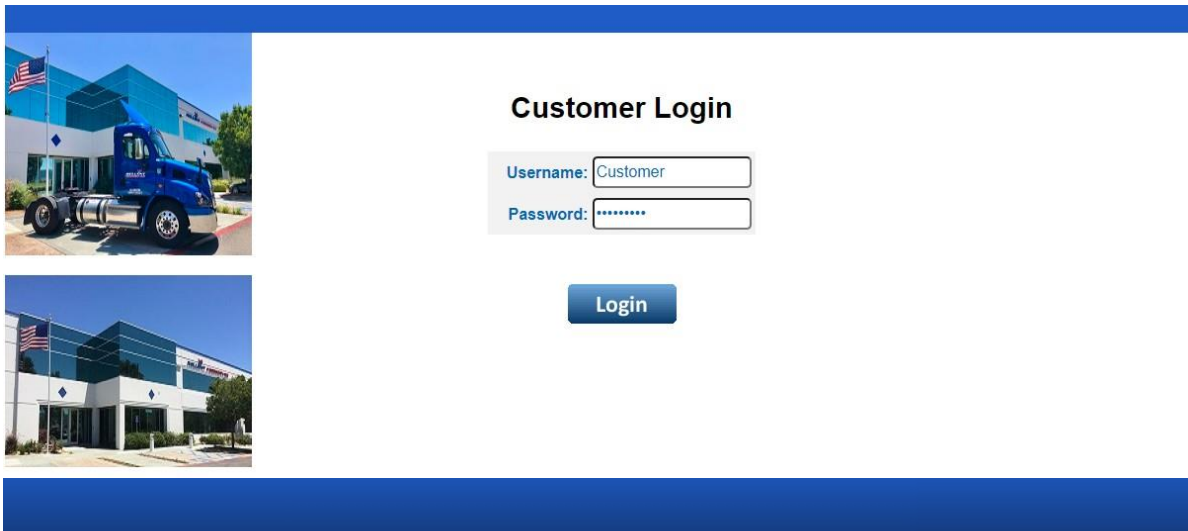


TargetNet: Order Entry

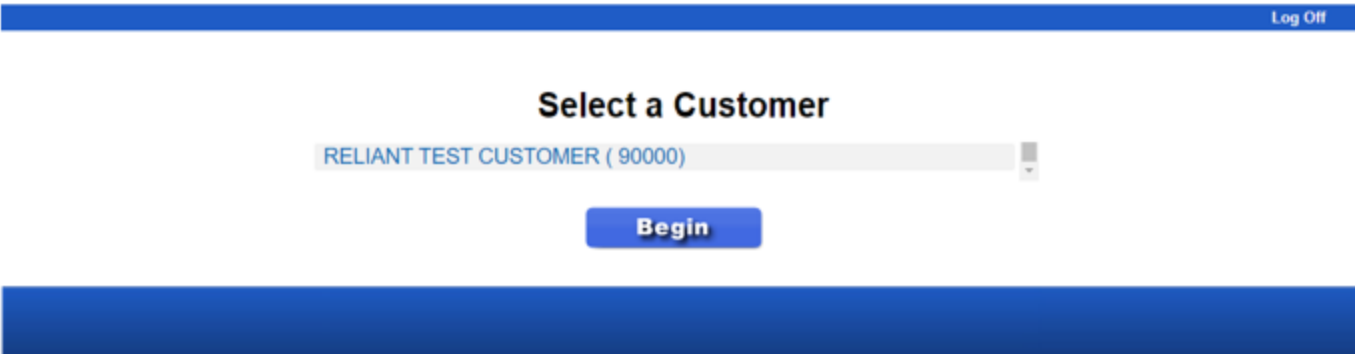
How to Login:

1. Login in using your Username and Password.
2. Click on “Login.”

A screenshot of the TargetNet Customer Login page. The page has a blue header and footer. On the left side, there are two images: a blue semi-truck parked in front of a modern building with large glass windows, and a closer view of the building's entrance. The main content area is white and contains the text "Customer Login" in bold. Below this text are two input fields: "Username: Customer" and "Password: *****". A blue "Login" button is positioned below the password field.

Select a customer:

1. If there is more than one customer in your list, select your desired customer from the drop-down menu provided.
2. Click “Begin.”



