



# New Online Ordering Platform Quick Start Guide



August 2024

We are excited to introduce our latest Online Ordering Platform... a new and better way to do business with us!

**Dennis Food Service** (“DFS”) is *always looking for better ways to help your business succeed*. To that end, we are excited to bring a new and improved web-based system for customers to place and track orders, and to help manage their accounts. **We appreciate your business!** We hope you find our new system to be convenient and easy to use, helping you save time so you can *focus on growing your business!*

The new system is a major overhaul, focusing on ease-of-access. As with earlier versions of our online ordering platform, all NEW user accounts are arranged through your **Account Executive** (“AE”). (Note: Existing user accounts from our earlier platform will continue to work with the new system, so there is no need to create new user accounts.)

**Your AE is your go-to resource.** They’ll explain the requirements, take care of all the necessary paperwork and such, and help you get started. Reach out to them by phone or email, or if you prefer, you may call our Customer Service team at (207) 947-0321 and we will put you in touch with your rep to get started. Once again, THANK YOU for being a Dennis Food Service customer!

## Getting Started

The purpose of this **Quick Start Guide** (as you might have guessed) is to *get you up and running quickly* with the new system. Once you have your login information (**User ID** and initial **Password**), use this Guide to help you get into the system and explore the ways it can help you quickly take care of placing and managing orders, so you can spend less time on this, and focus on more important parts of running your business.

## What’s New & Different

For customers who are familiar with prior versions of our online order processing platforms, the most important take-away is that the prior system was “Order-based,” but DennisNet is oriented around the more familiar “Shopping Cart” experience, similar to many well-known online retailers/vendors. However, as with prior systems, *orders must still be completed through the “Check-out” process by 5:00 PM* to be scheduled for next-day delivery. Rest assured, however, that you can still update your order(s) as many times as necessary, up until the 5:00 PM cutoff time.

## Credentials

After your account is set up through your AE, you should receive your **User ID** and **Password**, typically via email. (The message subject will say “Welcome to Dennis Food Service Internet Order Entry.”) (If you have not received your User ID and Password, contact your AE or call our Customer Service department at (207) 947-0321.)

## Logging In

On our website (<https://dennisfoodservice.com>) you may access DennisNet by clicking on the red MENU button (top right). (This part hasn't changed significantly from prior versions.) The website will display a new section with the ONLINE ORDERING login. For this example, we are using a test account for a fictional customer called *Lucky Lobster*. The User ID is "luckylobster" as seen below.

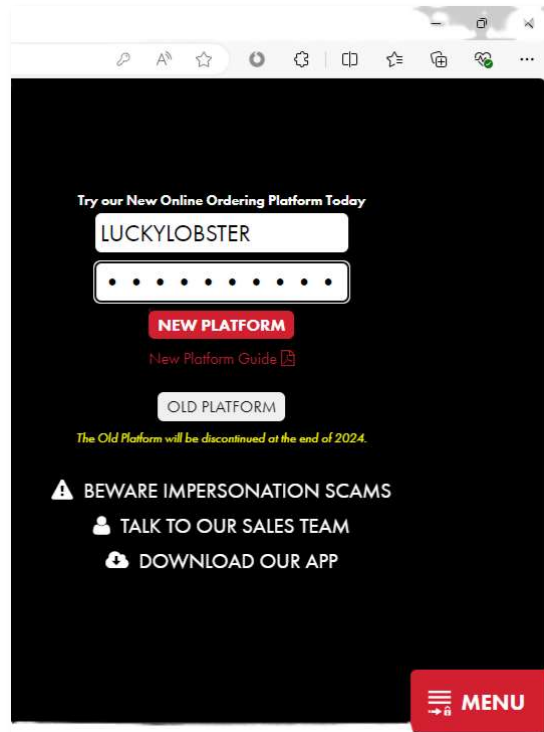


Figure 1 - Accessing the Login Menu

### Notes:

1. Your **User ID** is not case-sensitive; however, the system will show it in ALL CAPS even if you enter lowercase letters. It will still work.
2. Your **Password** IS case-sensitive.
3. We urge you to change your Password (using the Reports menu – see information below) promptly.

## Home Screen

### Menu Bar

By default, when you log in, you will be taken to the **Home Screen**. Notice the **Menu Bar** at the top of the screen, with options for: *Home*; *Order Guide*; *Invoice History*; *Open AR*; *Item Catalog*; and a drop-down *Reports* menu. This Menu Bar is always present and is generally “self-explanatory.” Note also, the last item on the right shows your *User ID*. Clicking on the *User ID* allows you to log off.)



Figure 2 - Menu Bar

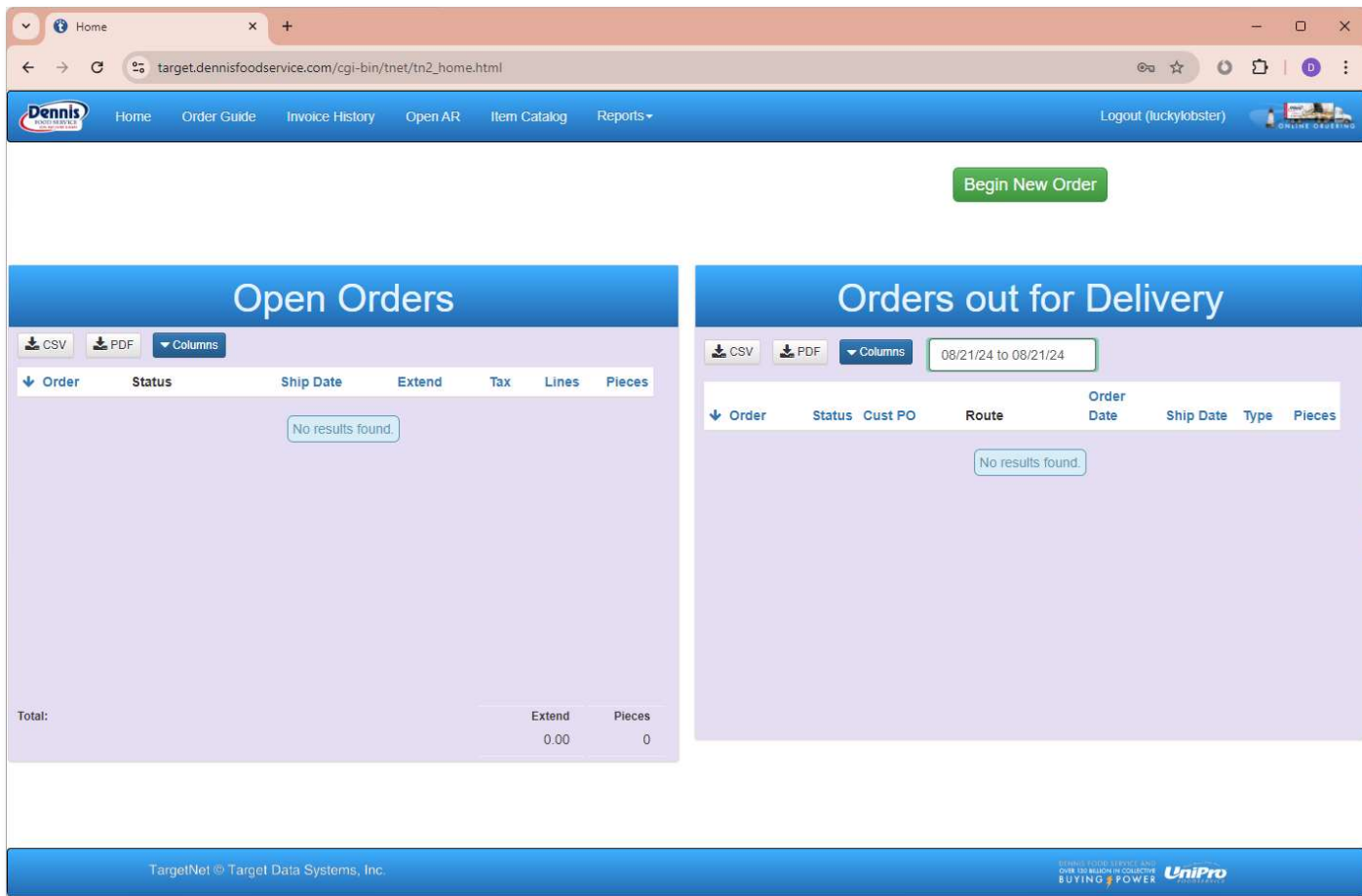


Figure 3 - Home Screen

## Panels and Columns

The **Home Screen** features two **Panels**: *Open Orders*; and *Orders out for Delivery*. As you can guess, these Panels will display any open order(s) you may have in the system; and any order(s) that are scheduled to be delivered.

Throughout the system, Panels are customizable. You can add and remove **Columns** wherever you see the *Columns* drop-down menu. Note that the system will automatically adjust the screen layout and column widths, depending on the size of your browser window.

