

# Edgewood Creek Administrator Training Manual

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# Getting Started

## Accounts and Contacts

*Accounts* are the "master" memberships for all EC participants. Every Retailer and Manufacturer has one account. In some cases, a large Retailer may have multiple accounts (e.g., Safeway may have two separate accounts, labeled "Safeway/West Coast" and "Safeway/East Coast", each with its own corporate and billing information).

*Contacts* are the individual people associated with an account. There are several types of Contacts:

- o Billing Contact: the person/department who receives invoices from EC
- o Buyer Contact: the person(s) who make purchases through EC
- o Non-buyer Contact: additional person(s) who need to have access to the system but do not make purchases

Every account must have at least two Contacts: a billing Contact and a buyer.

*Locations* are the ship-to addresses associated with an account. Every account must have at least one location.

## Qualifying Retailers and Manufacturers for Membership

EC selects members based on the following criteria:

### ***Manufacturers:***

- o Must be NASFT members
- o Must provide samples of their product(s) to EC in order to assess quality of product and packaging

### ***Retailers:***

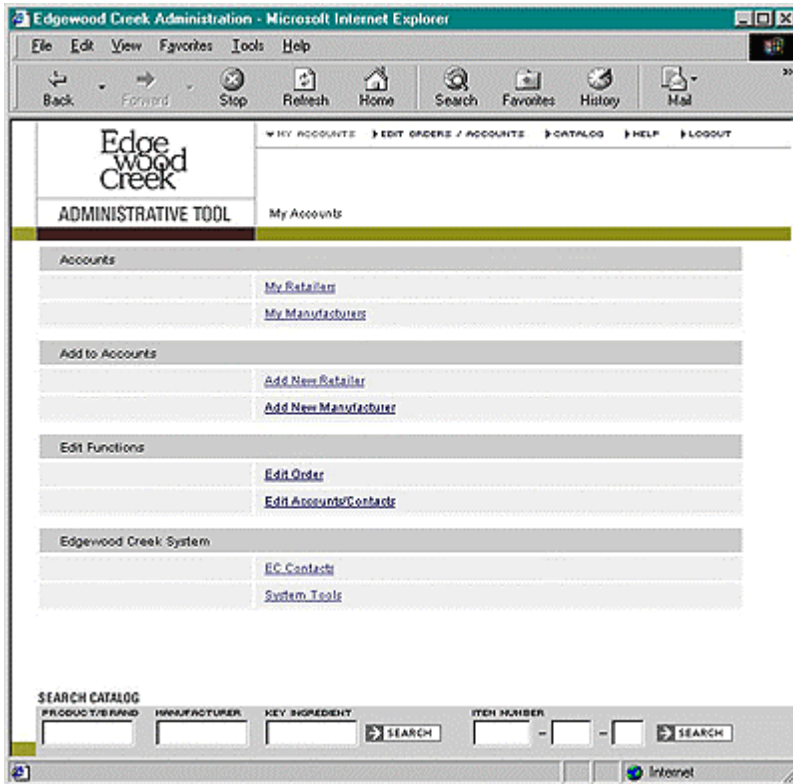
- o Must belong one of the following categories: Gourmet Retailer, Upscale Grocery, Specialty Store, Mail-Order Catalog, Department Store

# Accounts

## Creating a new account

### *Retailer:*

1. On the "My Accounts" page select the "Add New Retailer" link.



2. On the "Create New Retailer Account" page, enter the following information:

**Edgewood Creek Administration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

**Edgewood Creek**

ADMINISTRATIVE TOOL [My Accounts](#) | [Create Retailer Account](#)

**Create Retailer Account**

**Corporate Information**

Account ID Number:

Company Name:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email:

URL:

Company Type:

if other:

**Billing Information**

Billing Contact ID Number:

Billing Contact First Name:

Billing Contact Last Name:

Billing Contact Title:

Billing Address 1:

Billing Address 2:

Billing City:

Billing State:

Billing Zip Code:

Billing Contact Phone Number:

Billing Contact Fax Number:

Billing Contact Email:

Credit Limit:

Credit Terms:

**Additional Company Information**

\*Off Invoice\* Discount (%):

Resale Number:

Retailer Class:

**Edgewood Creek Representative Information**

EC Acct. Rep.:

**SEARCH CATALOG**

PRODUCT/BRAND:  MANUFACTURER:  KEY INGREDIENT:

ITEM NUMBER:  -  -

Done Internet

### Corporate Information

- Account ID Number (a unique 5-digit number assigned sequentially, i.e., 00001 - 99999. Account managers are responsible for assigning these numbers.)
- Company Name
- Street Address (2 lines), City, State, Zip
- Phone (main number), Fax (main number), Email (general information address, e.g., [info@retailer.com](mailto:info@retailer.com)), URL (e.g., [www.retailer.com](http://www.retailer.com))
- Company Type (High Volume, Medium Volume, Low Volume, or Other)

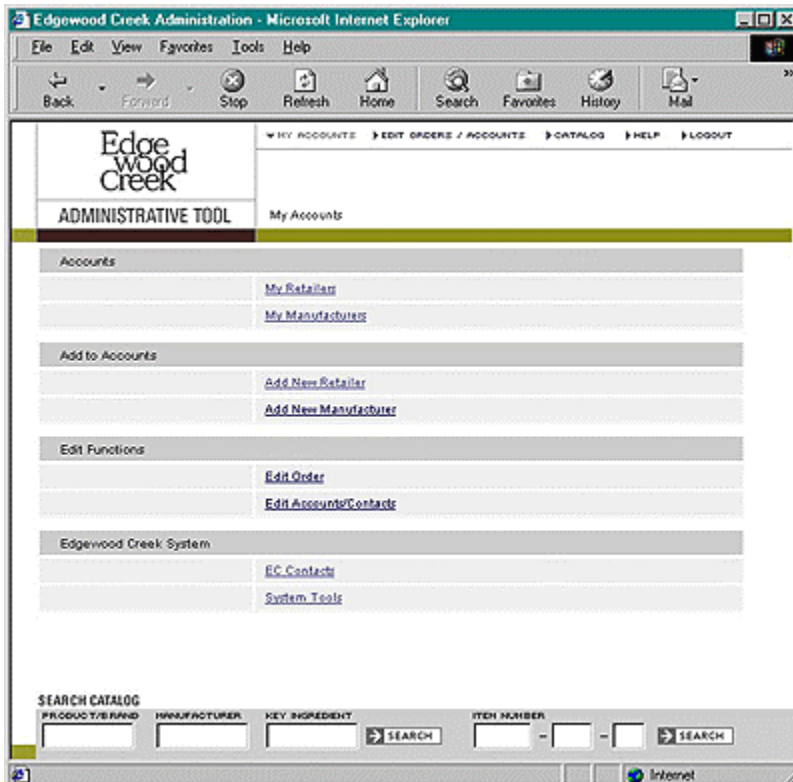
### Billing Information

- Billing Contact ID Number (the Account ID Number with a sequential 2-digit appendix, e.g., 00001-01)
- Billing Contact Name (person's name)
- Billing Contact Title
- Billing Address (where invoices are sent — may be different from the Street Address under Corporate Information), City, State, Zip
- Phone (that person's direct number), Fax (main number), Email (general information address, e.g., [info@retailer.com](mailto:info@retailer.com)), URL (e.g., [www.retailer.com](http://www.retailer.com))
- Credit Limits
- Credit Terms

3. When you have filled in all the relevant information, continue to the confirmation page. If all the information shown is correct, “Okay” the screen to enter the information into the Edgewood Creek system.

