



Available Today thru **holidaywholesale.com** and Web Console!

Using the internet and a standard Web browser you can access a user friendly web site to perform the following real-time activities:

- Display and Print; Invoices & Account Statement.
- View Pending Orders; Current, Show Orders and Pre Booked Orders.
- Create and Submit Orders.
- Search and View Product Information.
- Generate Velocity Reports.
- Comprehensively Manage Retail Pricing.

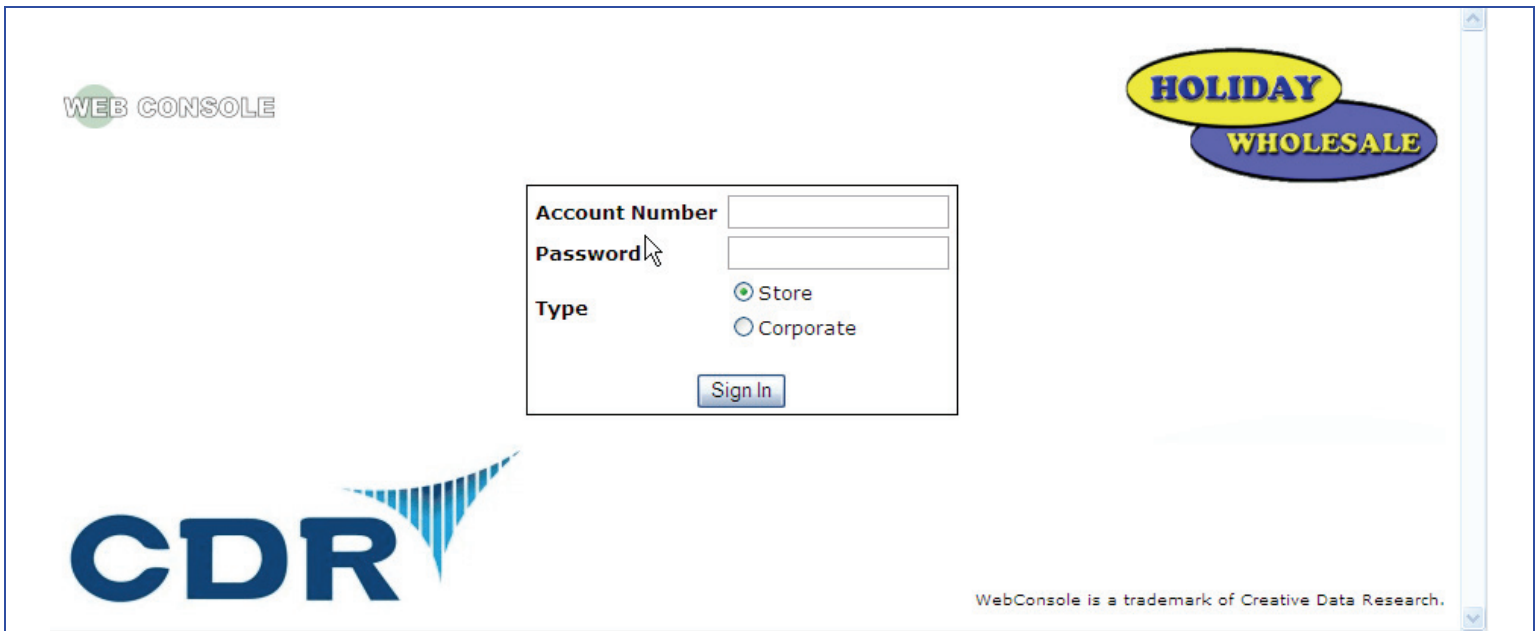
GETTING STARTED

The initial set-up must be done through the Holiday Wholesale Offices.

For security reasons it is strongly suggested that you create a password that does not include your Account (Customer) Number. Any changes to your password must be done through Holiday Wholesale also.

Please Note: This program will save only 52 weeks of history!