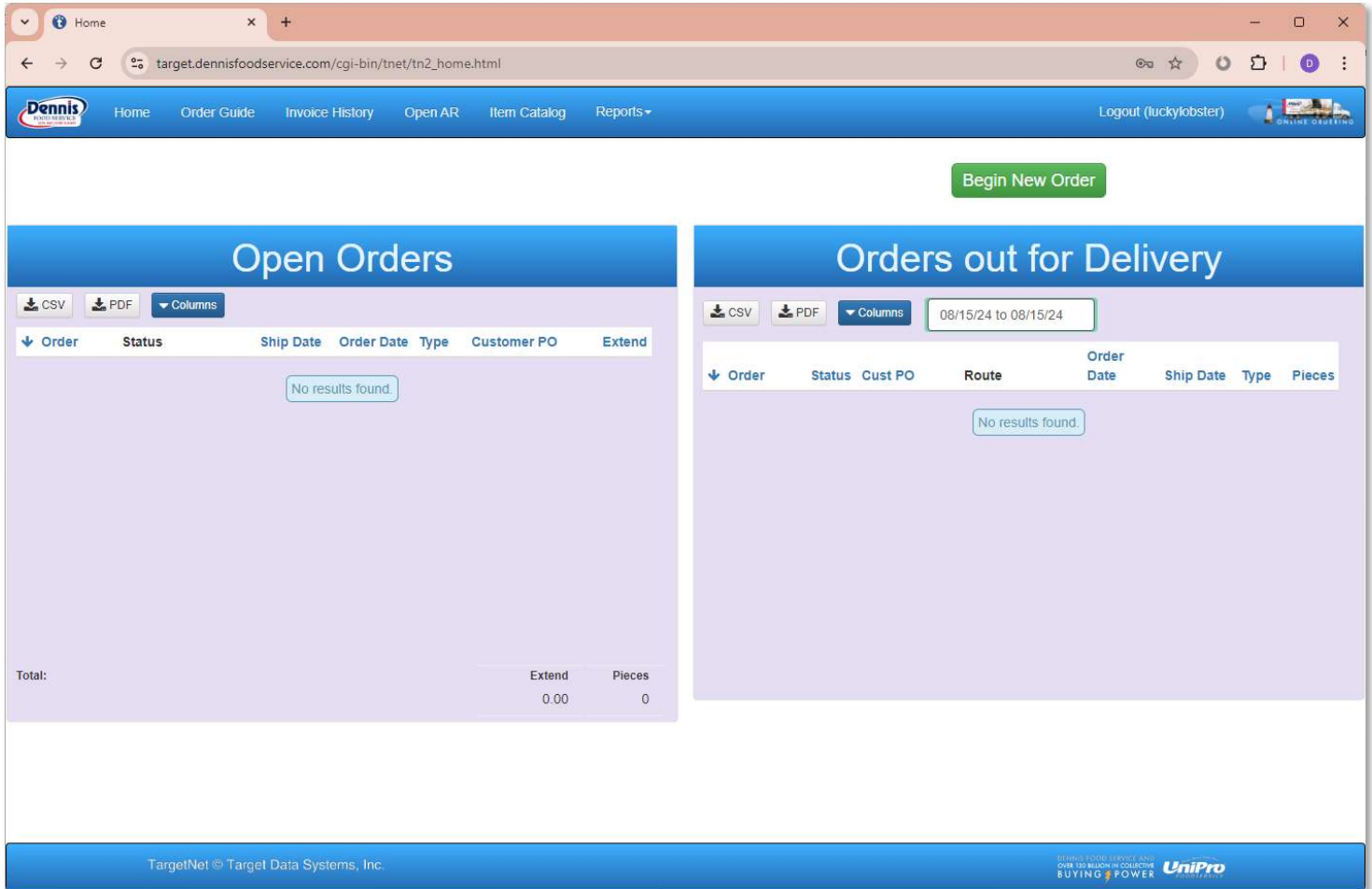


Figure 4 - Default Layout, All Columns active

## Adding and Removing Columns

In the figure below, you can see how the *Columns* drop-down menu works. (This Figure shows the left half of two windows – one with ALL Columns selected, and one with *Status*, *Order Date*, *Type*, and *Customer PO* de-selected.)

To remove a column, simply clear the check box for that column. To add a column, simply fill the check box. Notice that on the left side, where all columns are selected, there is not enough room to display the *Tax*, *Lines*, or *Pieces* data. Typically, a full-screen browser window would be able to show more columns than this example.

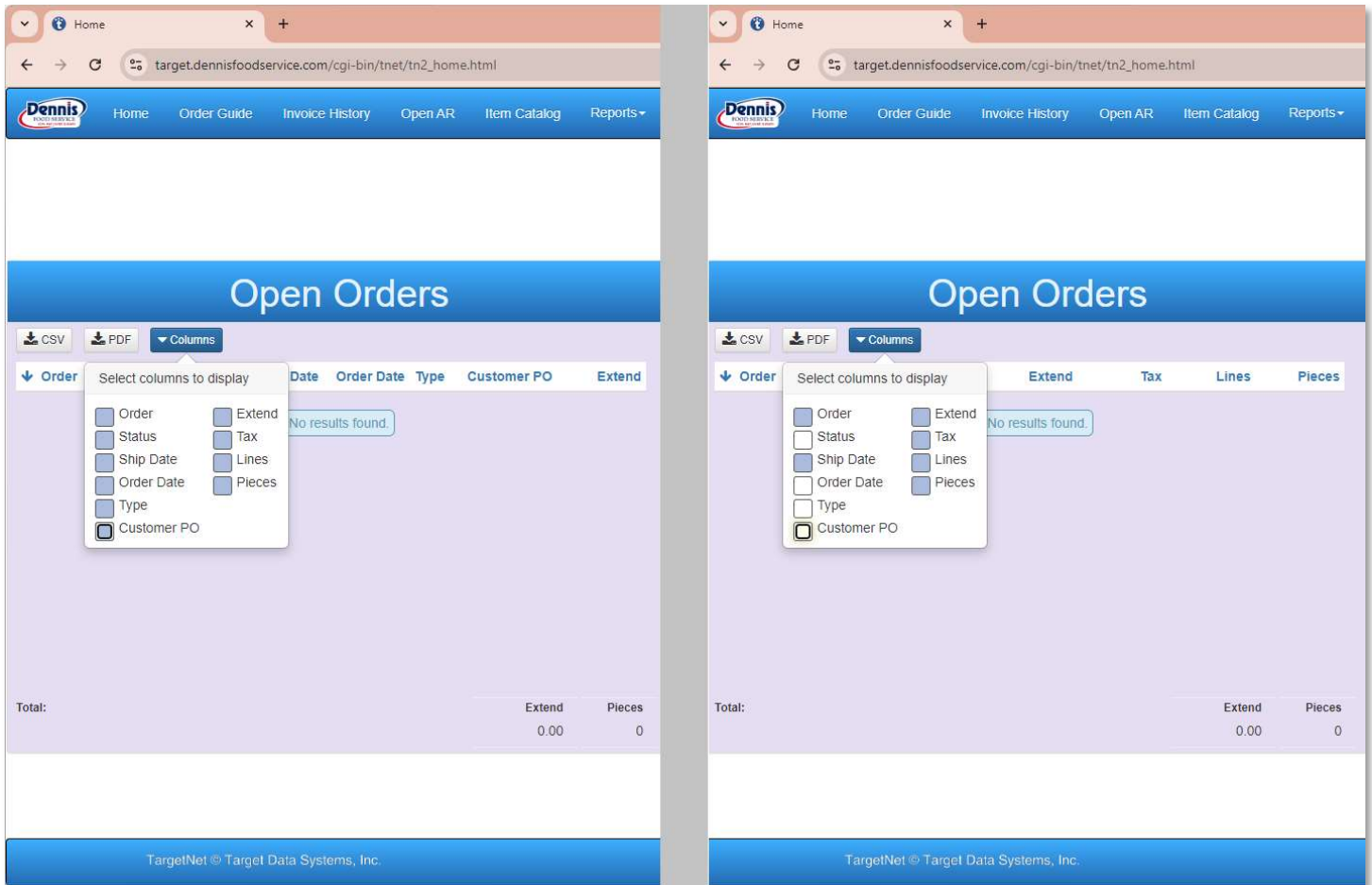


Figure 5 - Removing Columns

## Screen Size and Layout

If there is not enough room to show Panels side-by-side, the system will automatically “stack” the Panels as shown in the figure below. In this example, the “*Open Orders*” Panel is shown first, then “*Orders out for Delivery*” Panel appears below (not beside) “*Open Orders*.” Notice the new scroll bar on the right, allowing you to scroll down and up, to see Panels that have become “stacked.”

The screenshot displays the top navigation bar of the Dennis system, including the logo and menu items like Home, Order Guide, Invoice History, Open AR, Item Catalog, and Reports. A 'Begin New Order' button is visible below the navigation bar.

The first panel, titled 'Open Orders', features a table with columns: Order, Status, Ship Date, Order Date, Type, Customer PO, Extend, Tax, Lines, and Pieces. The table is currently empty, displaying 'No results found.' A summary row at the bottom right shows 'Extend: 0.00' and 'Pieces: 0'.

The second panel, titled 'Orders out for Delivery', features a table with columns: Order, Status, Cust PO, Route, Order Date, Ship Date, Type, Total, Pieces, Lines, Arrived, and Departed. This table is also empty, displaying 'No results found.' A date range filter '08/21/24 to 08/21/24' is visible above the table.