### Manufacturer:

1. On the "My Accounts" page select the "Add New Manufacturer" link.



2. On the "Create New Manufacturer Account" page, enter the following information:

Edgewood Creek Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Edge wood creek

ADMINISTRATIVE TOOL My Accounts: Create Manufacturer Account

Create Manufacturer Account

Corporate Information

Account ID Number

Company Name

Street Address 1

Street Address 2

City

State

Zip Code

Phone Number

Fax Number

Email

URL

Company Type

if other

Payment Information

Payment Method

Bank Account #

Bank Routing #

Additional Company Information

Memberships

Memberships

Memberships

Manufacturer Class

UPS Acct #

Edgewood Creek Representative Information

EC Acct. Rep.

CANCEL CONTINUE

SEARCH CATALOG

PRODUCT/BRAND MANUFACTURER KEY INGREDIENT ITEM NUMBER

SEARCH SEARCH

Done Internet

### *Corporate Information*

- Account ID Number (a unique 5-digit number assigned sequentially, i.e., 00001 - 99999. Account managers are responsible for assigning these numbers.)
- Company Name
- Street Address (2 lines), City, State, Zip
- Phone (main number), Fax (main number), Email (general information address, e.g., [info@retailer.com](mailto:info@retailer.com)), URL (e.g., [www.retailer.com](http://www.retailer.com))
- Company Type (High Volume, Medium Volume, Low Volume, or Other)

*Payment Information*

- Payment Method (Check or EFT). All Payments will initially be by check, so you need to inform Manufacturers of that fact
- Bank Account Number
- Bank Routing Number

*Additional Company Information*

- Membership (these would be for professional organizations and trade groups like the CCA, NASFT, etc.)
- Manufacturer Class (currently the state where the manufacturer is located)
- UPS Account Number

3. When you have filled in all the relevant information, continue to the confirmation page. If all the information shown is correct, “Okay” the screen to enter the information into the Edgewood Creek system.



## Editing an existing account

There are two ways to edit an existing account:

1. When editing your own accounts (which appear on the “My Retailers” page) just click on the hyperlinked Account Name. At the bottom of the Account Detail page, click the “Edit Account” button.

The screenshot displays the Edgewood Creek Administration web application in Microsoft Internet Explorer. The browser window title is "Edgewood Creek Administration - Microsoft Internet Explorer". The application header includes the Edgewood Creek logo and navigation links: "MY ACCOUNTS", "EDIT ORDERS / ACCOUNTS", "CATALOG", "HELP", and "LOGOUT". Below the header, there is a navigation bar with "ADMINISTRATIVE TOOL" and "My Accounts: My Manufacturers: Account Information".

The main content area shows the details for a manufacturer account for "Cafe Tequila". The account information is organized into several sections:

- Corporate Information:**

Account Number	4
Company Name	Cafe Tequila
Street Address 1	55 Test Dr.
Street Address 2	
City	Santa Barbara
State	CA
Zip Code	93117
Phone Number	510 225-6223
Fax Number	415-555-5555
Email	test@cafetequilatest.com
URL	www.cafetequila.com
Company Type	Medium Volume
- Payment Information:**

Payment Method	eft
Bank Account #	99999
Bank Routing #	99999
- Additional Company Information:**

Memberships	Spiroy Test Foods
Manufacturer Class	CA
UPS Acct #	99999999
- Edgewood Creek Representative Information:**

EC Acct Rep. Name	Olen Dandig
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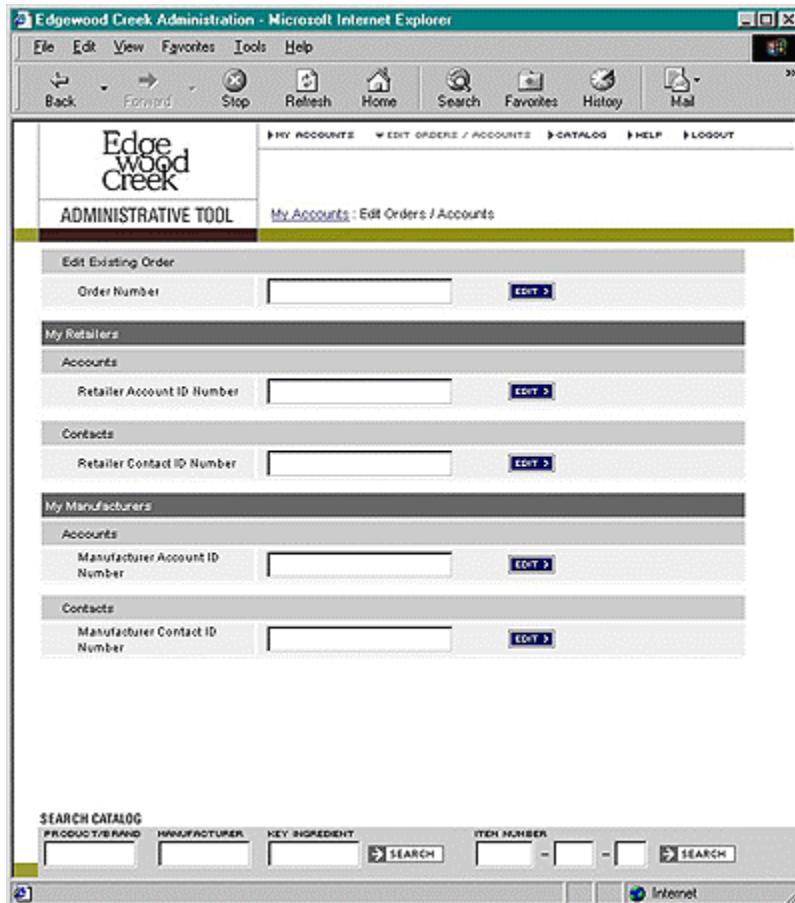
At the bottom of the account details, there is a blue button labeled "EDIT ACCOUNT".

Below the account details is a "SEARCH CATALOG" section with two search forms:

- Form 1: PRODUCT/BRAND, MANUFACTURER, KEY INGREDIENT, and ITEM NUMBER fields, with a "SEARCH" button.
- Form 2: ITEM NUMBER field, with a "SEARCH" button.

The browser status bar at the bottom shows "Done" and "Internet".

2. When editing accounts other than your own (which do not appear on the “My Retailers” page), use the “Edit Orders / Accounts” global navigation selection to go to the Edit Orders / Accounts page. Enter the Account ID number in the appropriate box and press the “Edit” button.



When you get to the “Edit Account” page, input the updated information and click the “Continue” button. If the information on the confirmation page is correct, click “Okay”, if not, click the “Edit Account” button to go back and correct the information.

### Deleting an account

There is currently no user-initiated method to delete an account from inside the Edgewood Creek system. Please speak with the DBA if you need an account removed.

