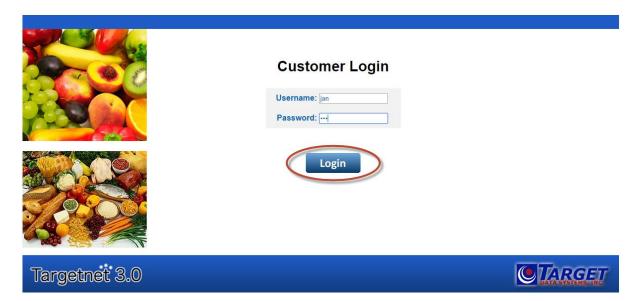


# FAQ: TargetNet 3.0 Order Entry

# How to Login

- 1. Login in using your Username and Password. (This would have been given to you by your system administrator).
- 2. Click on "Login."





#### Select a Customer

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

			Log Off
	Select a Customer PJ'S RESTAURANT & BAR ( 564)	•	
	SUPER FOODS DELI ( 594)		
Targetnet 3.0			TARGET

## 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 choosing (located under the words "Open Order" as seen below).

Change Cust	Order Entry	Order Guides	AR Detail	Inv History	Item History	Item Sea	arch New Items	Reports	Log Off
Welcome j	an!								
Msg00 from Mess	age of the Day A	dmin Setup							
PJ'S RES		NT & BA	R						
	Order »								
Edit Exist	-							2	7 80
Open Order	Cus		Ship Date	Operator	Lines	Pieces	Total Amount	How to	
001551-00			04/16/16	Net:jan	24	5	\$2,259.18	How to	UNDER
001552-00			04/16/16	Net:jan	14	6	\$1,017.24		
001553-00			04/16/16	Net:jan	18	6	\$626.87		



## **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				
Ship Date:	Saturday, April 16, 2016	~		
Cut Off Time:	5:00 PM 04/15/16 EST	_		
Order Guide:	80 Items (Custom)	~		
Ship Via:	T - TRUCK	~		
PO #:				
Delivery Comments	:			
PJ'S RESTAURANT 4 742 EVERGREEN TE SUITE 201-A SPRINGFIELD, MO 4 Terms NET 10	ERRACE		Ship To PJ'S RESTAURANT & BAR ( 564) 10731 N 87 ST SUITE 201-A SCOTTSDALE, AZ 85254 Attn: TIMOTHY (602) 369-1021	
⊲васк				Start your Order
Targetnet	3.0			



#### **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 O	ff
ORDER 001554-00 PJ'S RESTAURANT & BAR				Search Guide	•		٩
		80 Items (72 items) Pag	e 1 of 1	Order S	ummary		
Description	Item	Brand	Pack	Last Date Order (	ty Unit	Price	
POLLO FAJITA BREAST STRIPS	261000	PILGRIMS	2/5#	04/07/16	CAS	57.51	^
TACO MEAT FILLING JTM	242162	JTM	4/5#	04/07/16	CAS	38.03	
TOWEL WHITE MULTIFOLD	307105	PRIME SOURCE	4/1000	03/29/16	CAS	17.49	
CUP 2 OZ SOUFFLE PLASTIC	305000	SOLO	10/250	04/07/16	CAS	15.00	
TOWEL CHIX PIZZA 13.5 X 24 15	309100	CHIX	1/150	04/07/16	CAS	42.97	
TOMATO CRUSHED	400610	Hunts	12/28oz	04/07/16	CAS	19.11	
SAUSAGE CHORIZO MEXICAN LINKS	261500		20/1#	04/07/16	CAS	36.03	
4/5 PANEER	000108		4/4/5 #	04/07/16	CS	11.12	
MOZZ DELCO LARGE LOAF	140100	DELCO	2/20#	04/07/16	CAS	3.24	
PORK GROUND UNSEASONED	241600		4/5#	03/29/16	CAS	24.30	
SPEC ORD CREAM CHEESE EASY SQUEEZE	1000028	LAWRENCE FOODS	12/2LB	03/29/16	CAS	59.60	
SPEC ORD TORTELLINI CHICKEN	1000037		10 LB/CASE	03/28/16	CAS	31.20	
SOUP CHICKEN & DUMPLING COND	480025	CAMPBELLS	3/4#	03/28/16	CAS	28.78	
CHICKEN BBQ CAJUN SPECIAL ORD	1000490	JTM	4/5#	03/28/16	CAS	51.88	