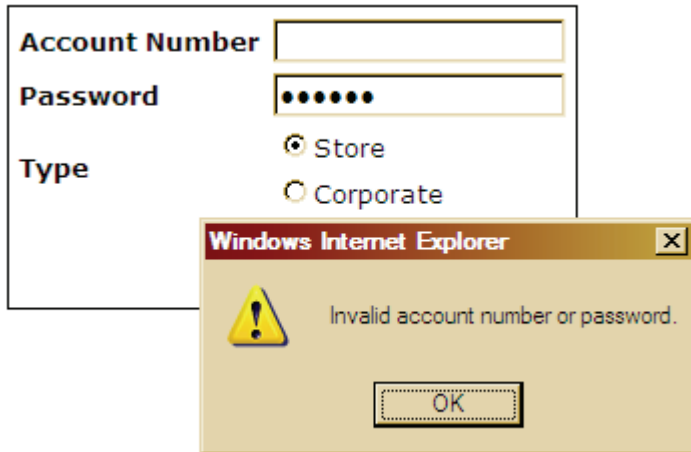
- Access to Web Console is thru the Holiday Wholesale Web Site. www.holidaywholesale.com.
- Click on the On-Line Order Button/Icon
- Click on the Web Console Logo



The Account Number and Password used for any examples give will be 999777.

Enter your Account Number and Password and Click on the Sign In button/Icon.

An error in data entry or if your Customer Number has an inactive status an alert window will pop-up.



OPENING SCREEN

The default screen should open to the Catalog /All Products

WEB CONSOLE Signed in as: WEB CONSOLE USER SAMPLE [Sign out](#) [News](#) [? Help](#)

Products Orders Account Analysis Retail Reports

Catalog Promotions

ALL PRODUCTS

Search: Go Position Contains UPC/Vendor Code

Product	Vendor Code UPC Each UPC Full	Cost	Retail	Margin	Current Retail Policy	Add/Change Retail Policy Overrides	[Override All]
\$100000 BAR 36 CT [1]	022580	.61	.99	38%		EA	
		21.96	35.64	38%		BOX	
\$100000 BAR KING SIZE 24 CT [1]	023067	1.06	1.69	37%		EA	
		25.44	40.56	37%		BOX	
\$8.00 O.I. CANDY/STEAK DEALS [1]	099605	.00	.00	0%		EA	
		.00	.00	0%			
*#BREADSTICK STUFD MOZZ CHEESE 1PK [1]	268598	5.92	.00	0%		PK	
		82.92	.00	0%		CS	
*AIRWICKLAVENDER STARTER KIT [1]	073479	12.85	.00	0%		EA	
		12.85	.00	0%		KIT	
*BACON BITS-(IMITATION) NUG 14 OZ [1]	047372	1.92	.00	0%		EA	
		1.75	.00	0%		BAG	
*BAGFOOD 5X3X15 1M [1]	067477	.01	.00	0%		EA	
		12.95	.00	0%		CS	

<< Backward Forward >> Apply

Your Account Name should read across the top of the screen.

Throughout the program there is on-screen help available by clicking on the ? Help button/Icon in the upper right.

The Sign out button/Icon is found in the upper right hand corner also.

User Options are accessible thru the tabs found above the view screen.

Products Orders Account Analysis Retail Reports

Catalog Promotions



This edition of On Line Ordering will contain the first four items from the activities list on page one.

Viewing &/Or Printing Invoices

Click on the Account tab found on the upper row of the option tabs.



The screen will immediately pop-up to read...

WEB CONSOLE Signed in as: **WEB CONSOLE USER SAMPLE** [Sign out](#) [News](#) [? Help](#)

[Products](#) [Orders](#) **[Account](#)** [Analysis](#) [Retail](#) [Reports](#)

[Statement](#) [Log](#)

Statement Date	Account ID	Terms	STATEMENT OF ACCOUNT		
2008-10-02	999777	30 DAYS FROM INVOICE DATE	Click here to print		

WEB CONSOLE USER SAMPLE
225 PIONEER DRIVE
WIS DELLS, WI

Date	Reference	Description	Original Amount	Remaining Amount	Running Balance
2008-08-01	4802087	Invoice	\$773.05	\$773.05	\$773.05
2008-08-18	4818448	Invoice	\$409.00	\$409.00	\$1182.05

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Total Due
\$.00	\$ 409.00	\$ 773.05	\$.00	\$.00	\$ 1182.05

From here you will see a list of ALL open (unpaid invoices or un-used credits). You can open any of the Invoices/Credits by Clicking on the Reference Number

Statement Date: Reads the date of on-line access NOT the date of your last statement provided by Holiday Wholesale.