### Ship-to Addresses:

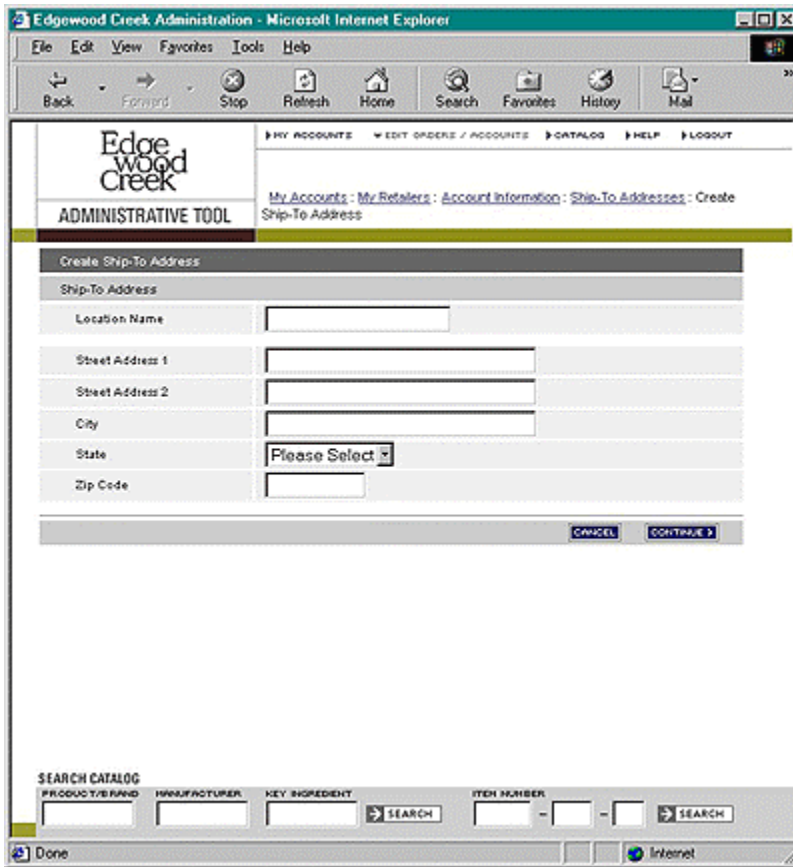
Creating a new ship-to address

Ship-to Addresses are accessible from the Account Details page. Click on “View Locations” in the secondary navigation bar. This will bring up a summary list of all the Ship-to Addresses for that retailer. To create a new Ship-to Address, Click the “Add New Location” link at the bottom of the summary list.



### Location Information

- Location name: This is a name or nickname assigned for any location
- Street Address 1 and 2
- City
- State
- Zip Code



When all the information is entered, click “Continue” to view the confirmation screen. If all the information is correct, click “Okay” to submit the data and return to the Location Summary page.

## Editing an existing ship-to address



To edit an existing Ship-to Address, select a location from the “Ship-to Address Summary” page. On the Ship-to Address detail page, click the edit button, which will take you to the edit screen. Make any changes necessary and press the “Continue” button. If the information on the Confirmation page is correct, click the “Okay” button to return to the Ship-to Address Summary page.

## Deleting a ship-to address

There is currently no user-initiated means to delete a Ship-to Address from within the Edgewood Creek system. Please speak with the DBA if you need an address removed.

## Contacts:

Edgewood Creek maintains information about the people that interact with the system in the form of Contacts. There are three classes of Contacts, one for Retailers, one for Manufacturers, and one for Edgewood Creek employees.

### *Types of Retailer Contacts:*

#### Billing

This is a specialized Contact that is handled as a part of the Retailer’s account and is kept separate from all other Contacts. All Billing Contact information must be completely filled in, in order to create the Retailer Account.

#### Merchandising

#### Account Manager

Head Buyer  
Class Buyer  
Training  
Accounting Director

*Types of Manufacturer Contacts:*

Merchandising  
Order Fulfillment  
Accounting Director  
Owner  
Product Manager  
Warehouse  
Accounting Manager

Creating a new Contact

The screenshot shows a web browser window titled "Edgewood Creek Administration - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page content includes the Edgewood Creek logo and navigation links: "MY ACCOUNTS", "EDIT ORDERS / ACCOUNTS", "CATALOG", "HELP", and "LOGOUT". Below the logo, there is a navigation bar with "ADMINISTRATIVE TOOL" and "My Accounts > My Retailers > Create Retailer Contact".

The main form is titled "Contact Information" and contains the following fields:

- Contact ID Number: (empty)
- Contact First Name: Fox
- Contact Last Name: Mulder
- Contact Title: (empty)
- Street Address 1: 123 Easy Street
- Street Address 2: (empty)
- City: New York
- State: NY (dropdown menu)
- Zip Code: 01234
- Phone Number: 212-789-2546
- Fax Number: (empty)
- Email: amel@amel.moc
- Contact Type: Head Buyer (dropdown menu)
- Preferred Contact Method: phone (dropdown menu)
- Login Name: fmulder
- Initial Password: fmulder

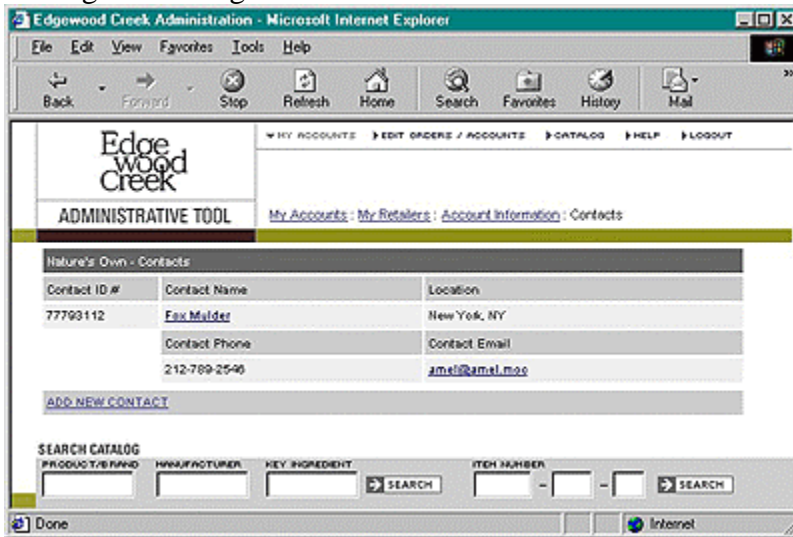
At the bottom of the form, there are "CANCEL" and "CONTINUE" buttons. Below the form is a "SEARCH CATALOG" section with input fields for "PRODUCT NUMBER", "MANUFACTURER", "KEY INGREDIENT", and "ITEM NUMBER", each followed by a "SEARCH" button. The browser's status bar at the bottom shows "Done" and "Internet".

As with Ship-to Locations, there are several ways to add new Contacts to an account. You can add retailer Contacts from the Retailer Summary (My Retailers) page or from the Contacts Summary page under the Account Information page. On either of those two

pages, click the “ADD NEW CONTACT” link. On the “Create Retailer Contact” page, required data includes

- Contact ID Number (the Account ID Number with a sequential 2-digit appendix, e.g., 00001-01)
- Contact Name (person's name)
- Contact Title
- Address (where invoices are sent — may be different from the Street Address under Corporate Information), City, State, Zip
- Phone (that person's direct number), Fax (main number), Email (personal address, e.g., bob@retailer.com),
- Contact Type (see list above)
- Preferred Contact Method (the choices are phone or email, but we highly encourage email)

### Editing an existing Contact



In order to edit a Contact, you must select “Edit Contact” from the Contact Summary page. You can view the Contact Summary page for Retailer Contacts from the Retailer Summary (My Retailers) page, from the Contacts Summary page under the Account Information page or by searching for the Contact using the Edit Orders / Accounts page.

