



Online Ordering Platform

For Agents

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Introduction

This document describes the steps for Agents to place orders using ANBL's online ordering platform. Orders can be created and input any time of day from any location, using the Agent unique sign-on information.

Agents can place these types of orders:

1. ANBL Warehouse Delivery
2. Direct Delivery Beer
3. Corporate Store Pickup

Log In and Log Out

To Log into k-e-commerce:

1. User will access k-e-commerce web site: <https://orders-commandes.anbl.com>



ORDER EXPRESS | FRANÇAIS

Connect here

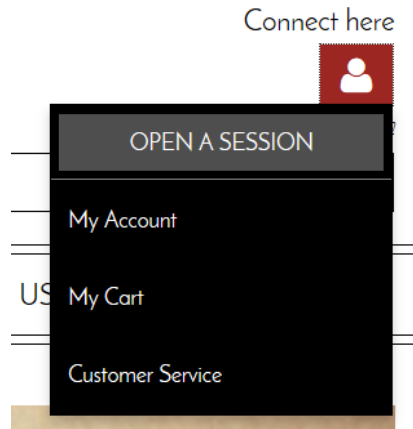


Advanced Search

Find by Keywords...

HOME • CATALOG • CONTACT US • USER GUIDE

2. User will click on the Connect here icon and will select the “Open a Session” option from the drop down menu.



3. The user will enter their User Name and Password and click the LOGIN button. The user will receive an email inviting them to access the online ordering application. The Username is the Agent’s unique Agent ID #. The email inviting the user to join the online ordering application will include a temporary password. Using this temporary password, the user will log into k-e-commerce for the first time.

RETURNING CUSTOMER?

Username :


Password :

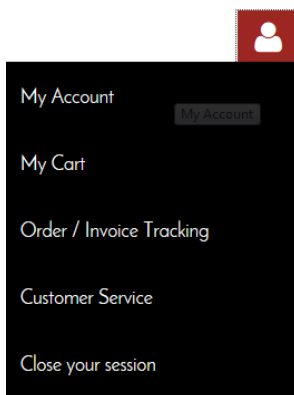
- Remember my Username
- Stay logged

LOGIN 

Log out of k-ecommerce:



To log out the user simply clicks on the  icon and selects Close your session from the drop down menu.



Navigating the Home Page

Select your language of choice:

After the user logs into the system the first time they can change their preferred language of choice.

On the user’s home page they can select English or Français on the top menu bar, changing the language of choice this way will cause the user to change to the preferred language of choice each time they log in.

ORDER EXPRESS | FRANÇAIS

Hello Gaetan,



To make it a more permanent change the user can access the “My Profile” option located in the bottom of the home page:

About ANBL

- ANBL.com
- E-Flyer
- FAQs
- Contact Us

Account and Orders

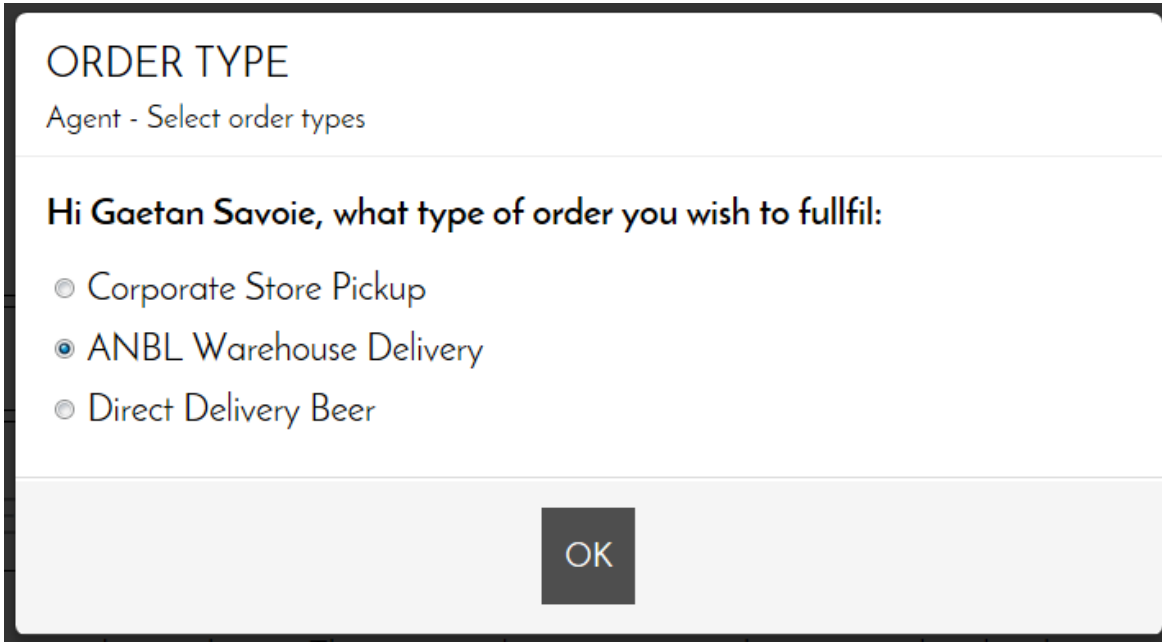
- My Account
- My Orders/Invoices
- My Shopping Cart
- My Profile
- My Purchase Lists

When “My Profile” has been selected the system will open the My Profile page, there the user can select their language of choice, changing it in this page will make it a permanent change, the user will not be required to change to their language of choice each time they log into the system.

