



# B2B Site

## User Guide

Version 1.0 • December 19, 2023

# Table of Contents

1	Business Account Management.....	5
1.1	CREATE NEW BUSINESS ACCOUNT .....	5
1.2	ACCOUNT PASSWORD RESET .....	7
2	User Management.....	9
2.1	CREATE NEW USER ACCOUNT .....	10
2.2	USER ACCOUNT REGISTRATION .....	11
2.3	UPDATE USER ACCOUNT.....	12
2.4	USER ACCOUNT PASSWORD CHANGE.....	13
2.5	DELETE USER ACCOUNT.....	15
3	Profile .....	16
3.1	CUSTOMER PROFILE.....	17
3.2	SET OR CHANGE PREFERRED STORE .....	18
3.3	SET OR CHANGE DEFAULT SHIPPING CARRIER.....	19
3.4	CHANGE PASSWORD.....	20
3.5	UPDATE PASSWORD RESET QUESTION AND ANSWER.....	21
4	Addresses .....	22
4.1	ADDRESS MANAGEMENT.....	23
5	AR.....	24
5.1	VIEW ACCOUNT BALANCE .....	25
5.2	MAKE AN ACCOUNT PAYMENT.....	26
6	Invoices .....	29
6.1	VIEW INVOICE DETAILS.....	30
6.2	PRINT INVOICE .....	31
6.3	CLONE INVOICE.....	32
7	In-Store Orders .....	33

---

7.1	IN-STORE PICK-UP ORDERS .....	33
8	Warehouse Orders .....	41
8.1	WAREHOUSE PICK-UP ORDERS .....	41
8.2	WAREHOUSE DELIVERY ORDERS .....	49
9	Quick Order .....	57
9.1	QUICK ORDER PRODUCTS .....	57
10	Order Sheets .....	59
10.1	CREATE NEW ORDER SHEET .....	60
10.2	VIEW ORDER SHEET DETAILS .....	61
10.3	EDIT ORDER SHEET .....	62
10.4	ADD PRODUCTS TO CART FROM ORDER SHEET .....	64
10.5	PRINT ORDER SHEET .....	66
10.6	CLONE ORDER SHEET .....	67
10.7	SAMPLE ORDER SHEET EXCEL FILE .....	68
10.8	UPLOAD ORDER SHEET .....	69
10.9	DELETE ORDER SHEET .....	70
11	Saved Carts .....	71
11.1	VIEW SAVED CART DETAILS .....	72
11.2	ACTIVATE PREVIOUSLY SAVED CARTS .....	73
12	Order History .....	75
12.1	ORDER HISTORY DETAILS .....	76
12.2	CLONE A PREVIOUS ORDER .....	78
12.3	REORDER PRODUCT FROM A PREVIOUS ORDER .....	80
13	Favorites .....	81
13.1	CREATE NEW FAVORITES LIST .....	82
13.2	ADD PRODUCTS TO FAVORITES LIST .....	83
13.3	ADD PRODUCTS TO CART FROM FAVORITES LIST .....	88

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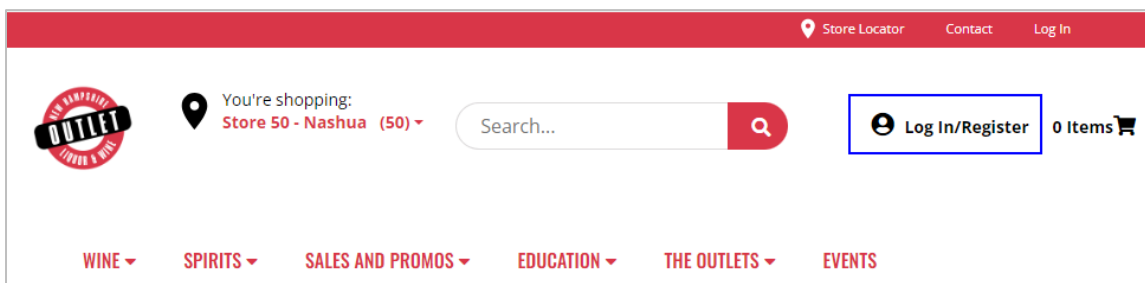
13.4	VIEW FAVORITES LIST DETAILS .....	90
13.5	EDIT FAVORITES LIST.....	91
13.6	PRINT FAVORITES LIST.....	93
13.7	DELETE FAVORITES LIST.....	94
14	National Account Management .....	95
14.1	SELECT LICENSEE ACCOUNT TO PERFORM ACTIONS ON BEHALF OF .....	95
14.2	CHANGE LICENSEE ACCOUNT TO PERFORM ACTIONS ON BEHALF OF .....	98

# 1 Business Account Management


## 1.1 Create New Business Account

NOTE: Activation code is e-mailed to licensee when license is activated with NH Liquor Commission, Division of Enforcement

1. Select Log In/Register



2. Select Create Business Account



**LOGIN**

Email Address:

Password:

[Forgot your password?](#)

**LOGIN**

---

**DON'T HAVE AN ACCOUNT?**

[CREATE ACCOUNT](#)

**OR**

[CREATE BUSINESS ACCOUNT](#)

3. Complete required fields

- Activation Code
- Licensee Number
- First Name
- Last Name
- Phone Number
- Email Address
- Password
- Confirm Password
- Password Reset Question
- Password Reset Answer
- Date of Birth (MM/DD/YYYY)

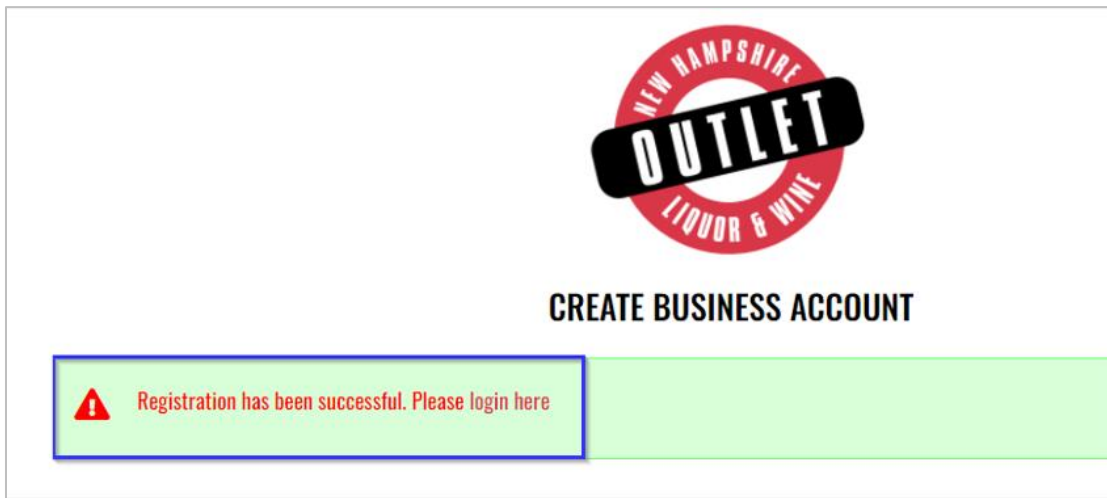
4. Select checkbox verifying age is 21 years of age or older

You must be 21 or older

I Agree that I am 21 years of age or older \*

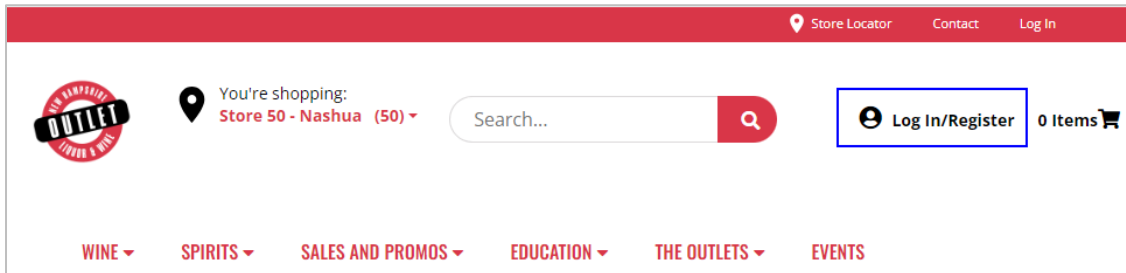
5. Select Create Account

6. Registration has been successful message appears confirming account has been created

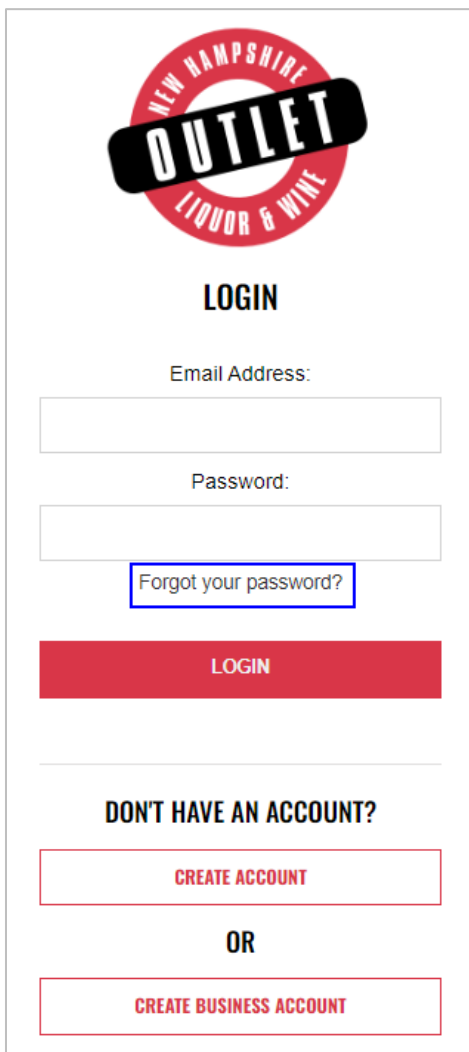


## 1.2 Account Password Reset

1. Select Log In/Register



2. Select Forgot your password?



3. Enter Email Address associated with your account



4. Select Send Reset Link

## **FORGOT PASSWORD?**

If you forgot your password an email with a password reset link will be sent to you. Click on the link in that email and you will be taken to a page where you can then create a new password.

You also must provide the answer to the question you provided on registration.

Email Address:

5. A system generated email from [alerts@evenica.com](mailto:alerts@evenica.com) with password reset instructions will be sent to email address provided

## 2 User Management

To access User Management, select User Management from the My Account dropdown menu or the Navigation pane

The screenshot displays the User Management interface. At the top, there is a navigation bar with a logo, location information (Store 50 - Nashua), a search bar, and a 'My Account' dropdown menu showing 0 items. Below the navigation bar, there are several menu items: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. The main content area is titled 'USER MANAGEMENT' and features a search bar with the text 'Keyword' and a 'Search' button. Below the search bar is a table of users with columns for Name, Email, Phone, Role, and Status. The table contains three rows of user data. At the bottom of the table, there is a pagination control showing '1' in a red box. On the left side, there is a 'Navigation' pane with a red header and a list of menu items: AR, Profile, Order History, Addresses, Saved Carts, Order Sheets, and Invoices. The 'User Management' option is highlighted in a red box. On the right side, there is a 'My Account' dropdown menu with a list of options: AR, PROFILE, ORDER HISTORY, ADDRESSES, SAVED CARTS, ORDER SHEETS, INVOICES, and USER MANAGEMENT. The 'USER MANAGEMENT' option is highlighted in a red box.

Name	Email	Phone	Role	Sta
	jakes.seafood@gmail.com	6035392805	Primary Account Manager	Acti
bob black	mz2022030301@evenica.com	4165555555	Employee	Inactive
Sharon Sample	sharon.sample@gmail.com	5551234567	Account Manager	Active

## 2.1 Create New User Account

NOTE: Only the primary account manager can create new user accounts

1. To create a new user, select Create User

The screenshot shows the 'USER MANAGEMENT' section of a web application. At the top, there are navigation tabs for WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE TRUCKING COMPANIES, and DOWNLOADS. Below these is a 'Navigation' sidebar with links for AR, Profile, Order History, Addresses, Saved Carts, Order Sheets, Invoices, and User Management. The main content area features a search bar with a 'Keyword' input field and a 'Search' button, followed by a red 'Create User' button. Below the search bar is a table with columns for Name, Email, Phone, Role, Status, and Actions. The table contains one entry: a user with email 12Percent@gmail.com and phone 6176543210, whose role is 'Primary Account Manager' and status is 'Active'. A pagination control shows '1' of 1 pages.

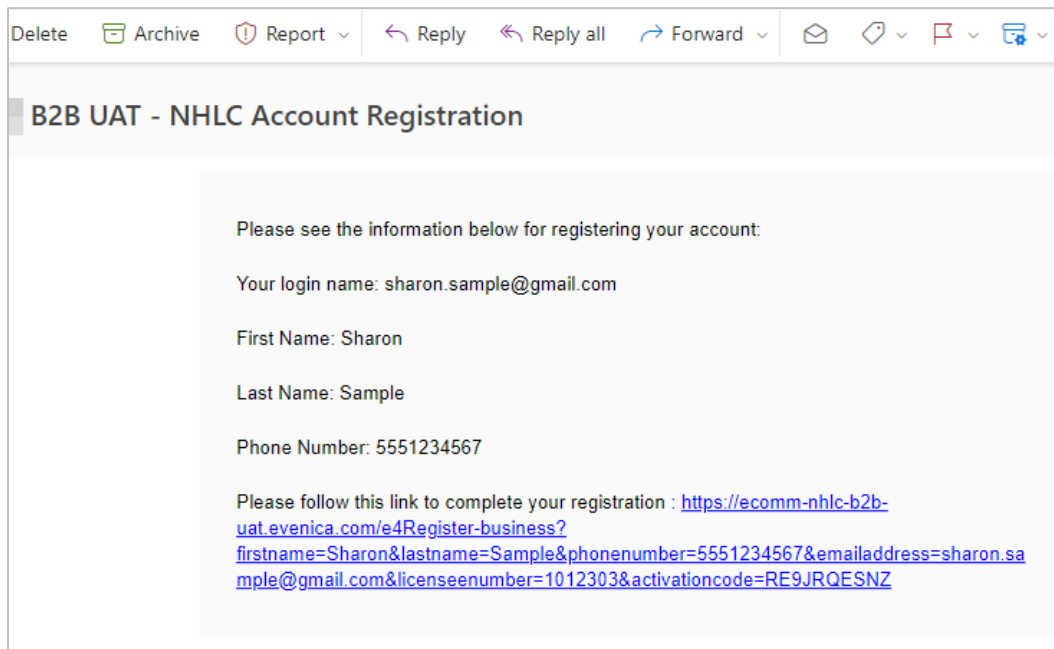
Name	Email	Phone	Role	Status	Actions
	12Percent@gmail.com	6176543210	Primary Account Manager	Active	

2. Complete required fields
  - First Name
  - Last Name
  - Email Address
  - Phone
3. Select checkbox verifying user age is 21 years of age or older
4. Select Create User

The screenshot shows the 'CREATE USER' form. It has a title bar with 'CREATE USER' and a close button. The form contains four input fields: 'First Name' with the value 'Sharon', 'Last Name' with 'Sample', 'Email' with 'sharon.sample@gmail.com', and 'Phone' with '555-123-4567'. Below these fields is a checkbox labeled 'User is 21 years of age or older' which is checked. At the bottom of the form are two buttons: 'Close' and 'CREATE USER'.

## 2.2 User Account Registration

1. When a new user is created, an automated email is sent to the new user with a link to complete their registration. Upon selecting the link, the user will be redirected to the create business account screen and should follow steps outlined in [Section 1.1 Create New Business Account](#).



## 2.3 Update User Account

- To update a user account, select Edit for the desired user

The screenshot shows the 'USER MANAGEMENT' section of the application. At the top, there are navigation tabs: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE TRUCKING COMPANIES, and DOWNLOADS. Below these is a 'Navigation' sidebar with links: AR, Profile, Order History, Addresses, Saved Carts, Order Sheets, Invoices, and User Management (highlighted). The main content area has a 'Keyword' search box and a 'Search' button, along with a 'Create User' button. A table lists users with columns: Name, Email, Phone, Role, Status, and Actions. The 'Actions' column contains 'Edit' and 'Delete' buttons. The 'Edit' buttons for 'Sharon Sample' and 'bob black' are highlighted with a blue border.

Name	Email	Phone	Role	Status	Actions
	jakes.seafood@gmail.com	6035392805	Primary Account Manager	Active	
bob black	mz2022030301@evenica.com	4165555555	Employee	Inactive	Edit Delete
Sharon Sample	sharon.sample@gmail.com	5551234567	Account Manager	Active	Edit Delete

- Update user account information

- First Name
- Last Name
- Phone
- Role
- Status

- Select Update User

The screenshot shows the 'UPDATE USER' modal form. It has a title bar with a close button (X). The form contains the following fields:

- First Name: Sharon
- Last Name: Sample
- Phone: 5551234567
- Role: Account Manager (dropdown menu)
- Status: Active (dropdown menu)

Below the fields is a link for 'Change Password'. At the bottom of the modal are two buttons: 'Close' and 'UPDATE USER'.

## 2.4 User Account Password Change

1. To change a user account password, select Edit for the desired user

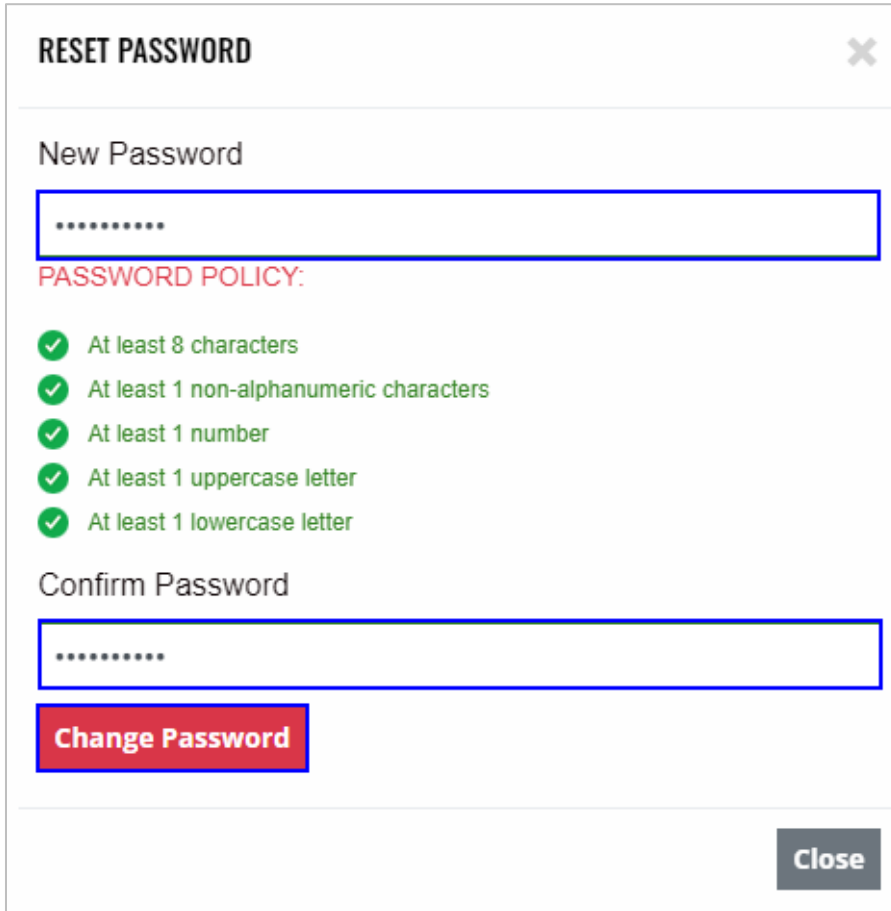
The screenshot shows the 'USER MANAGEMENT' section of a web application. At the top, there is a navigation menu with items like WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE TRUCKING COMPANIES, and DOWNLOADS. Below the menu is a sidebar with 'Navigation' and 'User Management' (highlighted in red). The main content area has a 'Create User' button and a search bar. A table lists users with columns for Name, Email, Phone, Role, Status, and Actions. The 'Sharon Sample' row has its 'Edit' button highlighted with a blue box.

Name	Email	Phone	Role	Status	Actions
	jakes.seafood@gmail.com	6035392805	Primary Account Manager	Active	
bob black	mz2022030301@evenica.com	4165555555	Employee	Inactive	<a href="#">Edit</a> <a href="#">Delete</a>
Sharon Sample	sharon.sample@gmail.com	5551234567	Account Manager	Active	<a href="#">Edit</a> <a href="#">Delete</a>

2. Select Change Password

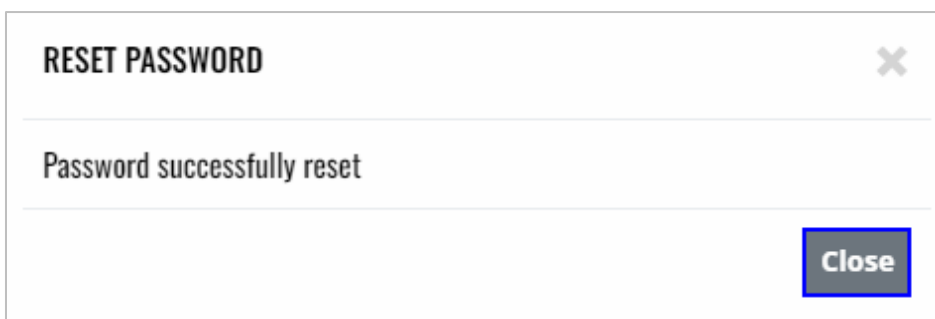
The screenshot shows the 'UPDATE USER' modal form. It contains fields for First Name (Sharon), Last Name (Sample), Phone (5551234567), Role (Account Manager), and Status (Active). A 'Change Password' button is highlighted with a blue box. At the bottom, there are 'Close' and 'UPDATE USER' buttons.

