

Welcome to Retailer Portal.

Our online ordering solution.

PACIFIC BEVERAGE

Getting started with Retailer Portal

Your Sales Rep will assist you with creating a user profile for you to sign in to Retailer Portal. Your email address will be your user name. When we set up your user profile, you will receive a welcome email with your login credentials.

If you would like multiple users to have access to Retailer Portal or you need to make changes to an existing user, please contact us.

You can use a **smartphone, tablet, or desktop computer** to access Retailer Portal. In this document, we are showing pictures of Retailer Portal when used on a larger screen (like a PC); if you are using Retailer Portal on a smaller device (like a smartphone or tablet), the screen and buttons may look a little different.

You must have an active Internet connection to place an order. **The following is a list of the browsers supported by Retailer Portal.** Javascript and Cookies must be enabled on the device.

Please note, the website is only viewable in Spanish if browser language is set to Spanish.

Tenga en cuenta que el sitio web solo se puede ver en español si el idioma del navegador está configurado en español.

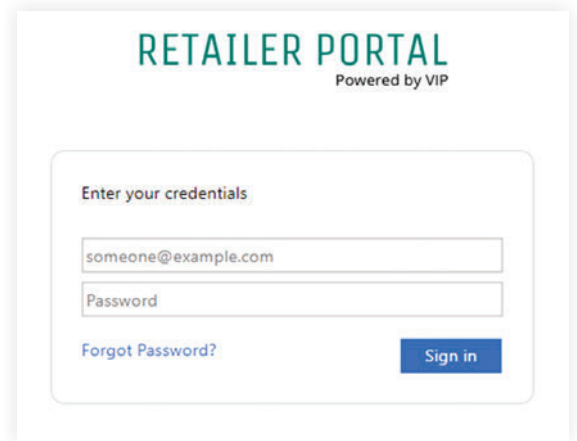
Type of device	Supported Browsers	
Desktop	Chrome (recommended)	Firefox
iOS Device	Chrome (recommended)	Safari
Android Device	Chrome (recommended)	

If you have any questions as you get started with Retailer Portal, please call us at **805-679-7874** or **805-679-7897**.

Signing Into Retailer Portal

Visit our website (www.pacificbeveragecompany.com) and click the **Retailer Portal** button or go directly to the Retailer Portal site (www.apps.vtinfo.com/retailer-portal/login). You can optionally create a shortcut in your browser to go directly to Retailer Portal.

