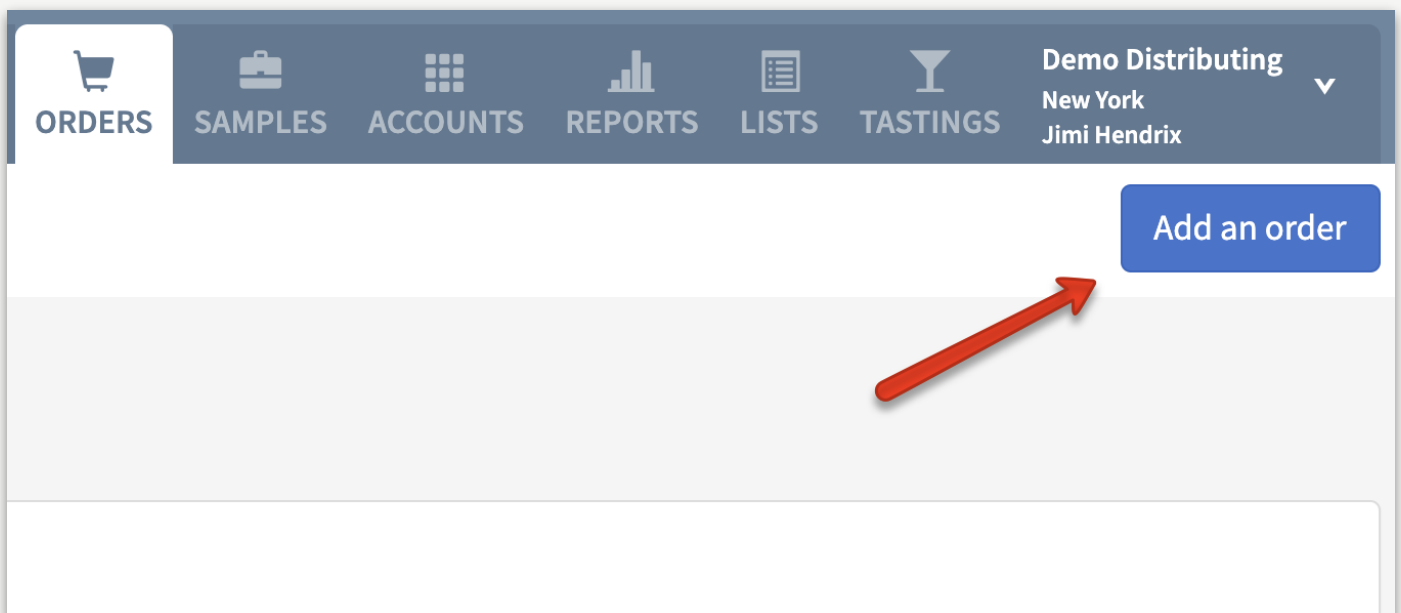


Using Integrated Ordering

1. Create new orders
2. Add line items
3. Send order confirmations
4. Check inventory
5. View invoices
6. Review sales performance
7. Process incoming orders

1. Create new orders

From the Orders tab select “Add an order”. Choose the account, delivery date, and PO number, if required, then start adding line items.



2. Add line items

Search for any item in your portfolio to add it to your order. You can switch units of measure from cases to bottles or vice versa, depending on your company's set up. Enter the quantity, adjust price if needed, and select "+" to add the line item.

New line item

SF0625: Jean Manciat, Mâcon-Charnay Franclieu (2011) 750 mL

24

Bottles

13.33

+

SF0625: Jean Manciat, Mâcon-Charnay Franclieu (2011) · 750 mL × 12

40 bottles on hand (24 bottles on open orders including this one; 16 bottles available)

	1	\$13.33	\$160.00
	72 (6)	\$12.67	\$152.00
	96 (8)	\$12.00	\$144.00

You can see inventory levels under each line item.

- “bottles on hand “ = total inventory in the warehouse
- “bottles on open orders” = total that has already been added to yours and your colleagues’ orders
- “bottles available” = total available inventory (bottles on hand - bottles on open orders)

SF0625: Jean Manciat, Mâcon-Charnay Franclieu (2011) 750 mL


SF0625: Jean Manciat, Mâcon-Charnay Franclieu (2011) · 750 mL × 12

40 bottles on hand (24 bottles on open orders including this one; 16 bottles available)

3. Send order confirmations

After you submit an order you have the option of sending a detailed confirmation to your buyer through SevenFifty. Select the correct contact or enter a new email address then “Send”. Order confirmations include line items with pricing. These are sent automatically only if a buyer sent you the order through the SevenFifty marketplace.

INCOMING DRAFT **PENDING** APPROVED DENIED



Send an order confirmation to American Spirits

Your order was successfully submitted. Enter your buyer's contact info to send a confirmation.

Send

4. Check Inventory

From the Reports tab select “Inventory”. Here you can search by keyword or use filters to narrow down your portfolio by category and product attribute. Quantity is displayed as bottles on orders / bottles on hand:

Sort by: **Producer** ^

Inventory is shown in bottles available / bottles on hand.