3. Enter New Password, Confirm Password, and select Change Password



The screenshot shows a 'RESET PASSWORD' popup window. At the top left is the title 'RESET PASSWORD' and a close icon (X) at the top right. Below the title is a section for 'New Password' with a text input field containing seven asterisks. Underneath is the heading 'PASSWORD POLICY:' followed by five green checkmarks and their corresponding requirements: 'At least 8 characters', 'At least 1 non-alphanumeric characters', 'At least 1 number', 'At least 1 uppercase letter', and 'At least 1 lowercase letter'. Below this is a 'Confirm Password' section with another text input field containing seven asterisks. At the bottom left is a red 'Change Password' button, and at the bottom right is a grey 'Close' button.

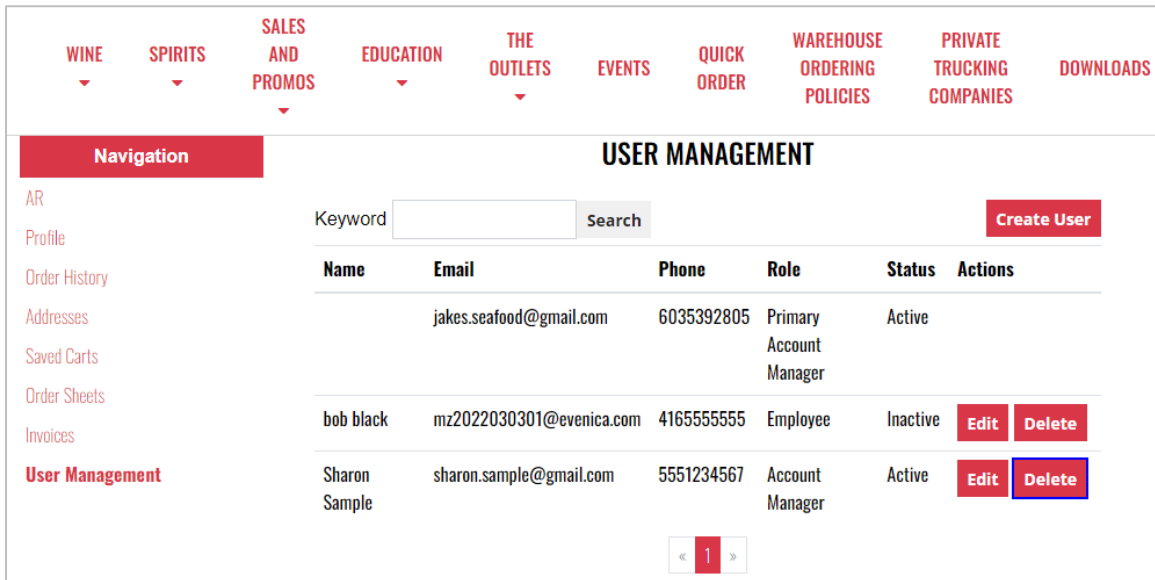
4. Select Close in the Password Reset popup window



The screenshot shows the 'RESET PASSWORD' popup window after the password has been reset. The title 'RESET PASSWORD' and the close icon (X) are still present at the top. The main content area now displays the message 'Password successfully reset'. At the bottom right, there is a blue 'Close' button.

## 2.5 Delete User Account

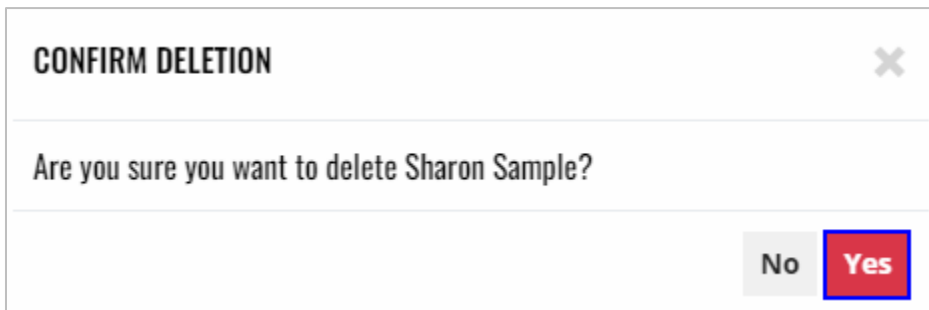
1. To delete a user account, select Delete for the desired user



The screenshot shows the 'USER MANAGEMENT' section of a web application. At the top, there is a navigation menu with categories like WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE TRUCKING COMPANIES, and DOWNLOADS. Below the navigation is a sidebar with options: AR, Profile, Order History, Addresses, Saved Carts, Order Sheets, Invoices, and User Management (highlighted). The main content area features a search bar with a 'Keyword' input and a 'Search' button, and a 'Create User' button. A table lists users with columns for Name, Email, Phone, Role, Status, and Actions. The 'Actions' column contains 'Edit' and 'Delete' buttons for each user.

Name	Email	Phone	Role	Status	Actions
	jakes.seafood@gmail.com	6035392805	Primary Account Manager	Active	
bob black	mz2022030301@evenica.com	4165555555	Employee	Inactive	Edit Delete
Sharon Sample	sharon.sample@gmail.com	5551234567	Account Manager	Active	Edit Delete

2. Confirm action by selecting Yes



The screenshot shows a 'CONFIRM DELETION' dialog box. The title bar says 'CONFIRM DELETION' with a close button (X). The main text asks 'Are you sure you want to delete Sharon Sample?'. At the bottom right, there are two buttons: 'No' and 'Yes'.



# 3 Profile

To access Profile, select Profile from the My Account dropdown menu or the Navigation pane

The screenshot shows the B2B website interface. At the top left is the 'OUTLET' logo. To its right, it says 'You're shopping: Store 50 - Nashua (50)'. A search bar is located to the right of the store information. In the top right corner, there is a 'My Account' dropdown menu showing '0 Items' and a shopping cart icon. Below the search bar is a navigation menu with categories: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE COM, and ADS. Below the navigation menu is a 'CUSTOMER PROFILE' section. On the left side of this section is a 'Navigation' pane with links: Profile (highlighted), Order History, Addresses, Saved Carts, Order Sheets, Invoices, and User Management. The main content area of the 'CUSTOMER PROFILE' section is titled 'Account information' and contains the following details: Account Number: 1012303; Account Name: JAKE'S SEAFOOD CO; Email Address\*: Stacy.duffy@liquor.nh.gov; and Phone Number: (field is empty).

## 3.1 Customer Profile

1. The following information is available to view in Customer Profile:

### Account Information

- Account Number
- Account Name
- Email Address
- Phone Number
- Preferred Store
- Default Shipping Carrier

### License Information

- Payment Terms
- License Expire Date
- Primary License Type
- License Effective Date
- Secondary License Type
- Last Status Change Date
- License Status

### Preferred Billing Address

### Preferred Shipping Address

## 3.2 Set or Change Preferred Store

1. To set or change your preferred store, select Change next to Set Preferred Store

**Account information**

**Account Number**  
1012303

**Account Name**  
JAKE'S SEAFOOD CO

**Email Address\***

**Phone Number**

**Set Preferred Store** [\(Change\)](#)  
No Preferred store set

**Set Default Shipping Carrier** [\(Change\)](#)  
No default shipping carrier set

2. Locate the desired store and select Select Store

**STORES LIST** ✕

**Stores** | Warehouses

**Store 23 - Conway**  
store23@liquor.nh.gov  
234 White Mtn Hwy, Suite 9  
SUITE 9  
Conway  
03818  
**PREFERRED STORE**

**Store 55 - Bedford**  
store55@liquor.nh.gov  
9 Leavy Drive  
Bedford  
03110  
[Select Store](#)

**Store 5 - Berlin**  
store5@liquor.nh.gov  
17 Pleasant St  
Berlin  
03570  
[Select Store](#)

### 3.3 Set or Change Default Shipping Carrier

1. To set or change your default shipping carrier, select Change next to Set Default Shipping Carrier

**Account information**

**Account Number**  
1012303

**Account Name**  
JAKE'S SEAFOOD CO

**Email Address\***  
Stacy.duffy@liquor.nh.gov

**Phone Number**  
6035392805

**Set Preferred Store (Change)**  
No Preferred store set

**Set Default Shipping Carrier (Change)**  
No default shipping carrier set

2. Select the default shipping carrier by clicking on the radio button

**SET DEFAULT SHIPPING CARRIER** ✕

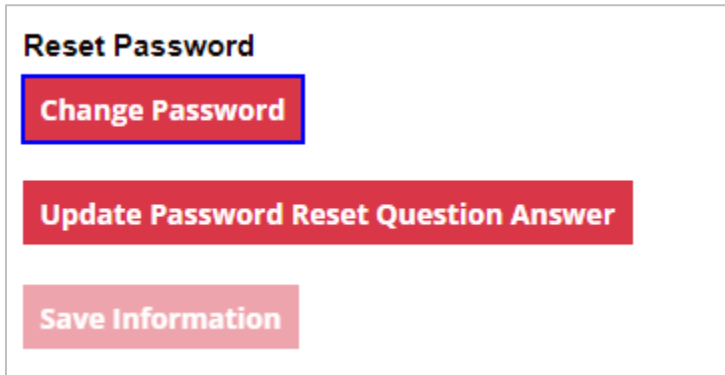
- ROSS EXPRESS, INC.
- Exel Logistics
- LAW MOTOR FREIGHT
- RATELINER
- YRC FREIGHT
- CUSTOMER PICK UP

3. Selection will automatically save and the Profile Saved Successfully banner displays confirming profile was successfully saved



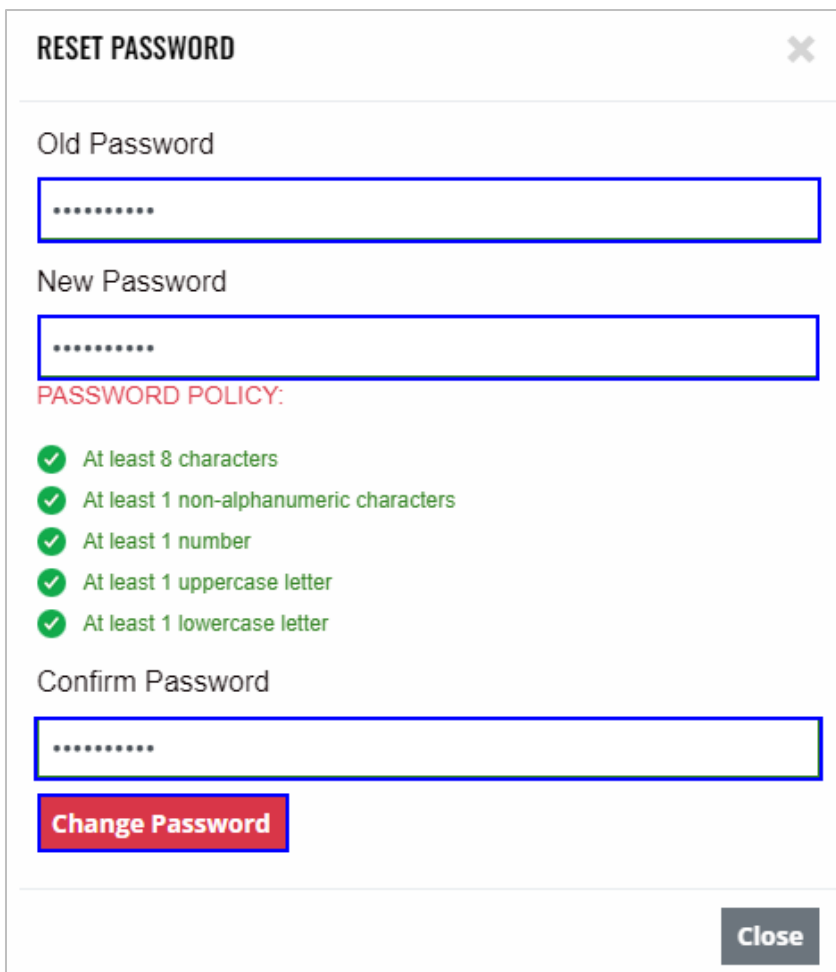
## 3.4 Change Password

1. To change your password, select Change Password



A screenshot of a 'Reset Password' menu. The menu title is 'Reset Password'. There are three buttons: 'Change Password' (highlighted with a red border), 'Update Password Reset Question Answer', and 'Save Information'.

2. Enter Old Password, New Password, Confirm Password and select Change Password

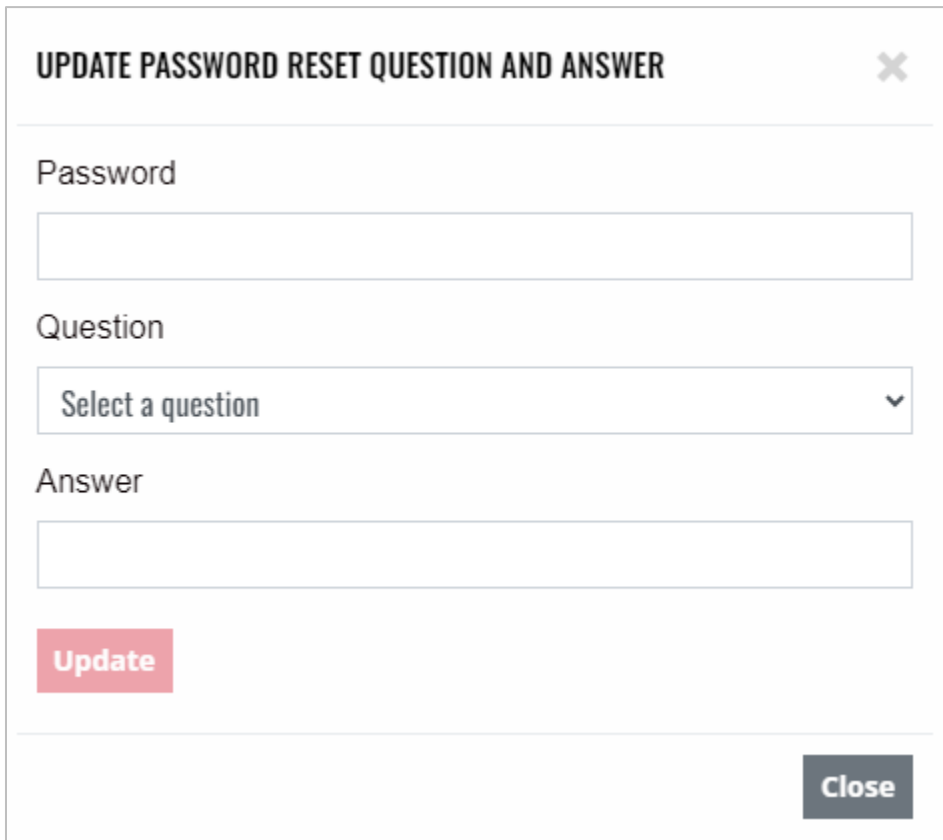


A screenshot of the 'RESET PASSWORD' form. The form has a title bar with 'RESET PASSWORD' and a close button. It contains the following fields and elements:

- Old Password: A text input field with a blue border and a red highlight, containing seven dots.
- New Password: A text input field with a blue border and a red highlight, containing seven dots.
- PASSWORD POLICY: A section with five green checkmarks and their corresponding requirements:
  - At least 8 characters
  - At least 1 non-alphanumeric characters
  - At least 1 number
  - At least 1 uppercase letter
  - At least 1 lowercase letter
- Confirm Password: A text input field with a blue border and a red highlight, containing seven dots.
- Change Password: A red button with white text, highlighted with a blue border.
- Close: A grey button with white text.

## 3.5 Update Password Reset Question and Answer

1. To update your password reset question and answer, select Update Password Reset Question Answer



The screenshot shows a modal window titled "UPDATE PASSWORD RESET QUESTION AND ANSWER" with a close button (X) in the top right corner. The form contains three input fields: a "Password" text box, a "Question" dropdown menu with the placeholder text "Select a question" and a downward arrow, and an "Answer" text box. Below the "Answer" field is a red "Update" button. At the bottom right of the modal is a dark grey "Close" button.

2. Enter Password, select a password reset question, enter password reset answer and select Update

## 4 Addresses

To access Addresses, select Addresses from the My Account dropdown menu or the Navigation pane

The screenshot displays the user interface for managing addresses. At the top, there is a navigation bar with the 'New Hampshire Outlet' logo, a location indicator for 'Store 50 - Nashua (50)', a search bar, and a 'My Account' dropdown menu showing '0 Items'. Below the navigation bar, a horizontal menu includes categories like 'WINE', 'SPIRITS', 'SALES AND PROMOS', 'EDUCATION', 'THE OUTLETS', 'EVENTS', 'QUICK ORDER', 'WAREHOUSE ORDERING POLICIES', 'PRIVATE COM', and 'ADS'. The 'Addresses' option in the 'My Account' dropdown is highlighted. The main content area is titled 'ADDRESS MANAGEMENT' and features a 'Navigation' sidebar on the left with 'Addresses' selected. The central content is divided into two columns: 'Default Billing' and 'Default Shipping'. The 'Default Billing' column shows the 'Ecomm Invoice Address' for 'JAKE'S SEAFOOD CO' located at 'RT 16 W OSSIPPE, New Hampshire, United States of America 03890'. The 'Default Shipping' column shows the 'Business Address' for 'JAKE'S SEAFOOD CO' located at '2055 ROUTE 16 OSSIPPE, New Hampshire, United States of America 03890'.

## 4.1 Address Management

1. The following information is available to view in Address Management:

- Default Billing Address
- Default Shipping Address
- Business Address
- Ecomm Invoice Address



# 5 AR

To access AR, select AR from the My Account dropdown menu or the Navigation pane

The screenshot displays the B2B website interface. At the top left is the 'THE NEW HAMPSHIRE OUTLET' logo. To its right, it says 'You're shopping: Store 50 - Nashua (50)'. A search bar is located next to it. On the right side, there is a 'My Account' dropdown menu with '0 Items' and a shopping cart icon. The dropdown menu is open, showing options: AR (highlighted in red), PROFILE, ORDER HISTORY, ADDRESSES, SAVED CARTS, ORDER SHEETS, INVOICES, and USER MANAGEMENT. Below the search bar is a navigation menu with categories: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. Below the navigation menu is a red bar with 'Navigation' and 'AR' (highlighted in blue). To the right of this bar is the 'ACCOUNT BALANCE' section. The 'ACCOUNT BALANCE' section has a red header and contains a 'SUMMARY' table with the following data:

SUMMARY	
BALANCE OWED	-\$755.80
CREDIT	

## 5.1 View Account Balance

1. The following Account Balance information is available to view in AR:
  - Balance Owed
  - Credit Remaining
  - Credit Limit

## 5.2 Make an Account Payment

1. To make an account payment, select Make a payment

### ACCOUNT BALANCE

[Make a payment](#)

**Account Balance**

---

**SUMMARY**

---

**BALANCE OWED**  
-\$755.80

**CREDIT**

---

**CREDIT REMAINING**  
-\$2,101.36

**CREDIT LIMIT**  
\$1,000.00

2. Select invoice(s) to pay by clicking on Select Invoices

### ON ACCOUNT PAYMENT

[< Back to My Account](#)

**ACCOUNT BALANCE: -\$2,101.36**

[Select Invoices](#)

**Selected Invoices:**

Invoice Id	Total	Open Amount
No invoices selected		

3. Select the desired invoice(s) to pay by placing a checkmark next to the corresponding Invoice ID, and select Close

### SELECT INVOICES ✕

	Invoice ID	Total	Open Amount	Transaction Date
<input checked="" type="checkbox"/>	INV-00312873	\$14.99	\$14.99	9/11/2023 12:00 pm
<input checked="" type="checkbox"/>	INV-00312872	\$647.88	\$647.88	9/11/2023 12:00 pm
<input type="checkbox"/>	NHLC-80017820	\$9.87	SNaN	6/12/2023 12:00 pm
<input type="checkbox"/>	NHLC-80017821	\$105.00	SNaN	6/12/2023 12:00 pm
<input type="checkbox"/>	INV-00130906	\$30,591.00	\$5,000.00	4/12/2023 12:00 pm
<input type="checkbox"/>	POSPay-000133635	\$500.00	SNaN	4/7/2023 12:00 pm
<input type="checkbox"/>	POSPay-000001852	\$183.94	SNaN	2/8/2023 12:00 pm
<input type="checkbox"/>	POSPay-000001797	\$57.97	SNaN	1/31/2023 12:00 pm

← 1 →

**Close**

- Selected Invoice(s) have now been added and the total amount to be paid has been automatically calculated to include all selected invoices and is now displayed in the On Account Payment screen

## ON ACCOUNT PAYMENT

[< Back to My Account](#)

**ACCOUNT BALANCE: -\$2,101.36** **Select Invoices**

Selected Invoices:		
Invoice Id	Total	Open Amount
INV-00312873	\$14.99	\$14.99
INV-00312872	\$647.88	\$647.88

---

**Pay with Check**Pay with Credit Card

**Bank Routing Number \***

**Bank Account Number \***

**Name on Check \***

**Amount \***

- Select payment type

**Pay with Check**Pay with Credit Card

- Complete required fields and select Submit to process payment

# 6 Invoices

To access Invoices, select Invoices from the My Account dropdown menu or the Navigation pane

The screenshot shows the B2B website interface. At the top, there is a navigation bar with categories like WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. A search bar is present with the text "Search...". Below the navigation bar, there is a "Navigation" pane on the left with options like AR, Profile, Order History, Addresses, Saved Carts, Order Sheets, Invoices (highlighted), and User Management. On the right, there is a "My Account" dropdown menu with options like AR, PROFILE, ORDER HISTORY, ADDRESSES, SAVED CARTS, ORDER SHEETS, INVOICES (highlighted), and USER MANAGEMENT. The main content area is titled "INVOICES" and contains a search bar for "Search by Product Id", a status filter, and date selection fields. Below this is a table of invoices.