### Deleting a Contact

If you wish to remove/exclude/prohibit a user from using the system, the only present solution is to change their password, and thereby impede their access.

### Changing a Contact’s password

To change a Contact’s password, go to the Edit Contact Information page and change the Initial Password field to a new password. Confirm the information and “Okay” then change.

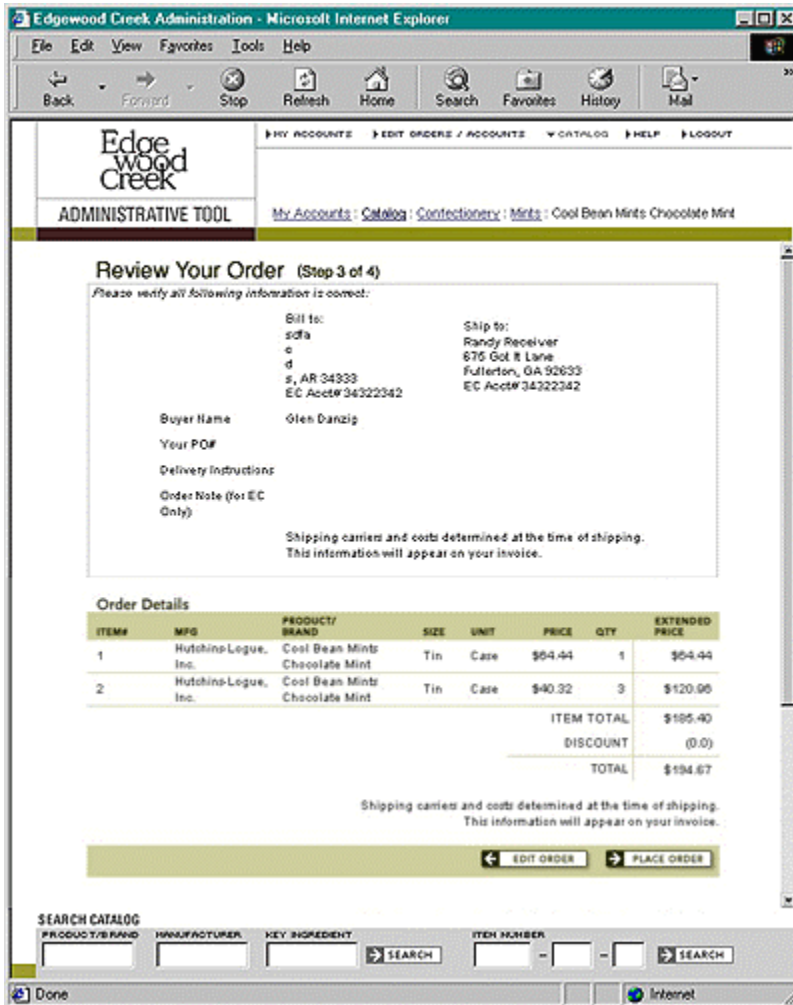
### Orders:

What is done with Orders?

Orders are recorded by the Edgewood Creek system and are displayed on the Buyers landing page. When an order is received by the Edgewood Creek system, it is split into multiple purchase orders, one for each Manufacturer represented in

the order. The Purchase Orders are requests from Edgewood Creek to a Manufacturer to buy certain amounts of the Manufacturers products.

Components of an order:



#### Delivery instructions

These are general instructions to all the Manufacturers. They may include the need to write the PO on the box, deliver by 6:00 AM, or call if the order will be shipped partial.

#### Order notes

This field is for you to make notations about the current order. Any changes, updates, or cancellations should be noted here, as this keeps a running record that is accessible only to Edgewood Creek employees.

#### Status

The order status reflects where in the completion process an order is. The possible statuses are Open, Partial, Shipped, or Canceled

## Placing an order

To create an order, make your way through the catalog and add items using the “Add to Order” button. There are several easy ways of navigating the catalog. The first is browsing by category. Pick the high level category off the catalog entry page and drill down through the sub-categories until you find the product you desire.

The second way of navigating is to browse by Manufacturer name. The Manufacturer information pages contain links to all their products in the catalog. The final way of navigating the catalog is to use the search functionality. If you know the Item Number, search will yield the fastest results. If you know the Product/Brand Name, Manufacturer Name, and the key ingredients, you can use the other search fields.

The screenshot shows a web browser window titled "Edgewood Creek Administration - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays the product page for "Cool Bean Mints Chocolate Mint" by "Hutchins-Logue, Inc.". The page includes a navigation menu with links for "MY ACCOUNTS", "EDIT ORDERS / ACCOUNTS", "CATALOG", "HELP", and "LOGOUT". Below the navigation menu, there is a breadcrumb trail: "My Accounts > Catalog > Confectionery > Mints > Cool Bean Mints Chocolate Mint".

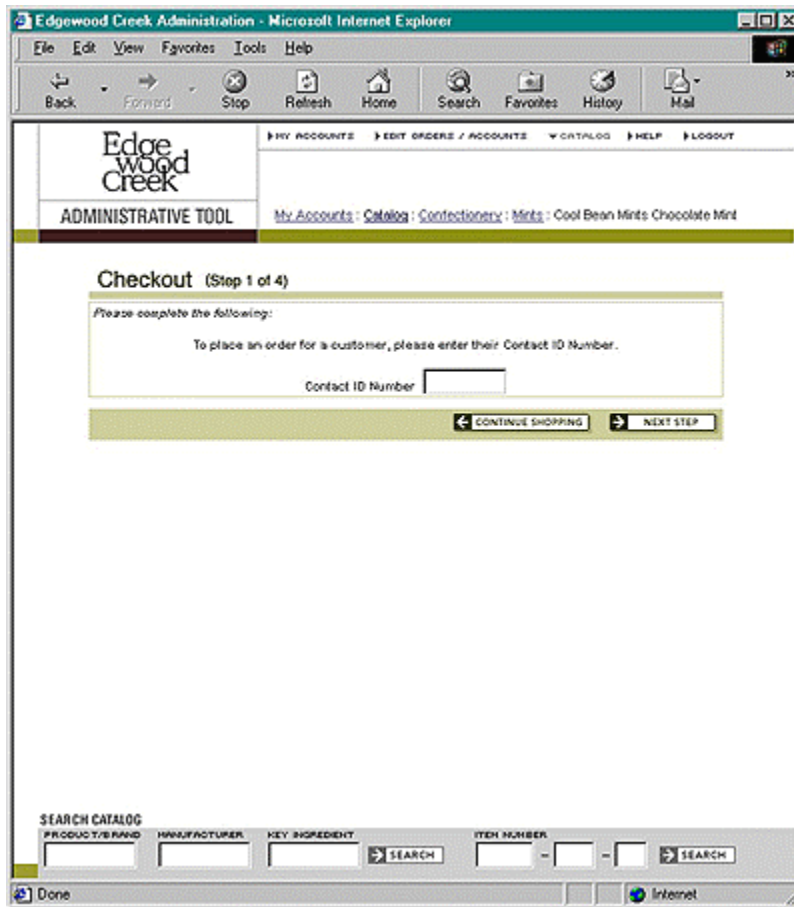
The product page features a sidebar with a search bar and a list of product variants. The main content area displays the product name, manufacturer, and a list of variants with their respective prices and quantities. A yellow notification box at the top right of the product list states: "3 Cases of 1.0 oz. Tin (EC-00001\_002\_02) added to your order." The variants are:

Variant	Price	Quantity	Action
2.4 oz. Tin (EC-00001_002_01)	\$64.44/Case	3	ADD TO ORDER
2.4 oz. Unit	\$1.79/Unit		
1.0" x 0.0" x 0.25"	\$0.25/Unit		
39.0 Items/Case			
1.0 oz. Tin (EC-00001_002_02)	\$40.32/Case	3	ADD TO ORDER
1.0 oz. Unit	\$0.40/Unit		
0.75" x 0.0" x 2.5"	\$2.00/Unit		
100.0 Items/Case			
0.0 oz. Tin (EC-00001_002_03)	\$0.00/Case	3	ADD TO ORDER
0.0 oz. Unit	\$0.00/Unit		
0.0" x 0.0" x 0.0"	\$0.00/Unit		
0.0 Items/Case			

Additional product information is provided below the variants, including a description of the product and a link to "Additional Product Information". The page also includes a "VIEW ORDER / CHECKOUT" button and a search bar at the bottom.