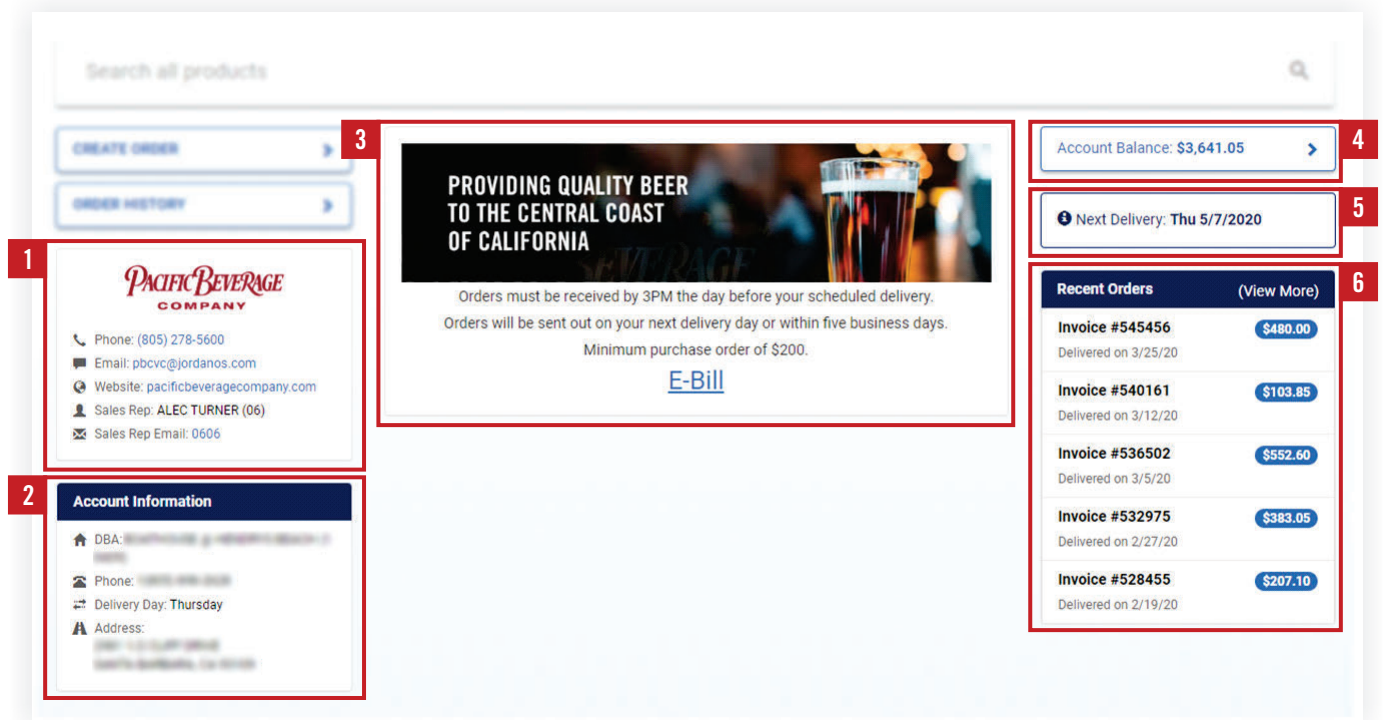
Sign in using your email address and password from the welcome email. The subject line on the email will be “**Welcome to Retailer Portal**” with noreply@vtinfo.com listed as the sender.



Overview of Home Page

From the home page, you can view:

- 1 Our contact information.
- 2 Your account information, including your scheduled delivery day and assigned Sales Rep.
- 3 Messages and announcements from us.
- 4 Your outstanding account balance.
- 5 Your next delivery date.
- 6 Status of your recent orders.



1 **PACIFIC BEVERAGE COMPANY**
Phone: (805) 278-5600
Email: pbcvc@jordanos.com
Website: pacificbeveragecompany.com
Sales Rep: ALEC TURNER (06)
Sales Rep Email: 0606

2 **Account Information**
DBA: [PACIFIC BEVERAGE COMPANY](#)
Phone: (805) 278-5600
Delivery Day: Thursday
Address: [1000 S. GATEWAY BLVD
SUITE 100
SAN JOSE, CA 95128](#)

3 **PROVIDING QUALITY BEER TO THE CENTRAL COAST OF CALIFORNIA**
Orders must be received by 3PM the day before your scheduled delivery.
Orders will be sent out on your next delivery day or within five business days.
Minimum purchase order of \$200.
[E-Bill](#)