First name <input type="text" value="Gaetan"/>	Last name <input type="text" value="Savoie"/>	
Company <input type="text" value="Epicurie Savoie"/>	Email <input type="text" value="marieclaudelandy@anbl.com"/>	
Phone <input type="text" value="(506) 445-2492"/>	Ext <input type="text"/>	Fax <input type="text"/>
Type of confirmation and billing emails <input type="text" value="Html"/>	Communication language <input type="text" value="Français"/>	
<input type="checkbox"/> I want to be warned when my orders are shipped	<input type="checkbox"/> I want to receive your newsletter or promotion by email	
Modify My Password		

AGENT ORDER: ANBL Warehouse Delivery

Once logged into their account the user can select from the following menu options:



ORDER TYPE
Agent - Select order types

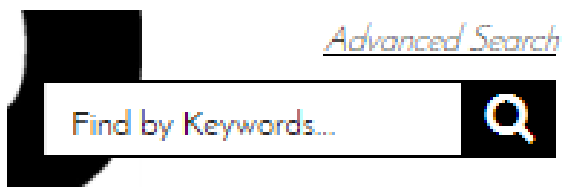
Hi Gaetan Savoie, what type of order you wish to fulfill:

- Corporate Store Pickup
- ANBL Warehouse Delivery
- Direct Delivery Beer

OK

When ANBL Warehouse Delivery is chosen it will bring the user into their home page. There are different ways users can search for products:

At the top of the page the user will see the standard search, where they can search for a product by item description.



There is also an Advanced Search option:

ADVANCED SEARCH

KEYWORDS

CRITERIA

SEARCH IN

Code (Product code, supplier code, UPC code, etc.)

Description

Category

Product category

SEARCH

The user can also search using the Catalog search option:

HOME • CATALOG ▾

- BEER
- NON LIQUOR
- OTHER LIQUOR
- SPIRITS
- WINE

- BEER
- ALE
- HYBRID
- LAGER
- MIXED
- OTHER





As the user searches for products the system will return options:

SEARCH RESULTS

Your search results for "yellow"

145 Result(s)

Display type Results per page 24
Sort by Relevance

 YELLOW TAIL GIFT PACK 750ML Code : 9322214009442 \$25.99 /UNIT QTY: <input type="text"/> UNIT <input type="button" value="ADD"/> Qty multiple : 6 Qty avail. : 0	 YELLOW TAIL SANGRIA 750ML Code : 839743000868 \$13.99 /UNIT QTY: <input type="text"/> UNIT <input type="button" value="ADD"/> Qty multiple : 12 Qty avail. : 684	 YELLOW TAIL BIG BOLD RED 750ML Code : 839743001483 \$15.99 /UNIT QTY: <input type="text"/> UNIT <input type="button" value="ADD"/> Qty multiple : 12 Qty avail. : 60	 YELLOW TAIL SWEET RED ROO 750ML Code : 839743000806 \$13.99 /UNIT QTY: <input type="text"/> UNIT <input type="button" value="ADD"/> Qty multiple : 12 Qty avail. : 1140
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Please note that all retail prices are displayed without the Agent Commission. Agent Commission will be calculated and applied when the order is placed.

When the user locates the specific product they would like to order the user will input an order quantity



and click on the shopping cart button, this will add the product to the users' order. Quantities for items shipped from ANBL's Central Warehouse must be in full cases.



YELLOW TAIL
BUBBLES ROSE
750ML
Code : 839743000547
\$14.99 /UNIT

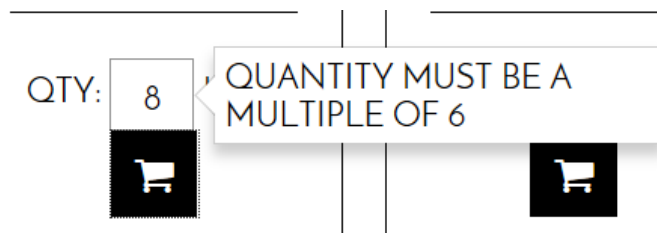
QTY: UNIT

ADD 

Qty multiple : 6
Qty avail. : 360

The minimum quantity to order is specified under the Cart as the Qty multiple (e.g. in this example 6). The Qty available in the warehouse is also displayed (e.g. 360).

If a user inputs the wrong case quantity the system will display a message box with the proper case quantity.



