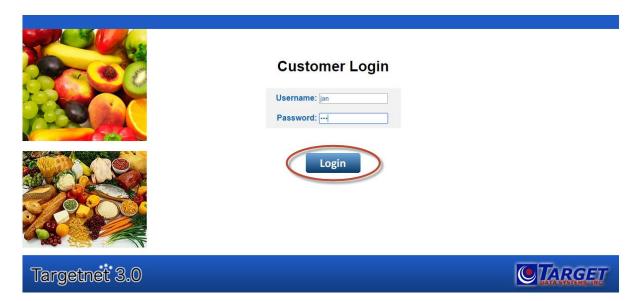


FAQ: TargetNet 3.0 Order Entry

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 [·] | 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 | | | Price \$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 | Total 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 | | Add Iten | 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.