Once all items are added to your order, you can select the “View Order / Checkout” button from any product page.  
The first step in the checkout process requires the Contact ID number for the person for whom the order is being placed.



The second step in the checkout process requires that you select the Ship-to Location. Optionally, you may enter the Retailer's PO # (if requested), enter Delivery Instructions (if any), and document the request in the Order Note. You may modify the item quantities on this page, as well. When you are confident all the information is correct, press the "Continue" button.

**Edgewood Creek Administration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

**Edge wood Creek**

ADMINISTRATIVE TOOL My Accounts: Catalog: Confectionery: Mints: Cool Bean Mints: Chocolate Mint

### Checkout (Step 2 of 4)

Please complete the following:

All orders are shipped via ground service and should arrive within 3-7 business days after shipment. For expedited and advance orders, please call your Account Manager at 1-800-GOURMET.

Ordered by: yada yo, Nature's Own, Barqs

Ship to:

Your PO#

Delivery Instructions for all Manufacturers

Order Note (for EC Only)

Shipping carrier and costs determined at the time of shipping. This information will appear on your invoice.

#### Order Details

ITEM#	MFG	PRODUCT/ BRAND	SIZE	UNIT	PRICE	QTY	EXTENDED PRICE
1	Hutchins-Logue, Inc.	Cool Bean Mints: Chocolate Mint	Tin	Case	\$64.44	<input type="text" value="1"/>	\$64.44
2	Hutchins-Logue, Inc.	Cool Bean Mints: Chocolate Mint	Tin	Case	\$40.32	<input type="text" value="3"/>	\$120.96
ITEM TOTAL							\$185.40
DISCOUNT							(\$0.00)
TOTAL							\$185.40

Shipping carrier and costs determined at the time of shipping. This information will appear on your invoice.

SEARCH CATALOG

PRODUCT/BRAND:  MANUFACTURER:  KEY INGREDIENT:  SEARCH

ITEM NUMBER:  -  -  SEARCH

Done Internet

Step three allows you to verify that all the information from the previous two screens is present and correct. If you need to make changes, press the “Edit Order” button to return to step two. If there are no changes to be made, press the “Place Order” button to execute the order.

**Edgewood Creek Administration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Edge wood Creek

ADMINISTRATIVE TOOL My Accounts: Catalog: Confectionery: Mints: Cool Bean Mints Chocolate Mint

### Review Your Order (Step 3 of 4)

Please verify all following information is correct:

Bill to:	sofa	Ship to:	Randy Receiver
	o		676 Got It Lane
	d		Fullerton, GA 30633
	s, AR 34333		EC Acct#34322342
	EC Acct#34322342		
Buyer Name	Glen Danzig		
Your PO#			
Delivery Instructions:			
Order Note (for EC Only)			

Shipping carrier and costs determined at the time of shipping. This information will appear on your invoice.

#### Order Details

ITEM#	MFG	PRODUCT/ BRAND	SIZE	UNIT	PRICE	QTY	EXTENDED PRICE
1	Hutchins-Legue, Inc.	Cool Bean Mints Chocolate Mint	Tin	Case	\$64.44	1	\$64.44
2	Hutchins-Legue, Inc.	Cool Bean Mints Chocolate Mint	Tin	Case	\$40.32	3	\$120.96
ITEM TOTAL							\$185.40
DISCOUNT							(0.0)
TOTAL							\$184.67

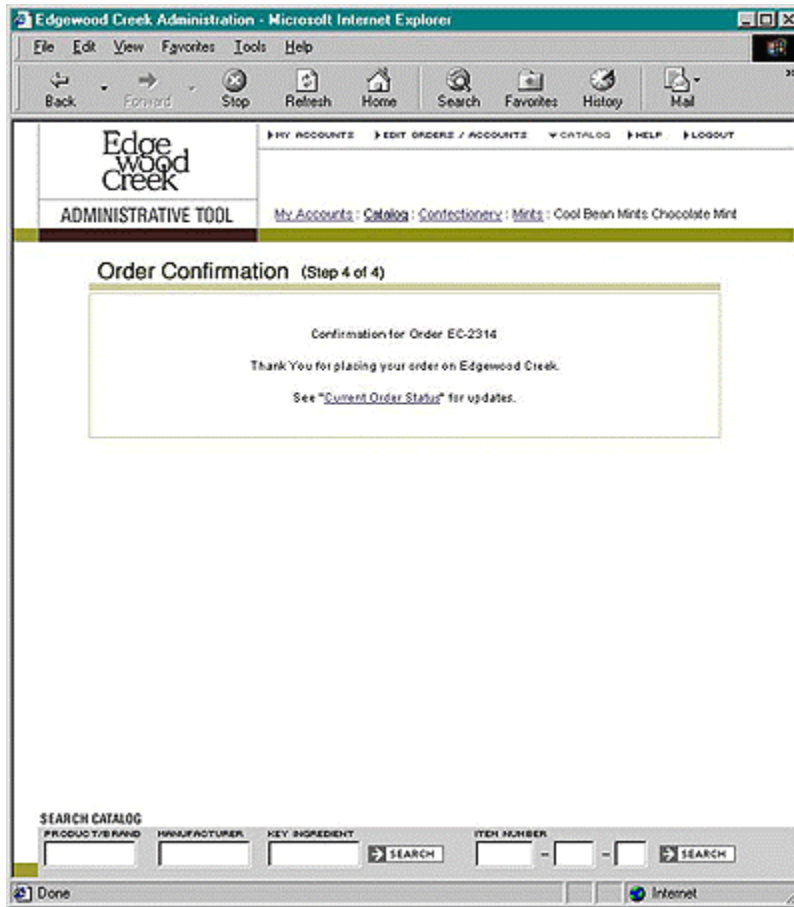
Shipping carrier and costs determined at the time of shipping. This information will appear on your invoice.

SEARCH CATALOG

PRODUCT/BRAND	MANUFACTURER	KEY INGREDIENT	SEARCH	ITEM NUMBER	SEARCH

Done Internet

The final step confirms that the order was placed and accepted by the Edgewood Creek system.



## Viewing active and closed orders

The screenshot displays the Edgewood Creek Administration interface in Microsoft Internet Explorer. The page is titled "ADMINISTRATIVE TOOL" and shows contact information for a user. Below the contact details, there is a section for "ACTIVE ORDERS" with a table listing two orders. At the bottom, there is a "SEARCH CATALOG" section with input fields for product name, manufacturer, key ingredient, and item number.