QTY: **QUANTITY MUST BE A MULTIPLE OF 6**



YELLOW TAIL
BUBBLES ROSE
750ML
Code : 839743000547


\$14.99 /UNIT

QTY: UNIT

ADD 





Qty multiple : 6
Qty avail. : 360

As items are being added to the cart the user can at any point look to see what has been selected for the shopping cart.

ANBL Warehouse Order (4) 

By clicking on this the user can see what is in the shopping cart:

MY CART - QUICK ORDER ✕

 Yellow Tail Gift Pack 75... \$22.65	6	\$153.97	 Yellow Tail Moscato 750... \$12.20	12	\$165.63	Subtotal \$408.55 MODIFY MY CART PLACE THE ORDER 
 Yellow Tail Bubbles Rose... \$13.09	6	\$88.95				

To make modifications to the selected items the user can click on the Modify My Cart option:

CONTINUE SHOPPING
UPDATE SHOPPING CART
PLACE THE ORDER

	<p>YELLOW TAIL GIFT PACK 750ML 9322214009442 \$22.65</p>	- 6 +	\$135.90	✕
ADD COMMENT				
	<p>YELLOW TAIL MOSCATO 750ML 839743000646 \$12.20</p>	- 12 +	\$146.40	✕
ADD COMMENT				
	<p>YELLOW TAIL BUBBLES ROSE 750ML 839743000547 \$13.09</p>	- 6 +	\$78.54	✕
ADD COMMENT				

TOTALS	
Subtotal	\$360.84
Bottle Deposit	\$6.00
HST on Sales	\$46.91
Total	\$413.75

PLACE THE ORDER

Here the user can increase or decrease the quantity ordered, they can remove the product completely, they can choose to return to the previous menu and continue shopping or they can place the order.

When the user selects “Place the order” the user will be redirected to the order page. Here the user can confirm their billing information, shipping information, shipping method, review the order and then confirm the order.

This page allows a user to update the Email address where the order confirmation will be sent, but please note that changing the Email address on the order page will update the user’s Email on the profile page.

PLACE THE ORDER

BILLING INFORMATION

*Email john.doe@hotmail.com	Address	Phone	Ext
Title Mr. <input type="checkbox"/>		Fax	
*First name John	City		
*Last name Doe	Country Canada		
Company John Doe Company	Province / State New Brunswick		
	Zip / Postal code		

SHIPPING INFORMATION

Same as Billing Information

MODIFY MY ORDER

SHIPPING METHOD


Delivery Corporate Warehouse

ORDER INFORMATION

Shipping instructions

ORDER REVIEW

	Description	Quantity	Price	Subtotal
	Yellow Tail Gift Pack 750ml Product Code : 9322214009442	6	\$22.65/UNIT	\$135.90
	Yellow Tail Moscato 750ml Product Code : 839743000646	12	\$12.20/UNIT	\$146.40

	Yellow Tail Bubbles Rose 750ml Product Code : 839743000547	6	\$13.09/UNIT	\$78.54
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[MODIFY MY ORDER](#)

Subtotal	\$360.84
Agent Commission	\$-28.87
Bottle Deposit	\$6.00
HST on Sales	\$43.15
Total	\$381.12

PAYMENT INFORMATION

On Account

[CONFIRM MY ORDER](#)

A user can click Modify my order to add, remove items to the order or change a quantity.

When the user selects “Confirm the Order” the user will be provided with a message that their order has been successfully processed.

YOUR ORDER HAS BEEN SUCCESSFULLY PROCESSED. THANK YOU FOR YOUR ORDER.

Your web order number is **W128**
Order date: Wednesday, March 30, 2016 : 1:08 PM

You can [click here](#) to print your order confirmation for your records. You will also receive an order confirmation via email.

If you have any questions or comments, [please let us know](#).

To continue shopping, [please click here](#).

The ANBL team

The user is provided with a web order number, that the user can click on to view the details of the order. An order confirmation will also be e-mailed to the user.



AGENT ORDER: Direct Delivery Beer

To place an order for Direct Delivery Beer the user must select the proper order type. (If the user is already logged into their account they can simply select “Change Order Type” from the top of the page.)

Hello Gaetan,



Change order type

ORDER TYPE

Agent - Select order types

Hi Gaetan Savoie, what type of order you wish to fulfill:

- Corporate Store Pickup
- ANBL Warehouse Delivery
- Direct Delivery Beer

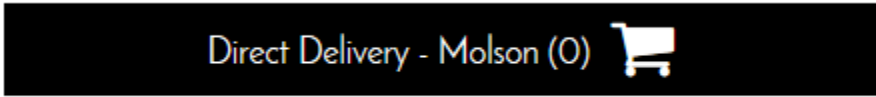
Select a vendor:

- Molson
- Labatt
- Moosehead

OK

CANCEL

Once the user has selected Direct Delivery Beer they will then need to select the Vendor they want to order from.



Once the Vendor has been selected the system will only allow the user to order direct delivery products from that Vendor.