4 Account Balance: \$3,641.05

5 Next Delivery: Thu 5/7/2020

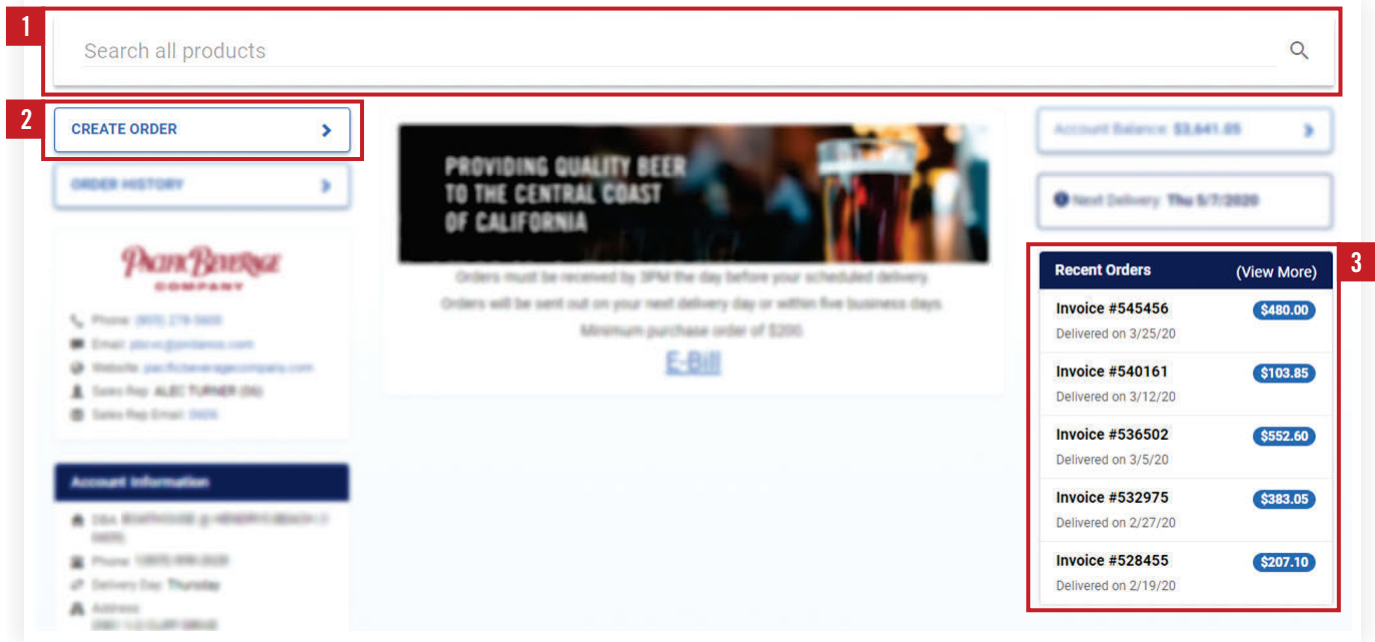
6 **Recent Orders** (View More)

Invoice #545456	\$480.00
Delivered on 3/25/20	
Invoice #540161	\$103.85
Delivered on 3/12/20	
Invoice #536502	\$552.60
Delivered on 3/5/20	
Invoice #532975	\$383.05
Delivered on 2/27/20	
Invoice #528455	\$207.10
Delivered on 2/19/20	

Creating an Order

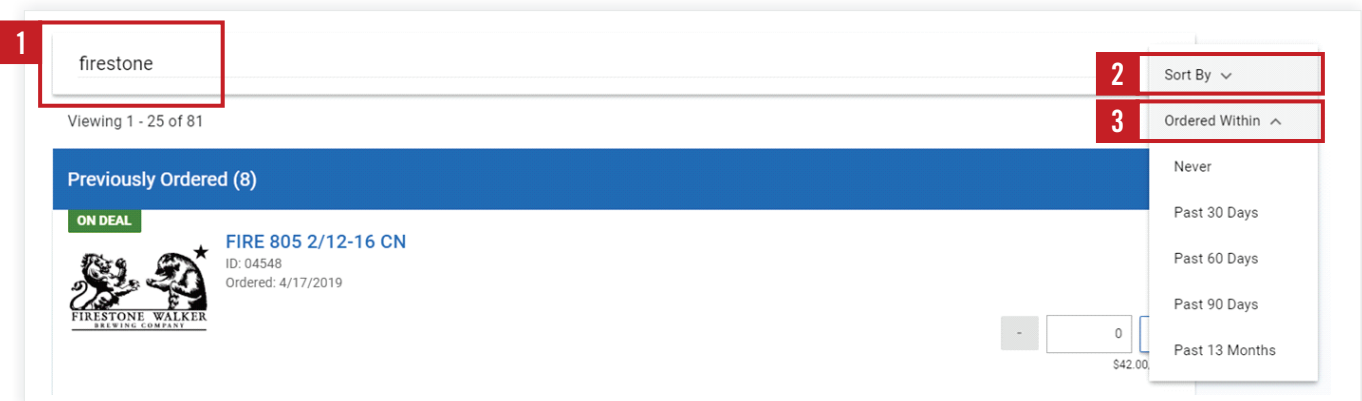
To start an order, do one of the following:

- 1 Find the product you want to order by entering all or part of the product name or the product ID in the **Search** bar.
- 2 Tap or click **Create Order**. Products you have purchased in the last 13 months are displayed first, followed by products you have not ordered.
- 3 Use **Recent Orders** to create a new order based on a previous order. When you tap or click an order, you can reorder the entire order, or specific products.



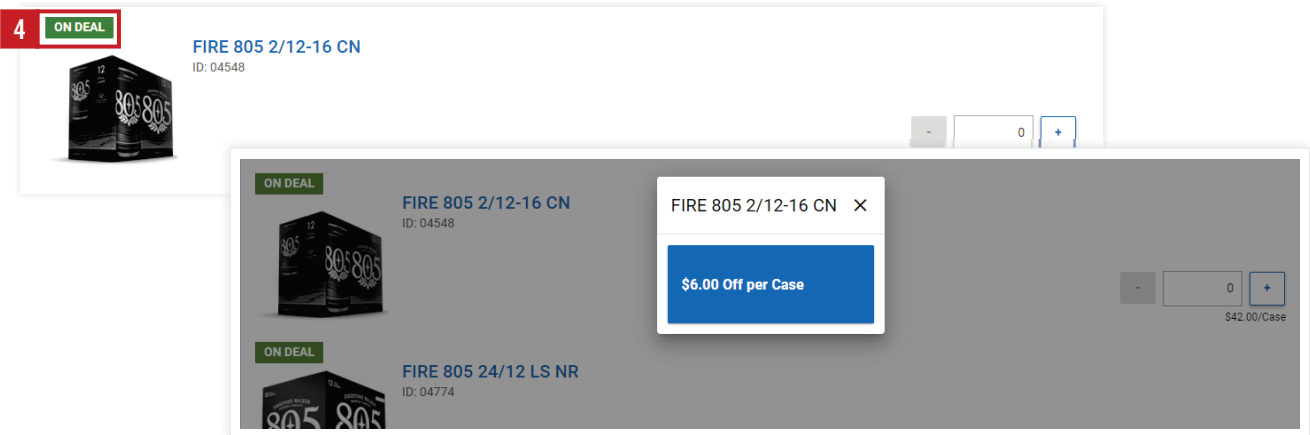
On the order page, enter the quantity you want to order. Use the following options to find a product:

- 1 Enter all or part of the product name or the product number in the **Search** bar. Depending on your search term, you may see all of the products associated with the supplier or brand.
- 2 Click or tap the **Filter** icon and then **Sort By** to sort the products by description or order date.
- 3 Click or tap the **Filter** icon and then **Ordered Within** to filter the products by when the products were last ordered.

