAT (00006)  
Phone: 0  
Delivery Day: Thursday  
Address:  
39 BOWER ST  
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Account Balance: **\$5,856.60** >

Next Delivery: **Thu 3/21/2019**

**Recent Orders** (View More)

Open Order **\$2,732.50**  
Being delivered Wednesday

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Invoice #10054572 **\$3,347.25**  
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