Account ID: Your Customer Number

Terms: Payment Terms set by Holiday Wholesale.

[Click here to print](#) Allows you to print a copy of the Statement as seen on the screen.

Account Info: Account Name and Delivery Address.

Date: Date of the Open Invoice/Credit

Reference: Holiday Wholesale Invoice Number

Description: Will read if the line item is an Invoice or a Credit

Original Amount: Full dollar amount of the Invoice/Credit

Remaining Amount: If a Credit or Partial Payment has been applied to the Invoice the remaining amount owed will be listed here.

Running Balance: Tallies everything up.


The bottom lines read the totals of any Invoice/Credit between the Term Code (30 Days in this Example) and the actual date of the listed Invoice or Credit with the Grand Total of everything listed above highlighted in yellow.

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Total Due
\$.00	\$ 409.00	\$ 773.05	\$.00	\$.00	\$ 1182.05



Viewing &/Or Printing Invoices Continued

A view of a Web Copy of a listed Invoice...



SHIP TO

PLAN-O-GRAM SAMPLE BILLING
225 PIONEER DRIVE
WIS DELLS, WI 53965-0000

Web Copy

All transactions must refer to:

Customer No	Invoice No.	Invoice Date
WEB CONSOLE USER SAMPLE	129950- 4802087	2008-07-31

SOLD TO

WEB CONSOLE USER SAMPLE
WIS DELLS, WI 53965-0000

Route	Stop
TEST	000000-4802087

Delivery Message

Terms	Purchase Order No.
30 DAYS FROM INVOICE DATE	

Special Message	Tax Code
	0111E

Salesman's Name	Number
	94

UPC	Item No.	Qty Shipped	Unit	Pack Size	Description	Unit Retail	Extended Retail	GP%	Unit Price	Extended Price
01111111111111	041728	1	DSP		SI OLD WISCONSIN DISPLAY RACK 2008	1095.90	1095.96		773.05	773.05
		1	BOX		OLD WIS BEEF STICK 36CT	1.39	50.04		33.25	33.25
		1	BOX		OLD WIS BEEF STICK 36CT		50.04		33.25	33.25

Information found under the log tab.

This program will track any activity to your account thru Web Console.

Products	Orders	Account
Statement	Log	
Date	Time	Event
10-02-2008	120726	View Log

View / Create & Submit Orders

REMINDERS; this program is in live-time to the Holiday Wholesale offices. If/when you place an order it will be in the system at Holiday Wholesale. As with your Sales Representative, all orders must be received at the Holiday Offices prior to 5pm for next day delivery. Delivery days already assigned to your account will not change.

Click on the Orders tab.

Current	Orders	History	Create	Rapid	Booking
-------------------------	------------------------	-------------------------	------------------------	-----------------------	-------------------------

Current Orders

Our example shows that there is an open Credit & an open Order at the Holiday Wholesale offices. You can view, edit and/or cancel these orders by clicking on the Order # listed on the left side of the viewing screen. We will cover editing/canceling order in a future section.

Current					
The following is a list of your current orders:					
Order #	Type	Status	Description	Ship Date:	Total
146436 - 4866735	Pending	Open		Next scheduled delivery	-409.00
146437 - 4866736	Pending	Open		Next scheduled delivery	84.96

History of Orders

Reminder; Web Console will only store 52 weeks of history.

You have two options thru the History Tab; View &/or Re-Order. To view and print the history order click on View Invoice. To re-order using the history order click on the Order #.