**CONTACT INFORMATION**

Contact title	
Street Address 1	990 Yeah
Street Address 2	
City	Barqs
State	ID
Zip Code	05541
Phone Number	800 808 0000
Fax Number	
Email	ou@hol.com
Contact Type	Training
Preferred Contact Method	email
Login Name:	emallyou
Initial Password	emallyou

**ACTIVE ORDERS**

DATE	TIME	ORDER	YOUR PO#	TOTAL	STATUS
00-04-2000	04:00:54 PM	<a href="#">2214</a>		\$105.40	Open
08-01-2000	05:08:21 PM	<a href="#">2228</a>		\$3,063.72	Open

**SEARCH CATALOG**

PRODUCT/BRAND	MANUFACTURER	KEY INGREDIENT	SEARCH	ITEM NUMBER	SEARCH
---------------	--------------	----------------	--------	-------------	--------

Orders are tied to specific Contacts in the Edgewood Creek system. These are generally buyers, but may technically be anyone. With the design of the Admin section, Contacts are listed on the “My Retailers” page under the Retailer they work for. To see orders for a Contact, click on the Contact’s name. This will take you to the Contact Detail page for that person. Active order summaries are listed in a table at the bottom of that page. To see the detailed order information, click on the hyperlinked order number in the order summary table.

Additionally, you can get to the Contact detail page by going through the Account detail page, to the Contact summary page, and selecting a Contact from there.

Lastly, you can pull up orders by using the “Edit Orders / Accounts” function on the global navigation.

## Editing an order

To edit an order, use the “Edit Orders /Accounts” page (from the Global Navigation bar). Enter the Order number in the appropriate field and press the “Edit” button.

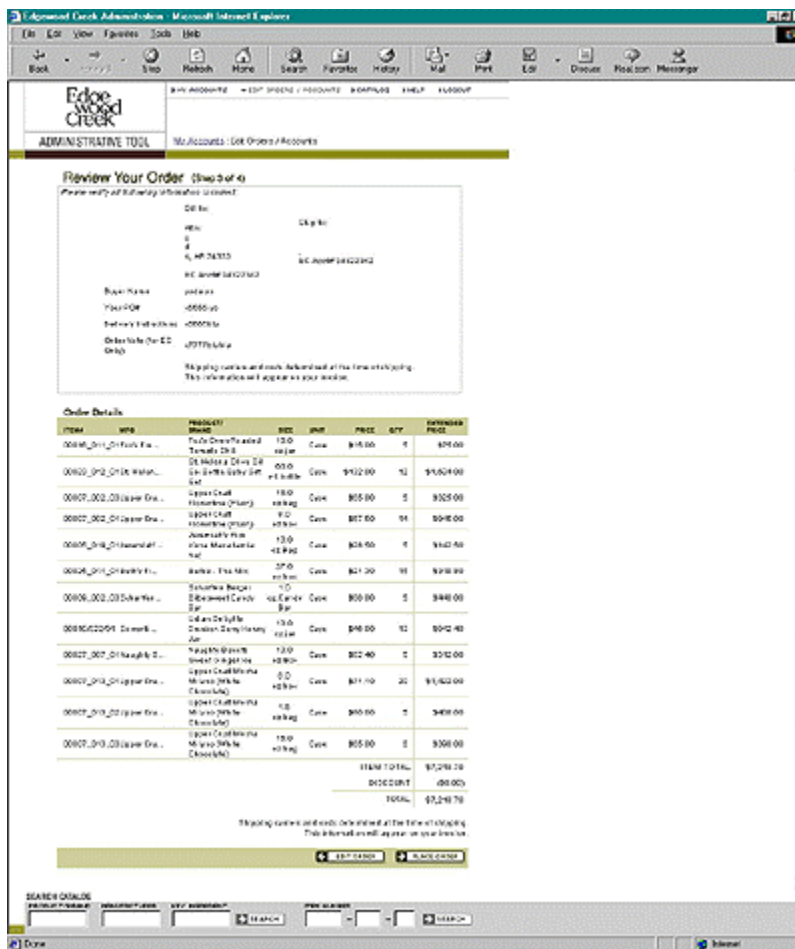
The screenshot shows the 'ADMINISTRATIVE TOOL' interface for 'Edge Wood Creek'. The page is titled 'My Accounts: Edit Orders / Accounts'. It contains three main sections for editing:

- Edit Existing Order:** Includes a text input field for 'Order Number' and an 'EDIT' button.
- By Relations:** Includes a text input field for 'Relation Account ID Number' and an 'EDIT' button.
- By Manufacturers:** Includes a text input field for 'Manufacturer Contact ID Number' and an 'EDIT' button.

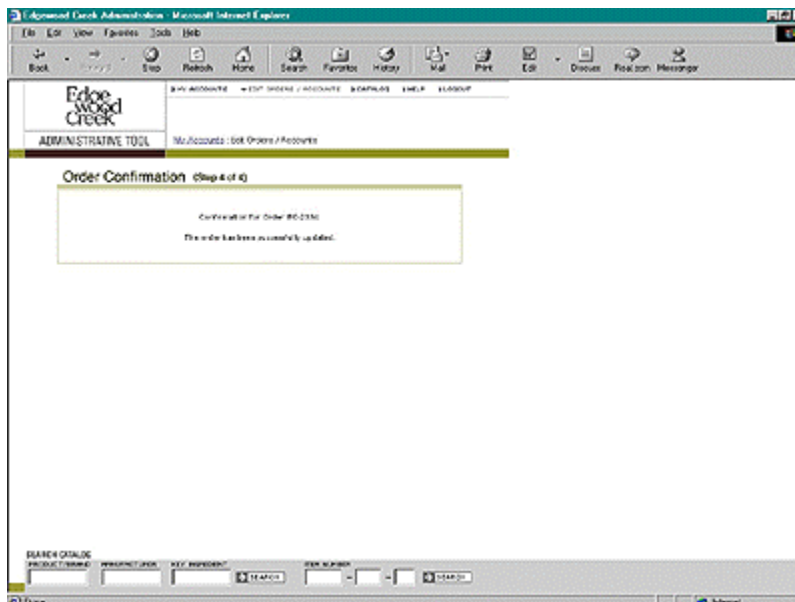
At the bottom of the page, there is a 'SEARCH GLOBAL' section with input fields for 'PRODUCT NUMBER', 'MANUFACTURER', 'KEY IDENTIFIER', and 'ITEM NUMBER', along with a search button.



By continuing from Checkout page two, the sub-total is updated and the item quantities are populated and un-editable.



The final page gives the confirmation that the system has accepted and processed the order.





**Note:** It is vital that any changes made to an order be confirmed/verified by a phone call. There is no way of knowing whether or not a manufacturer is farther along in the Pick/Pack/Ship process than the system recognizes, so a phone call is vital to ensure that the changes to an order are made. It is also very important to note that additional line items are treated as a new order, while changes to quantity of existing line items may not be.

#### Canceling a line item/entire order

To cancel a line or an order, open an order to edit it, and set the line quantity to zero. If all the lines have a quantity of zero, the order is considered canceled. All changes and justifications should be added to the order note.

There are a couple of things to be aware of, however. Canceling lines and orders seems simple, but you need to be aware of the stage in the fulfillment process an order is in, before you cancel it. Unless an order is unread, you should call the effected manufacturers to ensure that the order hasn't been picked, packed or shipped.