Figure 6 – Panels, Stacked

## Order Guides

You may have noticed the “*Begin New Order*” button on the Home Screen. Before we explore that function, let’s go over *Order Guides* as the best experience begins with having a properly loaded Order Guide. We will come back to “*Begin New Order*” after that. Use the **Order Guide** option on the menu bar to access the **Order Guide Edit** screen. See the sample below.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Sort Number	Remove
1		24945 ▶Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	PAPER TOWELS		77	40.98	3.42/PC	1,000	<input type="checkbox"/>
2		24946 ▶Sug(1)	MORSOFT	TOWEL ROLL DISP WHITE UNIV Pack: 12 / 350'	CS	PAPER TOWELS		15	35.97	3.00/PC	1,500	<input type="checkbox"/>
3		24949	CASCADES	TOWEL C-FOLD WHITE Pack: 12 / 200CT	CS	PAPER TOWELS		39	35.64	0.01/PC	2,001	<input type="checkbox"/>
4		24935 ▶Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 6 / 800'	CS	PAPER TOWELS		205	40.95	6.83/PC	2,500	<input type="checkbox"/>
5		41196	SCA-TORK	TOWEL WHT TORKMATIC/INTUITION Pack: 6 / 700'	CS	PAPER TOWELS		27	94.43	15.74/pc	3,000	<input type="checkbox"/>
6		9748 ▶Sug(1)	ENMOTION	TOWEL ENMOTION WHITE 10" PROP Pack: 6 / 800'	CS	PAPER TOWELS		187	106.44	17.74/PC	4,500	<input type="checkbox"/>
7		24943	MORSOFT	TOWEL ROLL DISP WHITE UNIV	CS	PAPER TOWELS		90	44.97	7.49/PC	5,000	<input type="checkbox"/>

Figure 7 - Order Guide Edit screen

Let’s start off with what an order guide is. An Order Guide is a list of products; a subset of all the thousands upon thousands of items that we carry. . Similar to Panels, **Order Guides** are customizable and dynamic. By making and customizing *Order Guides* organized to fit your business needs, you can save time searching, and you can quickly reorder the same items as frequently as you like.

## Selecting a Guide

On the **Order Guide Edit** screen, you will find the name of the currently active *Guide* displayed at the top. Using the “*Current Order Guide*” drop-down item, you can select any *Order Guide* that exists under your user account.

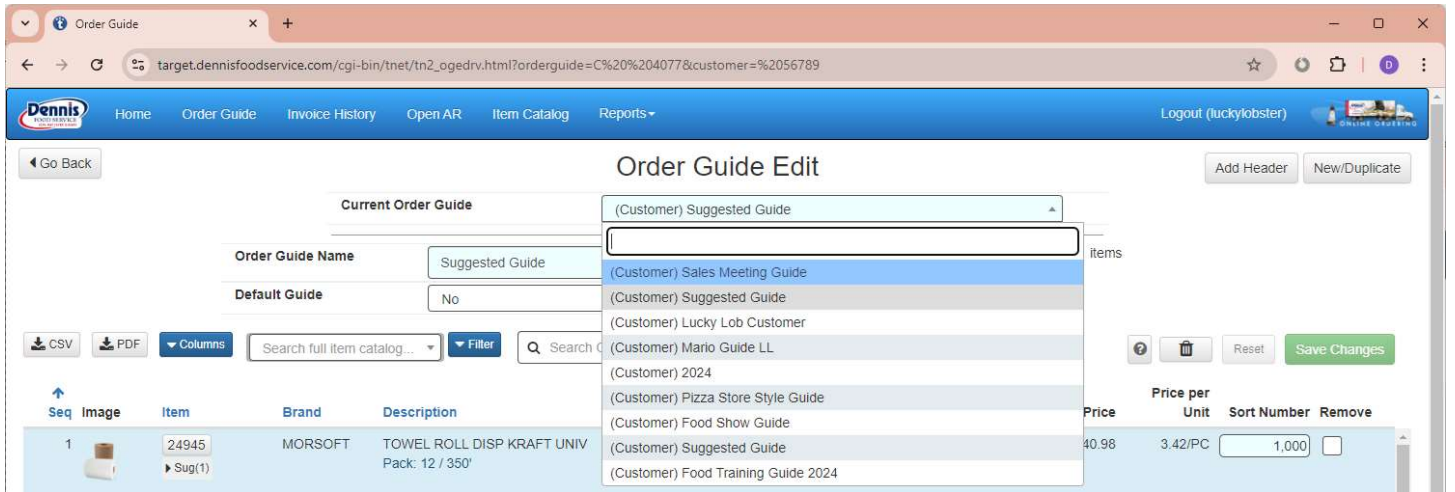


Figure 8 - Selecting an Order Guide



## Creating a Guide

If none of the existing *Guides* fits your needs, you can create as many *Order Guides* as you may like. These are known as “*Customer Order Guides*.” To create a *Guide*, use the “*New/Duplicate*” button on the top right of the screen. You can choose to make a copy of an existing *Guide*, or you can create a new *Guide* by deleting the *Guide* that appears in the “*Copy from Existing Order Guide*” field. (Leave it set to the greyed-out “*Select Order Guide...*”)

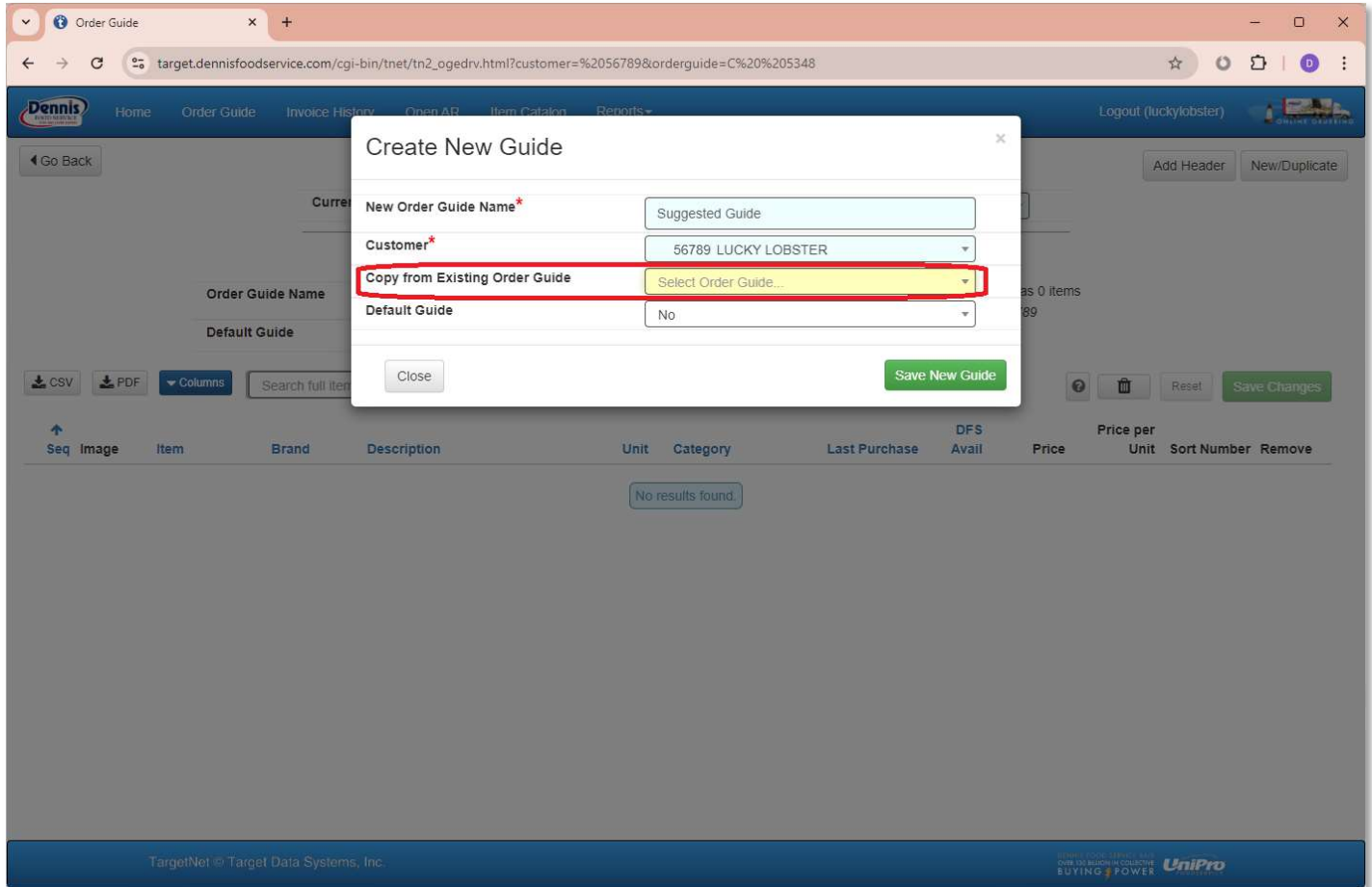


Figure 9 - Creating a Blank Order Guide

## Setting a Default Guide

To set a specific *Guide* as the one that will automatically be loaded up when you log on, first open that *Guide*, then set the “*Default Guide*” value to “*Yes*” and press “*Save Changes*.”