Current	Orders	History	Create	Rapid	Booking	
The following is a list of your historical orders:						
Order #		Type	Status	Description	Ship Date:	Total
130984 - 4818448	View Invoice	History	History		2008-08-15	409.00
129950 - 4802087	View Invoice	History	History		2008-07-31	773.05
146233 - 4662940	View Invoice	History	History		2008-04-01	-1.60
146234 - 4659794	View Invoice	History	History		2008-03-28	-31.80
146235 - 4659798	View Invoice	History	History		2008-03-28	-159.72
146236 - 4654043	View Invoice	History	History		2008-03-25	-404.16
146238 - 4650961	View Invoice	History	History		2008-03-19	404.16
146237 - 4649392	View Invoice	History	History		2008-03-18	159.72
146239 - 4585368	View Invoice	History	History		2008-01-09	33.40
146240 - 4563790	View Invoice	History	History		2007-12-18	-194.58
146241 - 4563917	View Invoice	History	History		2007-12-18	-506.95
146242 - 4563918	View Invoice	History	History		2007-12-18	-136.52
146243 - 4563920	View Invoice	History	History		2007-12-18	-213.35
146244 - 4563921	View Invoice	History	History		2007-12-18	-301.08
146245 - 4533097	View Invoice	History	History		2007-11-20	-34.97
146246 - 4532900	View Invoice	History	History		2007-11-19	34.97

View / Create & Submit Orders Continued

Booking Orders

View Only! Orders with a future delivery date. For example if you order specialty items (pre-booking items) thru your Holiday Wholesale Sales Representative or if you place orders at one of our Trade Shows.

Our Example shows that the account ordered Three flavors of Pre-Sliced Pie, Ice Thaw in two sku's and a couple of Green Bay Packer items.

When reading the ship date; If the order was placed thru your Sales Rep (pre-booking items) the date is the *order week*. If the listed item(s) were order thru a Trade Show the ship date is the *expected ship week*.

Orders						
Current	History	Create	Rapid	Booking		
Start Date: <input type="text" value="October"/> <input type="text" value="2"/> <input type="text" value="2008"/> End Date: <input type="text" value="December"/> <input type="text" value="31"/> <input type="text" value="2020"/> <input type="button" value="GO"/>						
Product Description	Ship Date	Product Code	Order Qty	Unit	Unit Price	Extended Price
PIE PRE-SLICED DUTCH APPLE 6CT	2008-11-03	047485	1		\$51.85	\$51.85
PIE PRE-SLICED PUMPKIN 6CT	2008-11-03	047486	1		\$38.25	\$38.25
PIE PRE-SLICED PECAN 6CT	2008-11-03	047487	1		\$47.35	\$47.35
ICE THAW ROAD CREW 4/10#	2008-12-08	074000	1		\$10.35	\$10.35
ICE THAW ROAD CREW 50#	2008-12-08	074010	1		\$13.90	\$13.90
PACKER TAILGATE TORCH	2008-12-08	077083	1		\$9.10	\$9.10
LIGHTER-GREEN BAY PACKER	2008-12-08	077138	1		\$6.60	\$6.60

Creating Orders

There are several ways to create an order.

Orders		
History	Create	Rapid

If you know the six digit item numbers and the order is only a few items, the easiest way is thru Rapid.

Product Code		Quantity	Description
<input type="button" value="..."/>	<input type="text" value="001720"/>	<input type="text" value="1"/>	
<input type="button" value="..."/>	<input type="text" value="022000"/>	<input type="text" value="1"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	

View / Create & Submit Orders Continued

Key in the six digit item number. If the item is usually placed using a four or five digit number you must add zeros to start the number entry. Use your tab key to move to the next field and enter the quantity to order.

Product Code	Quantity	Description
[...] 001720	1	
[...] 022000	1	

The [...] will bring up a search screen for you.

The screenshot shows a 'Webpage Dialog' window titled 'Select Product'. The URL is http://71.86.225.244/cgi-bin/webcon/gateway.pgm?. On the left, there is a list of product codes with search icons [...]. On the right, there is a 'Position To:' field with a 'Go' button. Below that is a list of product descriptions with their corresponding product codes. At the bottom, there are '<< Backward' and 'Forward >>' buttons, and a status bar showing the URL and 'Internet'.