Invoice ID	Order No.	Transaction Date	# of Items	Status	Total	Details
INV-00312873	SO-000185780	Sep 11, 2023	1	Open	\$14.99	<a href="#">Details</a>
INV-00312872	SO-000185779	Sep 11, 2023	12	Open	\$647.88	<a href="#">Details</a>
CR-00002436	SO-000182014	Aug 30, 2023	-30	Complete	-\$419.70	<a href="#">Details</a>

## 6.1 View Invoice Details

- To view details of an invoice, select Details next to the desired Invoice ID

INVOICES						
Search by Product Id <input type="text"/>						
Status:	<input type="text" value="Please Select"/>	Start Date <input type="text"/>	End Date <input type="text"/>	Sort By:	<input type="text" value="Date"/>	<input type="text"/>
Invoice ID	Order No.	Transaction Date	# of Items	Status	Total	Details
INV-00312873	SO-000185780	Sep 11, 2023	1	Open	\$14.99	<input type="button" value="Details"/>
INV-00312872	SO-000185779	Sep 11, 2023	12	Open	\$647.88	<input type="button" value="Details"/>

- Invoice details display and additional actions can be taken from within the invoice detail screen

INVOICE DETAIL							
<a href="#">← Back to Invoices</a>		<input type="button" value="Print Invoice"/> <input type="button" value="Clone Invoice"/>					
Account ID: 1012303				Status: Open			
Invoice ID: INV-00312873				Transaction Date: Sep 11, 2023			
Order ID: SO-000185780				Order Tracking Number: -			
Open Amount: \$14.99							
	Image	Product Id	Product	Quantity	Size	Price	Total
<input type="button" value="Add to Cart"/>		6570	Kendall Jackson Chardonnay Vintners RSV	Bottle	1	\$14.99	\$14.99
						Shipping	\$0.00
						Tax	\$0.00
						Sub Total	\$14.99
						Total	\$14.99

## 6.2 Print Invoice

- To print an invoice, select Details next to the desired Invoice ID

INVOICES						
Search by Product Id <input type="text"/>						
Status:	<input type="text" value="Please Select"/>	Start Date <input type="text"/>	End Date <input type="text"/>	Sort By:	<input type="text" value="Date"/>	
Invoice ID	Order No.	Transaction Date	# of Items	Status	Total	Details
INV-00312873	SO-000185780	Sep 11, 2023	1	Open	\$14.99	
INV-00312872	SO-000185779	Sep 11, 2023	12	Open	\$647.88	

- Select Print Invoice

INVOICE DETAIL							
<a href="#">Back to Invoices</a>							
Account ID: 1012303				Status: Open			
Invoice ID: INV-00312873				Transaction Date: Sep 11, 2023			
Order ID: SO-000185780				Order Tracking Number: -			
Open Amount: \$14.99							
	Image	Product Id	Product	Quantity	Size	Price	Total
		6570	Kendall Jackson Chardonnay Vintners RSV	Bottle	1	\$14.99	\$14.99
						Shipping	\$0.00
						Tax	\$0.00
						Sub Total	\$14.99
						Total	\$14.99

- Follow printing prompts from your computer




## 6.3 Clone Invoice

1. To clone an invoice, select Details next to the desired Invoice ID

INVOICES						
Search by Product Id <input type="text"/>						
Status:	<input type="text" value="Please Select"/>	Start Date <input type="text"/>	<input type="text"/>	End Date <input type="text"/>	<input type="text"/>	Sort By: <input type="text" value="Date"/>
Invoice ID	Order No.	Transaction Date	# of Items	Status	Total	Details
INV-00312873	SO-000185780	Sep 11, 2023	1	Open	\$14.99	<input type="button" value="Details"/>
INV-00312872	SO-000185779	Sep 11, 2023	12	Open	\$647.88	<input type="button" value="Details"/>

2. Select Clone Invoice

INVOICE DETAIL							
<a href="#">Back to Invoices</a>		<input type="button" value="Print Invoice"/> <input type="button" value="Clone Invoice"/>					
Account ID: 1012303				Status: Open			
Invoice ID: INV-00312873				Transaction Date: Sep 11, 2023			
Order ID: SO-000185780				Order Tracking Number: -			
Open Amount: \$14.99							
	Image	Product Id	Product	Quantity	Size	Price	Total
<input type="button" value="Add to Cart"/>		6570	Kendall Jackson Chardonnay Vintners RSV	Bottle	1	\$14.99	\$14.99
						Shipping	\$0.00
						Tax	\$0.00
						Sub Total	\$14.99
						Total	\$14.99

3. Confirm action by selecting Yes

This will clear your cart and save it to your profile. continue?

NOTE: Selecting Yes will clear your cart and replace it with the products and quantities in this Invoice ID

4. Invoice Cloned Successfully banner displays that cart was successfully activated

**INVOICE CLONED SUCCESSFULLY**

# 7 In-Store Orders

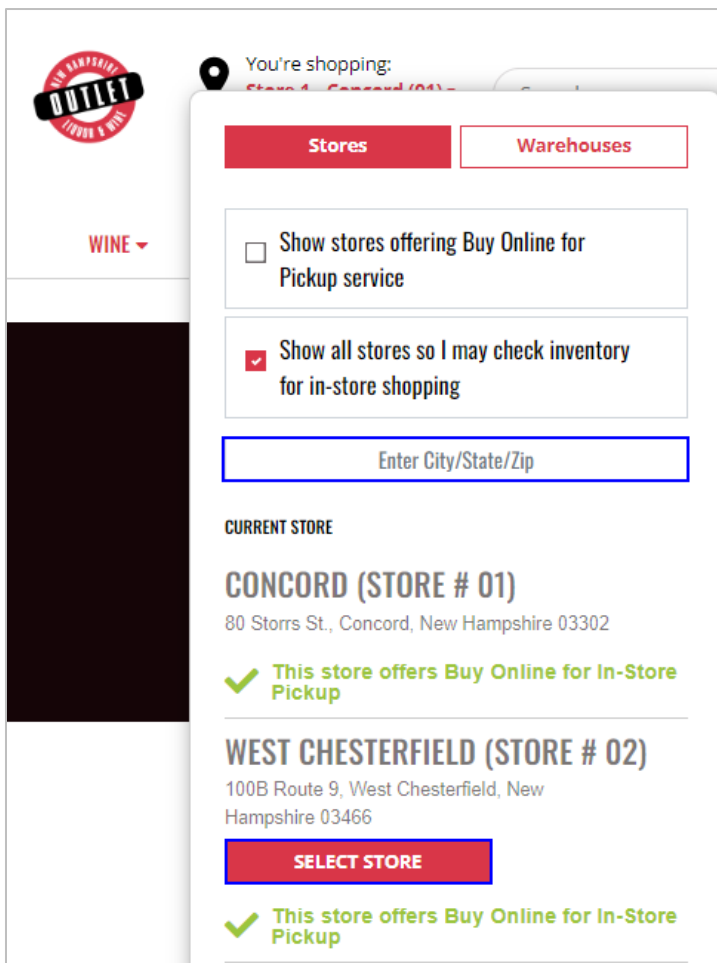
## 7.1 In-Store Pick-Up Orders

1. Select the You're shopping dropdown list

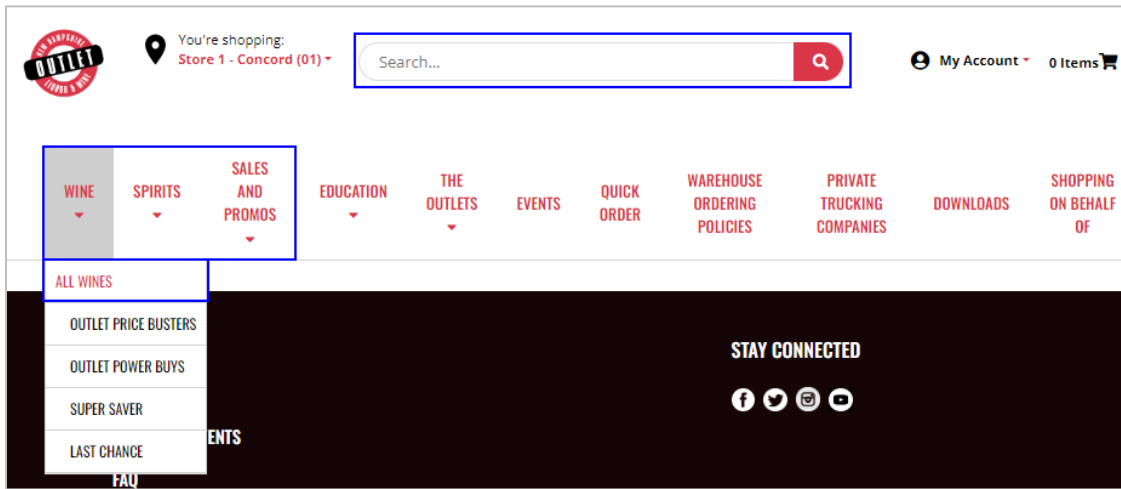


2. Locate the desired store and select Select Store

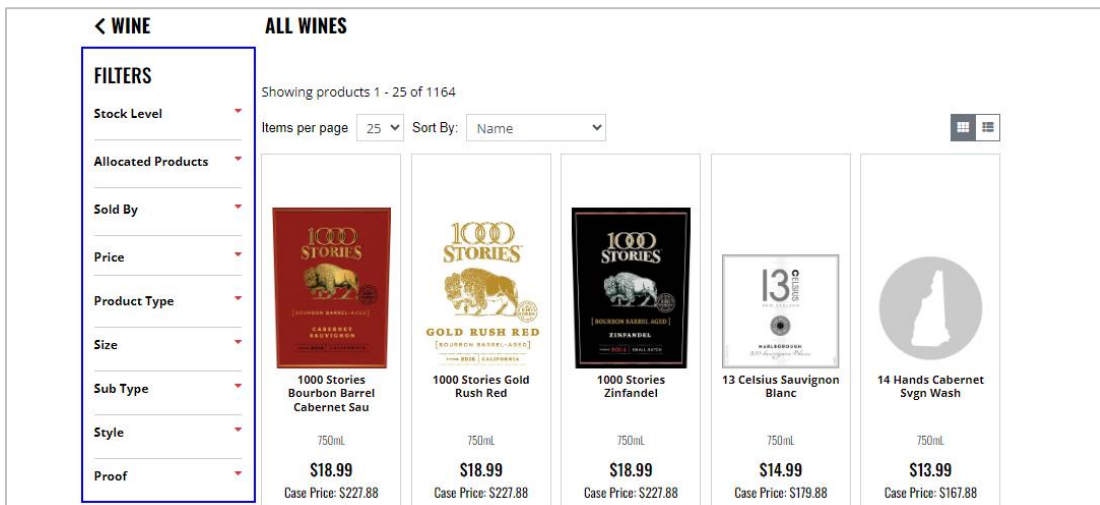
NOTE: To enhance search capabilities, search for a store by entering City/State/Zip



3. Search for products by selecting the applicable category or by using the search bar



4. Filter product category further by selecting applicable filters



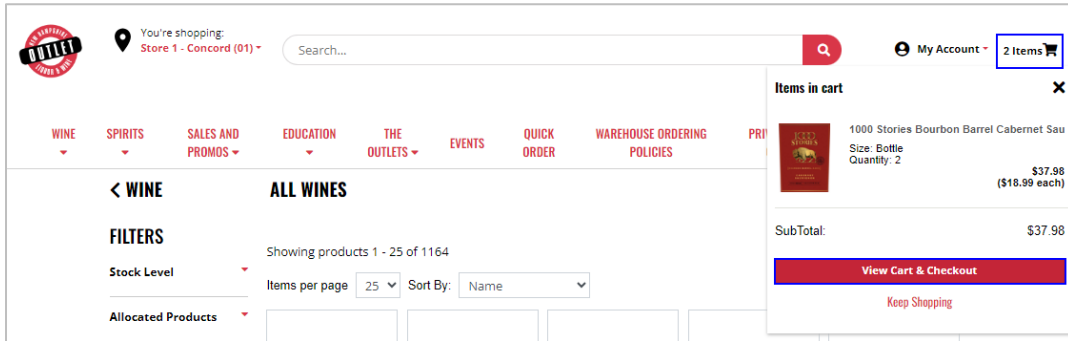
5. Add product to cart by selecting Add to Cart

The screenshot shows a web interface for 'ALL WINES'. On the left is a 'FILTERS' sidebar with categories like Stock Level, Allocated Products, Sold By, Price, Product Type, Size, Sub Type, Style, Proof, Alcohol Percentage, Vintage, Certification, and Country. The main area displays a grid of five wine products. Each product card includes an image, name, volume (750mL), price (\$18.99, \$18.99, \$18.99, \$14.99, \$13.99), case price, stock status, and an 'ADD TO CART' button. The products are: 1000 Stories Bourbon Barrel Cabernet Sau, 1000 Stories Gold Rush Red, 1000 Stories Zinfandel, 13 Celsius Sauvignon Blanc, and 14 Hands Cabernet Svn Wash.

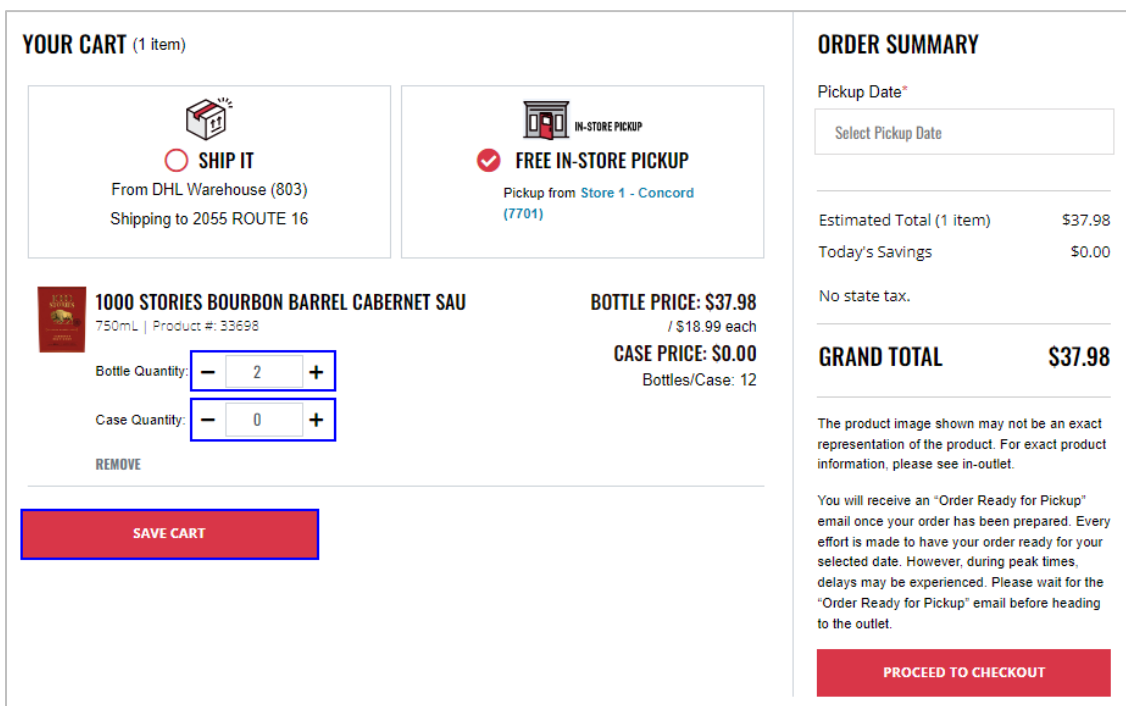
6. Added to Cart banner displays confirming that product(s) were successfully added to your cart

The screenshot shows a confirmation banner for 'ADDED TO CART'. It features a small product image on the left, the text 'ADDED TO CART', the product name '1000 Stories Bourbon Barrel Cabernet Sau', and the price '\$18.99'. On the right side of the banner are two buttons: 'CONTINUE SHOPPING' and 'VIEW CART & CHECKOUT'.

7. When all products have been added to your cart, select the cart icon, and select View Cart & Checkout




8. Review and edit cart contents if needed by updating bottle and case quantity or removing product. Select Save Cart after cart updates have been made.




9. Choose pickup date by clicking in the Pickup Date field and choosing an available pickup date from the calendar

### YOUR CART (1 item)




**SHIP IT**

From DHL Warehouse (803)  
Shipping to 2055 ROUTE 16



**FREE IN-STORE PICKUP**

Pickup from Store 1 - Concord (7701)



**1000 STORIES BOURBON BARREL CABERNET SAU**  
750mL | Product #: 33698

Bottle Quantity:  +  
Case Quantity:  +

[REMOVE](#)

**BOTTLE PRICE: \$37.98**  
/ \$18.99 each

**CASE PRICE: \$0.00**  
Bottles/Case: 12

**SAVE CART**

### ORDER SUMMARY

Pickup Date\*

Select Pickup Date

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

\$37.98

\$0.00

---

**\$37.98**


The product image shown may not be an exact representation of the product. For exact product information, please see in-outlet.

You will receive an "Order Ready for Pickup" email once your order has been prepared. Every effort is made to have your order ready for your selected date. However, during peak times, delays may be experienced. Please wait for the "Order Ready for Pickup" email before heading to the outlet.

**PROCEED TO CHECKOUT**


10. Select Proceed to Checkout

### YOUR CART (1 item)




**SHIP IT**

From DHL Warehouse (803)  
Shipping to 2055 ROUTE 16



**FREE IN-STORE PICKUP**

Pickup from Store 1 - Concord (7701)



**1000 STORIES BOURBON BARREL CABERNET SAU**  
750mL | Product #: 33698

Bottle Quantity:  +  
Case Quantity:  +

[REMOVE](#)

**BOTTLE PRICE: \$37.98**  
/ \$18.99 each

**CASE PRICE: \$0.00**  
Bottles/Case: 12

**SAVE CART**

### ORDER SUMMARY

Pickup Date\*

2023-11-16

Estimated Total (1 item)

\$37.98

Today's Savings

\$0.00

No state tax.

---

**GRAND TOTAL**

**\$37.98**


The product image shown may not be an exact representation of the product. For exact product information, please see in-outlet.

You will receive an "Order Ready for Pickup" email once your order has been prepared. Every effort is made to have your order ready for your selected date. However, during peak times, delays may be experienced. Please wait for the "Order Ready for Pickup" email before heading to the outlet.

**PROCEED TO CHECKOUT**

11. Enter required Pickup Information

### 1 PICKUP INFORMATION

 **FREE IN-STORE PICKUP**  
PICKUP AT STORE 1 - CONCORD

You will receive an "Order Ready for Pickup" email once your order has been prepared. Every effort is made to have your order ready for your selected date. However, during peak times, delays may be experienced. Please wait for the "Order Ready for Pickup" email before heading to the outlet.

---

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Phone Number *
<input type="text"/>	<input type="text"/>

Pickup Date\*

On Account

**Credit Remaining:** \$250,000.00

**PROCEED TO PAYMENT**


12. Submit payment and confirm order

Option 1: Pay with Credit Card or Gift Card

- a. To pay with Credit Card or Gift Card, select Proceed to Payment



### 1 PICKUP INFORMATION

 **FREE IN-STORE PICKUP**  
PICKUP AT STORE 1 - CONCORD

You will receive an "Order Ready for Pickup" email once your order has been prepared. Every effort is made to have your order ready for your selected date. However, during peak times, delays may be experienced. Please wait for the "Order Ready for Pickup" email before heading to the outlet.

First name \*

Last name \*

Email \*

Phone Number \*

Pickup Date\*

On Account

**Credit Remaining:** \$250,000.00

**PROCEED TO PAYMENT**

- b. Select Continue in the popup window that states you are proceeding to our secure payment page

You are proceeding to our secure payment page. No changes may be made to your cart for 15 minutes OR until you complete the payment or click CANCEL on the payment screen.