Please note that all retail prices are displayed without the Agent Commission. Agent Commission will be calculated and applied when the order is placed.



MOLSON CANADIAN 67 12 B
Code - 056327005709
\$24.50 /UNIT

QTY: UNIT 



RICKARDS DARK 473ML
Code - 056327006034
\$3.29 /UNIT

QTY: UNIT 







COORS LIGHT 12 C
Code - 056327183254
\$23.99 /UNIT

QTY: UNIT 




MOLSON CANADIAN 67 473ML
Code - 056327008373
\$3.44 /UNIT




QTY: UNIT 

	
<p>MOLSON CANADIAN LAGER 12 B</p> <p>Code : 056327072558</p> <p>\$23.99 /UNIT</p>	<p>KEYSTONE LAGER 12 C</p> <p>Code : 056327006508</p> <p>\$19.99 /UNIT</p>
<p>QTY: <input type="text" value="1"/> UNIT </p>	<p>QTY: <input type="text" value="1"/> UNIT </p>


Once the user has selected items to purchase the system will sum the number of items and that will display in the top task bar, by clicking on the summary shopping cart the user will have the option to “Modify My Cart” or “Place the Order”.

Direct Delivery - Molson (3) 


MY CART - QUICK ORDER ✕



	Coors Altitude 12 C \$22.38	5	\$127.65		Coors Altitude 473ml \$3.14	12	\$42.68		Subtotal \$285.49
	Coors Light 12 B \$20.17	5	\$115.16						


MODIFY MY CART


PLACE THE ORDER 

If the user selects “Modify My Cart” a summary of the current order will display where the user can make modifications to the current selections. By clicking on the “-“ or “+” sign the user can increase or decrease order quantities, also by clicking on the “x” the user can delete that particular line item from the order, the system will ask “Are you sure you want to remove this product?” with a yes/no option for the user to select.

CONTINUE SHOPPING UPDATE SHOPPING CART PLACE THE ORDER 

 COORS ALTITUDE 12 C 056327009646 \$22.38	- 5 +	\$111.90	×
TOTALS			
		Subtotal	\$250.43
		Agent Commission	\$-20.03
		Bottle Deposit	\$13.20
		HST on Sales	\$29.95
		Total	\$273.55
PLACE THE ORDER 			

 COORS ALTITUDE 473ML 056327009493 \$3.14	- 12 +	\$37.68	×
ADD COMMENT			

 COORS LIGHT 12 B 056327182554 \$20.17	- 5 +	\$100.85	×
ADD COMMENT			

From this window the user can select “Continue Shopping”, “Update Shopping Cart” or “Place the Order”. If the user is satisfied with the order they can select “Place the Order” which will bring the user to the Place the Order window. Here the user can confirm their billing information, shipping information, shipping method, review the order and then confirm the order.

PLACE THE ORDER

BILLING INFORMATION

<p>*Email john.doe@hotmail.com</p> <p>Title Mr. <input type="checkbox"/></p> <p>*First name John</p> <p>*Last name Doe</p> <p>Company John Doe Company</p>	<p>Address</p> <p>City</p> <p>Country Canada</p> <p>Province / State New Brunswick</p> <p>Zip / Postal code</p>	<p>Phone</p> <p>Ext</p> <p>Fax</p>
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SHIPPING INFORMATION

Same as Billing Information


SHIPPING METHOD


Direct Delivery

ORDER INFORMATION

Shipping instructions

ORDER REVIEW

Description	Quantity	Price	Subtotal
 <p>Coors Altitude 12 C Product Code : 056327009646</p>	5	\$22.38/UNIT	\$111.90
 <p>Coors Altitude 473ml Product Code : 056327009493</p>	12	\$3.14/UNIT	\$37.68

	Coors Light 12 B Product Code : 056327182554	5	\$20.17/UNIT	\$100.85
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[MODIFY MY ORDER](#)

Subtotal	\$250.43
Agent Commission	\$-20.03
Bottle Deposit	\$13.20
HST on Sales	\$29.95
Total	\$273.55

PAYMENT INFORMATION

On Account

[CONFIRM MY ORDER](#)

When the user selects “Confirm the Order” the user will be provided with a message that their order has been successfully processed.

YOUR ORDER HAS BEEN SUCCESSFULLY PROCESSED. THANK YOU FOR YOUR ORDER.

Your web order number is **W128**
Order date: Wednesday, March 30, 2016 : 1:08 PM

You can [click here](#) to print your order confirmation for your records. You will also receive an order confirmation via email.

If you have any questions or comments, [please let us know](#).

To continue shopping, [please click here](#).

The ANBL team

The user is provided with a web order number, that the user can click on to view the details of the order. An order confirmation will also be e-mailed to the user.

AGENT ORDER: Corporate Store Pick Up

To place an order for Corporate Store Pickup the user must select the proper order type. (If the user is already logged into their account they can simply select “Change Order Type” from the top of the page.)