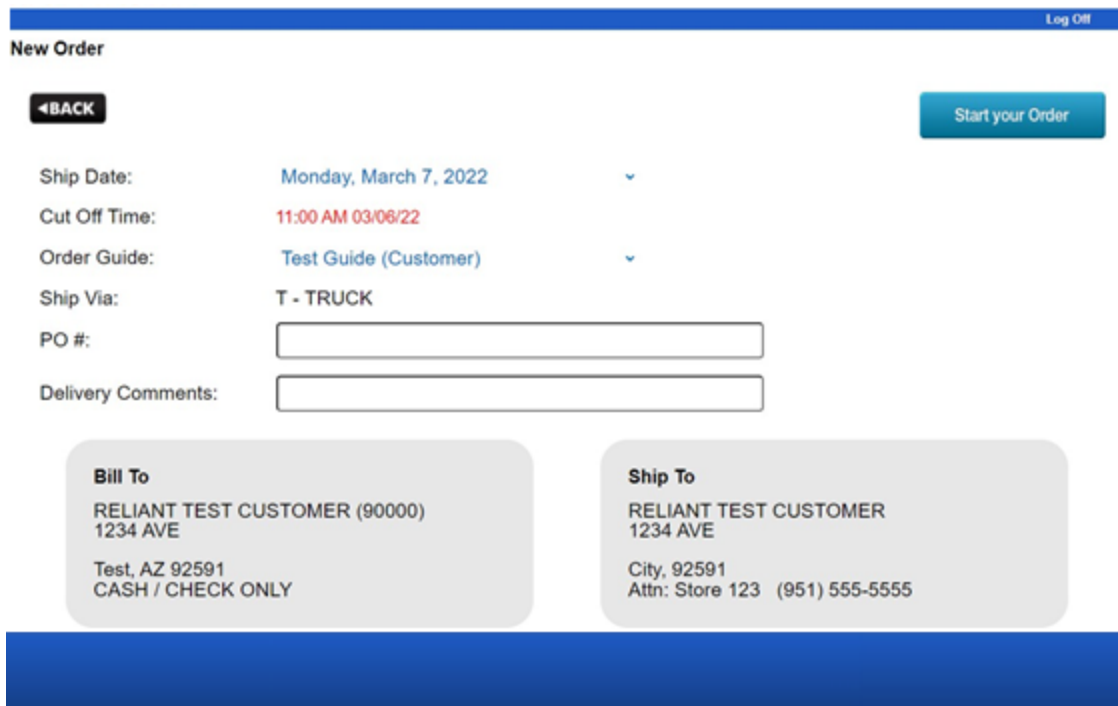
Select New Order or Existing Order

1. Click on “New Order” to create a new order.
2. Or you can also edit an existing order from this screen by clicking on the order # of your choice (located under the words “Open Order” as seen below).



Ship Date and PO Number Entry:

1. Select a Ship Date by using the drop down menu.
2. Select your Order Guide.
3. Choose Ship Via “T” for a truck order. Ship Via may or may not be available as a drop down menu.
4. Enter any customer PO number if applicable.
5. Enter any Delivery Comments if applicable.
6. Click on “Start your Order” in the bottom right hand part of the screen as seen below.



Log Off

New Order

◀BACK Start your Order

Ship Date: Monday, March 7, 2022

Cut Off Time: 11:00 AM 03/06/22

Order Guide: Test Guide (Customer)

Ship Via: T - TRUCK

PO #:

Delivery Comments:

Bill To
RELIANT TEST CUSTOMER (90000)
1234 AVE
Test, AZ 92591
CASH / CHECK ONLY

Ship To
RELIANT TEST CUSTOMER
1234 AVE
City, 92591
Attn: Store 123 (951) 555-5555

Order Entry/Order Guide Selection:

1. You are now in the Order Guide that was selected from the drop-down menu. To order an item simply find the item on the left and enter the Quantity in the Order Qty box on the right. Do this for every item you need.

* You can get a more detailed view of each item by simply clicking on the item number box in the middle of the page.