**CONTINUE**

- c. Select Pay with Credit Card or Pay with Gift Cards then enter required payment information and select Submit

**PAYMENT**

---

**ORDER TOTAL: \$37.98****AMOUNT PAYABLE: \$37.98**

Pay with Credit CardPay with Gift Card

**Credit Card Holder Name \***

**Credit Card Number \***

**Expiration Month \***

Please select ▼

**Expiration Year \***

Please select ▼


**CVV/CVS \* ?**

**Street Address \***

**Zip Code \***

**Amount \***

37.98



↺🔊


SubmitCancel

### Option 2: Pay On Account

NOTE: Not all licensees are set up with on account payment option

- a. To pay on account place a checkmark next to On Account and select Confirm Order

### 1 PICKUP INFORMATION

 **FREE IN-STORE PICKUP**  
PICKUP AT STORE 74 - LONDONDERRY

You will receive an "Order Ready for Pickup" email once your order has been prepared. Every effort is made to have your order ready for your selected date. However, during peak times, delays may be experienced. Please wait for the "Order Ready for Pickup" email before heading to the outlet.

First name \*

Last name \*

Email \*

Phone Number \*

Pickup Date\*

On Account

**Credit Remaining:** \$250,000.00

**CONFIRM ORDER**

- b. Thank you for your order message displays with order details and a confirmation email is sent

## THANK YOU FOR YOUR ORDER

**YOUR ORDER NUMBER IS: #E0006652**

You will be receiving a confirmation email shortly at Wal-Mart2634.uat@evenica.com

[Print Receipt](#)

**CONTINUE SHOPPING**

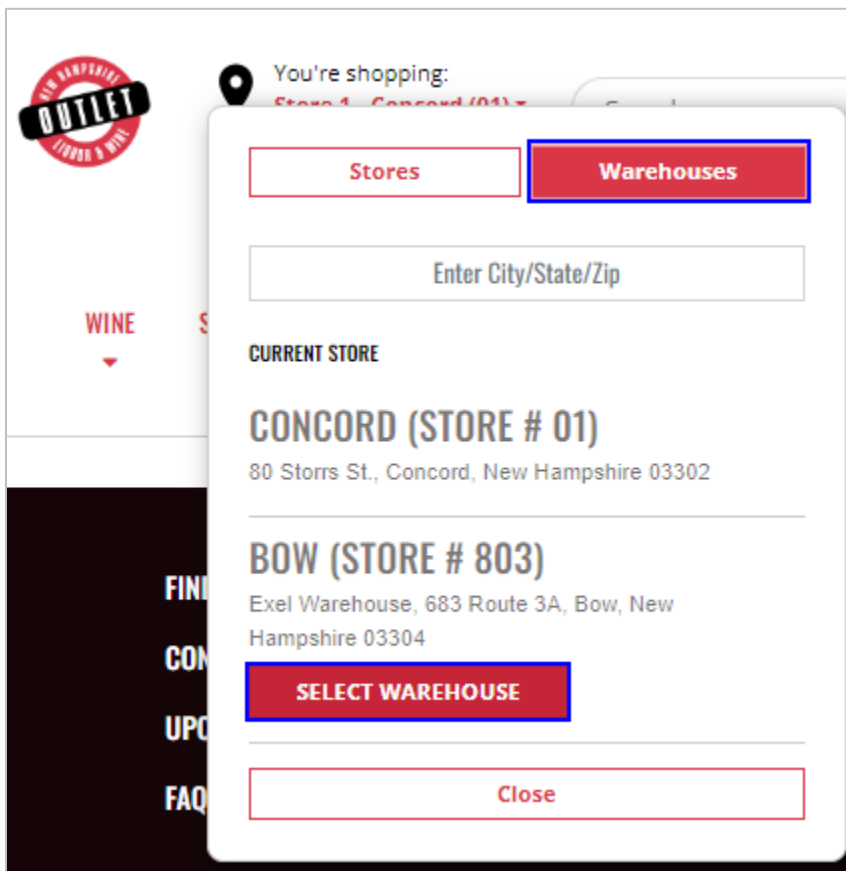
## 8 Warehouse Orders

### 8.1 Warehouse Pick-Up Orders

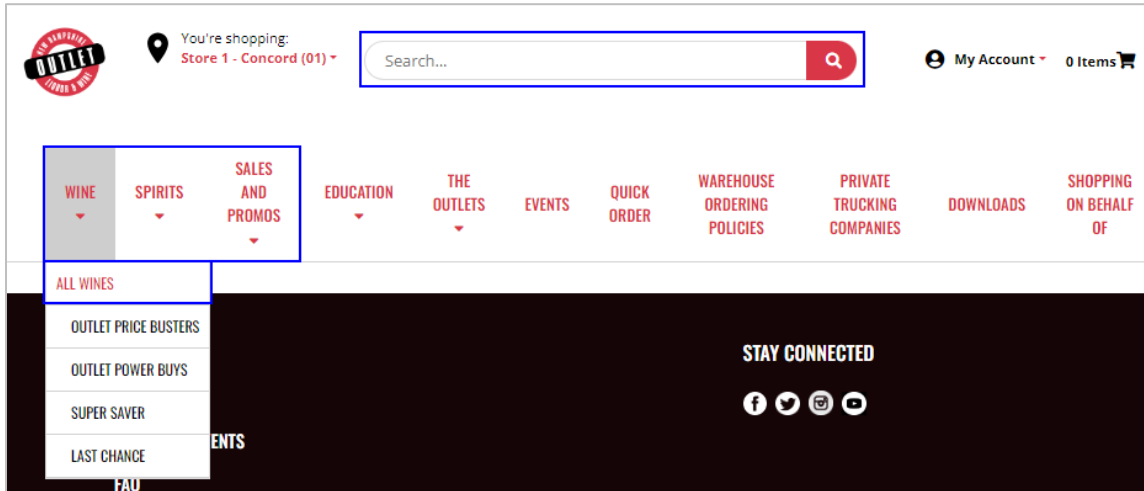
1. Select the You're shopping dropdown list



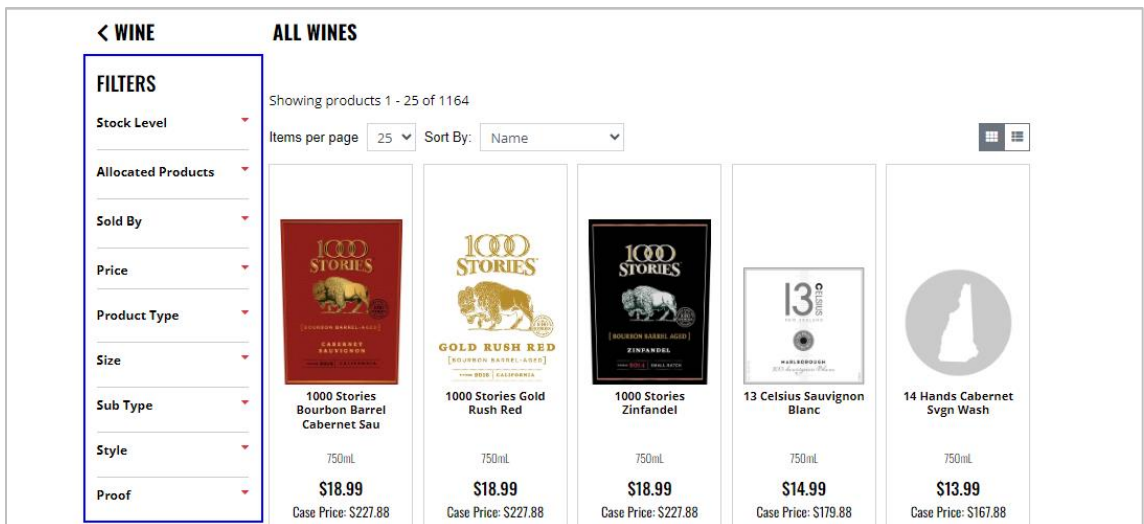
2. Select Warehouses, and select Select Warehouse



3. Search for products by selecting the applicable category or by using the search bar



4. Filter product category further by selecting applicable filters



5. Add product to cart by selecting Add to Cart

The screenshot shows a product catalog interface. On the left is a 'FILTERS' sidebar with sections for Stock Level, Allocated Products, Sold By, Price (From \$2 to \$1785), Product Type (Wine), and Sub Type (Cabernet, Sauvignon, Chardonnay, Pinot Noir, Sauvignon Blanc, Merlot). The main area displays 'Showing products 1 - 25 of 8226' with 'Items per page' set to 25 and 'Sort By' set to Name. Five product cards are shown in a grid:

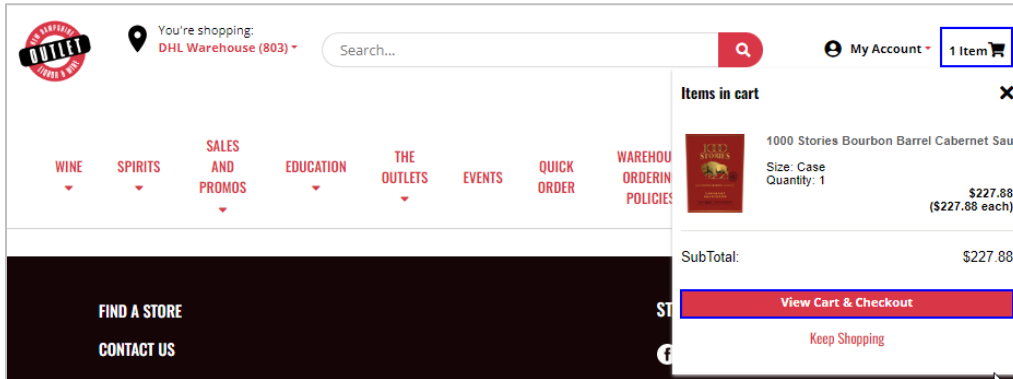
- 10 Span Cabernet Sauvignon Central Coast**: 750mL, \$5.84, Case Price: \$70.09, 16 cases in stock, 12 cases at this store.
- 10 Span Chardonnay Central Coast**: 750mL, \$5.84, Case Price: \$70.09, 25 cases in stock, 22 cases at this store.
- 1000 Stories Bourbon Barrel Cabernet Sau**: 750mL, \$15.29 (Save \$1.80), Case Price: \$183.49 (Save \$21.60), 128 cases in stock, 93 cases at this store.
- 1000 Stories Brbn Bri Chard**: 750mL, \$15.29 (Save \$1.80), Case Price: \$183.49 (Save \$21.60), 25 cases in stock, 25 cases at this store.
- 1000 Stories Gold Rush Red**: 750mL, \$15.29 (Save \$1.80), Case Price: \$183.49 (Save \$21.60), 83 cases in stock, 54 cases at this store.

Each product card includes a heart icon, an eye icon, and an 'ADD TO CART' button.

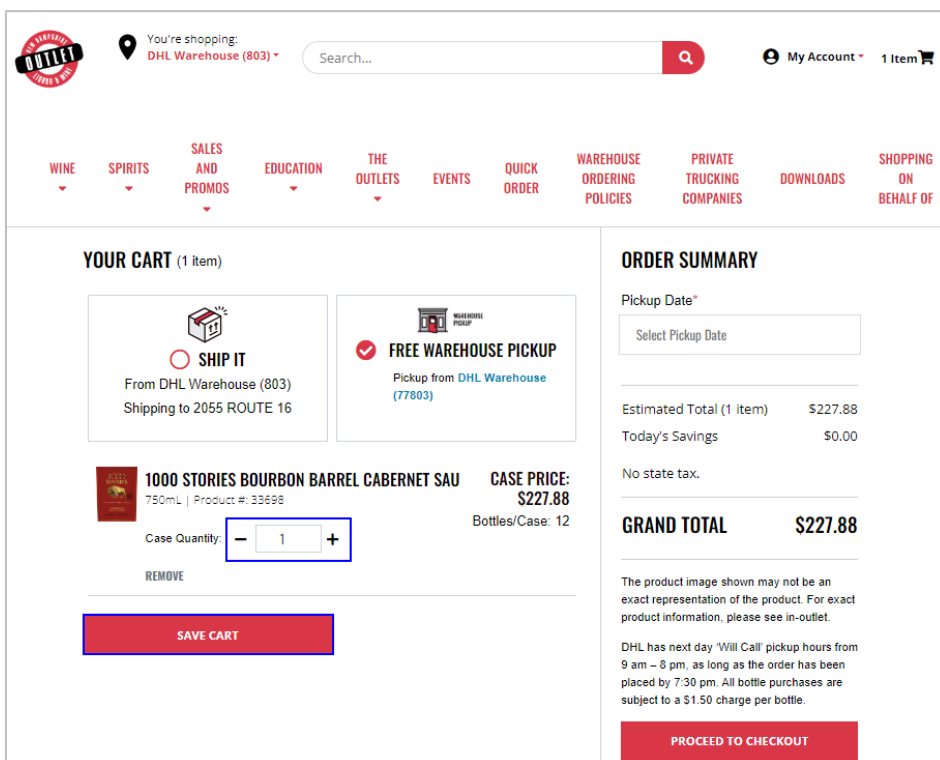
6. Added to Cart banner displays confirming that product(s) were successfully added to your cart

The screenshot shows a confirmation banner for the '1000 Stories Bourbon Barrel Cabernet Sau' product. It features the product image, the text 'ADDED TO CART', the product name, and the price '\$227.88'. To the right are two buttons: 'CONTINUE SHOPPING' and 'VIEW CART & CHECKOUT'.

7. When all products have been added to your cart, select the cart icon, and select View Cart & Checkout




8. Review and edit cart contents if needed by updating bottle and case quantity or removing product. Select Save Cart after cart updates have been made.




9. Choose pickup date by clicking in the Pickup Date field and choosing an available pickup date from the calendar


### YOUR CART (1 item)



**SHIP IT**  
From DHL Warehouse (803)  
Shipping to 2055 ROUTE 16



**FREE WAREHOUSE PICKUP**  
Pickup from DHL Warehouse  
(77803)



**1000 STORIES BOURBON BARREL CABERNET SAU**  
750mL | Product #: 33698

Case Quantity: - 1 +

[REMOVE](#)

**CASE PRICE:**  
**\$227.88**

Bottles/Case: 12

SAVE CART

### ORDER SUMMARY

Pickup Date\*

Select Pickup Date

November 2023

Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	\$227.88
5	6	7	8	9	10	11	\$0.00
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	<b>\$227.88</b>


The product image shown may not be an exact representation of the product. For exact product information, please see in-outlet.

DHL has next day 'Will Call' pickup hours from 9 am – 8 pm, as long as the order has been placed by 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.


PROCEED TO CHECKOUT

10. Select Proceed to Checkout


### YOUR CART (1 item)



**SHIP IT**  
From DHL Warehouse (803)  
Shipping to 2055 ROUTE 16



**FREE WAREHOUSE PICKUP**  
Pickup from DHL Warehouse  
(77803)



**1000 STORIES BOURBON BARREL CABERNET SAU**  
750mL | Product #: 33698

Case Quantity: - 1 +

[REMOVE](#)

**CASE PRICE:**  
**\$227.88**

Bottles/Case: 12

SAVE CART

### ORDER SUMMARY

Pickup Date\*

Select Pickup Date

November 2023

Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	\$227.88
5	6	7	8	9	10	11	\$0.00
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	<b>\$227.88</b>


The product image shown may not be an exact representation of the product. For exact product information, please see in-outlet.

DHL has next day 'Will Call' pickup hours from 9 am – 8 pm, as long as the order has been placed by 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.

PROCEED TO CHECKOUT

11. Enter required Pickup Information



WAREHOUSE  
PICKUP

**FREE WAREHOUSE PICKUP**  
PICKUP AT DHL WAREHOUSE

DHL has next day 'Will Call' pickup hours from 9 am – 8 pm, as long as the order has been placed by 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.

---

<p style="font-size: 10px; margin: 0;">First name *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p style="font-size: 10px; margin: 0;">Last name *</p> <input style="width: 95%; height: 25px;" type="text"/>
<p style="font-size: 10px; margin: 0;">Email *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p style="font-size: 10px; margin: 0;">Phone Number *</p> <input style="width: 95%; height: 25px;" type="text"/>

Pickup Date\*

2023-11-08

On Account


**Credit Remaining:** \$1,572.85

PROCEED TO PAYMENT

## 12. Submit payment and confirm order

### Option 1: Pay with Credit Card

- a. To pay with Credit Card or Gift Card, select Proceed to Payment

 **WAREHOUSE PICKUP**      **FREE WAREHOUSE PICKUP**  
PICKUP AT DHL WAREHOUSE

DHL has next day 'Will Call' pickup hours from 9 am – 8 pm, as long as the order has been placed by 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.

---

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Phone Number *
<input type="text"/>	<input type="text"/>
Pickup Date*	
<input type="text" value="2023-11-08"/>	
<input type="checkbox"/> On Account	
<b>Credit Remaining: \$1,572.85</b>	
<div style="background-color: #c00; color: white; padding: 5px; display: inline-block;"><b>PROCEED TO PAYMENT</b></div>	

- b. Select Continue in the popup window that states you are proceeding to our secure payment page

✕

You are proceeding to our secure payment page. No changes may be made to your cart for 15 minutes OR until you complete the payment or click CANCEL on the payment screen.


**CONTINUE**

## Option 2: Pay On Account

NOTE: Not all licensees are set up with on account payment option

- a. To pay on account place a checkmark next to On Account and select Confirm Order

### 1 PICKUP INFORMATION

 **WAREHOUSE PICKUP**

**FREE WAREHOUSE PICKUP**  
PICKUP AT DHL WAREHOUSE

DHL has next day 'Will Call' pickup hours from 9 am – 8 pm, as long as the order has been placed by 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.

First name \*

Last name \*

Email \*

Phone Number \*

Pickup Date\*

On Account

**Credit Remaining:** \$1,572.85

**CONFIRM ORDER**

- b. Thank you for your order message displays with order details and a confirmation email is sent

## THANK YOU FOR YOUR ORDER

**YOUR ORDER NUMBER IS: #E0006652**

You will be receiving a confirmation email shortly at Wal-Mart2634.uat@evenica.com

[Print Receipt](#)

**CONTINUE SHOPPING**

- c. Enter required payment information and select Submit

**PAYMENT**

---

**ORDER TOTAL: \$227.88**                      **AMOUNT PAYABLE: \$227.88**

**Pay with Credit Card**

**Credit Card Holder Name \***

**Credit Card Number \***

**Expiration Month \***

Please select ▼

**Expiration Year \***

Please select ▼

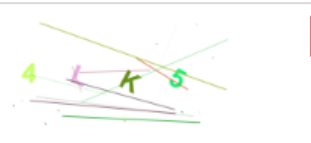
**CVV/CVS \* ?**

**Street Address \***

**Zip Code \***

**Amount \***

227.88

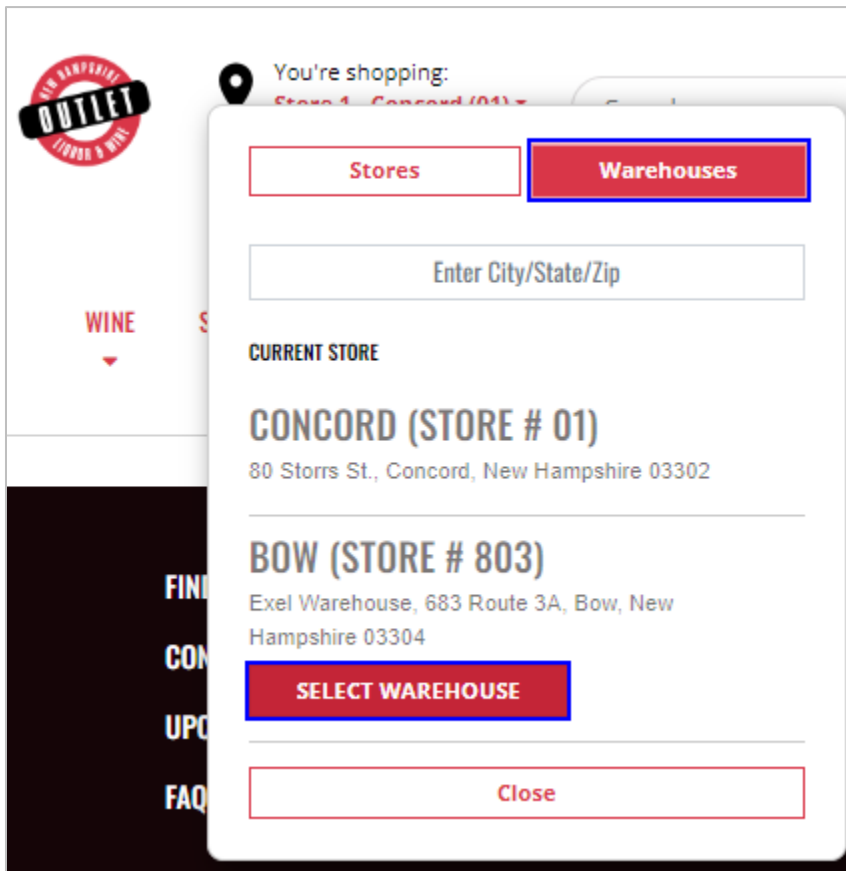


## 8.2 Warehouse Delivery Orders

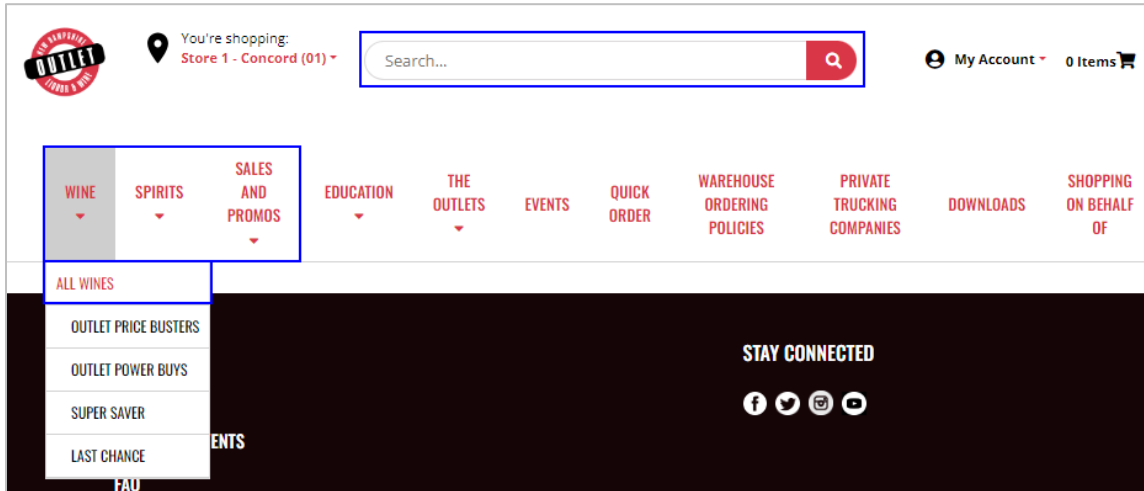
1. Select the You're shopping dropdown list