#### Rush orders

As an additional service for Retailer clients, Edgewood Creek will attempt to fill emergency and rush orders when possible. Rush orders will be handled over the phone to guarantee filling and shipping in a timely manner. The order must be then entered into the system with a notation that this was an Emergency/Rush shipment. If the Manufacturer is unable to ship in time, feel free to call the Retailer back and suggest an alternative product.

## Purchase Orders: Components of a Purchase Order

**PACKING SLIP: PO#: 10330 (From Order#: 2054)**

Manufacturer Name EC Account#: 4	Date 07-19-2000	Time 01:07:54 PM	PO Status In Progress
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Retailer Name: Cost Plus/Flavorville

Buyer Name: bob-dobbs  
Buyer Phone Number:  
Buyer Fax Number:

Ship to:  
Cost Plus  
123 Easy Street  
San Rafael, CA 94520

Retailer Acct# 001  
Retailer PDI# noc-1701A

**Delivery Instructions from Buyer**  
please put our PO on boxes

EC ITEM#	MFR ITEM#	PRODUCT NAME/ BRAND	UNITY SIZE	QTY/SHPD	CURRENT SHIP QTY	SHIP DATE
00004_004_01	22-07	Cafe Tequila BBQ Sauce	10.0/6.0	1/0		

**Shipping Information**

Shipper Name:  
Tracking Number: Tracking #  
Shipment Cost: \$0.0  
Ship Date:

**SEARCH CATALOG**  
 PRODUCT/BRAND:  MANUFACTURER:  KEY INGREDIENT:  
 ITEM NUMBER:  -  -

### Order Information

The first box on the PO shows the time and date the PO was generated and the PO Status. It also shows the name of the Retailer and details for the buyer that placed the Order. The most important information may be the Ship-to details listed in the middle of the top box.

### Delivery instructions

These are general instructions to all the Manufacturers. They may include the need to write the PO on the box, deliver by 6:00 AM, or call if the order will be shipped partial.

### Product Lines

In the product line is listed the name of the item, the item number, the quantity of product requested, the quantity of product shipped, and the ship date

## Shipping Information

After the PO is filled and updated, this area will reflect the Shipper Name, Tracking Number, Shipment Cost and Shipment Date.

## Viewing active and shipped/canceled POs

The screenshot displays the Edgewood Creek Administration web application in Microsoft Internet Explorer. The page is titled "ADMINISTRATIVE TOOL" and shows the account information for a manufacturer named Cafe Tequila. The account number is 4. The corporate information includes the company name, address (55 Test Dr., Santa Barbara, CA 93117), phone number (510-225-6223), fax number (415-555-5555), email (test@cafetequila.com), and website (www.cafetequila.com). The company type is listed as "Medium Volume". The payment information shows a payment method of "eft", a bank account number of "00000", and a bank routing number of "00000". Additional company information includes memberships in "Spicy Test Foods", a manufacturer class of "CA", and a UPS account number of "00000000". The Edgewood Creek representative information lists the name as "Olen Danzig". A "VIEW CURRENT POs" link is visible in the top navigation bar. At the bottom of the page, there is a "SEARCH CATALOG" section with input fields for "PRODUCT/BRAND", "MANUFACTURER", "KEY INGREDIENT", and "ITEM NUMBER", each with a "SEARCH" button.

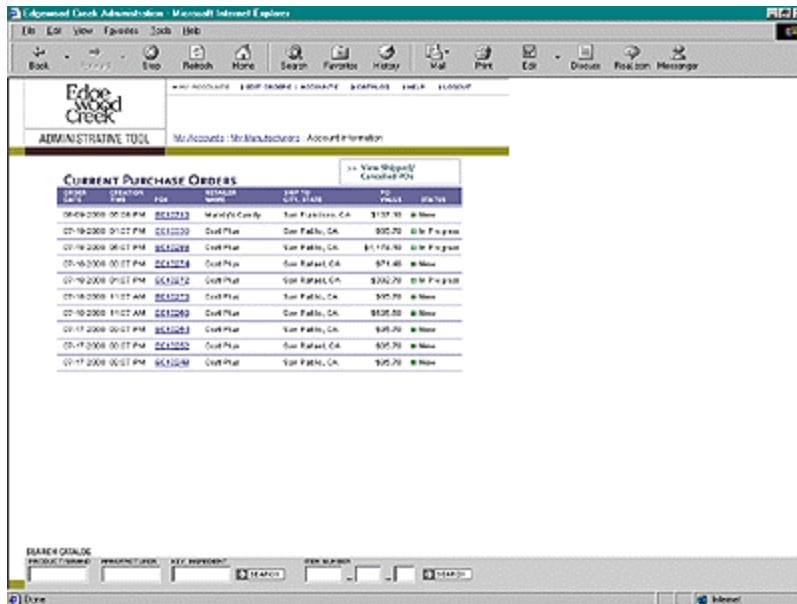
Corporate Information	
Account Number	4
Company Name	Cafe Tequila
Street Address 1	55 Test Dr.
Street Address 2	
City	Santa Barbara
State	CA
Zip Code	93117
Phone Number	510-225-6223
Fax Number	415-555-5555
Email	test@cafetequila.com
URL	www.cafetequila.com
Company Type	Medium Volume

Payment Information	
Payment Method	eft
Bank Account #	00000
Bank Routing #	00000

Additional Company Information	
Memberships	Spicy Test Foods
Manufacturer Class	CA
UPS Acct #	00000000

Edgewood Creek Representative Information	
EC Acct. Rep. Name	Olen Danzig

Purchase orders are accessible through the navigation bar on the Manufacturer's account detail page. To view current POs, select the "View Current POs" link.



To view shipped/canceled POs, use the “View Shipped / Canceled POs” link on the Current Purchase Order summary page.

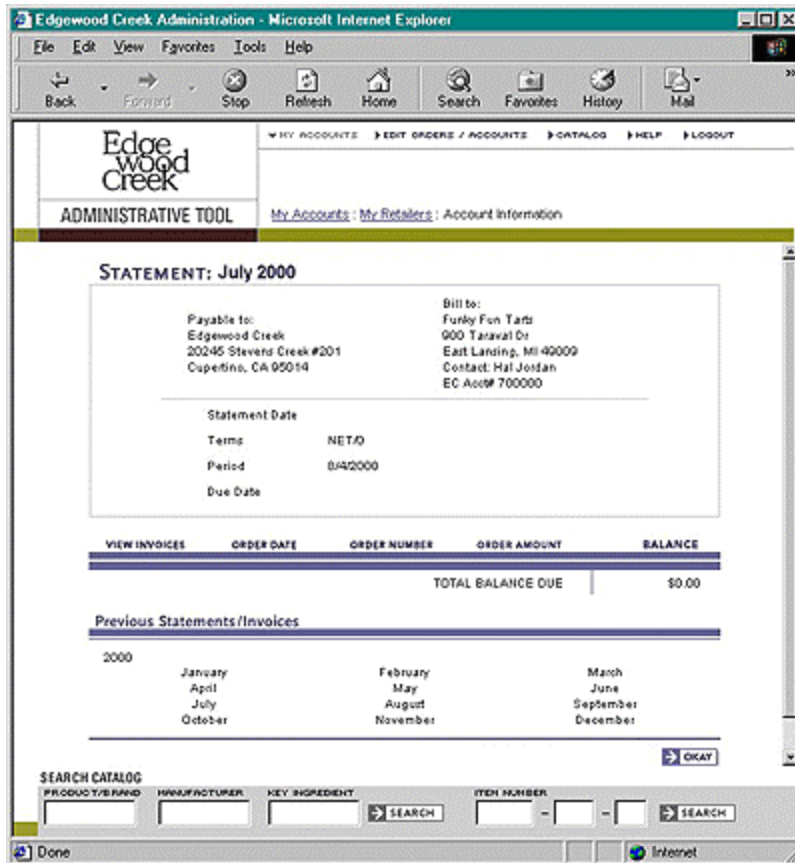
### Editing a PO

Because Purchase Orders are automatically generated by the Edgewood Creek order processing system, they are currently not editable. To ensure that there is consistency between Orders and Purchase Orders, any changes to POs must be made by changing the Order they are derived from.