## **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.

												Log Off
ORDER 001	554-00	PJ'S RES	TAURANT	& BAR								
Status	PO Number	Ship Via	Terms	ОР	Order Date	Ship Date	Lines	Pieces	Merch	Frei	ght 1	ax Total
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	2	3.75 76	.83 831.85
Header Edit	t Order Quick Order	r Entry		▼ Add Iten	n					Delete	Order	Submit Order
Item		Description	1		Brand	Pack	Qty O	rder	Qty Ship	Unit	Price	Extended
309100	TOWEL CHIX F	PIZZA 13.5 X 2	4 15	CHIX		1/150		2	2	CAS	42.97	85.94
400610	TOMATO CRU	SHED		Hunts		12/28oz		1	1	CAS	19.11	19.11
000108	4/5 PANEER					4/4/5 #		4	4	CS	11.12	222.40
140100	MOZZ DELCO	LARGE LOAF		DELCO		2/20#		2	2	CAS	3.24	259.20
1000028	CREAM CHEES	SE EASY SQUE	EZE	LAWRE	NCE FOODS	12/2LB		2	2	CAS	59.60	119.20
1000037	TORTELLINI CH	HICKEN				10 LB/CASE		2	2	CAS	31.20	62.40
023015	MILD CHED 1/	/10# RW				1/10#		0	0	CS	9.38	0.00
FREIGHT	SYSTEMS REQ	UIRED				1/0		1	1	CAS	3.75	3.75
DISCOUNT	System requir	ed ACH DISCO	DUNT					-1	-1	CAS	16.98	-16.98
								Me	rchandise <sup>·</sup>	Total		\$755.02
								Tax				\$76.83
								Inv	oice Total			\$831.85

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: cheddar).

											Log Off
PJ'S RES	TAURANT	& BAR									
Ship Via	Terms	ОР	Order Date	Ship Date	Lines	Pied	es	Merch	Freight	t Tax	c Total
TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9		13	755.02	3.75	5 76.83	831.85
	De	scription	Bra	nd Pack		Qty 1			<b>Price</b> \$0.00		Confirm
(9 items) Page 1 of 1 Order Summary											
		Item	Brand	Pack				llnit	Wgt Ship	Price	Extended
IT		DISCOUNT				-1	-1	CAS		16.98	-16.98
		FREIGHT		1/0		1	1	CAS		3.75	3.75
		023015		1/10#		0	C	) CS	0.00	9.38	0.00
		1000037		10 LB/CASE		2	2	CAS		31.20	62.40
		1000028	LAWRENCE FOODS	12/2LB		2	2	CAS		59.60	119.20
		140100	DELCO	2/20#		2	2	CAS	80.00	3.24	259.20
		000108		4/4/5 #		4	4	CS	20.00	11.12	222.40
		400610	Hunts	12/28oz		1	1	CAS		19.11	19.11
5		309100	CHIX	4/450			-			42.07	85.94
	Ship Via TRUCK	Ship Via Terms TRUCK NET 10 De (9 it	TRUCK NET 10 Net:jan Description (9 items) Page (9 items) Page Item IT DISCOUNT FREIGHT 023015 1000028 140100 000108 400610	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16           Description         Brand           (9 IEBRING Page I of 1         Brand           (9 IEBRING Page I of 1         Brand           (9 IEBRING Page I of 1         Brand           IT         DISCOUNT           FREIGHT         023015           1000028         LAWRENCE FOODS           IO00028         LAWRENCE FOODS           1000108         HUNTS	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16           Brand         Brand         Pack           CUE         Item         Brand         Pack           CUE         Item         Brand         Pack           CUE         Item         Brand         Pack           CUE         Item         Item         10           CUE         Item         Item         Item           CUE         Item         Item         Item	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 04/16/16         Lines 9           Description         Brand         Pack         Pack         Order Date 9         Order Date 9         Order Date 9         Pack         Order Date 9         Order Date 9	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Pere 9           Description         Brand         Pack         Qty 1           (9)         Terms         Pack         Qty 1           (10)         DISCOUNT         10         1           (10)         DISCOUNT         10         1           (10)         DISCOUNT         10         1           (10)         Q23015         10         10         2           (10)         1000037         10         12/2LB         2           (10)         10         2/20#         2         2           (10)         00108         4/4/5 #         4	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Piccer 13           Description         Brand         Pack         Qty         Un 1         1         CS           1         CS         1         CS         1         CS           1         CS         CS         CS         1         CS           1         CS         CS         CS         CS         CS         CS           1         CS         CS         CS         CS         CS         CS         CS           1         CS         CS         CS         CS         CS         CS         CS         CS         CS </td <td>Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Pieces 10         Merch 755.02           Brand Pack Pack 0500000000000000000000000000000000000</td> <td>Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Pieces         Merch 10         Freight 755.02         Freight 3.75           Description         Brand         Pack         Qty         Unit         Prices         \$0.00           1         CS         50.00         1         CS         \$0.00           1         CS         1         CS         \$0.00           1         CS         1         CS         \$0.00           1         DISCOUNT         Freight         1         CS         \$0.00           1         DISCOUNT         1/10#         1         1         CS         0.00           1         DISCOUNT         1/10#         0         2         2         CAS         0.00           1         1000037         101B/CASE         2         2         CAS         0.00           1         1000038         LAWRENCE FOODS         12/2LB         2         2         CAS         0.00           1         1000038         4/4/5 #         4         4         50.00</td> <td>Ship Via TRUCKTerms NET 10OP Net;janOrder Date 04/14/16Ship Date 04/16/16Ienes 9Pieces 1Merch 75.02Freight 3.75Take 3.75BruckPersential 9PackQtyUnit 1Price 9Price 99<!--</td--></td>	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Pieces 10         Merch 755.02           Brand Pack Pack 0500000000000000000000000000000000000	Ship Via TRUCK         Terms NET 10         OP Net:jan         Order Date 04/14/16         Ship Date 04/16/16         Lines 9         Pieces         Merch 10         Freight 755.02         Freight 3.75           Description         Brand         Pack         Qty         Unit         Prices         \$0.00           1         CS         50.00         1         CS         \$0.00           1         CS         1         CS         \$0.00           1         CS         1         CS         \$0.00           1         DISCOUNT         Freight         1         CS         \$0.00           1         DISCOUNT         1/10#         1         1         CS         0.00           1         DISCOUNT         1/10#         0         2         2         CAS         0.00           1         1000037         101B/CASE         2         2         CAS         0.00           1         1000038         LAWRENCE FOODS         12/2LB         2         2         CAS         0.00           1         1000038         4/4/5 #         4         4         50.00	Ship Via TRUCKTerms NET 10OP Net;janOrder Date 04/14/16Ship Date 04/16/16Ienes 9Pieces 1Merch 75.02Freight 3.75Take 3.75BruckPersential 9PackQtyUnit 1Price 9Price 99 </td