Hello Gaetan,



Change order type

ORDER TYPE

Agent - Select order types

Hi Gaetan Savoie, what type of order you wish to fulfill:

Corporate Store Pickup

014 - Edmundston





ANBL Warehouse Delivery

Direct Delivery Beer

OK CANCEL

Here the user can select items that are available for purchase and arrange a pick up from the local Corporate Retail Outlet.




Please note that all retail prices are displayed without the Agent Commission. Agent Commission will be calculated and applied when the order is placed.

	
<p>19 CRIMES DURIF SHIRAZ 750ML</p> <p>Code : 9311220002929</p> <p>\$17.99 /UNIT</p>	<p>19 CRIMES SGM 750ML</p> <p>Code : 9311220003490</p> <p>\$17.99 /UNIT</p>
<p>QTY: <input type="text"/> UNIT</p> <p>ADD </p> <p>Qty avail. : 30</p>	<p>QTY: <input type="text"/> UNIT</p> <p>ADD </p> <p>Qty avail. : 20</p>


The Qty available is the quantity available in the selected store (e.g. in this example store 014 - Edmunston). To view the Qty available in other stores, click Change order type and select another store.

Once the user has selected items to purchase the system will sum the number of items and that will display in the top task bar, by clicking on the summary shopping cart the user will have the option to “Modify My Cart” or “Place the Order”.

MY CART - QUICK ORDER ✕

	Forty Creek Double Barr... \$52.91	20	\$1,195.97		19 Crimes Durif Shiraz 75... \$15.74	5	\$89.13		Subtotal \$1,374.23
	19 Crimes SGM 750ml \$15.74	5	\$89.13						

MODIFY MY CART

PLACE THE ORDER 

If the user selects “Modify My Cart” a summary of the current order will display where the user can make modifications to the current selections. By clicking on the “-” or “+” sign the user can increase or decrease order quantities, also by clicking on the “x” the user can delete that particular line item from the order, the system will ask “Are you sure you want to remove this product?” with a yes/no option for the user to select.

CONTINUE SHOPPING
UPDATE SHOPPING CART
PLACE THE ORDER

	<p>FORTY CREEK DOUBLE BARREL 750ML 069321003909 \$52.91</p>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="20"/> <input type="button" value="+"/>	<p>\$1,058.20</p>	×																									
<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"> </td> <td style="width: 35%;"> <p>19 CRIMES DURIF SHIRAZ 750ML 9311220002929 \$15.74</p> </td> <td style="width: 10%; text-align: center;"> <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/> </td> <td style="width: 15%; text-align: right;"> <p>\$78.70</p> </td> <td style="width: 10%; text-align: center;">×</td> <td style="width: 15%;"></td> </tr> <tr> <td colspan="6" style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"> </td> <td style="width: 35%;"> <p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p> </td> <td style="width: 10%; text-align: center;"> <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/> </td> <td style="width: 15%; text-align: right;"> <p>\$78.70</p> </td> <td style="width: 10%; text-align: center;">×</td> <td style="width: 15%;"></td> </tr> <tr> <td colspan="6" style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div> </td> </tr> </table> </div> </div> </td> </tr> </table> </div></div>							<p>19 CRIMES DURIF SHIRAZ 750ML 9311220002929 \$15.74</p>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/>	<p>\$78.70</p>	×		<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"> </td> <td style="width: 35%;"> <p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p> </td> <td style="width: 10%; text-align: center;"> <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/> </td> <td style="width: 15%; text-align: right;"> <p>\$78.70</p> </td> <td style="width: 10%; text-align: center;">×</td> <td style="width: 15%;"></td> </tr> <tr> <td colspan="6" style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div> </td> </tr> </table> </div> </div>							<p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/>	<p>\$78.70</p>	×		<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div>					
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<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"> </td> <td style="width: 35%;"> <p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p> </td> <td style="width: 10%; text-align: center;"> <input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/> </td> <td style="width: 15%; text-align: right;"> <p>\$78.70</p> </td> <td style="width: 10%; text-align: center;">×</td> <td style="width: 15%;"></td> </tr> <tr> <td colspan="6" style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div> </td> </tr> </table> </div> </div>							<p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/>	<p>\$78.70</p>	×		<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div>																	
	<p>19 CRIMES SGM 750ML 9311220003490 \$15.74</p>	<input type="button" value="-"/> <input style="width: 30px; text-align: center;" type="text" value="5"/> <input type="button" value="+"/>	<p>\$78.70</p>	×																									
<div style="display: flex; justify-content: space-between;"> ADD COMMENT <div style="border: 1px solid #ccc; padding: 5px; width: 90%;"></div> </div>																													

TOTALS

Subtotal	\$1,215.60
Bottle Deposit	\$6.00
HST on Sales	\$158.03
Total	\$1,379.63

PLACE THE ORDER

From this window the user can select “Continue Shopping”, “Update Shopping Cart” or “Place the Order”. If the user is satisfied with the order they can select “Place the Order” which will bring the user to the Place the Order window. Here the user can confirm their billing information, shipping information, shipping method, provide instructions for the store, review the order and then confirm the order.