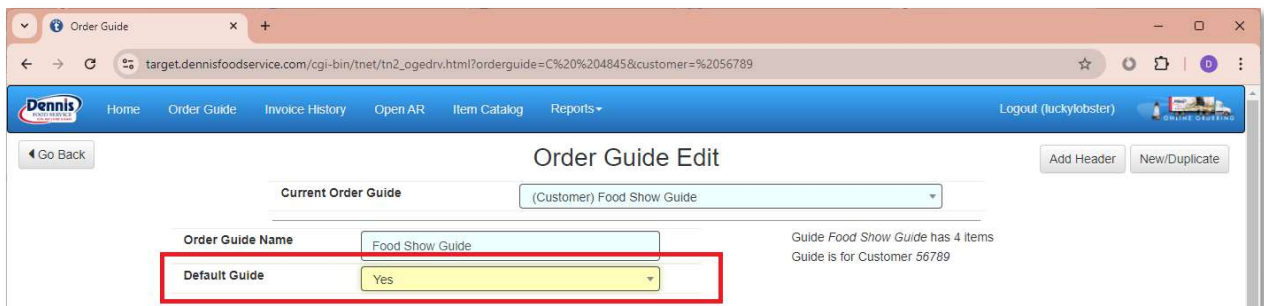


Figure 10 - Setting a Default Guide

## Adding Items to a Guide

Use the “Search full item catalog” drop-down to search our entire **Item Catalog** for a specific product, manufacturer, etc. Add items as you see fit.

The screenshot shows the 'Order Guide Edit' page for '(Customer) Food Show Guide'. The 'Current Order Guide' is set to '(Customer) Food Show Guide' and the 'Order Guide Name' is 'Food Show Guide'. The 'Default Guide' is set to 'No'. A search for 'teriyaki' is performed, resulting in 14 matches. The search results table is as follows:

Seq	Image	Item	Unit	Brand	Pack	Last	DFS Avail	Price	Remove
1		1972	CS	SWEET BABY RAY	4/64oz	0 cs, 45.72 on 03/22/24	34	45.72 A	<input type="checkbox"/>
		10856 - SAUCE WING TERIYAKI GLAZE							
		19405 - BEEF JERKY TERIYAKI	CS	JACK LINK'S	48/ 85OZ		19	123.03 A	<input type="checkbox"/>
2		8988	CS	JACK LINK'S	48/ 90Z		0	75.05 S	<input type="checkbox"/>
		24783 - ENTREE TERIYAKI CHICKEN W/VEG	CS	INNOVASIAN	3/5 LB		0	86.00 S	<input type="checkbox"/>
		28962 - POTSTICKER CKN TERIYAKI DUMPLING	CS	Chef One	3/2 5LB		38	50.87 A	<input type="checkbox"/>
3		4573	CS	KOGI	4/65OZ		25	67.30 A	<input type="checkbox"/>
		20907 - SAUCE SWEET GARLIC TERIYAKI							
		6467 - SAUCE TERIAYKI MARINADE SPO	CS	KEN'S	4/1GAL		0	66.50 S	<input type="checkbox"/>
		70528 - SAUCE TERIYAKI	EA	Lachoy	1/1GAL		75	23.82 A	<input type="checkbox"/>
4		28091	CS	Lachoy	4/1GAL		18	83.22 A	<input type="checkbox"/>
		4185 - SAUCE TERIYAKI	EA	Kikomani	1/1 GAL		18	20.56 A	<input type="checkbox"/>
		4185 - SAUCE TERIYAKI	CS	Kikomani	4/1 GAL		4	71.87 A	<input type="checkbox"/>
		70716 - SAUCE TERIYAKI GLAZE *SPO*	CS	Kikomani	6/5 LB		0	74.84 S	<input type="checkbox"/>
		2166 - SAUCE TERIYAKI SPO	CS	Mimors	4/5 GAL		0	43.65 S	<input type="checkbox"/>
		10856 - SAUCE WING TERIYAKI GLAZE	EA	SWEET BABY RAY	1/64oz		136	15.94 A	<input type="checkbox"/>

Figure 11 - Searching the Full Item Catalog

## Deleting Items from a Guide

To delete items, check off the box in the rightmost column (“Remove”) and press “Save Changes” at the top. In the example below, I have selected item #1972 and item #4573 to be removed when I click “Save Changes.”

The screenshot shows the 'Order Guide Edit' page for '(Customer) Food Show Guide'. The page includes a navigation bar with 'Home', 'Order Guide', 'Invoice History', 'Open AR', 'Item Catalog', and 'Reports'. A 'Logout (luckylobster)' link is also present. The main content area features a 'Current Order Guide' dropdown set to '(Customer) Food Show Guide', an 'Order Guide Name' field with 'Food Show Guide', and a 'Default Guide' dropdown set to 'No'. A note indicates 'Guide Food Show Guide has 4 items' and 'Guide is for Customer 56789'. Below this are buttons for 'CSV', 'PDF', 'Columns', 'Filter', and a search bar. A table lists items with columns for 'Seq', 'Image', 'Item', 'Brand', 'Description', 'Unit', 'Category', 'Last Purchase', 'DFS Avail', 'Price', 'Price per Unit', 'Sort Number', and 'Remove'. A red box highlights the 'Remove' column, and a red arrow points to the 'Save Changes' button.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Sort Number	Remove
1		1972	RASKAS	CHEESE CREAM 1 OZ PC CUPS Pack: 100 / 1 OZ	CS	CHEESE CREAM		44	25.26	0.25/OZ	20	<input checked="" type="checkbox"/>
2		8988	Sara Lee	BAGEL WHOLE WHEAT WHLSM INDULG 3.3OZ Pack: 72 / 3.3OZ	CS	BAGEL, CROISSANT & PRETZEL		10	57.43	0.80/EA	30	<input type="checkbox"/>
3		4573	PIZZAIOLO	PIZZA SAUCE FULL PREP W/OIL Pack: 1 / #10	EA	PIZZA SAUCE		1,140	10.89	0.10/OZ	35	<input checked="" type="checkbox"/>

Figure 12 - Removing Items from a Guide

## Changing the order of Items in a Guide

You can drag-and-drop items into whatever order you want, OR you can enter numbers into the “Sort Number” field to force items into whatever order you choose. *(Important Note: If you choose to manually enter “Sort Numbers,” we recommend that you leave some numbers available in between – for example, go by 10’s like 10, 20, 30... Doing this will allow you room to add and move new things around more easily in the future. In this example some items have been manually sorted by 5’s – 55, 60, 65 etc.)*

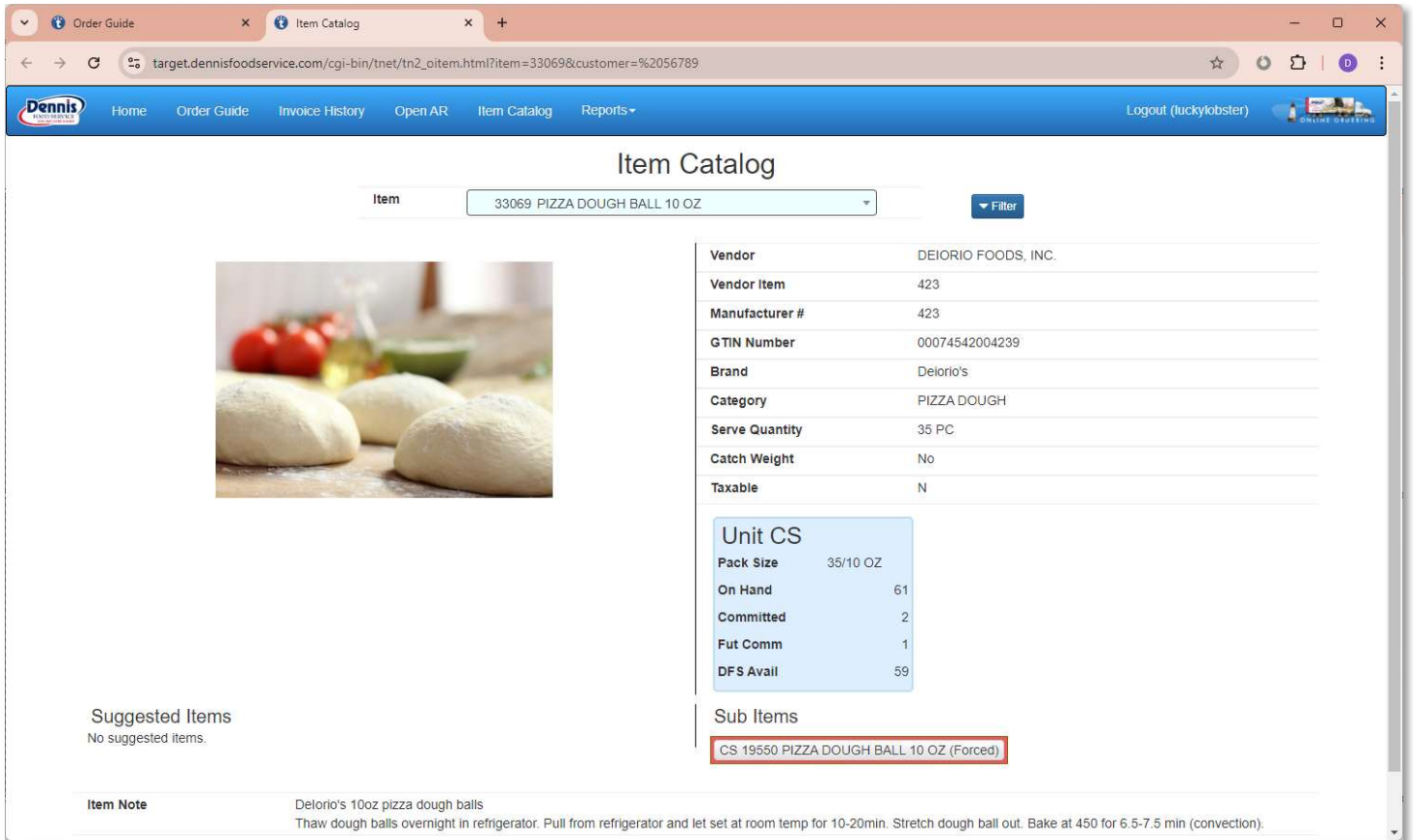
The screenshot shows the 'Order Guide Edit' page for '(Customer) Pizza Store Style Guide'. The page includes a navigation bar with 'Home', 'Order Guide', 'Invoice History', 'Open AR', 'Item Catalog', and 'Reports'. Below the navigation, there are fields for 'Order Guide Name' (Pizza Store Style Guide) and 'Default Guide' (No). A search bar and 'Save Changes' button are also visible.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Sort Number	Remove
7		33193	Bake N Joy	MUFFIN BATTER DBL CHOC CHIP Pack: 75 / 6.25Z	CS	DONUT, MUFFIN, & SCONES		24	94.12	1.25/PC	55	<input type="checkbox"/>
8		33246	Bake N Joy	MUFFIN BATTER BUTTER RUM Pack: 75 / 6.25Z	CS	DONUT, MUFFIN, & SCONES		23	94.12	1.25/PC	60	<input type="checkbox"/>
9		33158	Bake N Joy	MUFFIN BATTER BLUEBERRY Pack: 75 / 6.25Z	CS	DONUT, MUFFIN, & SCONES		61	97.28	1.30/PC	65	<input type="checkbox"/>
10		33163	Bake N Joy	MUFFIN BATTER PUMPKIN PRE-D *** Pack: 75 / 6.25oz	CS	DONUT, MUFFIN, & SCONES		40	92.52	1.23/PC	70	<input type="checkbox"/>
11		12812	Pillsbury	ROLL CINNAMON DOUGH TWIRL FTO Pack: 100 / 5OZ	CS	BREAD& ROLL DOUGH		54	90.26	0.90/PC	75	<input type="checkbox"/>
12		33154	Bake N Joy	MUFFIN BATTER PUMPKIN *** Pack: 2 / 8LB	CS	DONUT, MUFFIN, & SCONES		58	55.25	0.22/OZ	80	<input type="checkbox"/>