Validate; A very useful tool.

Validate Order

It will list the product description following the quantity so you can confirm the items.

Product Code	Quantity	Description
[...] 001720	1	MARLBORO BOX
[...] 022000	1	ALMOND JOY 36 CT

Order; flips the entry into current orders (in a pre-flight status).

Validate Order

View / Create & Submit Orders Continued

From Current you can edit the order before sending it to Holiday Wholesale.

Delete the entire order

Remove an item

Change a quantity

Change the Unit if the item is available by the case count or each (i.e. Pizza-Chicago Ave, DeVere, etc...)

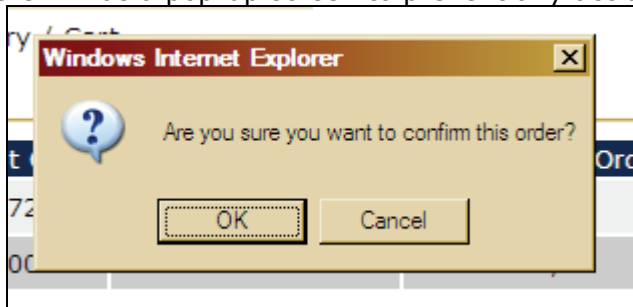
		<u>Orders</u>							
<u>Current</u>		<u>History</u>		<u>Create</u>		<u>Rapid</u>		<u>Booking</u>	
Order ID:		146498		Sub Total:		\$68.42			
Date Ordered/Ship:		2008-10-02		Tax:		\$0.00			
Description:		<input type="text" value="Entry Order"/>		Order Total:		\$68.42			
Type / Status:		Entry / Cart		Delete					
				Confirm					
				Save As New Template					
				Save As New Label Batch					
Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	001720	MARLBORO BOX	0/1	<input type="text" value="1"/>	CTN	\$46.46	\$5.06	\$46.46
<input type="checkbox"/>	2	022000	ALMOND JOY 36 CT	0/1	<input type="text" value="1"/>	BOX	\$21.96	\$0.99	\$21.96
<input type="button" value="Apply Changes"/>									

If you make any changes you must click the button/Icon.

When the order is ready you must click on Confirm.

- [Delete](#)
- [Confirm](#)
- [Save As New Template](#)
- [Save As New Label Batch](#)

There will be a pop-up screen to prevent any accidental orders.



When you click the OK button/Icon the order will be in the Holiday Wholesale offices. The order will go thru a physical read at the Holiday offices. After the read the order will be in Current orders with the actual invoice number you will read on any reference materials (hard copy of invoice from delivery & statements).

Remember; this is live-time!

View / Create & Submit Orders Continued

Creating an Order Template

This will create an order guide that you can fill in and submit.

You can make as many different templates as you feel is needed without causing order errors.

From the Create tab click the Create an empty order and click on the Continue >> button/Icon.

A blank order is now in Current with a status of Cart within Web Console.

Order #	Type	Status	Desc
146502	Entry	Cart	
146437 - 4866736	Pending	Open	
15442 - 2567	Pe	1	Or

Click on the Products Tab. Sounds odd I know; just go with me for a bit!

Click on the Order button/Icon UNDER THE ALL PRODUCTS LISTING!

Search: Position Contains UPC/Vendor Code

Product	Vendor Code UPC Each UPC Full	Last Purchase	Quantity	Unit
\$100000 BAR 36 CT <i>[i]</i>	022580		<input type="text"/>	BOX @ 21.96
\$100000 BAR KING SIZE 24 CT <i>[i]</i>	023067		<input type="text"/>	BOX @ 25.44

View / Create & Submit Orders Continued

Use the Search: field to bring up the item(s) you want to add to your template order.

If searching by an item description you will need to click on **Contains** before you click the GO button/Icon.

Position will list items that start with marlb

Contains list items that have marlb anywhere in the item description

UPC/Vendor Code to search by UPC number.