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

Change Cust	Order Entry	Order Guides	AR Detail	Inv History	Item History	Item Search	New Items	Reports	Log Off
Product Se	arch Resu	lts							
15 matches for ke	y word(s) lookup:	: cheddar							
Itom / Unit	Description				Brand	Manu Item	Pack	Price	Last Ruy Data
	Description				Dranu	Manu Item			Last Buy Date
172100 / CAS	TACO SHRED CI	HEDDR/MONT.JACK					4/4#	3.39	04/15/16
023015 / CS	MILD CHED 1/1	LO# RW					1/10#	9.38	05/18/15
200150 / CAS	AGED SHARP C	HED CHEZ SAUCE			DEANS		6/#10	37.53	
200150 / PC	AGED SHARP C	HED CHEZ SAUCE			DEANS		1/#10 CAN	7.25	
193000 / CAS	CHEDDAR BLOO	СК					1/40#	2.41	
172000 / CAS	CHEDDAR CHEZ	Z SHRED 100% REAL					6/5#	3.41	
172000 / PC	CHEDDAR CHEZ	Z SHRED 100% REAL					1-5#/BAG	3.41	
171551 / CAS	CHEDDAR SLICE	ED 100% REAL					10/2#	3.71	
193100 / CAS	CHEDDAR WHI	TE NY AGED					4/10#	3.04	
193100 / PC	CHEDDAR WHI	TE NY AGED					1/10# PIEC	3.04	
200200 / CAS	CHEF-MATE AG	ED CHED CHEZ SAUC	Έ			05048	6/#10	36.83	
200200 / PC	CHEF-MATE AG	ED CHED CHEZ SAUC	E			05048	1/#10 CAN	7.14	
170203 / CAS	MOZZ/CHED/P	ROV DICED GRANDE			GRANDE		6/5#	3.91	
932220 / CAS	SAUCE CHEESE	LA CHEA LOL			LAND OF LAKES		6/#10	49.29	
172100 / PC	TACO SHRED C	HEDDR/MONT.JACK					1-4#/BAG	3.39	

Done

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.