Figure 13 - Manual Sort Numbers

## Viewing Item Details

You can hover your pointer (cursor) over the photo of an Item, to see a larger image. You can also click on the “Item” number (2<sup>nd</sup> column by default) to load the **Item Catalog** page for that item. (The *Item Catalog* page loads in a separate tab in your browser. In the example shown here, I clicked on Item 33069.)



The screenshot shows a web browser window with two tabs: "Order Guide" and "Item Catalog". The address bar shows the URL: target.dennisfoodservice.com/cgi-bin/tnet/tn2\_oitem.html?item=33069&customer=%2056789. The page title is "Item Catalog".

The main content area displays the item details for "33069 PIZZA DOUGH BALL 10 OZ". On the left is a photo of several round pizza dough balls on a wooden surface. To the right of the photo is a table of item details:

Vendor	DEIORIO FOODS, INC.
Vendor Item	423
Manufacturer #	423
GTIN Number	00074542004239
Brand	Delorio's
Category	PIZZA DOUGH
Serve Quantity	35 PC
Catch Weight	No
Taxable	N

Below the item details is a "Unit CS" box with the following information:

Pack Size	35/10 OZ
On Hand	61
Committed	2
Fut Comm	1
DFS Avail	59

Underneath the unit information is a "Sub Items" section with one item listed: "CS 19550 PIZZA DOUGH BALL 10 OZ (Forced)".

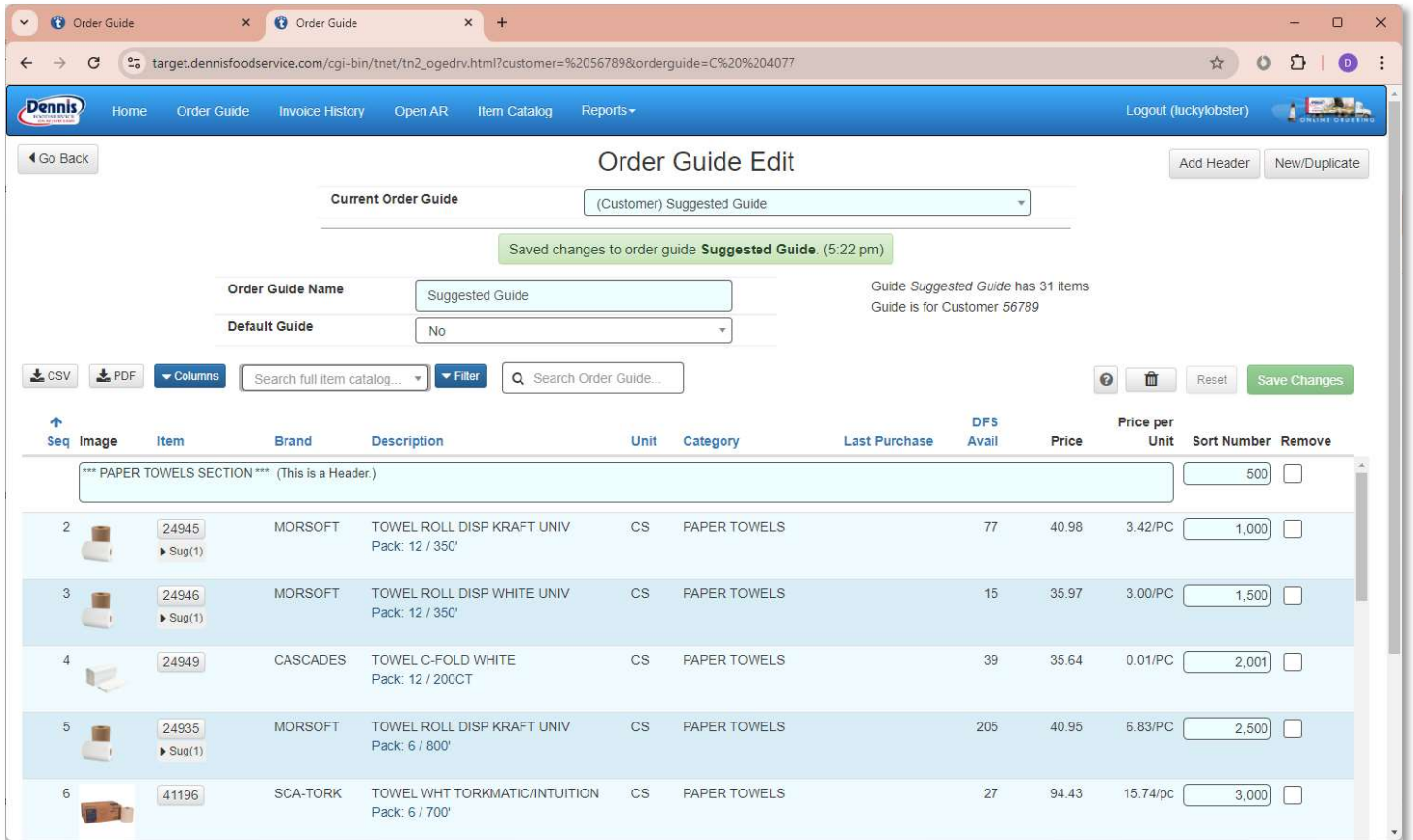
At the bottom left, there is a "Suggested Items" section with the text "No suggested items." and an "Item Note" section with the text: "Delorio's 10oz pizza dough balls. Thaw dough balls overnight in refrigerator. Pull from refrigerator and let set at room temp for 10-20min. Stretch dough ball out. Bake at 450 for 6.5-7.5 min (convection)."

Figure 14 - Item Details

## Headers (How to use)

To help visually organize your *Order Guide*, you can create and delete **Headers**. *Headers* are simply custom text objects that you can label as you see fit. You can drag them up and down the *Guide* the same way you reorganize other items. For example, you may want to keep all paper products in their own section of your *Guide*. Having a “Paper Products” Header above that section may help make sense of things, visually.

To add a *Header*, press the “*Add Header*” button at the top of the window, type some text of your choosing into the box, and press the “*Save Changes*” button.