ALL PRODUCTS

[Retail Policy Overrides](#) | [Order](#)

Search: Position Contains UPC/Vendor Code

The list will read every item that contains "marlb" in the item description...

Key the Quantity in the listed field.

The highlighted UNIT information shows if there is a current \$\$ Allowance on the listed item.

If you want to add more sku's of Marlboro Brand cigarettes use the scroll bar on the left side of the screen.

Click on the Order button/Icon.

Place the cursor back into the search field to search for other items...

Search: Position Contains UPC/Vendor Code

Product	Vendor Code		Last Purchase	Quantity	Unit
	UPC Each	UPC Full			
CI MARLB MED BOX B3G\$4.25 OI 07 <i>[i]</i>	001012			<input type="text"/>	CTN @ 29.43
CI MARLBORO BLEND #27 KING BOX <i>[i]</i>	111767			<input type="text"/>	CTN @ 44.60
CI MARLBORO ULTRA LIGHT KING BOX <i>[i]</i>	111768			<input type="text"/>	CTN @ 44.60
MARLBORO BLEND #27 KING BOX <i>[i]</i>	001759			<input type="text"/>	CTN @ 45.10
MARLBORO BOX <i>[i]</i>	001720			<input type="text" value="1"/>	CTN @ 45.10
MARLBORO BOX 100 <i>[i]</i>	003840			<input type="text"/>	CTN @ 45.10
MARLBORO BOX 25PK 8 PK/25 <i>[i]</i>	001765			<input type="text"/>	CTN @ 45.10
MARLBORO FF BOX KS 5 PK/20 <i>[i]</i>	001702			<input type="text"/>	CTN @ 45.10
MARLBORO FF KS 5 PK/20 <i>[i]</i>	001703			<input type="text"/>	CTN @ 45.10
MARLBORO LIGHT <i>[i]</i>	001700			<input type="text"/>	CTN @ 45.10
MARLBORO LIGHT BOX <i>[i]</i>	001740			<input type="text"/>	CTN @ 45.10
MARLBORO LIGHT BOX KS 5 PK/20 <i>[i]</i>	001704			<input type="text"/>	CTN @ 45.10
MARLBORO LIGHT BOX 100 <i>[i]</i>	003850			<input type="text"/>	CTN @ 45.10

View / Create & Submit Orders Continued

After you have found all the items you want to order click on the Orders button/Icon (next to promotions).

Orders					
Current		History		Create	
Rapid		Booking			
The following is a list of your current orders:					
Order #	Type	Status	Description	Ship Date:	Total
146502	Entry	Cart		N/A	120.41
146437 - 4866736	Pending	Open		Next scheduled delivery	84.96

The items are now listed within the "cart" order.

Orders																			
Current		History		Create															
Rapid		Booking																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Order ID: 146502</td> <td style="width: 40%;">Sub Total: \$120.41</td> </tr> <tr> <td>Date Ordered/Ship: 2008-10-02</td> <td>Tax: \$0.00</td> </tr> <tr> <td>Description: <input type="text"/></td> <td>Order Total: \$120.41</td> </tr> <tr> <td>Type / Status: Entry / Cart</td> <td>Delete</td> </tr> <tr> <td></td> <td>Confirm</td> </tr> <tr> <td></td> <td>Save As New Template</td> </tr> <tr> <td></td> <td>Save As New Label Batch</td> </tr> </table>						Order ID: 146502	Sub Total: \$120.41	Date Ordered/Ship: 2008-10-02	Tax: \$0.00	Description: <input type="text"/>	Order Total: \$120.41	Type / Status: Entry / Cart	Delete		Confirm		Save As New Template		Save As New Label Batch
Order ID: 146502	Sub Total: \$120.41																		
Date Ordered/Ship: 2008-10-02	Tax: \$0.00																		
Description: <input type="text"/>	Order Total: \$120.41																		
Type / Status: Entry / Cart	Delete																		
	Confirm																		
	Save As New Template																		
	Save As New Label Batch																		
Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price										
<input type="checkbox"/>	1	001720	MARLBORO BOX	0/1	<input type="text" value="1"/>	CTN	\$45.10	\$5.06	\$45.10										
<input type="checkbox"/>	2	001700	MARLBORO LIGHT	0/1	<input type="text" value="1"/>	CTN	\$45.10	\$5.06	\$45.10										
<input type="checkbox"/>	3	022365	HERSHEY ALMOND 36 CT	0/1	<input type="text" value="1"/>	BOX	\$21.96	\$0.99	\$21.96										
<input type="checkbox"/>	4	038267	HERSHEY CHOCOLATE BROWNIE 12 CT	0/1	<input type="text" value="1"/>	BOX	\$8.25	\$1.09	\$8.25										
<input type="button" value="Apply Changes"/>																			

