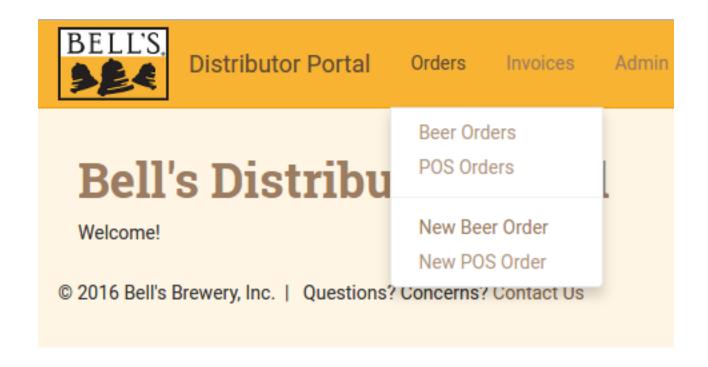


Bell's Distributor Portal System Walk-through

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.

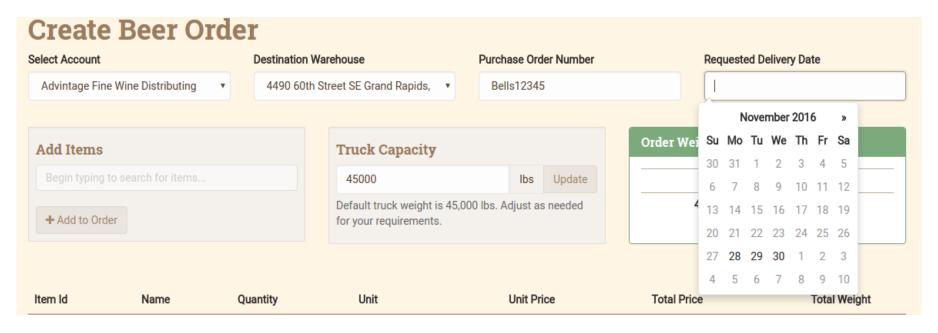
The **Orders menu** contains links to view Beer and POS orders, or to quickly create a New Beer Order or POS order.



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.



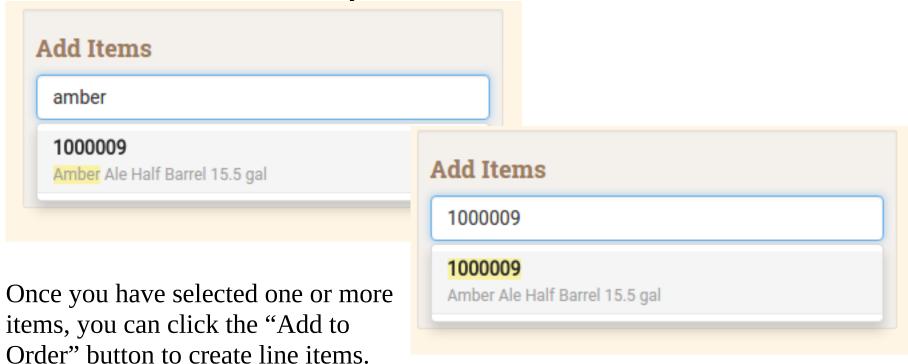
Before choosing / adding items, you must select a **Distributor account** and a **Requested Delivery Date.**

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.**

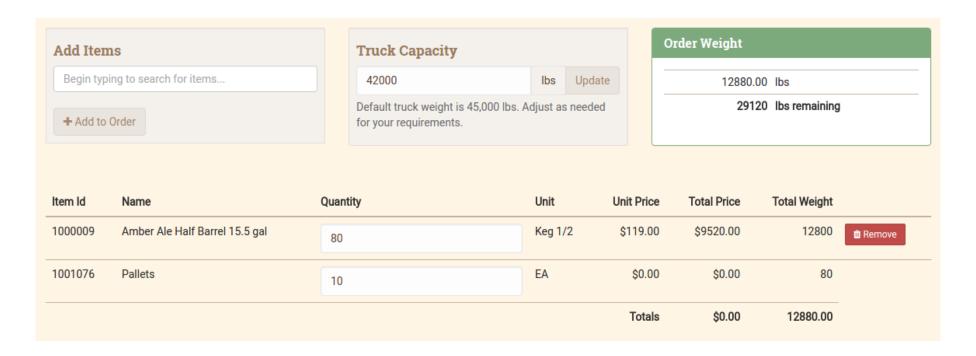
Adding Items to Order

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:



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





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.

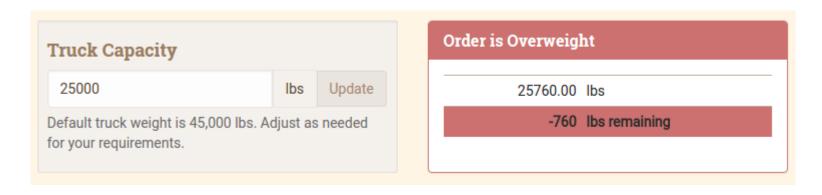
Adjusting Truck Weight / Managing Order Weight

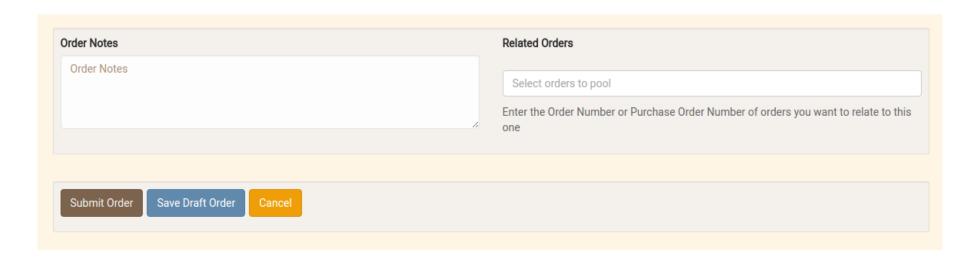
As items are added, the order weight will update. You can modify the default truck weight (45,000 lbs) to accommodate any capacity as needed.

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



Enter the desired capacity in the truck capacity field and hit Update. If your order is overweight, the display will turn red.





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.

Log Out

Order Details



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