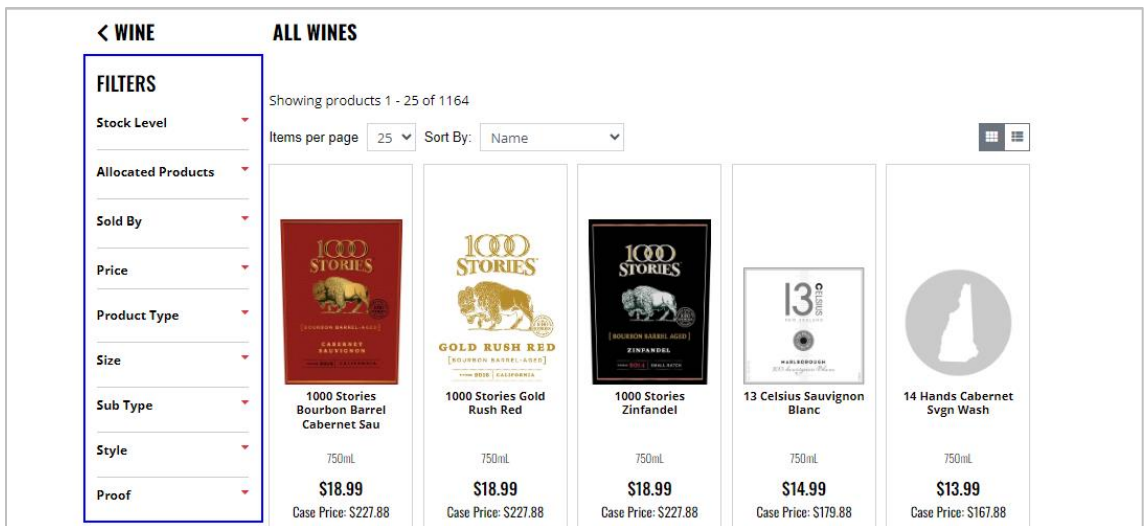
2. Select Warehouses, and select Select Warehouse



3. Search for products by selecting the applicable category or by using the search bar



4. Filter product category further by selecting applicable filters



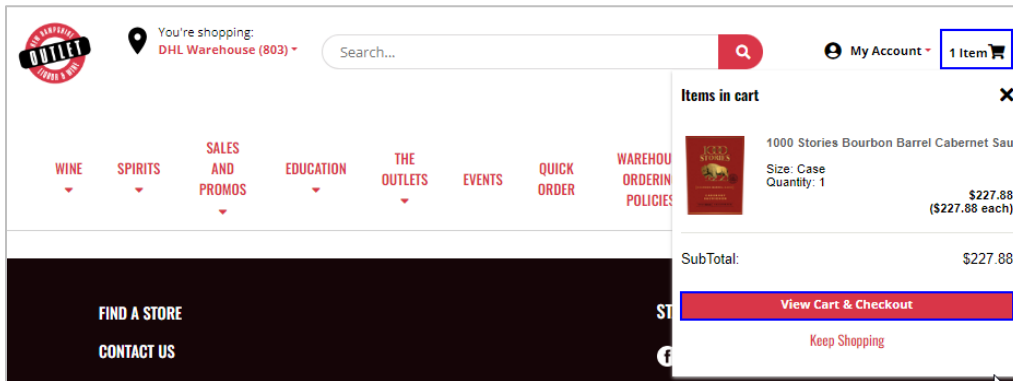
5. Add product to cart by selecting Add to Cart

The screenshot shows a product catalog interface. On the left is a 'FILTERS' sidebar with sections for Stock Level, Allocated Products, Sold By, Price (From \$2 to \$1785), Product Type (Wine), and Sub Type (Cabernet, Sauvignon, Chardonnay, Pinot Noir, Sauvignon Blanc, Merlot). The main area displays 'Showing products 1 - 25 of 8226' and 'Items per page 25 Sort By: Name'. Five product cards are shown, each with an image, name, volume, price, and an 'ADD TO CART' button. The products are: 10 Span Cabernet Sauvignon Central Coast (\$5.84), 10 Span Chardonnay Central Coast (\$5.84), 1000 Stories Bourbon Barrel Cabernet Sau (\$15.29), 1000 Stories Brbn Brl Chard (\$15.29), and 1000 Stories Gold Rush Red (\$15.29). Each card also shows stock levels and case prices.

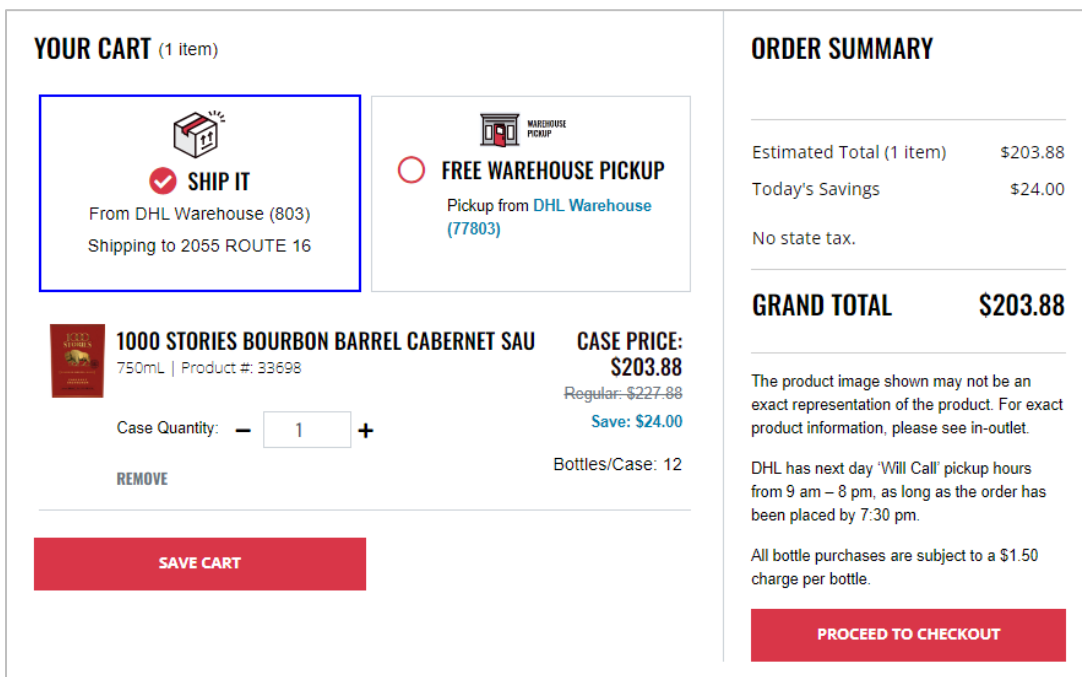
6. Added to Cart banner displays confirming that product(s) were successfully added to your cart

The banner displays a small product image on the left. To its right, the text reads 'ADDED TO CART', '1000 Stories Bourbon Barrel Cabernet Sau', and '\$227.88'. On the far right, there are two buttons: 'CONTINUE SHOPPING' and 'VIEW CART & CHECKOUT'.

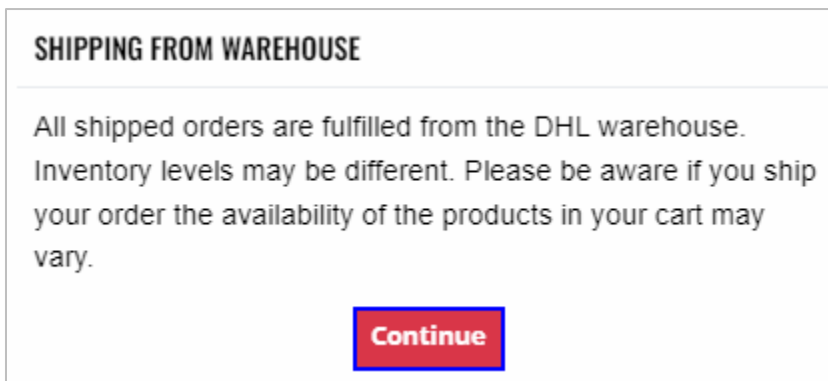
7. When all products have been added to your cart, select the cart icon, and select View Cart & Checkout



8. Select Ship It



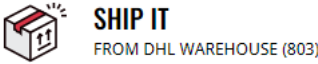
9. Select Continue to acknowledge warehouse shipping message





10. Choose a delivery option and select a Ship Date

### 1 DELIVERY INFORMATION



DHL offers next business day shipment if orders are placed prior to 7:30 pm. All bottle purchases are subject to a \$1.50 charge per bottle.

**Choose delivery option**

Please select ▼

---

### 2 SHIPPING INFORMATION

JAKE'S SEAFOOD CO  
2055 ROUTE 16  
OSSIPPEE  
New Hampshire, 03890

Ship Date\*

Select Ship Date

On Account

**Credit Remaining:** \$1,572.85

**PROCEED TO PAYMENT**

11. Submit payment and confirm order

Option 1: Pay with Credit Card

- a. To pay by Credit Card, select Proceed to Payment

**2 SHIPPING INFORMATION**

JAKE'S SEAFOOD CO  
2055 ROUTE 16  
OSSIPEE  
New Hampshire, 03890

Ship Date\*

On Account

**Credit Remaining:** \$1,572.85

**PROCEED TO PAYMENT**

- b. Select Continue in the popup window that states you are proceeding to our secure payment page

You are proceeding to our secure payment page. No changes may be made to your cart for 15 minutes OR until you complete the payment or click CANCEL on the payment screen.

**CONTINUE**

- c. Enter required Payment information and select Submit

**PAYMENT**

**ORDER TOTAL: \$203.88****AMOUNT PAYABLE: \$203.88**

**Pay with Credit Card**

**Credit Card Holder Name \***

**Credit Card Number \***

**Expiration Month \***

**Expiration Year \***

**CVV/CVS \* ?**

**Street Address \***


  

**Zip Code \***

**Amount \***



Option 2: Pay On Account

NOTE: Not all licensees are set up with on account payment option

- a. To pay on account place a checkmark next to On Account and select Confirm Order

**2 SHIPPING INFORMATION**

JAKE'S SEAFOOD CO  
2055 ROUTE 16  
OSSIPPEE  
New Hampshire, 03890

Ship Date\*

2023-11-22

On Account

**Credit Remaining: \$1,572.85**

**CONFIRM ORDER**

- b. Thank you for your order message displays with order details and a confirmation email is sent

**THANK YOU FOR YOUR ORDER** **CONTINUE SHOPPING**

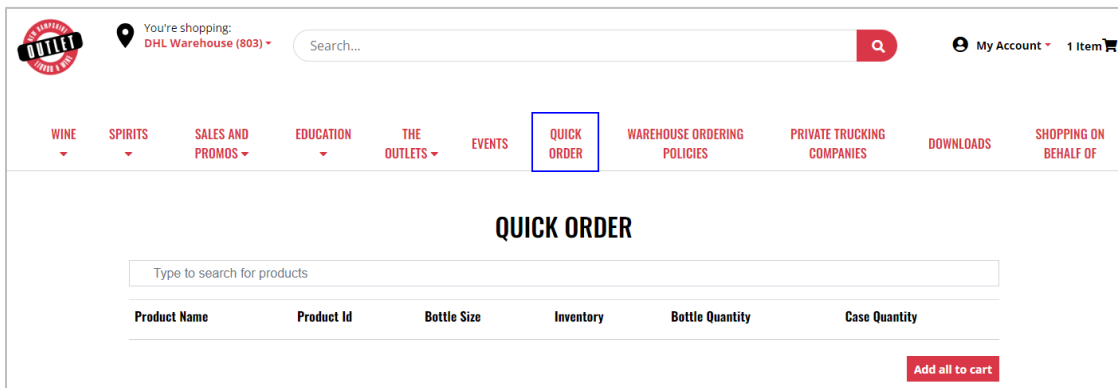
**YOUR ORDER NUMBER IS: #E0006652**  
You will be receiving a confirmation email shortly at Wal-Mart2634.uat@evenica.com

[Print Receipt](#)

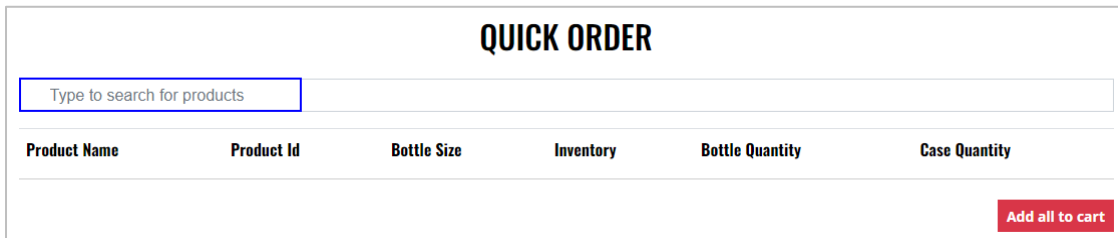
# 9 Quick Order

## 9.1 Quick Order Products

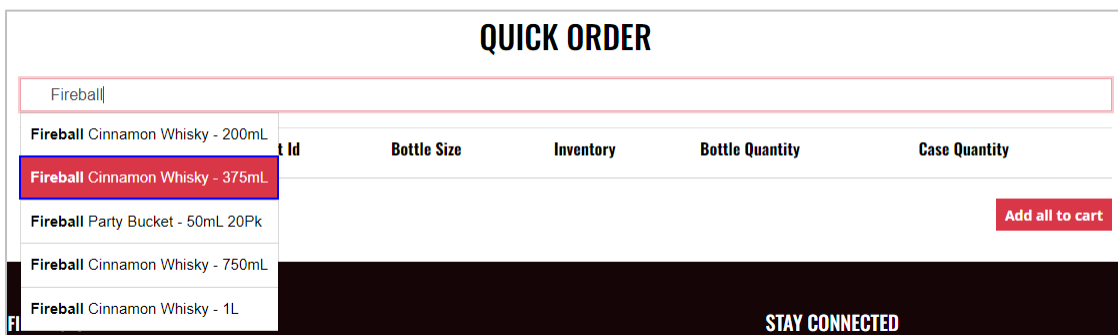
1. To quick order products, select Quick Order



2. Type to search for products



3. Select desired product



4. Input desired bottle or case quantity

### QUICK ORDER

Product Name	Product Id	Bottle Size	Inventory	Bottle Quantity	Case Quantity
Fireball Cinnamon Whisky	5191	375mL	4524 In Stock	<input type="text" value="08"/>	<input type="text" value="02"/> <small>Bottles/Case: 24</small>

[Add all to cart](#)

5. Once all desired products have been added to the order, select Add all to cart

### QUICK ORDER

Product Name	Product Id	Bottle Size	Inventory	Bottle Quantity	Case Quantity
Fireball Cinnamon Whisky	5191	375mL	4524 In Stock	<input type="text" value="08"/>	<input type="text" value="02"/> <small>Bottles/Case: 24</small>
Aviator Vodka	6238	750mL	860 In Stock	<input type="text" value="3"/>	<input type="text" value="0"/> <small>Bottles/Case: 6</small>
House Wine Red Wine	42735	750mL	280 In Stock	<input type="text" value="0"/>	<input type="text" value="01"/> <small>Bottles/Case: 12</small>

[Add all to cart](#)

6. Product(s) added to cart message displays confirming that product(s) were successfully added to your cart

**ADD TO CART**✕

---

Product(s) added to cart.

# 10 Order Sheets

To access Order Sheets, select Order Sheets from the My Account dropdown menu or the Navigation pane

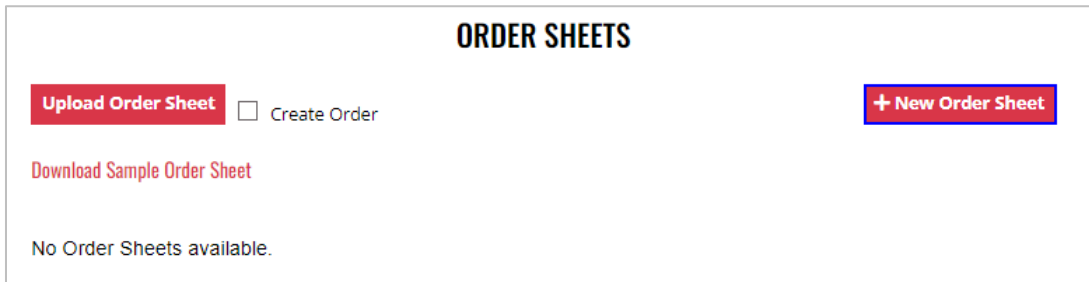
The screenshot displays the B2B website interface. At the top, there is a navigation bar with the 'NEW HAMPSHIRE LIQUOR COMMISSION OUTLET' logo, a location indicator for 'Store 50 - Nashua (50)', and a search bar. Below the navigation bar, there are several menu items: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. The 'ORDER SHEETS' page is active, showing a 'Navigation' pane on the left with 'Order Sheets' highlighted. The main content area features a 'Navigation' header, a 'Navigation' sub-header, and a 'Navigation' sub-header. Below this, there are buttons for 'Upload Order Sheet' and 'Create Order', and a link for 'Download Sample Order Sheet'. A table of order sheets is displayed with the following data:

Name	Created	Modified	# of Items		
November 2023 Order	Oct 25, 2023	Oct 25, 2023	1	Delete	Details
Upload-Oct 25 2023 3:52PM	Oct 25, 2023	Oct 25, 2023	2	Delete	Details



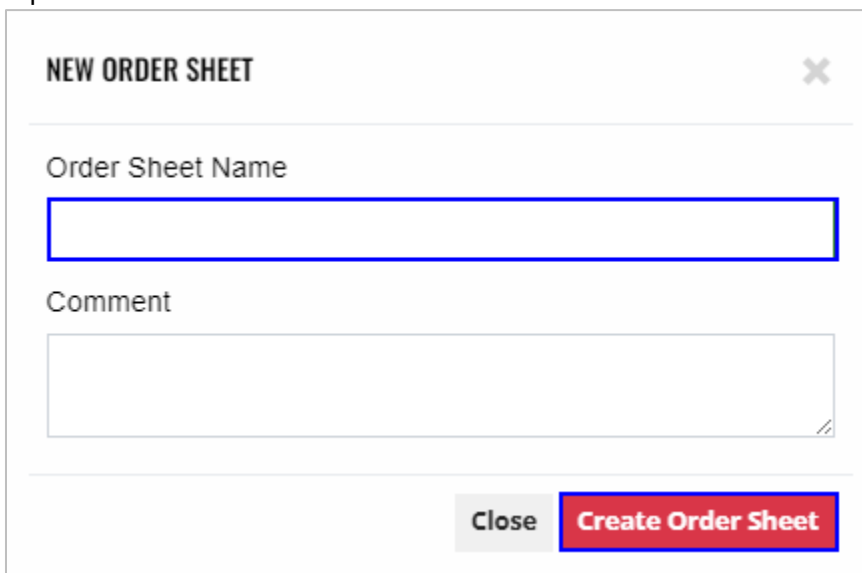
## 10.1 Create New Order Sheet

1. To create a new order sheet, select +New Order Sheet



The screenshot shows a page titled "ORDER SHEETS". On the left, there is a red button labeled "Upload Order Sheet" and a checkbox labeled "Create Order". On the right, there is a red button labeled "+ New Order Sheet". Below these buttons, there is a link "Download Sample Order Sheet" and a message "No Order Sheets available."