### Canceling a PO

In the rare instance where a Manufacturer has suffered catastrophic loss of product, it may be necessary to cancel a PO. Like editing POs, this can only be done by zeroing out the appropriate lines on the Order.

## Statements / Invoices: Viewing statements and invoices



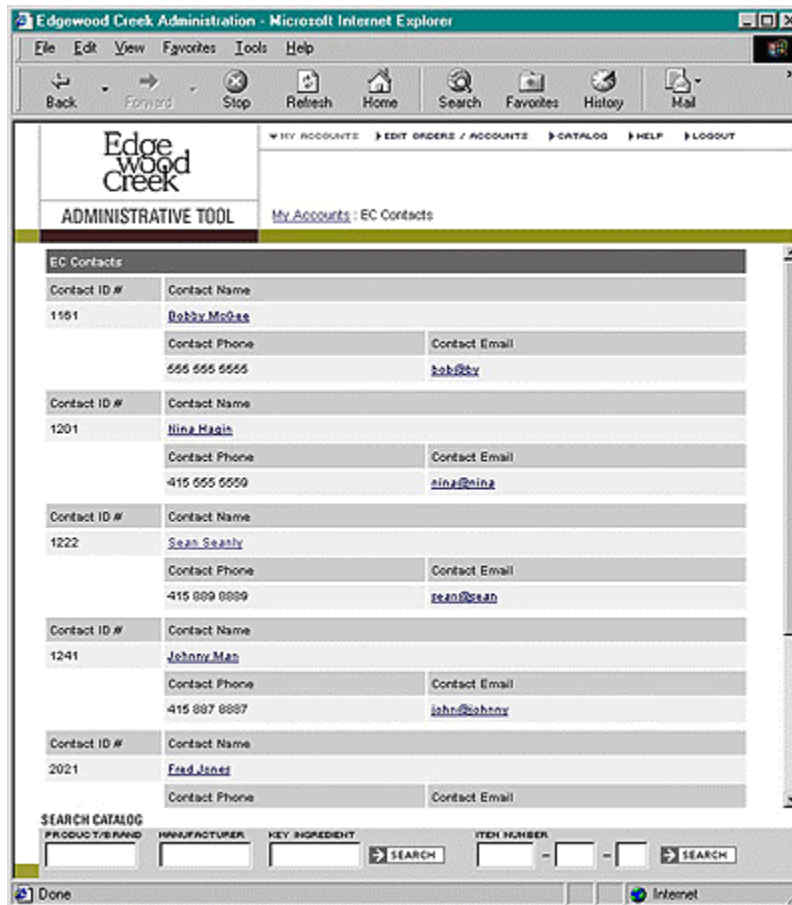
Rather than bill Retailers for every order, Edgewood Creek consolidates orders into monthly statements. Statements are comprised of invoices and invoices are items shipped against Purchase Orders. As explained earlier, Orders are divided into Purchase Orders by the Edgewood Creek system. These Purchase Orders are picked up by Manufacturers online and are printed as pick-slips. The quantities of products that are boxed for shipment are entered into the system and a Packing List is generated. These Packing Lists act as invoices for the Retailers. When all the invoices sent in a given month are collected together, they become the Statement.

To see the Statement and Invoices, go to any Retailer Account details page and select the "View Statements" link. This will bring up the summary view of the Statement for the month previous. To view the invoices, click "additional detail" button. If you would like to see Statements from previous months or years, use the chronological links on the bottom of the page.

## Edgewood Creek Account Administrators:

Adding new Edgewood Creek account administrators to the system

Adding new Edgewood Creek employees is as easy as adding a new Contact. Under the “Edgewood Creek System” header is a link to “EC Contacts” which shows a summary list of all Edgewood Creek employees. At the bottom of that page is a link to “ADD NEW CONTACT” Fill in the requisite fields, approve the confirmation, and you have a new employee in the system.



### Editing an EC account admin

View any Edgewood Creek employee Contact, and click the “Edit Account” button. Correct any information, commit and confirm any changes, and you’re done.

### Deleting an EC account admin

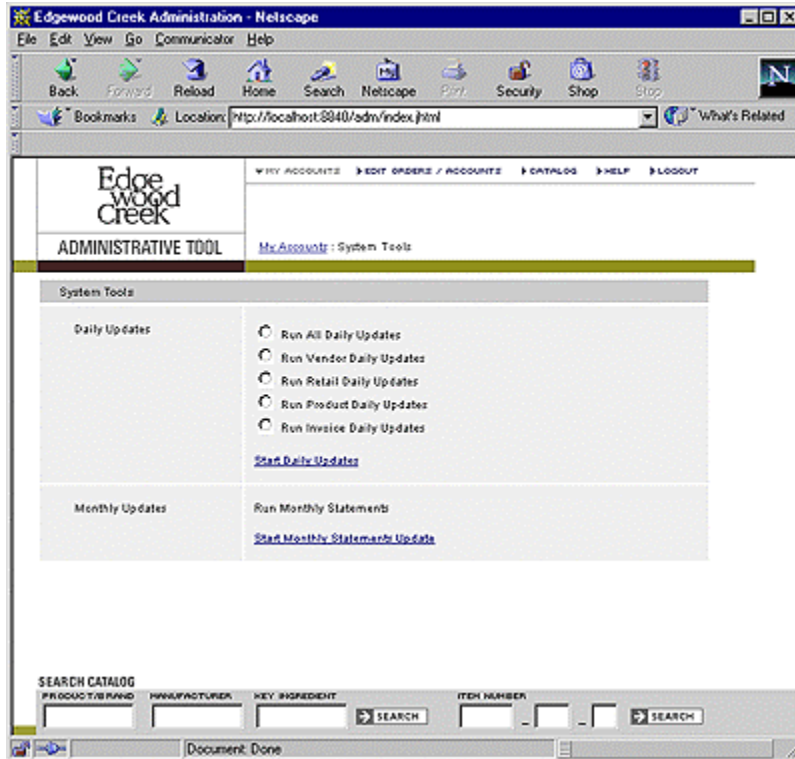
There is currently no way to delete an Edgewood Creek employee through the Web interface. Please see the DBA for more assistance.

### Changing an EC account admin's password

The only way to change passwords for Edgewood Creek representatives is to use the Edit Edgewood Creek Contact functions.

## System Tools

When, why and how to use them



System tools are very specialized functions used to synchronize the catalog with the Great Plains accounting system. The process is an automatic batch process that is run at least daily. If, and only if, there are problems with the automatic process, should the system tools be used.