The Shipping Information will indicate the store where the order will be available for pickup.

PLACE THE ORDER

BILLING INFORMATION

<p>*Email <input style="width: 95%;" type="text" value="john.doe@hotmail.com"/></p> <p>Title Mr. <input type="button" value="v"/></p> <p>*First name <input style="width: 95%;" type="text" value="John"/></p> <p>*Last name <input style="width: 95%;" type="text" value="Doe"/></p> <p>Company <input style="width: 95%;" type="text"/></p>	<p>Address <input style="width: 95%;" type="text"/></p> <p>Title <input style="width: 95%;" type="text"/></p> <p>City <input style="width: 95%;" type="text"/></p> <p>Country <input style="width: 95%;" type="text" value="Canada"/> <input type="button" value="v"/></p> <p>Province / State <input style="width: 95%;" type="text" value="New Brunswick"/> <input type="button" value="v"/></p> <p>Zip / Postal code <input style="width: 95%;" type="text"/></p>	<p>Phone <input style="width: 95%;" type="text"/> <input style="width: 30px;" type="text" value="Ext"/></p> <p>Fax <input style="width: 95%;" type="text"/></p>
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SHIPPING INFORMATION

Description	Edmundston	First name	<input type="text"/>
Address	ANBL - Store # 014	Last name	<input type="text"/>
	575 Victoria Street	Company	<input type="text"/>
City	Edmundston	Phone	(506) 737-4281
Country	Canada	Ext	<input type="text"/>
Province / State	New Brunswick	Fax	(506) 737-4280
Zip / Postal code	E3V 3M8		




SHIPPING METHOD

Store Pickup

ORDER INFORMATION

Shipping instructions

ORDER REVIEW

	Description	Quantity	Price	Subtotal
	Forty Creek Double Barrel 750ml Product Code : 069321003909	20	\$52.91/UNIT	\$1,058.20
	19 Crimes Durif Shiraz 750ml Product Code : 9311220002929	5	\$15.74/UNIT	\$78.70
	19 Crimes SGM 750ml Product Code : 9311220003490	5	\$15.74/UNIT	\$78.70

MODIFY MY ORDER

Subtotal	\$1,215.60
Agent Commission	\$-97.25
Bottle Deposit	\$6.00
HST on Sales	\$145.38
Total	\$1,269.73

PAYMENT INFORMATION

On Account

CONFIRM MY ORDER

When the user selects “Confirm the Order” the user will be provided with a message that their order has been successfully processed.

YOUR ORDER HAS BEEN SUCCESSFULLY PROCESSED. THANK YOU FOR YOUR ORDER.

Your web order number is **W128**
Order date: Wednesday, March 30, 2016 : 1:08 PM

You can [click here](#) to print your order confirmation for your records. You will also receive an order confirmation via email.

If you have any questions or comments, [please let us know](#).

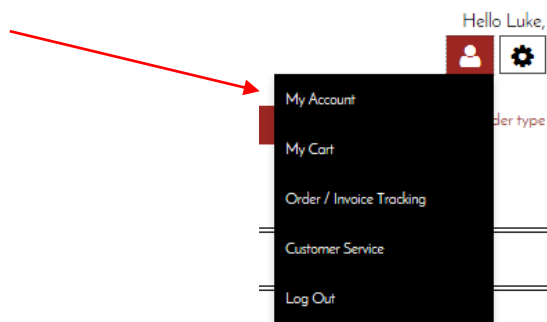
To continue shopping, [please click here](#).

The ANBL team

The user is provided with a web order number, that the user can click on to view the details of the order. An order confirmation will also be e-mailed to the user.

Clearing The Content of a Cart

If you wish to clear your shopping cart and start your order over from an empty cart, select “My Account” from the main page once logged into your account



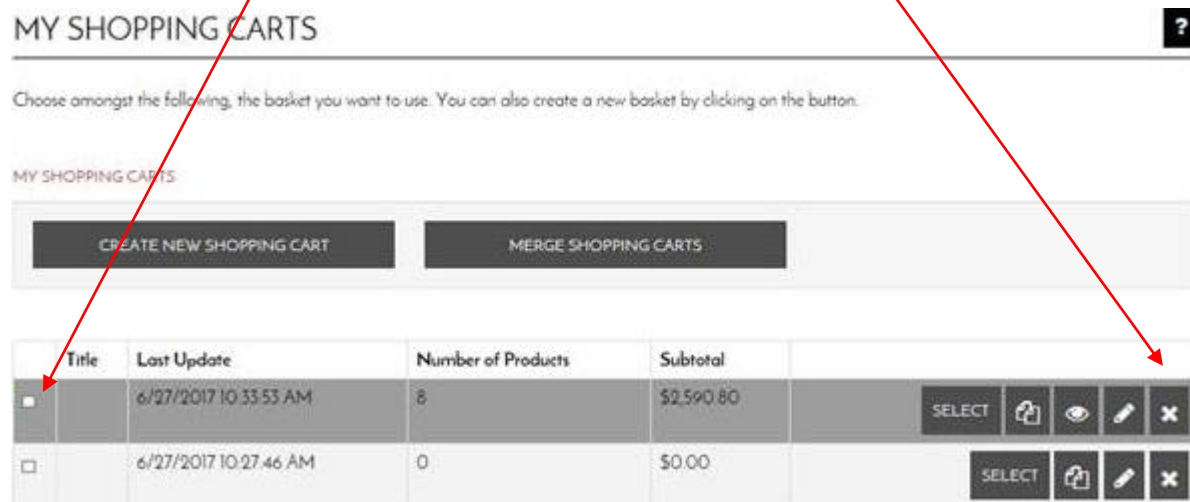
Click on “My Shopping Carts” from the list below,