Product	Demo Distributing
APNLCHBLISVV-15: Albert Ponnelle, Chablis Vieilles Vignes (2015) · 750 mL × 12	88/100 View
SF1123: Domaine Pattes Loup, Chablis Vent d'Ange (2011) · 750 mL × 12	100/100 View
SF1114: Gilbert Picq & ses Fils, Chablis (2011) · 375 mL × 24	100/100 View
SF1113: Gilbert Picq & ses Fils, Chablis (2011) · 750 mL × 12	58/58 View
SF1105: Gilbert Picq & ses Fils, Chablis (2010) · 375 mL × 24	100/100 View
SF1103: Gilbert Picq & ses Fils, Chablis (2010) · 750 mL × 12	100/100 View



5. View Invoices

Also from the Reports tab you can view your past invoices. Filter by account, see payment status and click “View details” to see the invoice and print.

Invoices

Filter by account

▼

Filter

	Invoice Status	Invoice number	Account	Invoice date	Delivery date	Due date	Line items	Total	
	Paid	SF80538	Social Wine Bar	2019-07-23	2019-07-24		2	\$509.00	View details
	Paid	SF80474	Cafe Richard	2019-07-23	2019-07-26		2	\$2,100.00	View details
	Paid	SF76620	100- Samples Melissa Hoffman	2019-07-10	2019-07-12		1	\$64.75	View details
	Paid	SF74661	1001 Nights Persian Cuisine	2019-07-02	2019-07-03		3	\$140.33	View details
	Paid	SF69318	1001 Nights Persian Cuisine	2019-06-14	2019-06-18		2	\$175.33	View details
	Paid	SF67235	Anfora	2019-06-07	2019-06-10		3	\$4,752.00	View details

6. Review Sales History

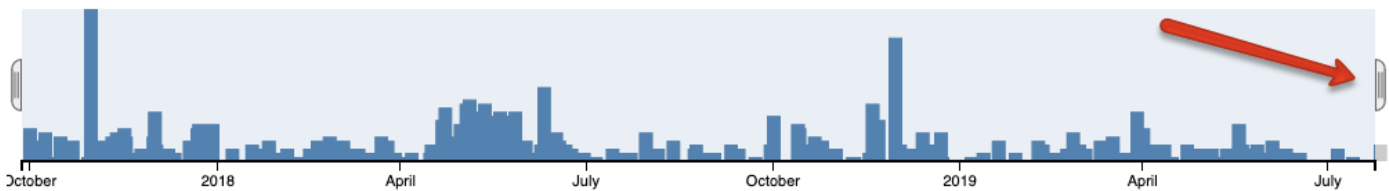
The sales history report shows your total sales by account and product. Adjust the slide to change the date range then search for accounts or products for a detailed analysis.

Sales history

Time period

9/27/17 — 7/24/19
 Total sales: \$476,657.15

Last week Last month All



Accounts (30)

- 1001 Nights Persian Cuisine (\$133,537)
- Aardvark Room (\$73,290)
- American Spirits (\$53,767)
- Social Wine Bar (\$50,290)
- Surly Pigeon (\$28,312)
- O Der Entrée (\$24,743)
- Atlantic College (\$22,574)

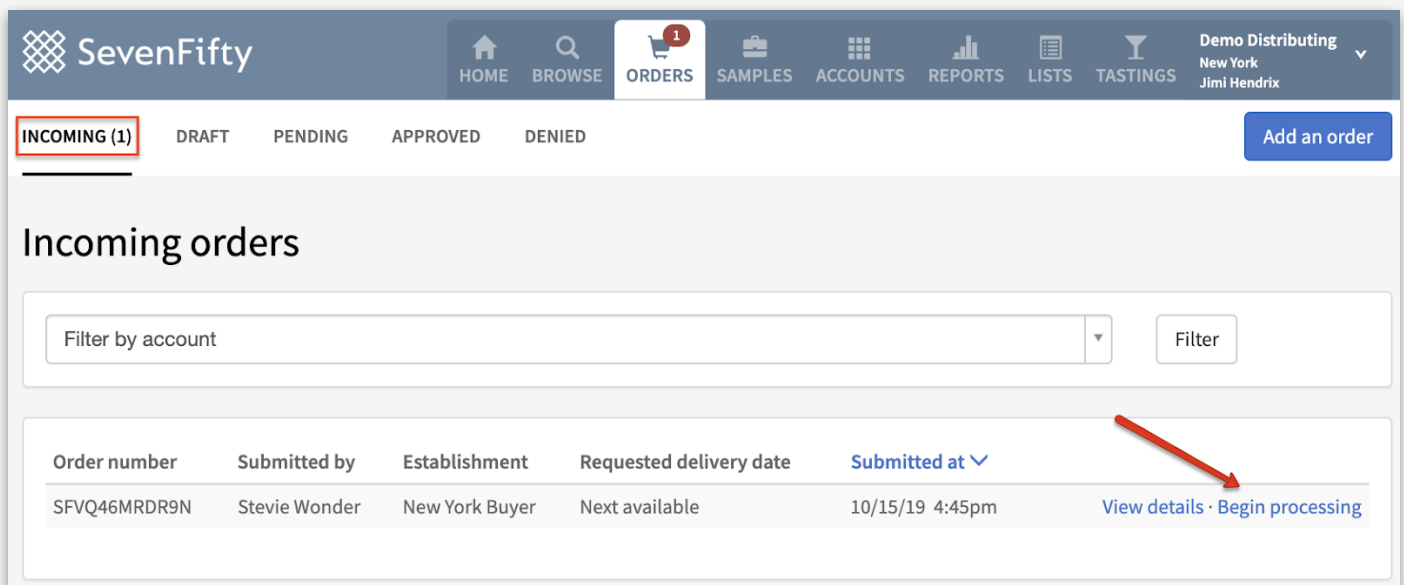
Products (196)