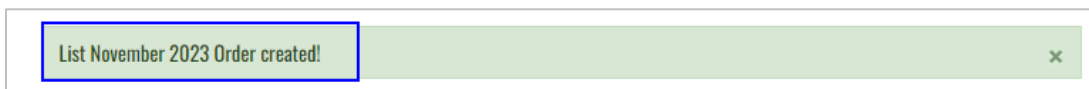
2. Input order sheet name and select Create Order Sheet



The screenshot shows a form titled "NEW ORDER SHEET" with a close button (X) in the top right corner. The form contains two input fields: "Order Sheet Name" and "Comment". Below the input fields, there are two buttons: "Close" and "Create Order Sheet".

NOTE: Order sheet comment is optional

3. List Created banner displays confirming order sheet was successfully created



The screenshot shows a success banner with a green background and a close button (X) in the top right corner. The banner text reads "List November 2023 Order created!".

## 10.2 View Order Sheet Details

- To view order sheet details, select Details next to the order sheet

### ORDER SHEETS

**Upload Order Sheet**  Create Order
**+ New Order Sheet**

[Download Sample Order Sheet](#)

Name	Created	Modified	# of Items		
November 2023 Order	Oct 25, 2023	Oct 26, 2023	4	Delete	Details
Upload-Oct 25 2023 3:52PM	Oct 25, 2023	Oct 25, 2023	2	Delete	Details

< 1 >

- Order sheet details display, and additional actions can be taken from within the details screen

### NOVEMBER 2023 ORDER

[← Back to Order Sheets](#)

Print Order Sheets
 Clone Order Sheet
 Save

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total	
	Black & White Scotch 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$161.94	\$0.00	<b>Add to Cart</b>
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$26.99	\$26.99	<b>Add to Cart</b>
	Chivas Regal 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$413.94	\$0.00	<b>Add to Cart</b>
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$68.99	\$68.99	<b>Add to Cart</b>
	Bacardi Gold Rum 1L	Case: <input style="width: 40px;" type="text" value="0"/>	\$191.88	\$0.00	<b>Add to Cart</b>
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$15.99	\$15.99	<b>Add to Cart</b>
	Casamigos Reposado Tequila 750mL	Case: <input style="width: 40px;" type="text" value="0"/>	\$341.94	\$0.00	<b>Add to Cart</b>
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$56.99	\$56.99	<b>Add to Cart</b>

< 1 >

Total: \$168.96

**Add All to Cart**

## 10.3 Edit Order Sheet

- To edit an order sheet, select Details next to the order sheet

**ORDER SHEETS**

**Upload Order Sheet**  Create Order
**+ New Order Sheet**

[Download Sample Order Sheet](#)

Name	Created	Modified	# of Items		
November 2023 Order	Oct 25, 2023	Oct 26, 2023	4	Delete	Details
Upload-Oct 25 2023 3:52PM	Oct 25, 2023	Oct 25, 2023	2	Delete	Details

< 1 >

- Update product case and bottle quantities by using the up/down arrows or by typing the new quantity amount

**NOVEMBER 2023 ORDER**

[< Back to Order Sheets](#)

Print Order Sheets
 Clone Order Sheet
 Save

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total		
	Black & White Scotch 1.75L	Case: <input style="width: 50px;" type="text" value="0"/>	\$161.94	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px; border: 2px solid blue;" type="text" value="1"/>	\$26.99	\$26.99		<b>Add to Cart</b>
	Chivas Regal 1.75L	Case: <input style="width: 50px;" type="text" value="0"/>	\$413.94	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px;" type="text" value="1"/>	\$68.99	\$68.99		<b>Add to Cart</b>
	Bacardi Gold Rum 1L	Case: <input style="width: 50px;" type="text" value="0"/>	\$191.88	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px;" type="text" value="1"/>	\$15.99	\$15.99		<b>Add to Cart</b>
	Casamigos Reposado Tequila 750mL	Case: <input style="width: 50px;" type="text" value="0"/>	\$341.94	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px;" type="text" value="1"/>	\$56.99	\$56.99		<b>Add to Cart</b>





3. Remove product by selecting the X button next to the product case or bottle

### NOVEMBER 2023 ORDER

[← Back to Order Sheets](#)[Print Order Sheets](#) [Clone Order Sheet](#) [Save](#)

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total		
	<b>Black &amp; White Scotch</b> 1.75L	Case: <input type="text" value="0"/>	\$161.94	\$0.00	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
		Bottle: <input type="text" value="1"/>	\$26.99	\$26.99	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
	<b>Chivas Regal</b> 1.75L	Case: <input type="text" value="0"/>	\$413.94	\$0.00	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
		Bottle: <input type="text" value="1"/>	\$68.99	\$68.99	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
	<b>Bacardi Gold Rum</b> 1L	Case: <input type="text" value="0"/>	\$191.88	\$0.00	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
		Bottle: <input type="text" value="1"/>	\$15.99	\$15.99	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
	<b>Casamigos Reposado Tequila</b> 750mL	Case: <input type="text" value="0"/>	\$341.94	\$0.00	<input type="button" value="X"/>	<a href="#">Add to Cart</a>
		Bottle: <input type="text" value="1"/>	\$56.99	\$56.99	<input type="button" value="X"/>	<a href="#">Add to Cart</a>

4. Select Save once order sheet edits have been completed

### NOVEMBER 2023 ORDER

[← Back to Order Sheets](#)[Print Order Sheets](#) [Clone Order Sheet](#) [Save](#)

Order Sheets Name:

Comment:

## 10.4 Add Products to Cart from Order Sheet

- To add products to your cart directly from the order sheet, select Details next to the order sheet

### ORDER SHEETS

**Upload Order Sheet**  Create Order
**+ New Order Sheet**

Download Sample Order Sheet

Name	Created	Modified	# of Items		
November 2023 Order	Oct 25, 2023	Oct 26, 2023	4	Delete	Details
Upload-Oct 25 2023 3:52PM	Oct 25, 2023	Oct 25, 2023	2	Delete	Details

< 1 >

- To add individual product in case or bottle quantities, select Add to Cart next to the desired product

### NOVEMBER 2023 ORDER

[< Back to Order Sheets](#)

Print Order Sheets
 Clone Order Sheet
 Save

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total		
	Black & White Scotch 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$161.94	\$0.00		
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$26.99	\$26.99		
	Chivas Regal 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$413.94	\$0.00		
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$68.99	\$68.99		
	Bacardi Gold Rum 1L	Case: <input style="width: 40px;" type="text" value="0"/>	\$191.88	\$0.00		
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$15.99	\$15.99		
	Casamigos Reposado Tequila 750mL	Case: <input style="width: 40px;" type="text" value="0"/>	\$341.94	\$0.00		
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$56.99	\$56.99		

3. To add all products on an order sheet to your cart, select Add All to Cart

### NOVEMBER 2023 ORDER

< Back to Order Sheets

Print Order Sheets
Clone Order Sheet
Save

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total		
	<b>Black &amp; White Scotch</b> 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$161.94	\$0.00	×	Add to Cart
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$26.99	\$26.99	×	Add to Cart
	<b>Chivas Regal</b> 1.75L	Case: <input style="width: 40px;" type="text" value="0"/>	\$413.94	\$0.00	×	Add to Cart
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$68.99	\$68.99	×	Add to Cart
	<b>Bacardi Gold Rum</b> 1L	Case: <input style="width: 40px;" type="text" value="0"/>	\$191.88	\$0.00	×	Add to Cart
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$15.99	\$15.99	×	Add to Cart
	<b>Casamigos Reposado Tequila</b> 750mL	Case: <input style="width: 40px;" type="text" value="0"/>	\$341.94	\$0.00	×	Add to Cart
		Bottle: <input style="width: 40px;" type="text" value="1"/>	\$56.99	\$56.99	×	Add to Cart

« 1 »

Total: \$168.96

**Add All to Cart**

## 10.5 Print Order Sheet

- To print an order sheet, select Details next to the desired order sheet

### ORDER SHEETS

**Upload Order Sheet**  Create Order
**+ New Order Sheet**

[Download Sample Order Sheet](#)

Name	Created	Modified	# of Items		
November 2023 Order	Aug 1, 2023	Aug 1, 2023	2	Delete	Details
December 2023 Order	Oct 24, 2023	Oct 24, 2023	0	Delete	Details

<< 1 >>

- Select Print Order Sheets

### NOVEMBER 2023 ORDER

[< Back to Order Sheets](#)

**Print Order Sheets**
 **Clone Order Sheet**
 **Save**

Order Sheets Name:

Comment:

Image	Product	Quantity	Price	Total		
	10th Mountain Bourbon 750mL	Case: <input style="width: 50px;" type="text" value="0"/>	\$371.94	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px;" type="text" value="1"/>	\$61.99	\$61.99		<b>Add to Cart</b>
	1010 Pina Colada 750mL	Case: <input style="width: 50px;" type="text" value="0"/>	\$143.94	\$0.00		<b>Add to Cart</b>
		Bottle: <input style="width: 50px;" type="text" value="1"/>	\$23.99	\$23.99		<b>Add to Cart</b>

<< 1 >>

- Follow printing prompts from your computer

## 10.6 Clone Order Sheet

1. To clone an order sheet, select Details next to the order sheet

### ORDER SHEETS

**Upload Order Sheet**  Create Order**+ New Order Sheet**

[Download Sample Order Sheet](#)

Name	Created	Modified	# of Items		
November 2023 Order	Aug 1, 2023	Aug 1, 2023	2	Delete	Details
December 2023 Order	Oct 24, 2023	Oct 24, 2023	0	Delete	Details

2. Select Clone Order Sheet

### NOVEMBER 2023 ORDER

[< Back to Order Sheets](#) Print Order Sheets Clone Order Sheet Save

Order Sheets Name:  Comment:

Image	Product	Quantity	Price	Total	
	Black & White Scotch 1.75L	Case: <input type="text" value="0"/>	\$161.94	\$0.00	Add to Cart
		Bottle: <input type="text" value="1"/>	\$26.99	\$26.99	Add to Cart

3. Confirm action by selecting Yes

This will clear your cart and save it to your profile.  
continue?

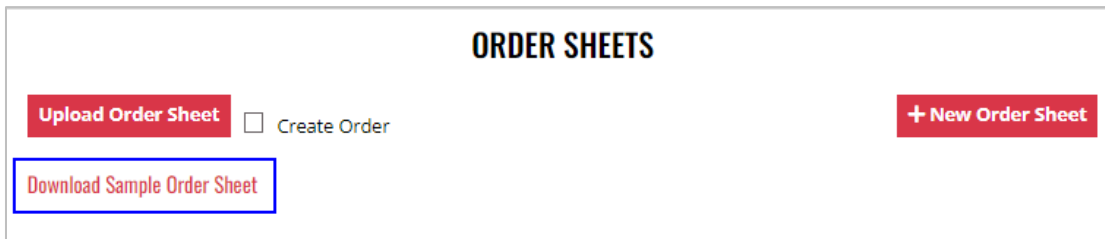
**Yes** No

NOTE: Selecting Yes will clear your cart and replace it with the products and quantities in this previous order

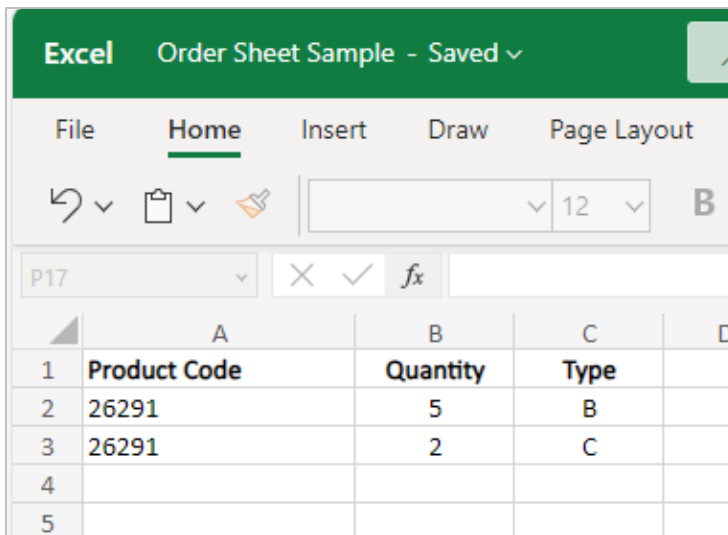


## 10.7 Sample Order Sheet Excel File

1. Order sheets can be created in Excel and uploaded, rather than selecting individual products. A compatible sample order sheet file is available for download by selecting Download Sample Order Sheet



2. Sample order sheet can now be saved on your computer, edited, and uploaded



## 10.8 Upload Order Sheet

1. To upload an order sheet, select Upload Order Sheet

**ORDER SHEETS**

**Upload Order Sheet**  Create Order **+ New Order Sheet**


[Download Sample Order Sheet](#)

2. Select Excel file from your computer
3. Order sheet will display once successfully uploaded

**UPLOAD-OCT 30 2023 11:33AM**

[< Back to Order Sheets](#) **Print Order Sheets** **Clone Order Sheet** **Save**

Order Sheets Name:  Comment:

Image	Product	Quantity	Price	Total	
	1000 Stories Zinfandel 750mL	Case: <input type="text" value="2"/>	\$227.88	\$455.76	<input type="button" value="x"/> <b>Add to Cart</b>
		Bottle: <input type="text" value="5"/>	\$18.99	\$94.95	<input type="button" value="x"/> <b>Add to Cart</b>

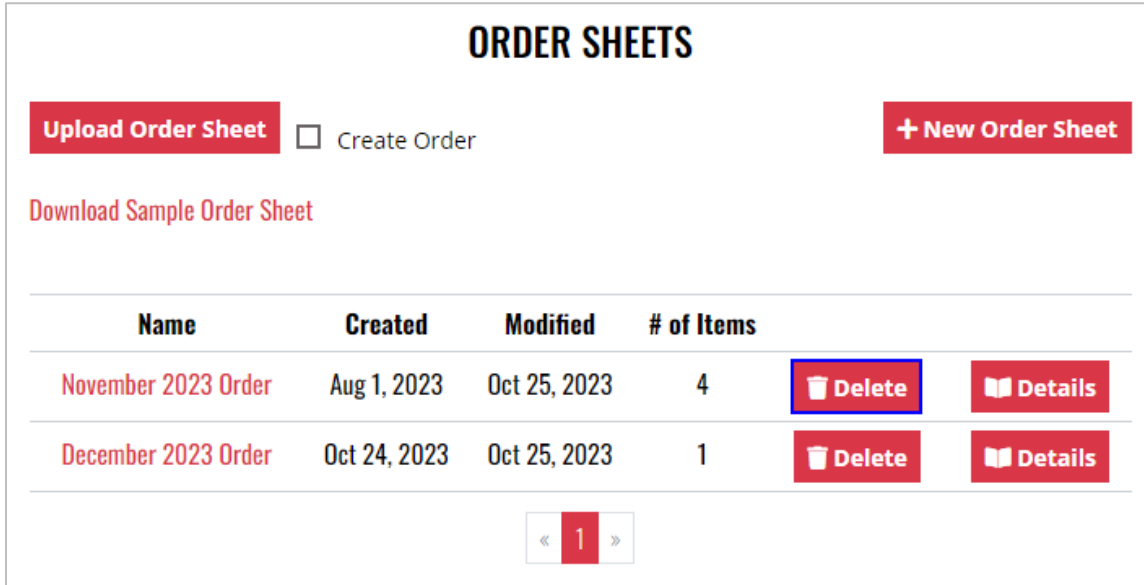
Total: \$550.71

**Add All to Cart**

**NOTE:** Uploaded order sheets will automatically save with an order sheet name that includes the date and time of the upload. Order sheet name can be edited after successfully uploaded.

## 10.9 Delete Order Sheet

1. To delete an order sheet, select Delete next to the order sheet



**ORDER SHEETS**

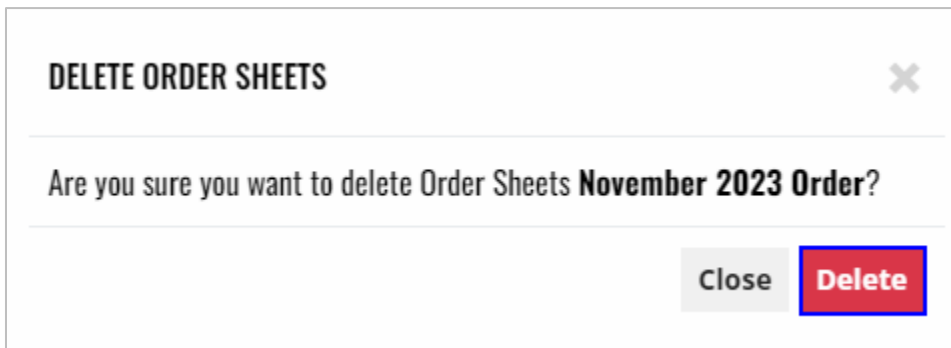
**Upload Order Sheet**  Create Order **+ New Order Sheet**

[Download Sample Order Sheet](#)

Name	Created	Modified	# of Items		
November 2023 Order	Aug 1, 2023	Oct 25, 2023	4	<b>Delete</b>	<b>Details</b>
December 2023 Order	Oct 24, 2023	Oct 25, 2023	1	<b>Delete</b>	<b>Details</b>

« 1 »

2. Confirm action by selecting Delete



**DELETE ORDER SHEETS** ×

Are you sure you want to delete Order Sheets **November 2023 Order**?

**Close** **Delete**

3. Order Sheets Deleted Successfully banner displays confirming order sheet was successfully deleted



**ORDER SHEETS DELETED SUCCESSFULLY**

# 11 Saved Carts

To access Saved Carts, select Saved Carts from the My Account dropdown menu or the Navigation pane

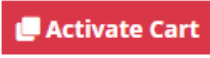



The screenshot shows the B2B website interface. At the top, there is a logo for 'NEW HAMPSHIRE LIQUOR COMMISSION OUTLET' and a location indicator 'You're shopping: Store 50 - Nashua (50)'. A search bar is present. Below the search bar is a navigation menu with categories like WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. A 'My Account' dropdown menu is open on the right, showing options like AR, PROFILE, ORDER HISTORY, ADDRESSES, **SAVED CARTS**, ORDER SHEETS, INVOICES, and USER MANAGEMENT. The main content area is titled 'SAVED CARTS' and contains a table with the following data:


Date	# of Items	Activate Cart
Oct 24, 2023	1	<a href="#">Activate Cart</a>
Oct 24, 2023	2	<a href="#">Activate Cart</a>
Oct 24, 2023	5	<a href="#">Activate Cart</a>
Sep 7, 2023	1	<a href="#">Activate Cart</a>

At the bottom of the table, there is a pagination control showing '1' of 1 items.


## 11.1 View Saved Cart Details

- To view details of a saved cart, select Details next to the cart

SAVED CARTS			
Date	# of Items	Activate Cart	Details
Oct 24, 2023	2		
Sep 7, 2023	1		



- Saved cart details display and additional actions can be taken from within the saved cart details screen



You're shopping:

Store 50 - Nashua (50) -

My Account - 0 Items

WINE

SPIRITS

SALES AND PROMOS

EDUCATION

THE OUTLETS

EVENTS

QUICK ORDER

WAREHOUSE ORDERING POLICIES

PRIVATE TRUCKING COMPANIES

DOWNLOADS

### SAVED CART DETAILS

Navigation

AR

Profile

Order History

Addresses









Saved Carts

Order Sheets

Invoices

User Management

[< Back to Saved Carts](#)
Activate Cart

	Image	Product	Quantity	Price	Discount	Total
		14 Hands Stampede Red Blend 750mL	Case: 1	\$143.88	\$0.00	\$143.88
		1800 Reposado Gold Tequila 750mL	Case: 1	\$359.88	\$0.00	\$359.88
		50S Project McLaren Vale Shi/Gren/SB '14 750mL	Case: 1	\$287.88	\$0.00	\$287.88
		A Bichot Chardonnay Bourgogne Blanc 750mL	Case: 2	\$323.88	\$0.00	\$647.76

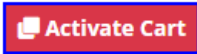



Estimated Total \$1,439.40


**Grand Total \$1,439.40**

## 11.2 Activate Previously Saved Carts



Option 1:

1. To activate a previously saved cart directly from the Saved Carts screen, select Activate Cart next to the desired cart

SAVED CARTS			
Date	# of Items	Activate Cart	Details
Oct 24, 2023	2		
Sep 7, 2023	1		



2. Confirm action by selecting Yes

This will override the current cart with the saved cart. continue?  





NOTE: Selecting Yes will clear your cart and replace it with the products and quantities in this previous order


3. Cart Activated Successfully banner displays that cart was successfully activated



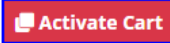


Option 2:

1. To activate a previously saved cart from the Saved Cart Details screen, select Details next to the desired cart



SAVED CARTS			
Date	# of Items	Activate Cart	Details
Oct 24, 2023	2		
Sep 7, 2023	1		



2. Select Activate Cart

SAVED CART DETAILS							
<a href="#">&lt; Back to Saved Carts</a>							
Image	Product	Quantity	Price	Discount	Total		
	 Calumet Small Batch Bourbon 750mL	Case: 2	\$359.94	\$0.00	\$719.88		
					Estimated Total	\$0.00	
					<b>Grand Total</b>	<b>\$0.00</b>	

3. Confirm action by selecting Yes

This will override the current cart with the saved cart. continue?  