MY ACCOUNT KILPATRICK HOUSE INC.

Here, you can access and modify your current orders and carts. This section also concerns products you ordered in the past.

- Order / Invoice Tracking
- Order Express
- My Shopping Carts
- My Cart
- My Frequently Ordered Products

Click on the square box for the Cart you want to empty and press on the X at the end of the same line.








MY SHOPPING CARTS ?

Choose amongst the following, the basket you want to use. You can also create a new basket by clicking on the button.

MY SHOPPING CARTS

CREATE NEW SHOPPING CART MERGE SHOPPING CARTS

Title	Last Update	Number of Products	Subtotal	
<input type="checkbox"/>	6/27/2017 10:33:53 AM	8	\$2,590.80	SELECT    X
<input type="checkbox"/>	6/27/2017 10:27:46 AM	0	\$0.00	SELECT   X

The system will display a message asking to confirm that you really want to delete the cart: “ THE SHOPPING CART WILL BE DELETED. DO YOU WANT TO PROCEED?”

Simply click on the **YES** button to clear the cart.

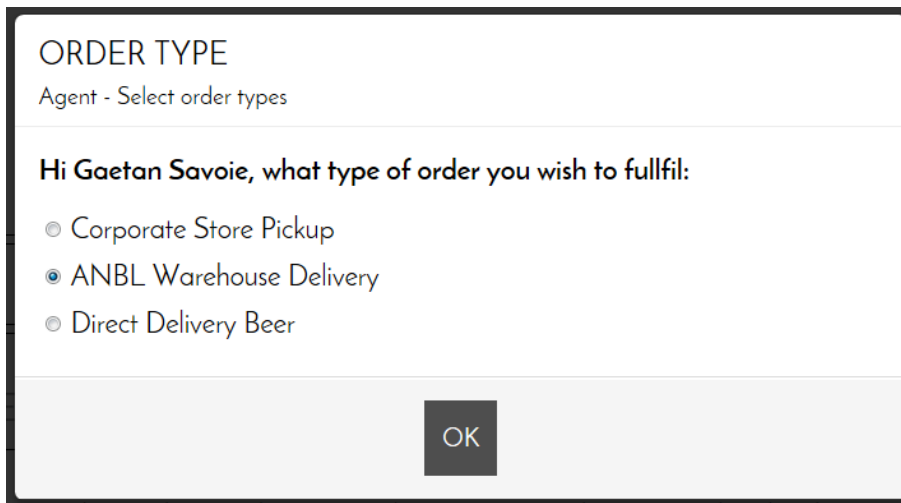
Re-Ordering Products

There are 2 ways to quickly re-order products:

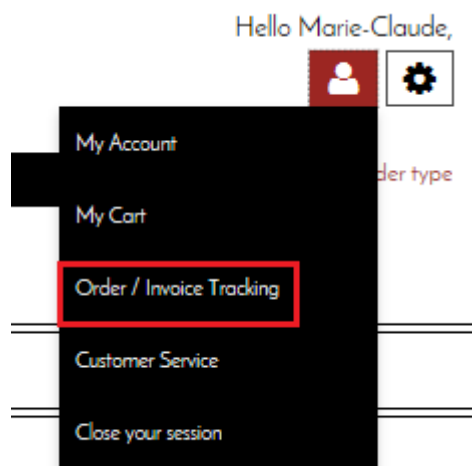
- Order Again
- Order Express

Order Again

To quickly place an order for products you have already ordered in the past and for which an order exists in k-e-commerce, click Change order type and make sure you select the correct order type:



Navigate to the Order / Invoice Tracking page by selecting the option under the icon.



The Order / Invoice tracking page allows you to see and track past orders and view invoices.

