

QUICK REFERENCE GUIDE

- 1** Go to www.dmadelivers.com
- 2** Click on the LOGIN button
- 3** Select "Branded Procurement" from the application drop down box
- 4** Enter your Username and Password

Quick Definition Overview

Help is located in the upper right-hand corner of your screen



DASHBOARD

This is your landing page and displays:

- ▶ Your last 10 orders
- ▶ Bulletins
- ▶ Shopping Lists



ORDERING

There are several ways for you to order products:

- ▶ You can build an order via editing previous orders
- ▶ Saved carts
- ▶ Using 10-key method (order products/entry)
- ▶ Order from your own customized Template
- ▶ Simply browse for products from your Order Guide or Catalog



CART

The Cart section shows all items in the current order. When you submit an order, the contents listed in this section are requested from your distributor. The cart can be exported for future reference or saved as a future shopping list.



CHECKOUT

Once you are finished and have reviewed the items, use the Checkout button to process the order. Once you click the checkout button you are able to enter in a PO number and select the next delivery date. Then click on the Validate/Submit button. A pop up box will appear and provide a tracking number and a printable receipt.

CREATING ORDERS

With the NEW Branded Procurement, creating new orders is easy! There are several different ways to create orders. Select the ORDERING tab and then select the method you wish to use to build your order. In general, most new orders will be placed using the Order Guide. Once an order has been placed, you can create a shopping list for ease of reuse. Shopping Lists do not exist until you create them. Once a shopping list is created, you are able to add and remove items from it to customize each order. Shopping lists can be shared to other units if they have the same order guide.

10-KEY: ORDER PRODUCTS/ENTRY

The 10-Key is a fast way to place an order when you know the item numbers. Select this if you want to build your order by typing the distributor item number in the box, the desired corresponding quantity, and choosing the UOM.



ORDER CONFIRMATION STATUS

- 1. Submitted:** The order is in the process of being transmitted to the distributor.
- 2. Acknowledged:** Distributor has acknowledged receiving the order, and the order process has begun.
- 3. Confirmed:** Distributor has confirmed that the order will be filled and delivered as ordered.
- 4. Confirmed w/ changes:** Distributor has confirmed that the order will be filled and delivered as ordered with the NOTED exceptions in RED.
- 5. Rejected:** Distributor has rejected the order for the indicated reason.



ITEM CONFIRMATION STATUS

- ✔ **Green check mark:** The item has been accepted and will ship.
- ✖ **Red minus mark:** This item has an exception and should be reviewed because it is out or will be shorted.

CATALOG/ORDER GUIDE

A list of available items that are specific to your account. The Catalog is an extended list of all available items.

SHOPPING LISTS

A “customized” order guide that you create for your use, featuring those items you may order on a regular basis. Users can create multiple shopping lists and par level lists. These lists are maintained by **the user only**.

TO CREATE YOUR FIRST ORDER, FOLLOW THESE BASIC STEPS:

1. Login to the system. Your dashboard will be displayed.
2. To begin building your order, click on the Ordering drop down. Choose from Shopping Lists, Order Guide/Catalog, Previous Orders, Saved Carts, Upload, or Order Products/Entry (10Key). The drop down boxes on the left side change the view of the catalog/order guide. Clicking on the Order Guide box will allow you to change how the catalog/OG is viewed; custom sequence, order guide category, etc.
3. When all the desired items are selected and quantities entered, click the Go to CART button. The Cart will now display, with your items listed at the bottom.
4. Verify the items and quantities.
5. To process the order, click the Checkout button. The order is submitted, a pop up box will appear with your tracking number, and order summary. You may also print a receipt from this order validation pop up. When you close out the pop up, the screen will return Home and to your dashboard. This is where the order will return as, “Sent, Confirmed, Confirmed with Changes, or Rejected”.

TO SEARCH FOR AN ITEM

Click in the SEARCH field and type what you want to search for. Click the Search button. The search feature will focus on which part of the order guide you are in. There are 2 new drop downs to focus on items that have icons (time sensitive, LTO) or a status (being replaced, off guide). The screen will now return with any items with your search criteria.

NOTE: After searching, use the “BACK TO PRODUCT” button to go back from the subset of results and return to the entry screen.

FINISHING YOUR ORDER

1. To review your order, click on the Go to Cart button (located in the upper-right hand side)
2. Review the contents of the CART to ensure all the desired items have been selected and that the correct quantities are entered. You can make changes to the quantities if desired. Cart subtotal will automatically calculate changes. No need to hit save.
3. When satisfied with the contents of the CART, Click Checkout to submit the order.
4. Review the information presented and enter a PO number if you are required to do so. The ROUTING DATE is the desired DELIVERY DATE. Adjust as required. When you are satisfied with the information, select Validate/Submit. A pop up box will appear with your tracking number and an opportunity to print a receipt.

REMOVING AN ITEM FROM AN ORDER

To remove an item from an OPEN order in the Cart, simply change the quantity to ZERO. This will remove that item from the order. Remember, once an order has been submitted, you cannot change it.