You can edit from here again but in this example lets make a template order guide.

Click on [Save As New Template](#).

[Delete](#)

[Confirm](#)

[Save As New Template](#)

[Save As New Label Batch](#)

Name the template and click on the Click to create your template button/Icon.

Give your new template a description:

View / Create & Submit Orders Continued

The order guide is now in current orders.

The following is a list of your current orders:

Order #	Type	Status	Description	Ship Date:	Total
146502	Entry	Cart		N/A	120.41
146437 - 4866736	Pending	Open		Next scheduled delivery	84.96
146569	Template	-	Order Guide	N/A	120.41

To use the template to place an order click on the Create button/Icon under the Orders tab.

<u>Orders</u>				
Current	History	Create	Rapid	Booking

Click on Create an order using a template.

Click the Continue>> button/Icon.

<u>Orders</u>		
Current	History	Create
<p>Select an option:</p> <p><input type="radio"/> Create an empty order.</p> <p><input checked="" type="radio"/> Create an order using a template.</p> <p><input type="radio"/> Create an order based on your average purchase history.</p> <p style="text-align: center;">Continue >></p>		

If you have more than one template click on the arrow down and click on the template you want to order from. Name it if you wish.

Click the Continue>> button/Icon.

<u>Orders</u>	
Current	History
Create	
<p>Select the template that your new order will be based on: TemplateII ▾</p> <p>Give your new order a description: (optional) </p> <p style="text-align: center;"> << Back Continue >> </p>	

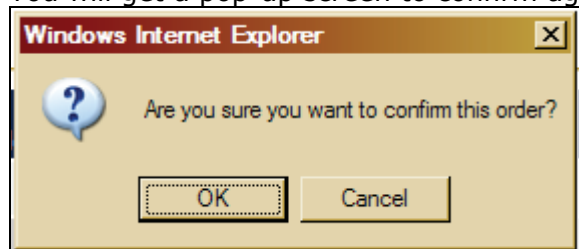
View / Create & Submit Orders Continued

Change the New Qty to the count you want to order
 Click on Apply Changes
 Click on [Confirm](#)

Order ID: 146573		Sub Total: \$279.87
Date Ordered/Ship: 2008-10-03		Tax: \$.00
Description: <input type="text"/>		Order Total: \$279.87
Type / Status: Entry / Set to Cart		Delete
		Confirm
		Save As New Template
		Save As New Label Batch

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	001700	MARLBORO LIGHT	0/3	<input type="text" value="3"/>	CTN	\$45.10	\$5.06	\$135.30
<input type="checkbox"/>	2	022365	HERSHEY ALMOND 36 CT	0/2	<input type="text" value="2"/>	BOX	\$21.96	\$.99	\$43.92
<input type="checkbox"/>	3	001720	MARLBORO BOX	0/1	<input type="text" value="1"/>	CTN	\$45.10	\$5.06	\$45.10
<input type="checkbox"/>	4	038267	HERSHEY CHOCOLATE BROWNIE 12 CT	0/1	<input type="text" value="1"/>	BOX	\$8.25	\$1.09	\$8.25
<input type="checkbox"/>	5	073112	DEVERE C-CLEAR 19 OZ 12CT	0/1	<input type="text" value="1"/>	CS	\$47.30	\$.00	\$47.30

You will get a pop-up screen to confirm again. Click the OK button/Icon.



The order is now at the Holiday Wholesale Offices!