The screenshot displays the 'Order Guide Edit' interface. At the top, there's a navigation bar with 'Dennis' logo and links for Home, Order Guide, Invoice History, Open AR, Item Catalog, and Reports. A 'Logout (luckylobster)' button is on the right. Below the navigation bar, the page title is 'Order Guide Edit'. A 'Go Back' button is on the left, and 'Add Header' and 'New/Duplicate' buttons are on the right. The main content area shows 'Current Order Guide' set to '(Customer) Suggested Guide'. A green notification bar states 'Saved changes to order guide Suggested Guide (5:22 pm)'. Below this, there are input fields for 'Order Guide Name' (Suggested Guide) and 'Default Guide' (No). A note indicates 'Guide Suggested Guide has 31 Items' and 'Guide is for Customer 56789'. At the bottom of the form area, there are buttons for CSV, PDF, Columns, Search full item catalog..., Filter, Search Order Guide..., Reset, and Save Changes. The main table lists items with columns: Seq, Image, Item, Brand, Description, Unit, Category, Last Purchase, DFS Avail, Price, Price per Unit, Sort Number, and Remove. A header row is highlighted in light blue with the text '\*\*\* PAPER TOWELS SECTION \*\*\* (This is a Header.)' and a Sort Number of 500. Below it are five rows of paper towel products.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Sort Number	Remove	
		*** PAPER TOWELS SECTION *** (This is a Header.)										500	<input type="checkbox"/>
2		24945 ▶ Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	PAPER TOWELS		77	40.98	3.42/PC	1,000	<input type="checkbox"/>	
3		24946 ▶ Sug(1)	MORSOFT	TOWEL ROLL DISP WHITE UNIV Pack: 12 / 350'	CS	PAPER TOWELS		15	35.97	3.00/PC	1,500	<input type="checkbox"/>	
4		24949	CASCADES	TOWEL C-FOLD WHITE Pack: 12 / 200CT	CS	PAPER TOWELS		39	35.64	0.01/PC	2,001	<input type="checkbox"/>	
5		24935 ▶ Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 6 / 800'	CS	PAPER TOWELS		205	40.95	6.83/PC	2,500	<input type="checkbox"/>	
6		41196	SCA-TORK	TOWEL WHT TORKMATIC/INTUITION Pack: 6 / 700'	CS	PAPER TOWELS		27	94.43	15.74/pc	3,000	<input type="checkbox"/>	

Figure 15 - Header Example

## Suggested Items

Some items that you see in an *Order Guide* (or elsewhere) will have other, “Suggested” items that may be of interest to you. One common example is cups or containers that have lids that fit that container. You will see an icon directly below the *Item Number* that looks like this:

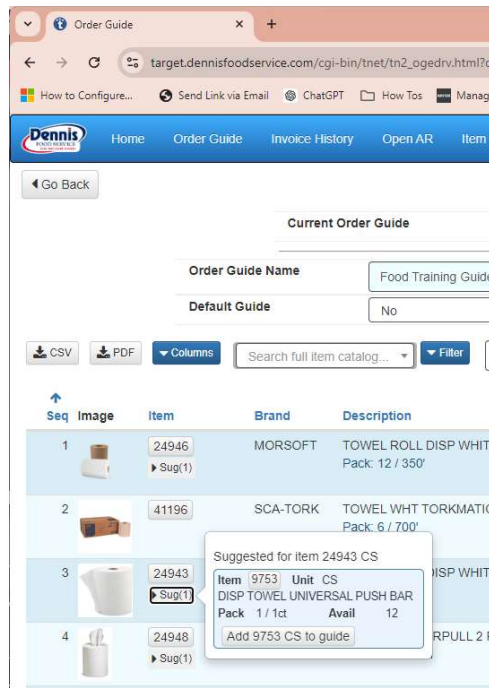


Figure 16 - Suggested Item

Now that we have built an Order Guide, let's move on to explore entering an Order using the Order Entry screen.

## Order Entry

Now that we understand the use of **Order Guides**, we can get familiar with placing an order. To begin an order, navigate back to the **Home Screen** and press the “*Begin New Order*” button. This will take you to the **Order Entry** screen. Notice that much of the screen is laid out very similar to the **Order Guide Edit** screen.



*Figure 17 - Begin New Order (Home Screen)*

## Multiple Open Orders

You can have multiple *Orders* going at any time. You do not need to finish (*Submit / Check Out*) one *Order* before you begin a new *Order* using the “*Begin New Order*” button. For example, you might want one *Order* for Monday and another for Thursday. This is fully supported.



## Adding Items to an Order

To order an *Item*, first select the appropriate *Order Guide*. Then simply put a quantity in the field that appears below “Qty Ship.” Notice that the system calculates the cost under “Extended.”

The screenshot displays the Order Entry interface for a Target account. The browser address bar shows the URL: target.dennisfoodservice.com/cgi-bin/tnet/tn2\_oguide.html?customer=%2056789&localcode=000001SN. The page header includes the Dennis logo and navigation links: Home, Order Guide, Invoice History, Open AR, Item Catalog, Reports, and a Logout button for 'luckylobster'. The main content area is titled 'Order Entry' and shows 'Order 000001-SN' with a ship date of '08/17/24'. Below this are options to download CSV or PDF, a 'Columns' dropdown, a search bar for the full item catalog, a 'Filter' dropdown set to '(Customer) Suggested', and a search bar for the order guide. The main table lists 8 items, with the first item (24943) having a quantity of 1 and an extended cost of 44.95. The running total at the bottom right is 167.89.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Qty Ord	Qty Ship	Extended	Remove from Order
1		24943 Sug(1)	MORSOFT	TOWEL ROLL DISP WHITE UNIV Pack: 6 / 800'	CS	PAPER TOWELS		99	44.95	7.49/PC		1	44.95	<input type="checkbox"/>
2		24945 Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	PAPER TOWELS		84	40.98	3.42/PC		3	122.94	<input type="checkbox"/>
3		24946 Sug(1)	MORSOFT	TOWEL ROLL DISP WHITE UNIV Pack: 12 / 350'	CS	PAPER TOWELS		16	35.97	3.00/PC		0	0.00	<input type="checkbox"/>
4		24935 Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 6 / 800'	CS	PAPER TOWELS		229	40.95	6.83/PC		0	0.00	<input type="checkbox"/>
5		41196	SCA-TORK	TOWEL WHT TORKMATIC/INTUITION Pack: 6 / 700'	CS	PAPER TOWELS		31	94.43	15.74/pc		0	0.00	<input type="checkbox"/>
6		9748 Sug(1)	ENMOTION	TOWEL ENMOTION WHITE 10" PROP Pack: 6 / 800'	CS	PAPER TOWELS		199	106.44	17.74/PC		0	0.00	<input type="checkbox"/>
7		24948 Sug(1)	MORSOFT	TOWEL CENTERPULL 2 PLY Pack: 6 / 600SH	CS	PAPER TOWELS		538	40.57	6.76/PC		0	0.00	<input type="checkbox"/>
8		24949	CASCADES	TOWEL C-FOLD WHITE Pack: 12 / 200CT	CS	PAPER TOWELS		20	35.64	0.01/PC		0	0.00	<input type="checkbox"/>

Running Pieces: 4      Running Total: 167.89

TargetNet © Target Data Systems, Inc.      DENNIS FOOD SERVICE AND OVER 355 BILLION IN COLLECTIVE BUYING POWER      UniPro

Figure 18 - Order Entry screen

## Ordering from Multiple Order Guides

While you are entering an *Order*, you can switch from one *Order Guide* to another at any time. It is not required for all items in an *Order* to be from a single *Guide*. *Items* that you've already ordered (by putting a quantity in) will be retained on the *Order*, as the new *Guide* appears.

The screenshot shows the TargetNet Order Entry interface. At the top, there's a navigation bar with 'Home', 'Order Guide', 'Invoice History', 'Open AR', 'Item Catalog', and 'Reports'. The main area is titled 'Order Entry' and shows 'Order 000001-SN' and 'Ships 08/17/24'. Below this, there are search and filter options, including a dropdown for '(Customer) Food Show' and a search bar for 'Search Order Guide...'. The main content is a table of items with the following columns: Seq, Image, Item, Brand, Description, Unit, Category, Last Purchase, DFS Avail, Price, Price per Unit, Qty Ord, Qty Ship, Extended, and Remove from Order. The 'Seq', 'Image', 'Item', and 'Brand' columns are in blue font, indicating they are sortable. The table contains six rows of items, with the last two rows having quantities entered in the 'Qty Ship' column. At the bottom right, it shows 'Running Pieces: 4' and 'Running Total: 167.89'.