172000     CHEDDAR CHEZ SHRED 100% REAL     6/5#     1     CAS •     \$3.41 lb     Order       (9 items) Page 1 of 1   Order Order Wrat	<b>Total</b> 831.85
Open         TRUCK         NET 10         Net:jan         04/14/16         04/16/16         9         13         755.02         3.75         76.83           Item         Description         Brand         Pack         Qty         Unit         Price           172000         CHEDDAR CHEZ SHRED 100% REAL         Brand         Pack         Qty         Unit         Price           (9 items)         Page 1 of 1         Order Summary         Order Summary           Description         Item         Brand         Pack         Order Order Qty         Ship         Price         E	
Item     Description     Brand     Pack     Qty     Unit     Price       172000     CHEDDAR CHEZ SHRED 100% REAL     6/5#     1     CAS •     \$3.41 lb     Order       (9 items) Page 1 of 1       Order Summary       Description     Item     Brand     Pack     Order Order Qty     Wgt Ship     Price	831.85
172000     CHEDDAR CHEZ SHRED 100% REAL     6/5#     1     CAS     \$3.41 lb     Order       (9 items) Page 1 of 1       Order Summary       Description     Item     Brand     Pack     Order Order Qty Ship     Wgt Ship     Price     E	
(9 items)     Page 1 of 1     Order Summary       Description     Item     Brand     Pack     Order Order Qty     Wgt Ship     Price     E	Confirm
Description Item Brand Pack Order Order Unit Ship Price E	Cancel
Description Item Brand Pack Qty Ship Unit Ship Price E	
System required ACH DISCOUNT DISCOUNT -1 -1 CAS 16.98	xtended
	-16.98
SYSTEMS REQUIRED         FREIGHT         1/0         1         1 CAS         3.75	3.75
MILD CHED 1/10# RW 023015 1/10# 0 0 CS 0.00 9.38	0.00
TORTELLINI CHICKEN         1000037         10 LB/CASE         2         2         CAS         31.20	62.40
CREAM CHEESE EASY SQUEEZE         1000028         LAWRENCE FOODS         12/2LB         2         2         CAS         59.60	119.20
MOZZ DELCO LARGE LOAF 140100 DELCO 2/20# 2 2 CAS 80.00 3.24	259.20
4/5 PANEER 000108 4/4/5 # 4 4 CS 20.00 11.12	222.40
TOMATO CRUSHED 400610 Hunts 12/28oz 1 1 CAS 19.11	19.11
TOWEL CHIX PIZZA 13.5 X 24 15 309100 CHIX 1/150 2 2 CAS 42.97	85.94

5. Click on "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.



- 6. If you have added an additional item, review your order once again and click on "Order Summary."
- 7. 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 001	554-00	PJ'S RES	TAURANT	& BAR								
Status	PO Number	Ship Via	Terms	ОР	Order Date	Ship Date	Lines	Pieces		Freig		ax Tota
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	3.	75 76.	83 831.85
Header Edit	Order Quick Order	r Entry		<ul> <li>Add Iten</li> </ul>	n					Delete Or	der	Submit Order
Item		Description	1		Brand	Pack	Qty O	rder (	Qty Ship	Unit	Price	Extended
309100	TOWEL CHIX F	PIZZA 13.5 X 2	4 15	CHIX		1/150		2	2	CAS	42.97	85.94
400610	TOMATO CRU	SHED		Hunts		12/28oz		1	1	CAS	19.11	19.11
000108	4/5 PANEER					4/4/5 #		4	4	CS	11.12	222.40
140100	MOZZ DELCO	LARGE LOAF		DELCO		2/20#		2	2	CAS	3.24	259.20
1000028	CREAM CHEES	SE EASY SQUE	EZE	LAWRE	NCE FOODS	12/2LB		2	2	CAS	59.60	119.20
1000037	TORTELLINI CI	HICKEN				10 LB/CASE		2	2	CAS	31.20	62.40
023015	MILD CHED 1/	/10# RW				1/10#		0	0	CS	9.38	0.00
FREIGHT	SYSTEMS REQ	UIRED				1/0		1	1	CAS	3.75	3.75
DISCOUNT	System requir	ed ACH DISCO	DUNT					-1	-1	CAS	16.98	-16.98
								Me	rchandise T	otal		\$755.02
								Tax				\$76.83
								Invo	oice Total			\$831.85



#### Confirmation

- 1. If you clicked "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 001554-00	PJ'S RESTAURANT & BAR		
Your Order is now CONFIR	RMED		
Click Main Menu to return	to the main menu		
		Main Menu	
To send confirmation ema	il to:		
jim@targetsystems.c	com		
Additional addresses sepa	rated 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.