NOTE: Selecting Yes will clear your cart and replace it with the products and quantities in this previous order

4. Cart Activated Successfully banner displays that cart was successfully activated



# 12 Order History

To access Order History, select Order History from the My Account dropdown menu or the Navigation pane

The screenshot shows the user interface for the B2B site. At the top, there is a navigation bar with the 'NEW HAMPSHIRE OUTLET' logo, a location indicator for 'Store 50 - Nashua (50)', a search bar, and a 'My Account' dropdown menu. The dropdown menu is open, showing options like 'AR', 'PROFILE', 'ORDER HISTORY' (highlighted), 'ADDRESSES', 'SAVED CARTS', 'ORDER SHEETS', 'INVOICES', and 'USER MANAGEMENT'. Below the navigation bar, there are several category buttons: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, and PRIVATE COM. The main content area is titled 'ORDER HISTORY' and features a table with the following data:

Order ID	Order Date	Order Type	Quantity	Status	Total	
E0007537	Oct 11, 2023	Confirmed Order	2	Active	\$719.60	<a href="#">Details</a>
E0007536	Oct 10, 2023	Confirmed Order	3	Active	\$59.97	<a href="#">Details</a>
E0007533	Sep 27, 2023	Confirmed Order	2	Canceled	\$31.98	<a href="#">Details</a>
P0000116	Oct 6, 2023	Payment		Completed	\$1.99	<a href="#">Details</a>

On the left side of the page, there is a 'Navigation' pane with a list of links: AR, Profile, Order History (highlighted), Addresses, Saved Carts, Order Sheets, Invoices, and User Management.



## 12.1 Order History Details

1. To view order history details, locate the desired Order ID

NOTE: To enhance search capabilities, orders can be filtered by status, type, or date range and/or sorted by date or total

### ORDER HISTORY

Status:  Type:  2023-09-24 2023-10-24

Sort By:

2. Select Details next to the Order ID

### ORDER HISTORY

Status:  Type:  2023-09-24 2023-10-24

Sort By:

Order ID	Order Date	Order Type	Quantity	Status	Total	Details
E0007537	Oct 11, 2023	Confirmed Order	2	Active	\$719.88	Details
E0007536	Oct 10, 2023	Confirmed Order	3	Active	\$59.97	Details
E0007533	Sep 27, 2023	Confirmed Order	2	Canceled	\$31.98	Details

- Order details display and additional actions can be taken from within the order detail screen

### ORDER DETAIL

[← Back to Order History](#)[Clone Order](#)

**ORDER DETAILS**


Order ID: E0007537  
Order Status: Active  
Fulfillment Type: DHL Pickup  
Payment Details: Credit Card

**PICKUP ADDRESS**

DHL Warehouse  
Exel Warehouse, 683 Route 3A  
Bow  
New Hampshire  
United States of America  
03304

**PICK UP INFO**

Name: Jakes Seafood  
Email:  
Phone Number: 6035392805  
Pickup Date: October 13, 2023

	Image	Product	Quantity	Price	Discount	Total
<a href="#">Add to Cart</a>		Calumet Small Batch Bourbon 750mL	Case: 2	\$359.94	\$0.00	\$719.88

Estimated Total \$719.88  
Today's Savings \$0.00  
No state tax.

---

**Grand Total \$719.88**

## 12.2 Clone a Previous Order

- To clone a previous order, select Details next to the Order ID

ORDER HISTORY						
Status:	<input type="text" value="Please Select"/>	Type:	<input type="text" value="Please Select"/>	2023-09-24	2023-10-24	Sort By: <input type="text" value="Total"/>
Order ID	Order Date	Order Type	Quantity	Status	Total	Details
P0000112	Sep 7, 2023	Payment		Completed	\$5,000.00	Details
E0006488	Feb 9, 2023	Confirmed Order	6	Open	\$2,042.72	Details
E0006487	Feb 9, 2023	Confirmed Order	5	Open	\$949.92	Details
E0006472	Feb 3, 2023	Confirmed Order	7	Open	\$900.07	Details
E0006474	Feb 3, 2023	Confirmed Order	10	Open	\$816.50	Details
E0007537	Oct 11, 2023	Confirmed Order	2	Active	\$719.88	Details

- Select Clone Order to add all products and previously ordered quantities to your cart

ORDER DETAIL						
<a href="#">← Back to Order History</a>						Clone Order
ORDER DETAILS			PICK UP INFO			
Order ID: E0006474			Name:			
Order Status: Open			Email: Stacy.duffy@liquor.nh.gov			
Fulfillment Type: DHL Pickup			Phone Number:			
Payment Details: On Account			Pickup Date: February 6, 2023			
PICKUP ADDRESS						
DHL Warehouse Exel Warehouse, 683 Route 3A Bow New Hampshire United States of America 03304						
Image	Product	Quantity	Price	Discount	Total	
	50S Project McLaren Vale Shi/Gren/SB '14 750mL	Bottle: 3	\$21.59	\$0.00	\$64.77	
	A Bichot Chardonnay Bourgogne Blanc 750mL	Case: 2	\$269.89	\$21.59	\$539.78	
	A by Acacia Pinot Noir Cal 750mL	Bottle: 4	\$12.59	\$3.60	\$50.36	
		Case: 1	\$151.09	\$43.20	\$151.09	

3. Confirm action by selecting Yes

This will override the current cart with the saved cart. continue?

NOTE: Selecting Yes will clear your cart and replace it with the products and quantities in this previous order

4. Products from this previous order are now in your cart

## 12.3 Reorder Product from a Previous Order

- To reorder product from a previous order, select Details next to the Order ID

### ORDER HISTORY

Status: Please Select Type: Please Select 2023-09-24 2023-10-24 Sort By: Total


Order ID	Order Date	Order Type	Quantity	Status	Total	Details
P0000112	Sep 7, 2023	Payment		Completed	\$5,000.00	<a href="#">Details</a>
E0006488	Feb 9, 2023	Confirmed Order	6	Open	\$2,042.72	<a href="#">Details</a>
E0006487	Feb 9, 2023	Confirmed Order	5	Open	\$949.92	<a href="#">Details</a>
E0006472	Feb 3, 2023	Confirmed Order	7	Open	\$900.07	<a href="#">Details</a>
E0006474	Feb 3, 2023	Confirmed Order	10	Open	\$816.50	<a href="#">Details</a>

- Select Add to Cart next to the desired product to add that product and previously ordered quantity to your cart

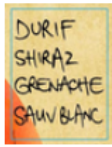
### ORDER DETAIL

[Back to Order History](#) [Clone Order](#)

<p><b>ORDER DETAILS</b></p> <p>Order ID: E0006474 Order Status: Open Fulfillment Type: DHL Pickup Payment Details: On Account</p> <p><b>PICKUP ADDRESS</b></p> <p>DHL Warehouse Exel Warehouse, 683 Route 3A Bow New Hampshire United States of America 03304</p>	<p><b>PICK UP INFO</b></p> <p>Name: Email: Stacy.duffy@liquor.nh.gov Phone Number: Pickup Date: February 6, 2023</p>
---	--

Image	Product	Quantity	Price	Discount	Total
<a href="#">Add to Cart</a>	 50S Project McLaren Vale Shi/Gren/SB '14 750mL	Bottle: 3	\$21.59	\$0.00	\$64.77

- Added to Cart banner displays confirming that product was successfully added to your cart



**ADDED TO CART**

50S Project McLaren Vale Shi/Gren/SB '14  
\$64.77

[CONTINUE SHOPPING](#)

[VIEW CART & CHECKOUT](#)

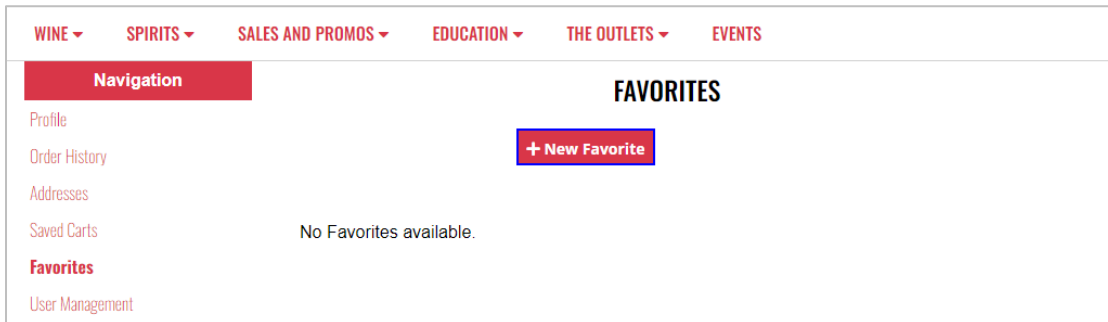
# 13 Favorites

To access Favorites, select Favorites from the My Account dropdown menu or the Navigation pane

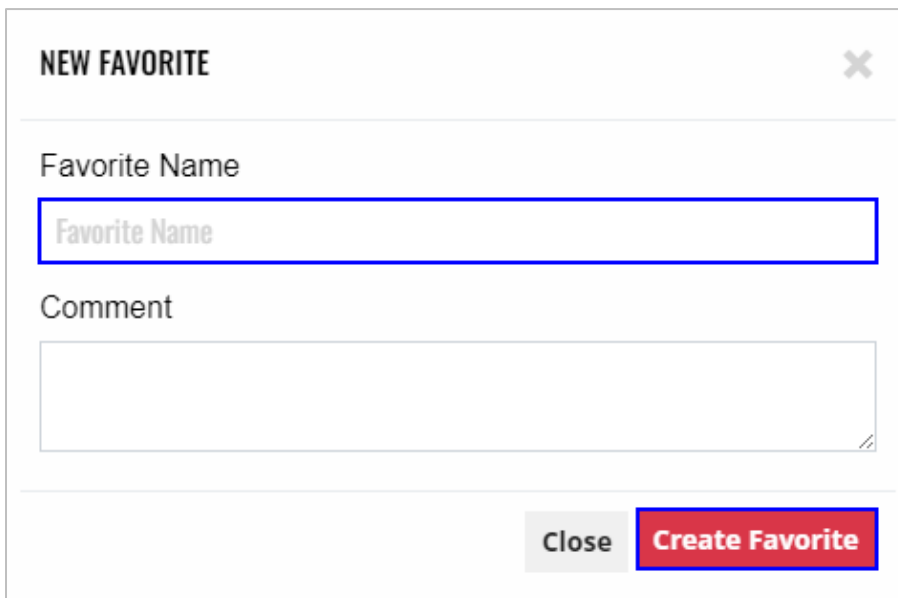
The screenshot displays the user interface for the Favorites page. At the top left is the 'NEW HAMPSHIRE OUTLET LIQUOR & WINE' logo. Next to it is a location selector with a pin icon and the text 'Please select a store'. A search bar with a magnifying glass icon is positioned to the right. Below these elements is a horizontal navigation menu with categories: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, and EVENTS. On the right side, the 'My Account' dropdown menu is open, showing '0 Items' with a shopping cart icon and a list of options: PROFILE, ORDER HISTORY, ADDRESSES, SAVED CARTS, LIMITED RELEASE RAFFLES, FAVORITES (highlighted in red), and USER MANAGEMENT. The main content area is titled 'FAVORITES' and features a '+ New Favorite' button. Below the button, it states 'No Favorites available.' On the left side of the main content area, there is a 'Navigation' pane with a list of links: Profile, Order History, Addresses, Saved Carts, Favorites (highlighted with a red border), and User Management.

## 13.1 Create New Favorites List

1. To create a new favorites list, select +New Favorite



2. Input a Favorite Name for the list, and select Create Favorite



The screenshot shows a 'NEW FAVORITE' modal form. It has a title bar with 'NEW FAVORITE' and a close button (X). Below the title bar, there are two input fields: 'Favorite Name' and 'Comment'. The 'Favorite Name' field is highlighted with a blue border. At the bottom of the form, there are two buttons: 'Close' and 'Create Favorite'.

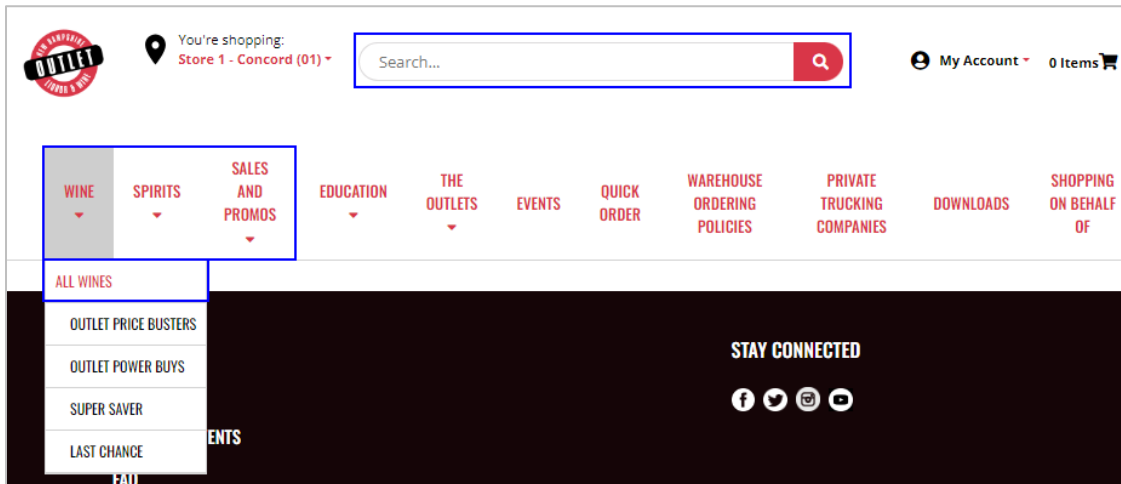
3. Favorites Create Successfully banner displays confirming action



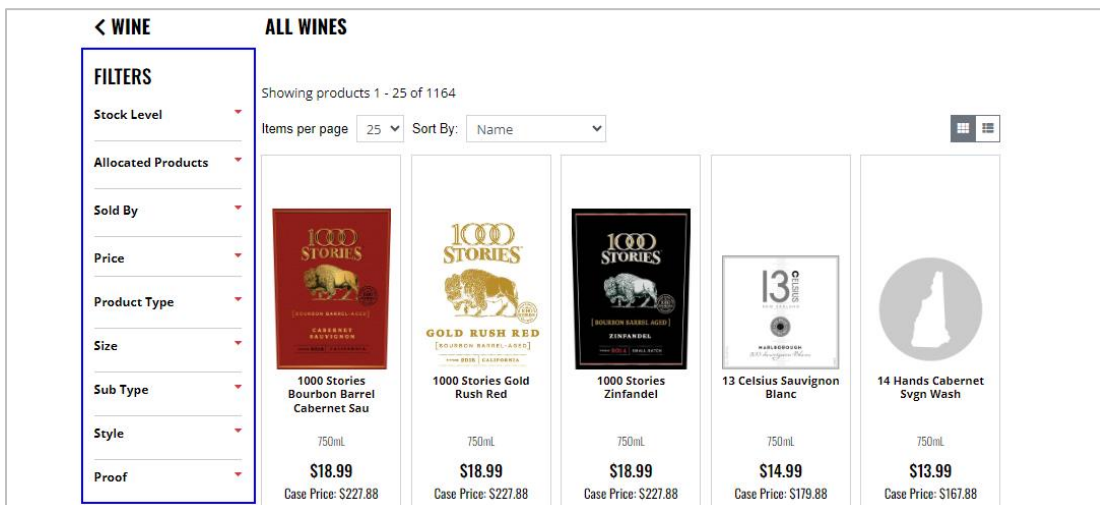


## 13.2 Add Products to Favorites List

1. Search for products by selecting the applicable category or by using the search bar



2. Filter product category further by selecting applicable filters



3. Add product to favorites list

Option 1

- a. Select the heart button from the main search screen

The screenshot shows the 'ALL WINES' search results page. On the left, there is a 'FILTERS' sidebar with various dropdown menus. The main content area displays five wine products in a grid. Each product card includes an image, name, volume, price (with a 'Save' indicator), stock level, and an 'ADD TO CART' button. A red heart icon is highlighted on the first product, 'Alamos Malbec Sln Mendoza'.

Product Name	Volume	Price	Stock
Alamos Malbec Sln Mendoza	750mL	\$16.99 (Save \$3.00)	445 in stock
Alamos Ridge Cabernet Svgn Mendoza Argen	750mL	\$9.99 (Save \$3.00)	256 in stock
Alamos Ridge Malbec Mendoza Argentina	750mL	\$9.99 (Save \$3.00)	1011 in stock
Allegrini Amarone Classic	750mL	\$89.99 (Save \$5.00)	111 in stock
Allegrini Amarone Della Valpocella	375mL	\$54.99	0 in stock

- b. Select Add to Favorite next to the desired favorites list

The screenshot shows the 'ADD TO FAVORITES' modal window. It has a title bar with a close button. Below the title, there is a table with two columns: 'Favorites Name' and an empty column. The first row contains 'Winter Favorites' and a red 'Add to Favorite' button. At the bottom, there is a pagination control showing '1' and a 'Close' button.

Favorites Name	
Winter Favorites	Add to Favorite

- c. Field is updated to Added for confirmation product was added to favorites list

The screenshot shows a dialog box titled "ADD TO FAVORITES" with a close button (X) in the top right corner. Inside the dialog, there is a table with two columns and two rows. The first row has the header "Favorites Name" in the left column and an empty cell in the right column. The second row has "Winter Favorites" in the left column and "Added" in the right column. The "Added" text is green and enclosed in a blue rectangular box. Below the table is a pagination control showing a left arrow, the number "1" in a red box, and a right arrow. At the bottom right of the dialog is a "Close" button.

- d. Select Close to continue shopping

This screenshot is identical to the one above, showing the "ADD TO FAVORITES" dialog box with "Winter Favorites" and "Added" status. The only difference is that the "Close" button at the bottom right is now highlighted with a blue rectangular border.

## Option 2

### a. Select Product to view product details

**< WINE** **ALL WINES**

**FILTERS**

Price ▲  
From   
To

Showing products 1 - 25 of 746  
Items per page  Sort By:

**Product Type** ▲  
 Wine (746)

**Sub Type** ▲  
 Chardonnay (106)  
 Cabernet Sauvignon (94)  
 Pinot Noir (61)  
 Merlot (59)  
 Moscato (49)  
[Show more](#)

**Style** ▲  
 Red (325)  
 White (247)  
 Rosé (76)  
 Fruit (28)  
 Sangria (24)

 <b>Alamos Malbec Slcn Mendoza</b> 750mL <b>\$16.99</b> <small>REG \$19.99 Save \$3.00</small> <input type="checkbox"/> <input type="checkbox"/> <b>445 in stock</b> <b>ADD TO CART</b>	 <b>Alamos Ridge Cabernet Svgn Mendoza Argen</b> 750mL <b>\$9.99</b> <small>REG \$12.99 Save \$3.00</small> <input type="checkbox"/> <input type="checkbox"/> <b>256 in stock</b> <b>ADD TO CART</b>	 <b>Alamos Ridge Malbec Mendoza Argentina</b> 750mL <b>\$9.99</b> <small>REG \$12.99 Save \$3.00</small> <input type="checkbox"/> <input type="checkbox"/> <b>1011 in stock</b> <b>ADD TO CART</b>	 <b>Allegrini Amarone Classic</b> 750mL <b>\$89.99</b> <small>REG \$94.99 Save \$5.00</small> <input type="checkbox"/> <input type="checkbox"/> <b>111 in stock</b> <b>ADD TO CART</b>	 <b>Allegrini Amarone Della Valpocella</b> 375mL <b>\$54.99</b> <input type="checkbox"/> <input type="checkbox"/> <b>0 in stock</b> <b>ADD TO CART</b>
--	---	---	---	--

### b. Select Add to Favorites

Home / Sales and Promos  
/ Current Promotions

**Alamos Malbec Slcn Mendoza**

SIZE:

Product #: 10296  
Sale End Date: Nov 26, 2023

**PRODUCER DESCRIPTION**

100 YEARS OF ARGENTINIAN FAMILY WINEMAKING  
Alamos is rooted in over 100 years of family winemaking. Generation after generation has passed along the passion and winemaking expertise that results in the...  
[Show more](#)

**Sub Type:** Malbec  
**Size:** 750mL

**\$16.99**  
REGULAR PRICE: \$19.99  
**SAVE \$3.00**

Quantity:

**ADD TO CART**

Add to Favorites

**432 BOTTLES IN STOCK**  
**VIEW ALL STOCK**

- c. Select Add to Favorite next to the desired favorites list

ADD TO FAVORITES	
<b>Favorites Name</b>	
Winter Favorites	<b>Add to Favorite</b>
« 1 »	
Close	

- d. Field is updated to Added for confirmation product was added to favorites list

ADD TO FAVORITES	
<b>Favorites Name</b>	
Winter Favorites	<b>Added</b>
« 1 »	
Close	

- e. Select Close to continue shopping

ADD TO FAVORITES	
<b>Favorites Name</b>	
Winter Favorites	<b>Added</b>
« 1 »	
<b>Close</b>	

## 13.3 Add Products to Cart from Favorites List

- To add products to your cart directly from the favorites list, select Details next to the favorites list