Seq	Image	Item	Brand	Description	Unit	Category	Last Purchase	DFS Avail	Price	Price per Unit	Qty Ord	Qty Ship	Extended	Remove from Order
1		1972	RASKAS	CHEESE CREAM 1 OZ PC CUPS Pack: 100 / 1 OZ	CS	CHEESE CREAM		49	25.20	0.25/OZ		0	0.00	
2		8988	Sara Lee	BAGEL WHOLE WHEAT WHLSM INDULG 3.3OZ Pack: 72 / 3.3OZ	CS	BAGEL, CROISSANT & PRETZEL		11	57.43	0.80/EA		0	0.00	
3		4573	PIZZAIOLO	PIZZA SAUCE FULL PREP W/OIL Pack: 1 / #10	EA	PIZZA SAUCE		35	10.89	0.10/OZ		0	0.00	
4		28091	NEMCO	BOX PIZZA 12" WHITE PLAIN ** Pack: 1 / 50CT	CS	BOXES PIZZA		22	21.81	0.44/PC		0	0.00	
5		24943 ▶ Sug(1)	MORSOFT	TOWEL ROLL DISP WHITE UNIV Pack: 6 / 800'	CS	PAPER TOWELS		99	44.95	7.49/PC		1	44.95	<input type="checkbox"/>
6		24945 ▶ Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	PAPER TOWELS		84	40.98	3.42/PC		3	122.94	<input type="checkbox"/>

Running Pieces: 4      Running Total: 167.89

Figure 19 - Ordering from Multiple Guides

## Column Labels / Sorting

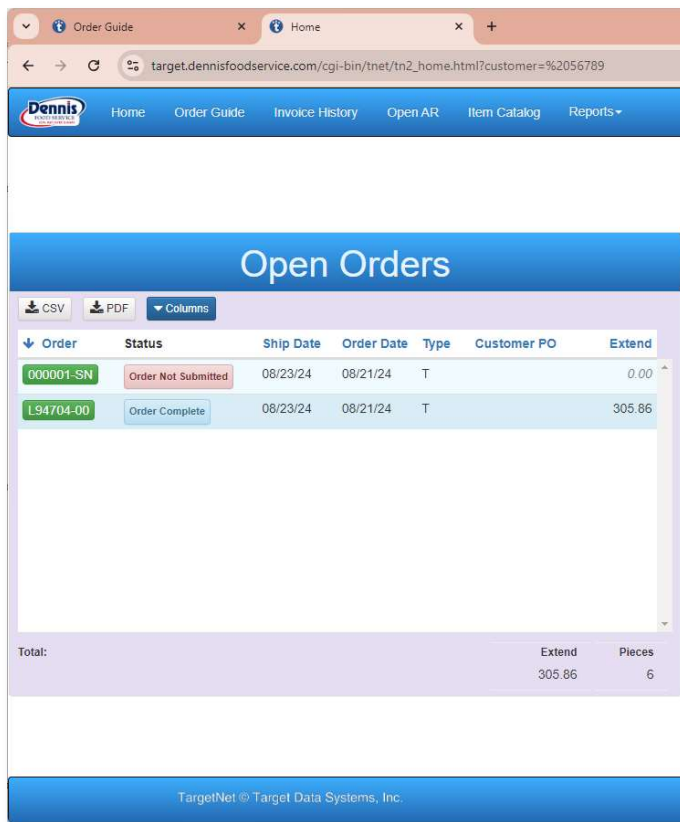
Notice the row of **Column Labels** (*Seq; Image; Item; Brand; etc.*) in the header area. Several (but not all) of the Column Labels are in **BLUE FONT**. This indicates that the data can be sorted based on that column. Click on any of the blue Column Labels to sort the display based on that column. The first click will typically sort the column in Ascending order. Clicking again will switch to Descending. Notice the examples below.



Figure 20 - Column Labels; Sorting

## Open Orders / Order Status

If you navigate back to the *Home Screen*, you will see your *Order* in the *Open Orders* Panel. In this example, I have two *Orders*. The first has a *Status* of “*Order Not Submitted*” and its *Order Number* is “*generic*” (mostly zeroes); the second has a *Status* of “*Order Complete*” and has a system-generated *Order Number* of *L94704-00*.



Order	Status	Ship Date	Order Date	Type	Customer PO	Extend
000001-SN	Order Not Submitted	08/23/24	08/21/24	T		0.00
L94704-00	Order Complete	08/23/24	08/21/24	T		305.86
Total:						
					Extend	Pieces
					305.86	6

Figure 21 - Open Orders; Order Status

## Finalizing an Order (Shopping Cart)

The new system is based around the concept of the “*Shopping Cart*.” You can add and remove items from your *Order*, and they will be saved in the cart for that *Order*. (You can have multiple shopping carts going simultaneously.) When you’re ready to finalize an *Order*, use the shopping cart icon to “check out”:

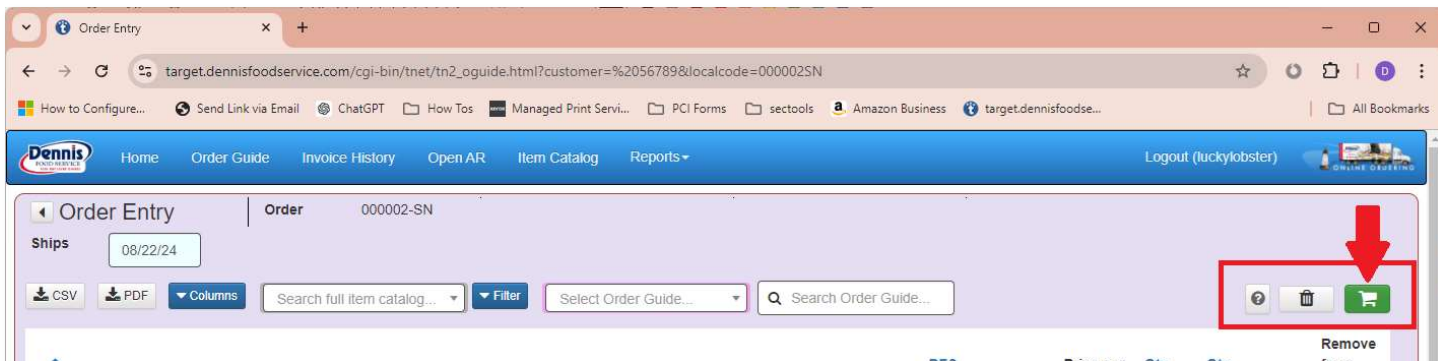


Figure 22 - Checkout (Shopping Cart)

## Checkout

On the **Checkout** screen you can make any last-minute changes such as adding *Items*, deleting *Items*, using *Suggested Items* links, etc. You can also specify a *Ship Date*, add your *Purchase Order* number, or add **Instructions**.

## Instructions

*Instructions* are intended for our Delivery Driver. For example, if a winter storm is expected, we would encourage you to give our Driver contact information for custodial staff who may handle building access. Or, if there is road construction going on in your area, we suggest using the Instructions field to let our Driver know. Having this information ahead of time helps get your order delivered more efficiently.

## Submitting your Order

When you are happy with all the information shown, click the **Submit Order** button. Your *Order* will be entered into our system for fulfillment. The order will also appear on the *Home Screen*.

The screenshot shows the 'Checkout' page in a web browser. The browser address bar shows the URL: target.dennisfoodservice.com/cgi-bin/tnet/tn2\_ordhdr.html?customer=%2056789&localcode=000002SN. The page has a blue header with the Dennis logo and navigation links: Home, Order Guide, Invoice History, Open AR, Item Catalog, Reports, and Logout (luckylobster). The main content area is titled 'Checkout' and features a 'Go Back' button, a 'Submit Order' button, and a table of items. On the left, there are form fields for Cutoff Time (08/21/24 5:00 pm), Ship Date (08/22/24), Ship Via (TRUCK ORDER), Customer PO (RSU22-2024-0001A), Terms (NET 7 DAYS), Instructions (Snow: Call 207-999-8888), and Ship To (Rachel's Suite). The table has columns for Seq, Image, Item, Brand, Description, Unit, Category, Price, Qty, and Remove from Order. Two items are listed: 1. MORSOFT TOWEL ROLL DISP KRAFT UNIV (Price: 40.98, Qty: 1) and 2. GEORGIA PACIFI DISP TOWEL UNIVERSAL PUSH BAR (Price: 59.16, Qty: 1). At the bottom right, it shows 'Running Pieces: 2' and 'Running Total: 100.14'.

Seq	Image	Item	Brand	Description	Unit	Category	Price	Qty	Remove from Order
1		24945 Sug(1)	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	PAPER TOWELS	40.98	1	<input type="checkbox"/>
2		9753 Sug(4)	GEORGIA PACIFI	DISP TOWEL UNIVERSAL PUSH BAR Pack: 1 / 1ct	CS	EQUIPMENT DISPENSE	59.16	1	<input type="checkbox"/>

Figure 23 – Checkout

## Order Inquiry

After you submit your *Order*, a summary will appear on a new **Order Inquiry** screen as shown. You can (always) get back to the Home Screen using the “Home” item on the Menu Bar.

The screenshot displays the 'Order Inquiry' page. At the top, a navigation bar includes 'Home', 'Order Guide', 'Invoice History', 'Open AR', 'Item Catalog', and 'Reports'. A 'Logout (luckylobster)' link is on the right. The main heading is 'Order Inquiry'. A green message box states 'Successfully submitted order L94316-00. (12:03 pm)'. Below this, an 'Order' dropdown menu shows 'L94316-00 08/21/24 LUCKY LOBSTER' and a 'Go to Order Entry' button. The page is divided into several sections:

- Customer:** 56789
- Name:** LUCKY LOBSTER
- Order Date:** 08/21/24
- Ship Date:** 08/22/24
- Cust PO:** RSU22-2024-0001A
- Ship Type:** TRUCK ORDER
- Status:** Open
- Hold:** On Minimum Hold
- Instructions:** Snow: Call 207-999-8888
- Merch Total:** 200.14
- Tax:** 5.51
- Invoice Total:** 205.65
- Total Lines:** 3
- Total Pieces:** 2
- Bill To:** LUCKY LOBSTER, ATTN: DO NOT SHIP ME, (207)-947-5555, 101 MECAW ROAD, DO NOT SHIP ME, BANGOR, NH 04401
- Ship To:** Rachel's Suite, 101 Mecaw Road, Hampden, ME

On the right side, it says 'Order is not yet Routed'. Below the summary is a 'Lines' section with a table:

Line	Item	UPC	Brand	Description	Unit	DFS Avail	Price	Qty Ord	Qty Ship	Extend	RW	Tax	Wt Ship	Qty Backord
1	24945	054867000567	MORSOFT	TOWEL ROLL DISP KRAFT UNIV	CS	75	40.98	1	1	40.98			23.00	0

Figure 24 - Order Inquiry (Post-Submit)

## Invoice History (“Order History”)

The **Invoice History** screen allows you to see summary information of past *Invoices* and *Orders*. Clicking on an *Order Number* will show further details about the *Order*.