- SF1313: The Black Tot, Last Consignment British Royal Naval Rum (\$30,450)
- scr15: Scribe Winery, Cabernet Sauvignon East Side Atlas Peak Vineyard Napa Valley (2015) (\$21,125)
- SF0169: Radikon, Venezia Giulia Ribolla Gialla (2005) (\$21,124)
- SF0466: Bacchus, Cabernet Sauvignon (2010) (\$20,410)
- SF0659: Jean-Claude Bachelet, Chassagne-Montrachet 1er Cru Blanchot-Dessus (2009) (\$17,600)

7. Process incoming orders

Orders sent by your customers through Sevenfifty will automatically show up in your accounts effectively creating draft orders. This saves time and guarantees your customers get exactly what they wanted.

You will receive an email notification and see an alert in your account. Select “Begin processing” to get started.



SevenFifty dashboard navigation: HOME, BROWSE, ORDERS (1), SAMPLES, ACCOUNTS, REPORTS, LISTS, TASTINGS. User: Demo Distributing, New York, Jimi Hendrix.

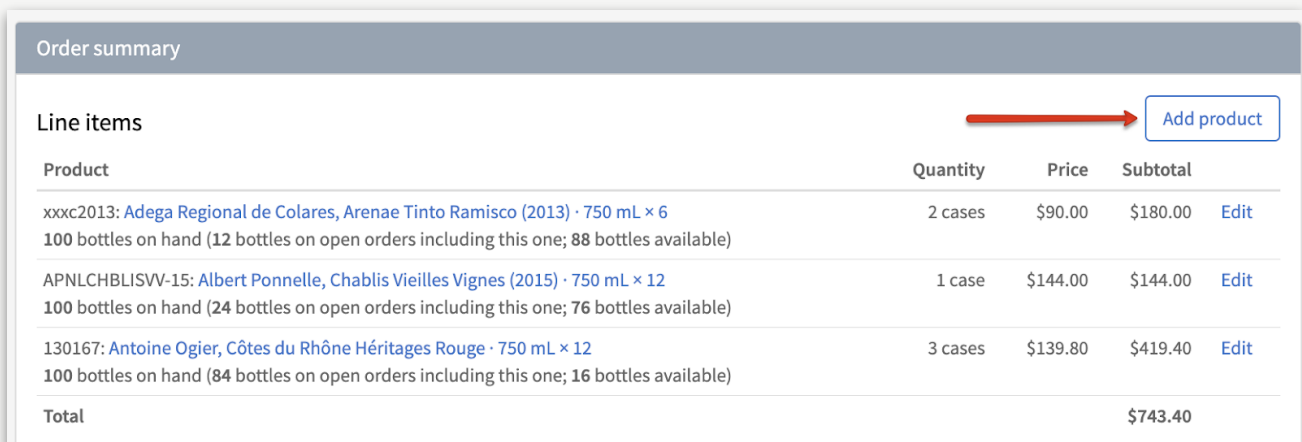
Order status tabs: INCOMING (1), DRAFT, PENDING, APPROVED, DENIED. Button: Add an order.

Incoming orders

Filter by account [dropdown] Filter

Order number	Submitted by	Establishment	Requested delivery date	Submitted at	
SFVQ46MRDR9N	Stevie Wonder	New York Buyer	Next available	10/15/19 4:45pm	View details · Begin processing

Choose your delivery date then add any additional products or edit the existing line items before submitting.



Order summary

Line items [Add product](#)

Product	Quantity	Price	Subtotal	
xxxx2013: Adegá Regional de Colares, Arenae Tinto Ramisco (2013) · 750 mL × 6 100 bottles on hand (12 bottles on open orders including this one; 88 bottles available)	2 cases	\$90.00	\$180.00	Edit
APNLCHBLISVW-15: Albert Ponnelle, Chablis Vieilles Vignes (2015) · 750 mL × 12 100 bottles on hand (24 bottles on open orders including this one; 76 bottles available)	1 case	\$144.00	\$144.00	Edit
130167: Antoine Ogier, Côtes du Rhône Héritages Rouge · 750 mL × 12 100 bottles on hand (84 bottles on open orders including this one; 16 bottles available)	3 cases	\$139.80	\$419.40	Edit
Total			\$743.40	