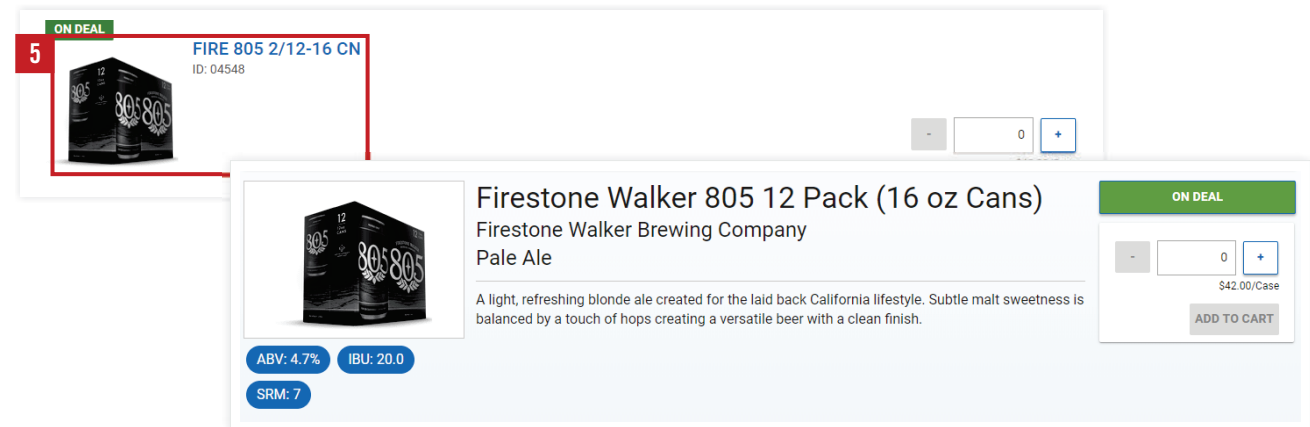


- 4 If a product is on deal, click or tap **ON DEAL** to view the details of the discount.


Note: Discounts will be applied in the cart before checkout.



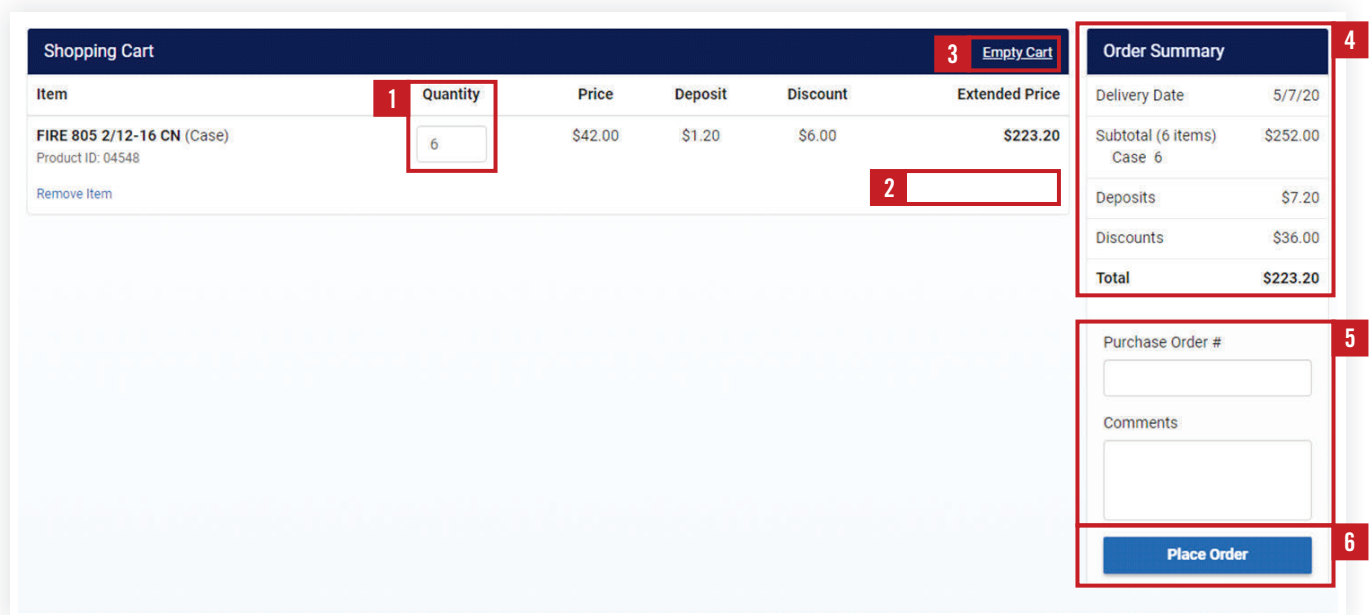
- 5 Click or tap the product name or image to view additional product information: images, stories, styles, ABV, IBU, SRM, etc.