### FAVORITES

[+ New Favorite](#)

Name	Created	Modified	# of Items		
Summer Favorites	Nov 15, 2023	Nov 15, 2023	2	<a href="#">Delete</a>	<a href="#">Details</a>
Winter Favorites	Nov 15, 2023	Nov 15, 2023	1	<a href="#">Delete</a>	<a href="#">Details</a>



- To add individual products to your cart, select Add to Cart next to the desired product

### SUMMER FAVORITES

[← Back to Favorites](#)

[Print Favorites](#) [Save](#)

Favorites Name:  Comment:

Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input type="text" value="1"/>	\$9.99	\$9.99	<a href="#">×</a> <a href="#">Add to Cart</a>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<a href="#">×</a> <a href="#">Add to Cart</a>

« **1** »

Total: \$26.98



[Add All to Cart](#)

3. To add all products to your cart from a favorites list, select Add All to Cart

### SUMMER FAVORITES

[← Back to Favorites](#)[Print Favorites](#) [Save](#)

Favorites Name:  Comment:

Image	Product	Quantity	Price	Total	
	<b>Alamos Ridge Malbec Mendoza Argentina</b> 750mL	Bottle: <input type="text" value="1"/>	\$9.99	\$9.99	<input type="button" value="x"/> <a href="#">Add to Cart</a>
	<b>Fishers Island Lemonade</b> 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<input type="button" value="x"/> <a href="#">Add to Cart</a>

**Total: \$26.98**

[Add All to Cart](#)

## 13.4 View Favorites List Details

- To view favorites list details, select Details next to the order sheet

FAVORITES					
<a href="#">+ New Favorite</a>					
Name	Created	Modified	# of Items		
Summer Favorites	Nov 15, 2023	Nov 15, 2023	2	<a href="#">Delete</a>	<a href="#">Details</a>
Winter Favorites	Nov 15, 2023	Nov 15, 2023	1	<a href="#">Delete</a>	<a href="#">Details</a>

- Favorites list details display, and additional actions can be taken from within the details screen



### SUMMER FAVORITES

[< Back to Favorites](#)

[Print Favorites](#)
[Save](#)

Favorites Name:

Comment:

Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input type="text" value="1"/>	\$9.99	\$9.99	<a href="#">x</a> <a href="#">Add to Cart</a>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<a href="#">x</a> <a href="#">Add to Cart</a>

« 1 »

Total: \$26.98

[Add All to Cart](#)



## 13.5 Edit Favorites List

- To edit a favorites list, select Details next to the order sheet

FAVORITES					
<a href="#">+ New Favorite</a>					
Name	Created	Modified	# of Items		
Summer Favorites	Nov 15, 2023	Nov 15, 2023	2	<a href="#">Delete</a>	<a href="#">Details</a>
Winter Favorites	Nov 15, 2023	Nov 15, 2023	1	<a href="#">Delete</a>	<a href="#">Details</a>

- Update product quantities by using the up/down arrows or by typing the new quantity amount



### SUMMER FAVORITES

[← Back to Favorites](#)

[Print Favorites](#)
[Save](#)

Favorites Name:

Comment:

Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input style="border: 2px solid blue;" type="text" value="1"/>	\$9.99	\$9.99	<a href="#">×</a> <a href="#">Add to Cart</a>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<a href="#">×</a> <a href="#">Add to Cart</a>

Total: \$26.98



[Add All to Cart](#)

- Remove product by selecting the X button next to the product

### SUMMER FAVORITES

[← Back to Favorites](#) Print Favorites Save

Favorites Name:  Comment:

Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input type="text" value="1"/>	\$9.99	\$9.99	<span>X</span> <span>Add to Cart</span>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<span>X</span> <span>Add to Cart</span>

« 1 »

Total: \$26.98



Add All to Cart

- Select Save once favorites list edits have been completed

### SUMMER FAVORITES

[← Back to Favorites](#) Print Favorites Save

Favorites Name:  Comment:

Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input type="text" value="2"/>	\$9.99	\$19.98	<span>X</span> <span>Add to Cart</span>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<span>X</span> <span>Add to Cart</span>

« 1 »

Total: \$36.97



Add All to Cart

## 13.6 Print Favorites List

- To print a favorites list, select Details next to the desired favorites list

FAVORITES					
<a href="#">+ New Favorite</a>					
Name	Created	Modified	# of Items		
Summer Favorites	Nov 15, 2023	Nov 15, 2023	2	<a href="#">Delete</a>	<a href="#">Details</a>
Winter Favorites	Nov 15, 2023	Nov 15, 2023	1	<a href="#">Delete</a>	<a href="#">Details</a>

- Select Print Order Sheets

SUMMER FAVORITES					
<a href="#">← Back to Favorites</a>			<a href="#">Print Favorites</a> <a href="#">Save</a>		
Favorites Name:			Comment:		
<input type="text" value="Summer Favorites"/>			<input type="text"/>		
Image	Product	Quantity	Price	Total	
	Alamos Ridge Malbec Mendoza Argentina 750mL	Bottle: <input type="text" value="1"/>	\$9.99	\$9.99	<a href="#">×</a> <a href="#">Add to Cart</a>
	Fishers Island Lemonade 355ml 4PK	Bottle: <input type="text" value="1"/>	\$16.99	\$16.99	<a href="#">×</a> <a href="#">Add to Cart</a>
<a href="#">«</a> <a href="#">1</a> <a href="#">»</a>					
					Total: \$26.98
<a href="#">Add All to Cart</a>					

- Follow printing prompts from your computer

## 13.7 Delete Favorites List

1. To delete a favorites list, select Delete next to the order sheet

FAVORITES					
<a href="#">+ New Favorite</a>					
Name	Created	Modified	# of Items		
Summer Favorites	Nov 15, 2023	Nov 15, 2023	2	<a href="#">Delete</a>	<a href="#">Details</a>
Winter Favorites	Nov 15, 2023	Nov 15, 2023	1	<a href="#">Delete</a>	<a href="#">Details</a>

2. Confirm action by selecting Delete

**DELETE FAVORITES** ✕

---

Are you sure you want to delete Favorites **Summer Favorites**?

---

[Close](#) [Delete](#)

3. Favorites Deleted Successfully banner displays confirming order sheet was successfully deleted

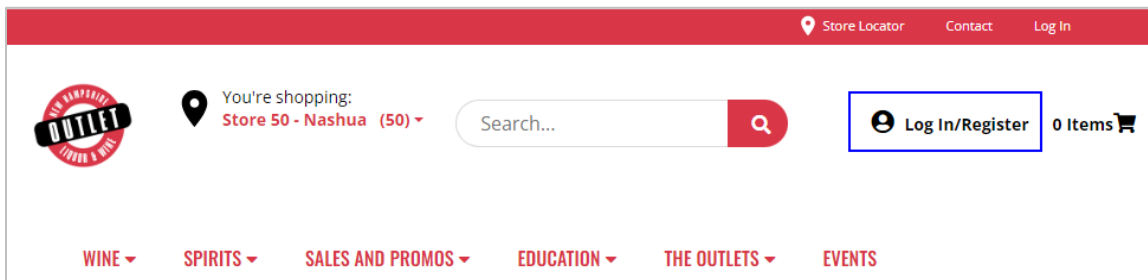
**FAVORITES DELETED SUCCESSFULLY**

## 14 National Account Management

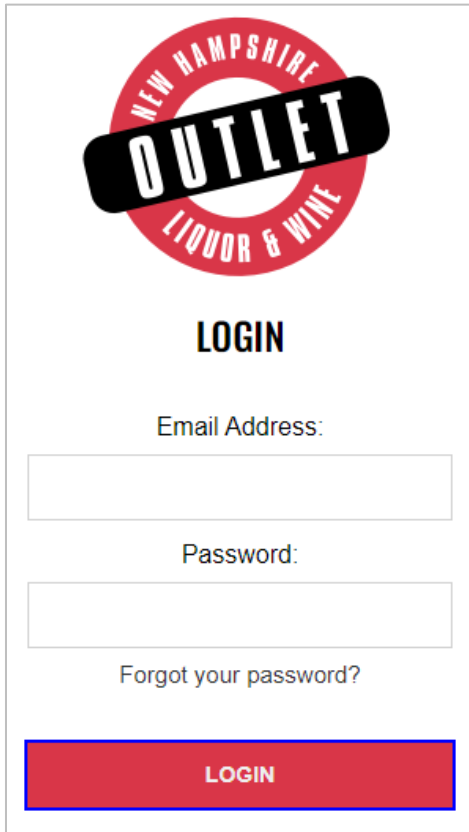
National Accounts can place orders and perform account management activities on behalf of licensees. Follow the below steps to perform actions on behalf of a licensee.

### 14.1 Select Licensee Account to Perform Actions on Behalf of

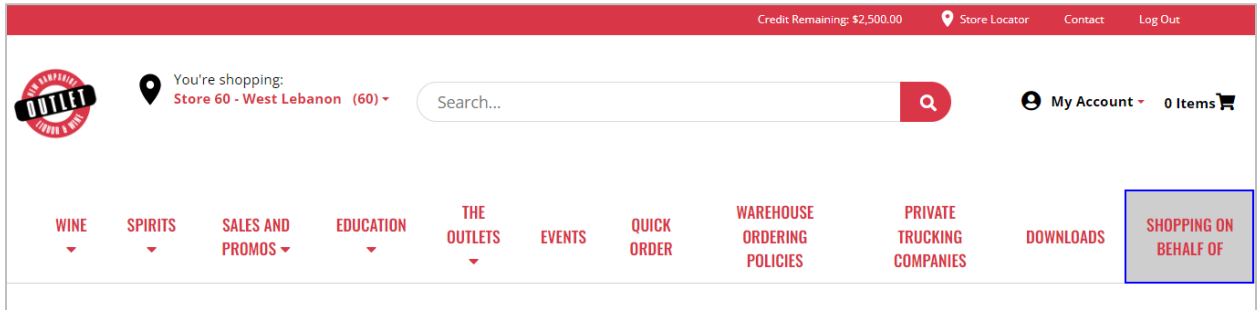
1. Select Log In/Register



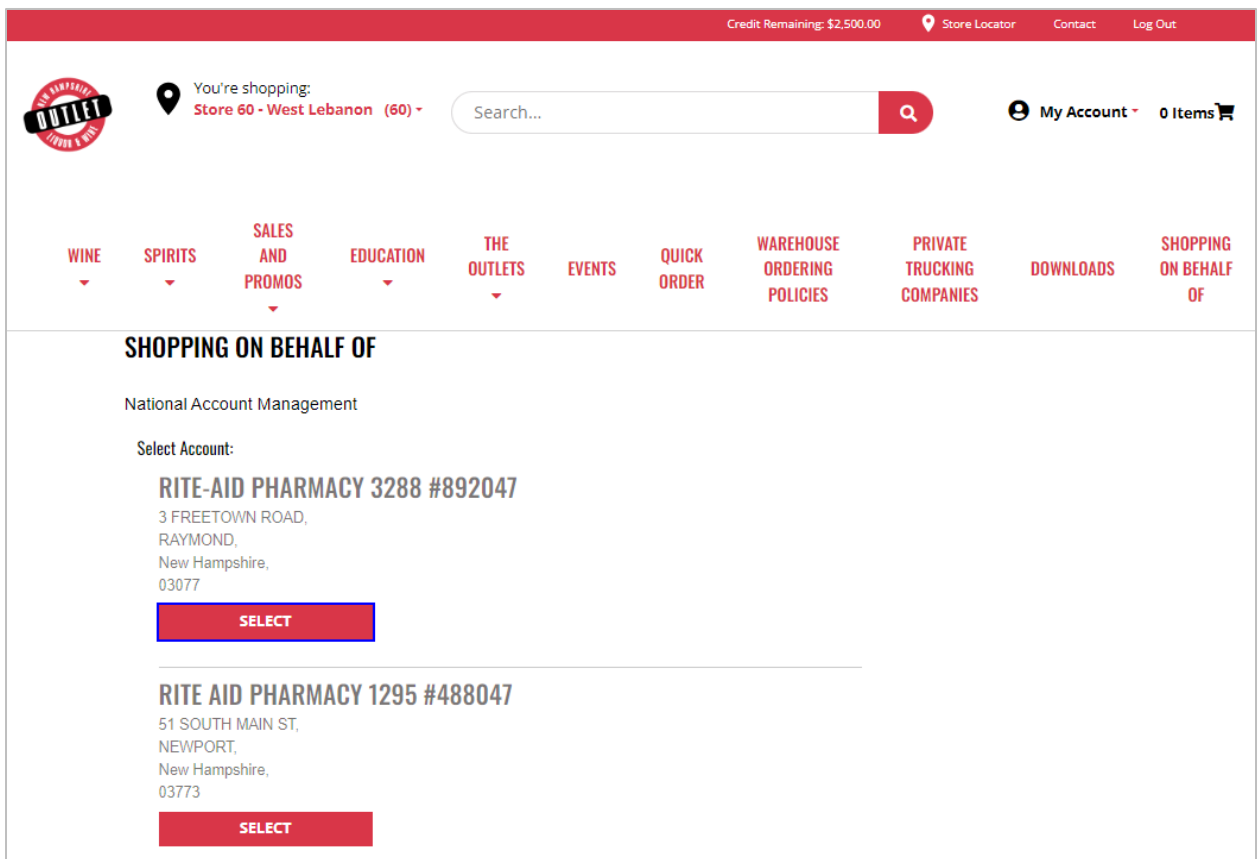
2. Enter email address and password associated with the national account, and select Login

A screenshot of the New Hampshire Outlet login page. At the top is the 'NEW HAMPSHIRE OUTLET LIQUOR & WINE' logo. Below the logo is the word 'LOGIN' in bold. Underneath is the label 'Email Address:' followed by a text input field. Below that is the label 'Password:' followed by a text input field. Underneath the password field is the text 'Forgot your password?'. At the bottom is a red button with the word 'LOGIN' in white.

3. Select Shopping on Behalf of on the home page

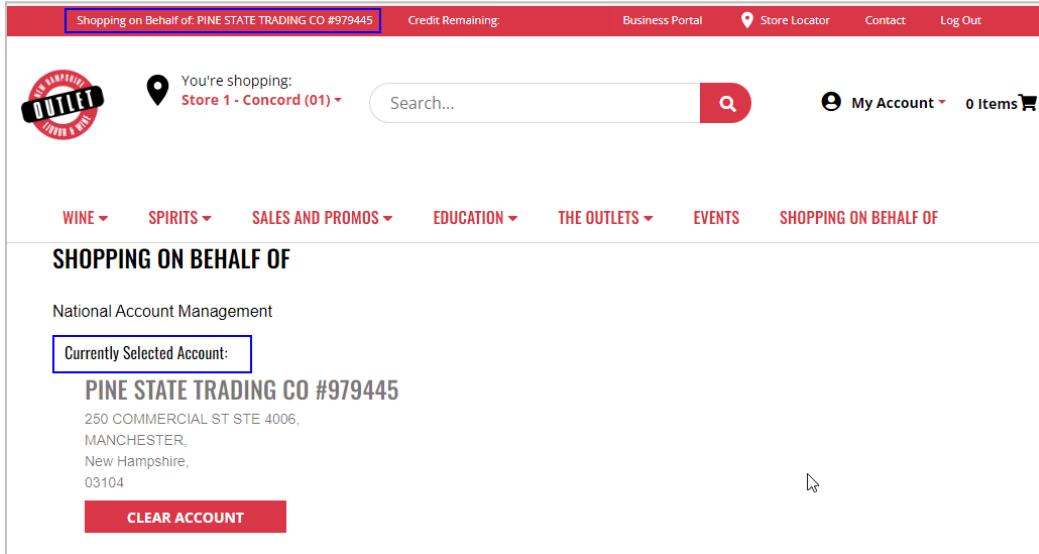


4. Select desired licensee account that orders, or account management activities need to be taken on behalf of



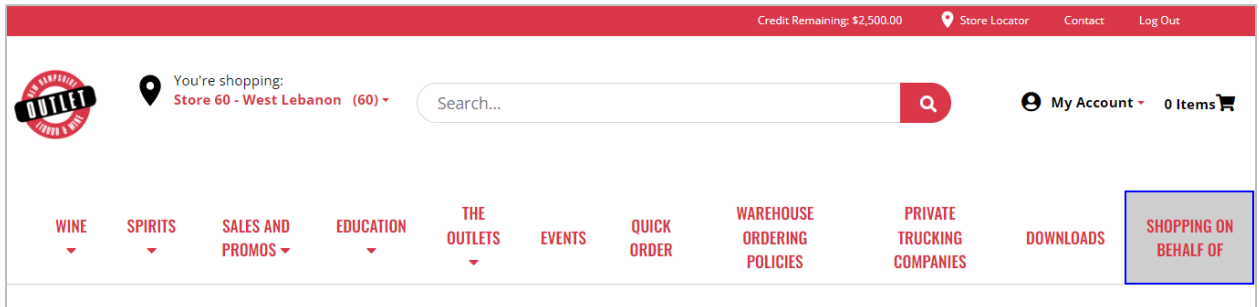
- Licensee account now displays as the Currently Selected Account in the Shopping on Behalf of screen and within the top toolbar. Orders and account management activities can now be performed on behalf of the licensee.

**NOTE:** Once the licensee account has been selected, steps to order and perform account management activities are the same as when logged in as the main account holder

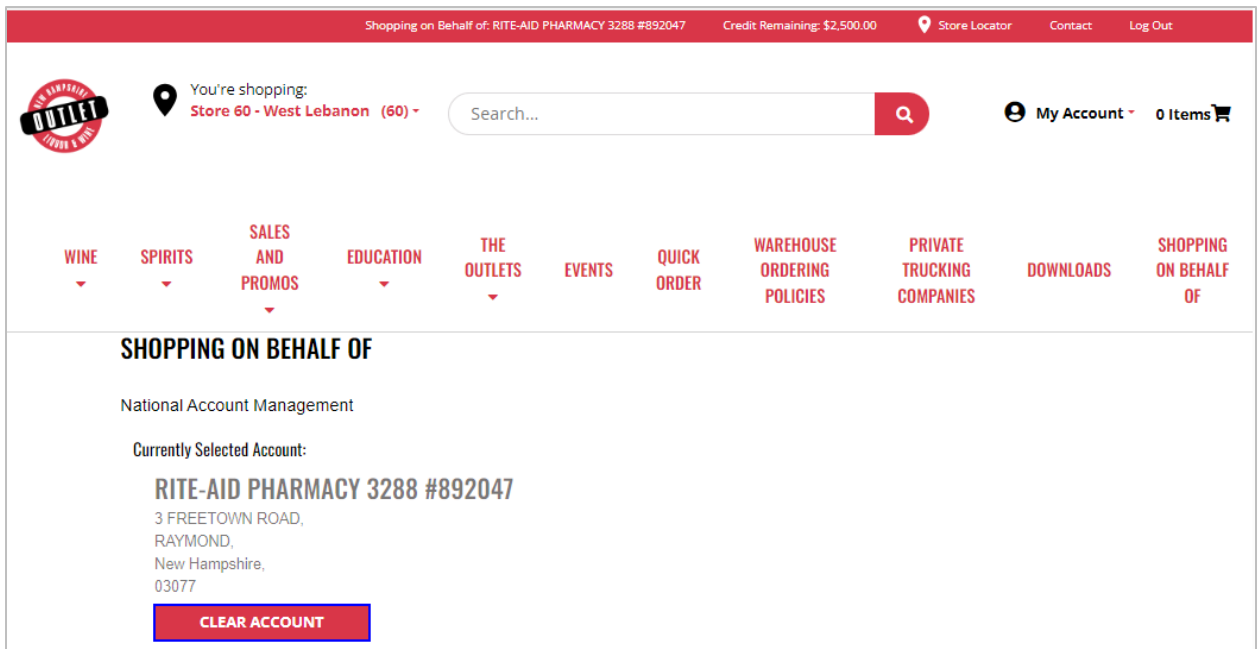


## 14.2 Change Licensee Account to Perform Actions on Behalf of

1. To change the licensee account that actions are being performed on behalf of, select Shopping on Behalf of



2. The currently selected account displays. Select Clear Account





- All available licensee accounts are now displayed, and a new licensee account can be selected to perform actions on behalf of

The screenshot shows the top navigation bar of the Rite Aid Pharmacy B2B website. The header includes the Rite Aid logo, a location indicator for 'Store 60 - West Lebanon (60)', a search bar, and links for 'My Account' and '0 Items'. Below the header is a horizontal menu with categories: WINE, SPIRITS, SALES AND PROMOS, EDUCATION, THE OUTLETS, EVENTS, QUICK ORDER, WAREHOUSE ORDERING POLICIES, PRIVATE TRUCKING COMPANIES, DOWNLOADS, and SHOPPING ON BEHALF OF. The 'SHOPPING ON BEHALF OF' section is expanded, showing 'National Account Management' and a 'Select Account:' section. Two accounts are listed: 'RITE-AID PHARMACY 3288 #892047' with address '3 FREETOWN ROAD, RAYMOND, New Hampshire, 03077' and 'RITE AID PHARMACY 1295 #488047' with address '51 SOUTH MAIN ST, NEWPORT, New Hampshire, 03773'. Each account has a red 'SELECT' button.