ORDER / INVOICE TRACKING

MY ORDERS

MY INVOICES

Search by

Period [Advanced search](#)

Search by period

From

To

Reference number

Status

SEARCH

67 Results

Results per page

Order number	Web order number	Status	Date	Total	Purchase order number
N/A	W179	Pending	4/7/2016 8:12 AM	\$184.26	
ORD95000242	W180	Cancelled	4/7/2016 12:00 AM	\$0.00	
ORD95000244	W182	Cancelled	4/7/2016 12:00 AM	\$0.00	
ORD95000247	W185	Cancelled	4/7/2016 12:00 AM	\$0.00	
ORD95000317	W194	Cancelled	4/7/2016 12:00 AM	\$0.00	
ORD95000305	W189	Pending	4/7/2016 12:00 AM	\$43.44	
ORD95000316	W193	Pending	4/7/2016 12:00 AM	\$49.85	
ORD95000319	W196	Pending	4/7/2016 12:00 AM	\$1,269.73	
N/A	W174	Pending	4/6/2016 11:35 AM	\$184.26	
ORD95000215	W175	Pending	4/6/2016 12:00 AM	\$112.29	

To order again from a past order simply select the Web order number. This will open the Order page where you can review past order details.

ORDER

← BACK TO ORDERS

ORDER AGAIN ↻ PRINT 🖨

ORDER DETAILS

Order number	ORD95000024
Web order number	W144
Invoice number	INV00005005
Order date	4/4/2016 12:00 AM
Order status	Completed

Click Order Again to create a new order. The following message will appear. If you have selected the correct order type (in this example Corporate Store Pickup) click Yes. If you click No you will be returned to the order page where you can select another order type.

⚠ ARE YOU SURE THAT THE TYPE OF ORDER YOU WANT TO ORDER AGAIN IS OF TYPE "CORPORATE STORE PICKUP", CLICK "NO" TO SELECT A DIFFERENT ORDER TYPE.

YES NO

The new order will include all items and quantities from the previous order. You can update the quantities, add or remove items from the shopping cart.

CONTINUE SHOPPING UPDATE SHOPPING CART PLACE THE ORDER 🛒

ASIO OTUS ROSSO 750ML
8033765186612
\$15.74

ADD COMMENT

1 \$15.74

TOTALS

Subtotal	\$15.74
Bottle Deposit	\$0.20
HST on Sales	\$2.05
Total	\$17.99

PLACE THE ORDER 🛒

Click Place the order and follow the same process as above.

Order Express

Order Express is a service which allows you to import an order from an Excel spreadsheet. To access click the Order Express link in the top right corner.

ORDER EXPRESS | FRANÇAIS

ORDER EXPRESS

[HOW TO COPY/PASTE A PRODUCT LIST](#) [UPLOAD A LIST OF PRODUCTS](#)

Purchase order number : [SAVE](#)

COMPLEMENTARY AND SUBSTITUTE PRODUCTS

PRICE PER QUANTITY

Qty	Price

	Code	Qty	UOM	Description	Note	Price	Subtotal
	8033765186612	1	UNIT	Aelo Otus Rosso 750ml	Add	\$17.99	\$17.99

Subtotal: \$17.99

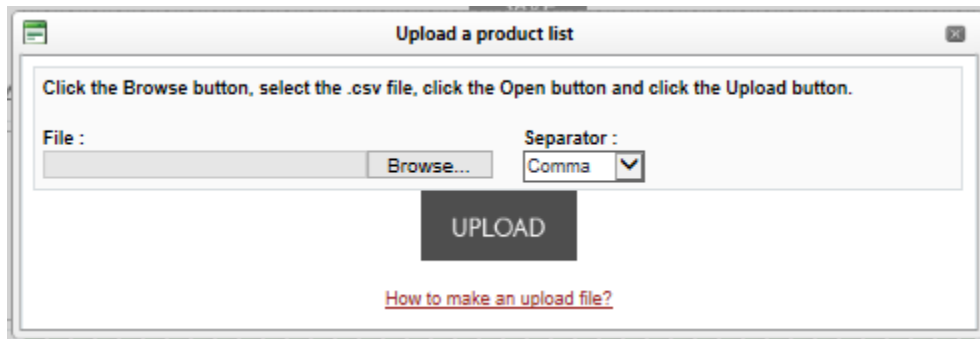
[Del](#) Remove an order line
[Ins](#) Insert a note

PLACE THE ORDER

To copy/paste a product list select **HOW TO COPY/PASTE A PRODUCT LIST**

To upload a list of products from a .csv file select **UPLOAD A LIST OF PRODUCTS**

Select [How to make an upload file?](#) for detailed instructions on how to create the file.



Select the .csv file and click **UPLOAD** to upload the file.

You can also manually add items to the list. To do so Enter the UPC of the product in the Code field (e.g. 8033765186612) and the Qty to be ordered (e.g. 1).

Click Place the Order and follow the same process as above.

Support

Please contact ANBL Service Desk for assistance (506) 452-6409.

If you need to call a brewery directly to inquire about a direct delivery order or product availability please use the following numbers:

- Labatts: Phone: 1-866-666-6057 / Fax: 1-877-332-3021
- Moosehead: Phone: (506) 635-4490 (Angela)
- Molson: Phone: (506) 389-4376 (Krista) / (506) 389-4375 (Lisa)