Submitting Order

When you are satisfied with your order, tap or click the Shopping Cart  in the upper right corner. From the Shopping Cart page, you can:

- 1 Revise the order quantities.
- 2 View warnings and messages about your order.
- 3 Start over by emptying the shopping cart.
- 4 View an order summary
- 5 Add a purchase order number or comments to the order (if the options are available).
- 6 Place the order.



The screenshot shows the Shopping Cart interface. Callout 1 points to the 'Quantity' input field for the item 'FIRE 805 2/12-16 CN (Case)'. Callout 2 points to the 'Remove Item' link. Callout 3 points to the 'Empty Cart' button. Callout 4 points to the 'Order Summary' panel on the right, which includes fields for 'Delivery Date', 'Subtotal', 'Deposits', 'Discounts', and 'Total'. Callout 5 points to the 'Purchase Order #' and 'Comments' input fields. Callout 6 points to the 'Place Order' button.

Item	Quantity	Price	Deposit	Discount	Extended Price
FIRE 805 2/12-16 CN (Case) Product ID: 04548 Remove Item	6	\$42.00	\$1.20	\$6.00	\$223.20

Order Summary
Delivery Date: 5/7/20
Subtotal (6 items): \$252.00
Case 6
Deposits: \$7.20
Discounts: \$36.00
Total: \$223.20

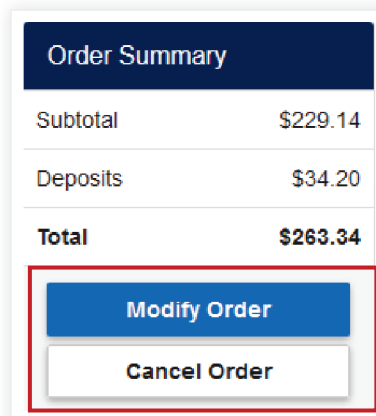
Purchase Order #

Comments

Place Order

When you place the order, you'll receive an email confirmation. When we have processed the order, the order is added to the **Recent Orders** section of the home page. If an order has not been invoiced, you can **modify** or **cancel the order**. Modifying the order cancels the original order and creates a new order.

*Note: Orders may be edited until **3pm** on the day they are placed.*



The screenshot shows the Order Summary panel with the following details:

Order Summary	
Subtotal	\$229.14
Deposits	\$34.20
Total	\$263.34

Modify Order
Cancel Order

Reviewing your account balance

Your account balance is displayed on the home page. To view an aging of what you owe and the invoices making up that amount:

- 1 Click or tap Account Balance
- 2 Click or tap E-Bill link to securely pay invoices online.



On the Account Balance page, you can:

- 1 Click or tap **TOTALS** to view the amount you owe broken out by the age of the invoices and the type of invoice.

1 TOTALS		INVOICES				
Type	Total Balance	0 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Past Due
Default	\$3,641.05	\$0.00 (0%)	\$583.85 (16.04%)	\$2,228.40 (61.2%)	\$828.80 (22.76%)	\$3,641.05







- 2 Click or tap **INVOICES** to view the open invoices.
- 3 From the Invoices tab, you can click or tap the Page icon to view a PDF of the invoice or the invoice number to view the **order details**.