2. When you are done selecting items for your order, click on “Order Summary” in the top right-hand corner of the page.










Log Off

ORDER 072555-00 RELIANT TEST CUSTOMER

Search Entire Item Catalog

Search Guide

(34 items) Page 1 of 1 Order Summary

	Description	Item	Brand	Pack	Avail	Last Date	Order Qty	Unit	Price
	40# IQF SLICED PEACHES (40)	<input type="text" value="10512"/>		1CT/40LB	178	-----	<input type="text" value="4"/>	CS	83.05
	CRYSTAL ORANGE SHERBET	<input type="text" value="10625"/>	MCCALL'S	1CT/3GAL	919	-----	<input type="text"/>	EA	18.04
	CRYSTAL FF VANILLA YOGURT	<input type="text" value="10651"/>	CRYSTAL CREAM	1CT/3GAL	3232	-----	<input type="text" value="1"/>	EA	20.88
	CRYSTAL PINEAPPLE SHERBET	<input type="text" value="10698"/>	MCCALL'S	1CT/3GAL	759	-----	<input type="text" value="3"/>	EA	21.24
	CRYSTAL RASPBERRY SHERBET	<input type="text" value="10699"/>	MCCALL'S	1CT/3GAL	400	-----	<input type="text"/>	EA	20.12
	PEANUT BUTTER SALTED NAT CRMY	<input type="text" value="11845"/>	AUNT PATTY'S	1CT/35LB	328	-----	<input type="text" value="1"/>	EA	87.99
	NATURAL CUBES PITAYA 20LBS IQF 1008	<input type="text" value="1254"/>	PITAYA	2CT/10LBS	152	-----	<input type="text"/>	CS	69.10
	ORG CUBES PITAYA 20LBS 90/PAL	<input type="text" value="1262"/>	PITAYA	2CT/10LBS	631	-----	<input type="text"/>	CS	68.52
	FRESH RIPE BANANA	<input type="text" value="1521"/>	CONVENTIONAL	1CT/40LBS	1	-----	<input type="text"/>	CS	24.14*

(34 items) Page 1 of 1
Items Per Page:
Order Summary

Order Summary:

1. You are now on the Order Summary Screen which is where you can review everything that is currently on your order including the order totals.

Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight	Tax	Total
Open		TRUCK	CASH / CHECK ONLY	Net:bdaup	03/04/22	03/07/22	4	9	504.79	0.00	0.00	504.79

Item	Description	Brand	Pack	Order Qty	Ship Qty	Unit	Price	Extended
10512	40# IQF SLICED PEACHES (40)		1CT/40LB	4	4	CS	83.05	332.20
10651	CRYSTAL FF VANILLA YOGURT	CRYSTAL CREAM	1CT/3GAL	1	1	EA	20.88	20.88
10698	CRYSTAL PINEAPPLE SHERBET	MCCALL'S	1CT/3GAL	3	3	EA	21.24	63.72
11845	PEANUT BUTTER SALTED NAT CRMY	AUNT PATTY'S	1CT/35LB	1	1	EA	87.99	87.99
Merchandise Total								\$504.79
Tax								\$0.00
Invoice Total								\$504.79

2. If you feel that you have missed an item - click on "Add Item". This will take you to the below screen that allows you to look up any additional items by either the item number or keywords for that item (Example: ACAI).

Description	Item	Brand	Pack	Avail	Last Date	Order Qty	Unit	Price
SUGGESTED ITEMS/HISTORY (0 items) Page 0 of 0								

3. When you have found the additional item click on the item number box as seen below.

Change Cust		Order Entry		Order Guides		Log Off	
Product Search Results							
41 matches for key word(s) lookup: ACAI							
Item / Unit	Description	Brand	Manu Item	Pack	Price	Last Buy Date	
 4560 / EA	BRAZILIAN BLEND ORGANIC ACAI	SUPERBLEND		1CT/3GAL	67.10		
 4441 / EA	MAKAI ORIGINAL ACAI TUB	MAKAI	65206039100	1CT/3GAL	55.26		

4. This will bring you back to the Order summary screen. This screen will prompt you to add the Quantity (Qty) and UOM that you need for this item.

