



Bell's Distributor Portal System Walk-through

Order Creation

Navigation options are available in the navigation bar at the top of the page. Depending on your permissions, you can view and create Beer orders or POS orders.

The **Orders menu** contains links to view Beer and POS orders, or to quickly create a New Beer Order or POS order.



Beer Ordering

The new order screen begins with distributor selection. Select from the available distributors to which you have been assigned.

If you do not see a distributor in the drop down that you should be assigned to, please contact Mary Jo (mhopping@bellsbeer.com) for assistance.

Create Beer Order

Select Account: Advantage Fine Wine Distributing

Destination Warehouse: 4490 60th Street SE Grand Rapids

Purchase Order Number: Bells12345

Requested Delivery Date: November 2016

Add Items

Begin typing to search for items...

+ Add to Order

Truck Capacity

45000 lbs Update

Default truck weight is 45,000 lbs. Adjust as needed for your requirements.

Item Id	Name	Quantity	Unit	Unit Price	Total Price	Total Weight
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Before choosing / adding items, you must select a **Distributor account** and a **Requested Delivery Date**.

If the selected distributor has multiple shipping locations, you can also choose from available **Destination Warehouses**

You can also optionally enter a **Purchase order number**.

Adding Items to Order

Once a distributor account and delivery date has been selected, you can add items to your order. The add items search box allows you to search for items by item number, keyword, or brand name:

The image shows two screenshots of the 'Add Items' search interface. The left screenshot shows a search for 'amber' resulting in item number 1000009 and the description 'Amber Ale Half Barrel 15.5 gal'. The right screenshot shows a search for item number 1000009 resulting in the same item description.

Once you have selected one or more items, you can click the “Add to Order” button to create line items.

You can do this multiple times for all items in your order.

The image shows a screenshot of the 'Add Items' interface. The search box contains the text 'Amber Ale Half Barrel 15.5 gal'. Below the search box is a button labeled '+ Add to Order'.

Add Items

Truck Capacity

 lbs

Default truck weight is 45,000 lbs. Adjust as needed for your requirements.

Order Weight

12880.00 lbs

29120 lbs remaining

Item Id	Name	Quantity	Unit	Unit Price	Total Price	Total Weight
1000009	Amber Ale Half Barrel 15.5 gal	<input type="text" value="80"/>	Keg 1/2	\$119.00	\$9520.00	12800 <input type="button" value="Remove"/>
1001076	Pallets	<input type="text" value="10"/>	EA	\$0.00	\$0.00	80
Totals					\$0.00	12880.00

You can now modify the quantity for each line item. Quantity selectors will automatically move up and down based on per-layer or per-pallet increments.

For example, there are 8 kegs per pallet, so it will step in increments of 8. For items sold in cases, it will increment in full layers of cases.

Pallets will automatically be added to the order as needed.

Adjusting Truck Weight / Managing Order Weight

As items are added, the order weight will update. You can modify the default truck weight (45,000 lbs) to accommodate any capacity as needed.

This is used as a planning guideline only. There is no minimum or limit to order weight.

<h3>Truck Capacity</h3> <input type="text" value="42000"/> lbs <input type="button" value="Update"/> <p>Default truck weight is 45,000 lbs. Adjust as needed for your requirements.</p>	<h3>Order Weight</h3> <hr/> <p>12880.00 lbs</p> <hr/> <p>29120 lbs remaining</p>
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Enter the desired capacity in the truck capacity field and hit Update. If your order is overweight, the display will turn red.

<h3>Truck Capacity</h3> <input type="text" value="25000"/> lbs <input type="button" value="Update"/> <p>Default truck weight is 45,000 lbs. Adjust as needed for your requirements.</p>	<h3>Order is Overweight</h3> <hr/> <p>25760.00 lbs</p> <hr/> <p>-760 lbs remaining</p>
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The screenshot displays a user interface for order management. It is divided into two main sections: 'Order Notes' and 'Related Orders'. The 'Order Notes' section on the left contains a large text input field with the placeholder text 'Order Notes'. The 'Related Orders' section on the right features a dropdown menu with the text 'Select orders to pool' and a descriptive instruction: 'Enter the Order Number or Purchase Order Number of orders you want to relate to this one'. At the bottom of the interface, there is a horizontal bar containing three buttons: 'Submit Order' (dark blue), 'Save Draft Order' (light blue), and 'Cancel' (orange).

Order Notes

You can enter order notes as needed.

Order Pooling

You can enter other order Purchase Order Numbers, or Sales Order Numbers in order to pool the order together with preexisting orders from the same or other accounts.

Completing Order

Once you have added the required items and selected quantities for line items, you can submit your order or save a draft. Saving a draft allows you to save your progress and come back to complete the order at a later date.

Submitting the order will submit it up for approval / confirmation.



Saved your order as a draft!

Order Details

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✎ Edit Order

This order has not yet been submitted and is in draft status. To submit this order, click "Edit Order" and then click "Submit Order"

Distributor	Order Number	Requested Pickup	PO Number	Approval Status	Shipping Status	Actual Weight
Alliance Beverage Distributing, LLC		2016-11-28		draft		10304

Delivery Address

4490 60th Street SE Grand Rapids, MI 49512 USA

Items

Item ID	Item Name	Requested Qty	Approved Qty	Confirmed Qty	Weight	Price	Total
1000009	Amber Ale Half Barrel 15.5 gal	64 Keg 1/2			10240.0	\$119.00	\$7616.00
1001076	Pallets	8 EA			64.0	\$0.00	\$0.00
Totals					10304.0		\$7616.0