TOTALS

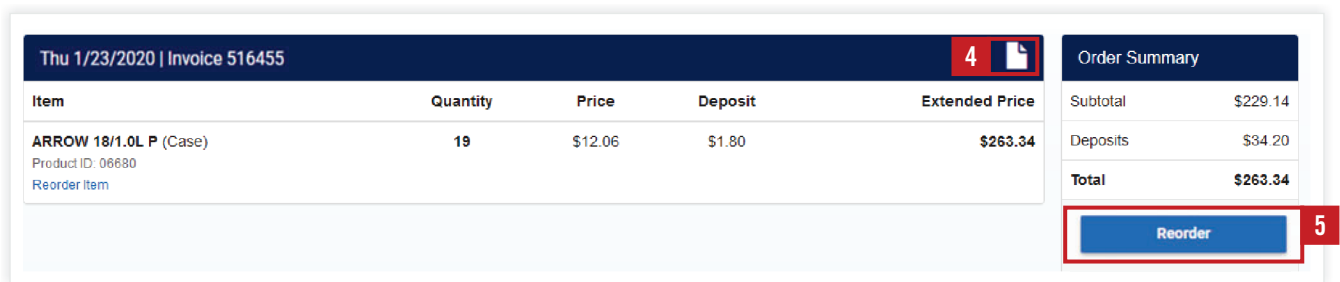
INVOICES

2

All Invoices

Invoice Number	Invoice Date ↑	Total	Paid	Balance	Type
<div>3</div> <div> 516455</div>	Jan 23, 2020	\$343.80	-\$20.00	\$363.80	
<div> 518778</div>	Jan 29, 2020	\$465.00	\$0.00	\$465.00	
<div> 523178</div>	Feb 6, 2020	\$101.70	\$0.00	\$101.70	
<div> 526137</div>	Feb 13, 2020	\$754.95	\$0.00	\$754.95	
<div> 526138</div>	Feb 13, 2020	\$229.00	\$0.00	\$229.00	
<div> 528455</div>	Feb 19, 2020	\$207.10	\$0.00	\$207.10	

- 4 From the order details, click or tap the **Page**  icon to view a PDF of the invoice.
- 5 You can also create a new order based on this invoice by clicking or tapping **Reorder**.




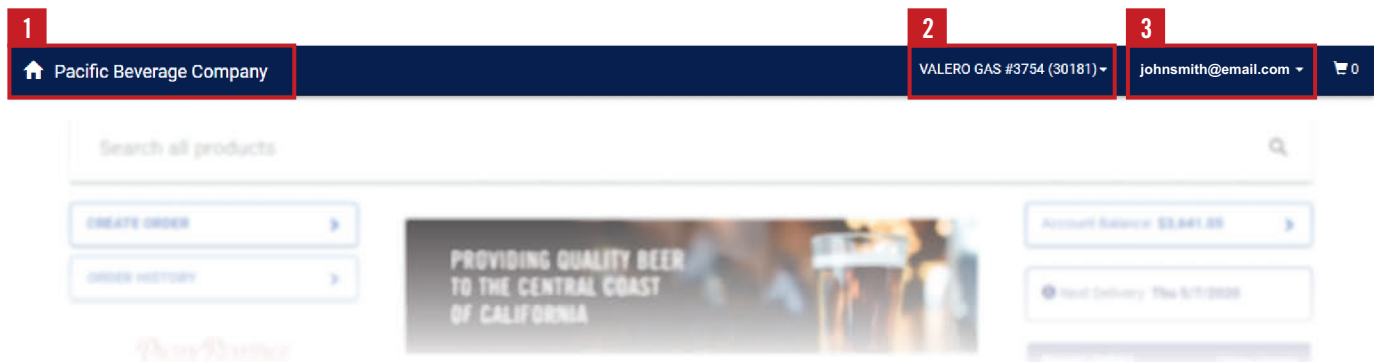
Item	Quantity	Price	Deposit	Extended Price
ARROW 18/1.0L P (Case) Product ID: 06680 Reorder Item	19	\$12.06	\$1.80	\$263.34

Order Summary	
Subtotal	\$229.14
Deposits	\$34.20
Total	\$263.34

Reorder

Navigation Tips

- 1 To return to the main Retailer Portal page, tap or click the **Home**  icon.
- 2 If you have access to multiple retailers, tap or click the retailer name and select the retailer you want to enter an order for.
- 3 To sign out, change your password, or view a list of FAQs, tap or click your user name or the Menu icon and select an option from the menu.



1 Pacific Beverage Company

2 VALERO GAS #3754 (30181)

3 johnsmith@email.com

Search all products

CREATE ORDER

ORDER HISTORY

PROVIDING QUALITY BEER TO THE CENTRAL COAST OF CALIFORNIA

Account Balance: \$0.00

Next Delivery: Thu 5/17/2020

Thank you for being a valued customer

If you have questions about getting started call us at **805-679-7874** or **805-679-7897**.