Log Off											
ORDER 072555-00		RELIANT TEST CUSTOMER									
Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight Tax	Total
Open		TRUCK	CASH / CHECK ONLY	Net:bdaup	03/04/22	03/07/22	4	9	504.79	0.00	0.00 504.79
Item	Description	Brand	Pack	Qty	Unit	Price	Confirm				
4560	BRAZILIAN BLEND ORGANIC ACAI	SUPERBLEND	1CT/3GAL	<input type="text" value="1"/>	EA	\$67.10	<input type="button" value="Add to Order"/>	<input type="button" value="Cancel"/>			
(4 items) Page 1 of 1							<input type="button" value="Order Summary"/>				
Description	Item	Brand	Pack	Order Qty	Ship Qty	Unit	Wgt Ship	Price	Extended		
PEANUT BUTTER SALTED NAT CRMY	11845	AUNT PATTY'S	1CT/35LB	1	1	EA		87.99	87.99		
CRYSTAL PINEAPPLE SHERBET	10698	MCCALL'S	1CT/3GAL	3	3	EA		21.24	63.72		
CRYSTAL FF VANILLA YOGURT	10651	CRYSTAL CREAM	1CT/3GAL	1	1	EA		20.88	20.88		
40# IQF SLICED PEACHES (40)	10512		1CT/40LB	4	4	CS		83.05	332.20		

5. Click on “Add to Order” or “Cancel” to add this item to your order or cancel it. These buttons are in the right-hand corner under the word “Confirm” as seen above.

- If you have added an additional item, review your order once again and click on “Order Summary.”

Log Off										
ORDER 072555-00		RELIANT TEST CUSTOMER								
Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight Tax Total
Open		TRUCK	CASH / CHECK ONLY	Net:bdaup	03/04/22	03/07/22	5	10	571.89	0.00 0.00 571.89

Item

(5 Items) Page 1 of 1

[Order Summary](#)

Description	Item	Brand	Pack	Order Qty	Ship Qty	Unit	Wgt Ship	Price Extended	
BRAZILIAN BLEND ORGANIC ACAI	4560	SUPERBLENDS	1CT/3GAL	1	1	EA		67.10	67.10
PEANUT BUTTER SALTED NAT CRMY	11845	AUNT PATTY'S	1CT/35LB	1	1	EA		87.99	87.99
CRYSTAL PINEAPPLE SHERBET	10698	MCCALL'S	1CT/3GAL	3	3	EA		21.24	63.72
CRYSTAL FF VANILLA YOGURT	10651	CRYSTAL CREAM	1CT/3GAL	1	1	EA		20.88	20.88
40# IQF SLICED PEACHES (40)	10512		1CT/40LB	4	4	CS		83.05	332.20

- You are now back on the Order Summary screen. Now click “Submit Order” or “Delete Order” (if you no longer need the order).

Log Off										
ORDER 072555-00		RELIANT TEST CUSTOMER								
Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight Tax Total
Open		TRUCK	CASH / CHECK ONLY	Net:bdaup	03/04/22	03/07/22	5	10	571.89	0.00 0.00 571.89

Header	Edit Order	Suggested Items (History)	Add Item	Delete Order	Submit Order
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Item	Description	Brand	Pack	Order Qty	Ship Qty	Unit	Price	Extended
10512	40# IQF SLICED PEACHES (40)		1CT/40LB	4	4	CS	83.05	332.20
10651	CRYSTAL FF VANILLA YOGURT	CRYSTAL CREAM	1CT/3GAL	1	1	EA	20.88	20.88
10698	CRYSTAL PINEAPPLE SHERBET	MCCALL'S	1CT/3GAL	3	3	EA	21.24	63.72
11845	PEANUT BUTTER SALTED NAT CRMY	AUNT PATTY'S	1CT/35LB	1	1	EA	87.99	87.99
4560	BRAZILIAN BLEND ORGANIC ACAI	SUPERBLENDS	1CT/3GAL	1	1	EA	67.10	67.10
							Merchandise Total	\$571.89
							Tax	\$0.00
							Invoice Total	\$571.89

Confirmation:

1. You must click on the “Submit Order” button in order for your order to be placed. Once you click the “Submit Order,” you will be brought to the Confirmation screen seen below.
*Notice the order number in the top left-hand corner.
2. You can email this order to a designated email or emails. The system will automatically display any stored email addresses, as seen below. Just add your email (or multiple emails using a comma between them) under “Additional addresses separated by commas.”
3. Click on “Email.” This will deliver your order confirmation to the emails designated by you.

Log Off

Order is below minimum delivery size - WILL BE PUT ON HOLD.

RELIANT TEST CUSTOMER your order is now **CONFIRMED**

Your order number is **072555-00**

Your order is scheduled for delivery on **03/07/22**

Main Menu

Order Confirmation has been sent to

Order@order.com

To send additional emails enter addresses separated by commas:

Click Email

Email

4. Once you have clicked on “Email” the system will automatically bring you back to the Main Menu Screen where you can either create another new order or edit an existing order of your choosing.