The screenshot shows the 'Invoice History' page with a navigation bar and a table of orders. The table has columns for Order, Status, Cust PO, Route, Order Date, Ship Date, Type, Total, Pieces, Lines, Arrived, and Departed. Two orders are listed: L94316-00 and L94261-00.

Order	Status	Cust PO	Route	Order Date	Ship Date	Type	Total	Pieces	Lines	Arrived	Departed
L94316-00	O	RSU22-2024-0001A		08/21/24	08/22/24	T	200.14	2	0		
L94261-00	O			08/21/24	08/22/24	T	248.89	4	0		

Figure 25 - Invoice History (Order History)

## Order Inquiry

Clicking on an *Order Number* on the *Order History* screen will take you to the **Order Inquiry** screen, showing full details of that *Order*.

The screenshot shows the 'Order Inquiry' page for order L94316-00. It includes a dropdown menu for the order, a 'Go to Order Entry' button, and a detailed view of the order's metadata, financials, and shipping information. A 'Lines' section at the bottom shows a table of order items.

Customer	56789	Instructions	Show: Call 207-999-8888	Order is not yet Routed	
<b>Name</b>	LUCKY LOBSTER	<b>Merch Total</b>	200.14		
<b>Order Date</b>	08/21/24	<b>Tax</b>	5.51		
<b>Ship Date</b>	08/22/24	<b>Invoice Total</b>	205.65		
<b>Cust PO</b>	RSU22-2024-0001A	<b>Total Lines</b>	3		
<b>Ship Type</b>	TRUCK ORDER	<b>Total Pieces</b>	2		
<b>Status</b>	Open				
<b>Hold</b>	On Minimum Hold				
<b>Bill To</b>	LUCKY LOBSTER ATTN: DO NOT SHIP ME (207)-947-5555 101 MECAW ROAD DO NOT SHIP ME BANGOR, NH 04401	<b>Ship To</b>	Rachel's Suite 101 Mecaw Road Hampden, ME		

Line	Item	UPC	Brand	Description	Unit	DFS Avail	Price	Qty Ord	Qty Ship	Extend	RW	Tax	Wt Ship	Qty Backord
1	24945	054867000567	MORSOFT	TOWEL ROLL DISP KRAFT UNIV Pack: 12 / 350'	CS	75	40.98	1	1	40.98			23.00	0

Figure 26 - Order Inquiry (from Order History) – Same screen

## Open AR

The **Open AR** screen shows information about *Invoices* and *Payments*. (This sample account does not have any invoices or payments to display.) When there are transactions to display, you can use the “*Display*” drop-down to choose “*Show Open Invoices Only*” or “*Show All Current Invoices and Payments*” as shown below.

The screenshot shows the 'Open AR' interface. At the top, there is a navigation bar with 'Dennis' logo and links for Home, Order Guide, Invoice History, Open AR, Item Catalog, and Reports. A user is logged in as 'luckylobster'. The main content area has a title 'Open AR' and a 'Display' dropdown menu. The dropdown is open, showing three options: 'Show All Current Invoices and Payments' (selected), 'Show All Current Invoices and Payments', and 'Show Open Invoices Only'. Below the dropdown, the 'Terms' are listed as 'NET 7 DAYS' and a value of '0.00' is shown. There are buttons for 'CSV', 'PDF', and 'Columns'. A table header is visible with columns: Invoice, PO, Check, Date, Due Date, Type, Days, Amount, Discount, Debit, Credit, Balance Due, Running Balance. A message box says 'No results found.'. At the bottom, there is a summary table with columns: Up to 7 Days, 8 to 14 Days, 15 to 21 Days, 22 to 28 Days, Over 28 Days, and a 'Balance:' row showing 0.00.

Figure 27 - Open AR Screen

## Item Catalog

The **Item Catalog** screen is always available from the *Menu Bar* and allows you to browse all *Items* we carry. It is similar to other screens seen previously/above.

The screenshot shows a web browser window with the URL `target.dennisfoodservice.com/cgi-bin/tnet/tn2_oitem.html?customer=%2056789`. The page title is "Item Catalog". The navigation bar includes "Home", "Order Guide", "Invoice History", "Open AR", "Item Catalog", and "Reports". A "Logout (luckylobster)" link is visible in the top right. The main content area displays a table of items with the following columns: Item, Unit, Brand, Pack, Sub, Last, DFS Avail, and Price. The table lists various food items such as Peanut Butter, Carrot, Sauce, Milk Chocolate, Cheese, Grapes, Juice, Pizza, and Airpot.

Item	Unit	Brand	Pack	Sub	Last	DFS Avail	Price
24677 PEANUT BUTTER CREAMY MERIT	CS	HILANDMKT MERIT	6/5LB		0 cs, 75.66 on 05/07/24	51	75.66 A
10851 CARROT SLICED	CS	CHILL RIPE	12/2LB	8795	0 cs, 30.11 on 05/06/24	44	30.11 A
10856 SAUCE WING TERIYAKI GLAZE	CS	SWEET BABY RAY	4/64oz		0 cs, 45.72 on 03/22/24	34	45.72 A
119 MILK CHOCOLATE NF 50/8 OZ	CS	H P Hood	50/8OZ		1 cs, 30.00 on 01/16/24	14	13.44 A
5998 CHEESE SHRED CHEDDAR WHITE	CS	Great Lakes	4/5 LB		0 cs, 61.50 on 01/13/23	21	52.84 A
26055 GRAPES RED SEEDLESS	CS	Fresh	8/2 LB	4813	0 cs, 44.50 on 08/26/22	26	52.37 A
83416 JUICE APPLE CUP 100%	CS	Ardmore	96/4OZ	83402	0 cs, 25.00 on 04/14/22	869	37.78 A
33071 PIZZA FRENCH BRD WG 6"	CS	Red Baron	60/4.95OZ	9442		0	63.41 D
88889 #1 48X40 4 WAY PALLETS	CS	-	1/-			0	0.01 A
98818 \$1.00 PER CASE ALLOWANCE	CS	-	1/-			0	0.01 A
98816 2.5% ALLOWANCE	CS	-	1/-			0	0.01 A
98821 5% ALLOWANCE	CS	-	1/-			0	0.01 A
46989 ABSORBENT LIQUID SPILL SPO	CS	Calico	24/1LB			0	73.54 S
98814 ACCRUAL PROGRAM	CS	-	1/-			0	0.01 A
98830 ADVERTISING ALLOWANCE	CS	Dennis	1/1			0	143.55 A
6214 AIRPOT PLAIN/NO LOGO	EA	Packer	1/EA			2	41.99 A
43685 AIRPOT W/NEW ENGLAND LOGO	EA	NewEngland	1/EA			7	41.99 A
26464 ALFALFA SPROUTS CELLO *SPO*	CS	Fresh	12/4 OZ			0	41.58 S

Figure 28 - Item Catalog



## Reports

The **Reports** menu item behaves differently from other *Menu Bar* functions. It is a drop-down menu that allows you to view *New Items*, see your *Customer Info*, view *Item History* for your account, or **change your Password**.

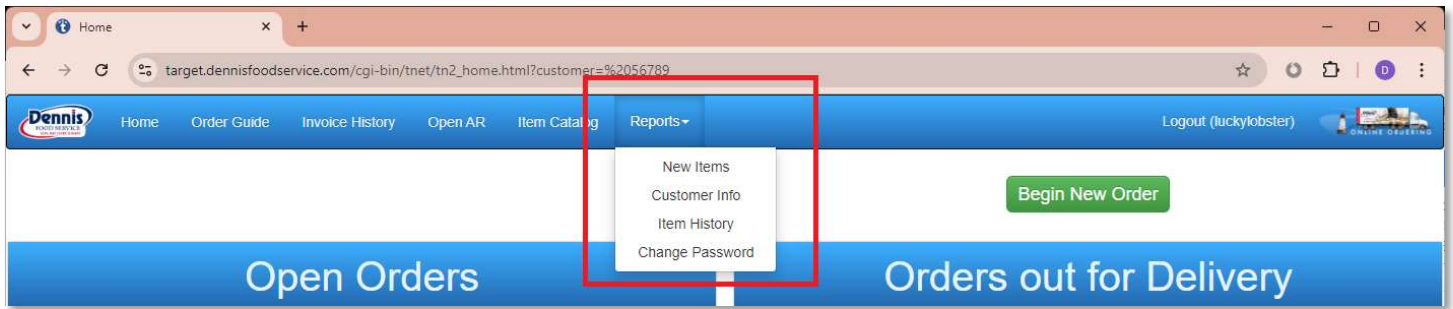


Figure 29 - Reports Menu (Drop-down)

## Change Password

The last option on the *Reports* drop-down menu is arguably the most important one. We strongly encourage you to *change your password* as soon as possible after you receive your login information. The process is very straightforward and familiar.

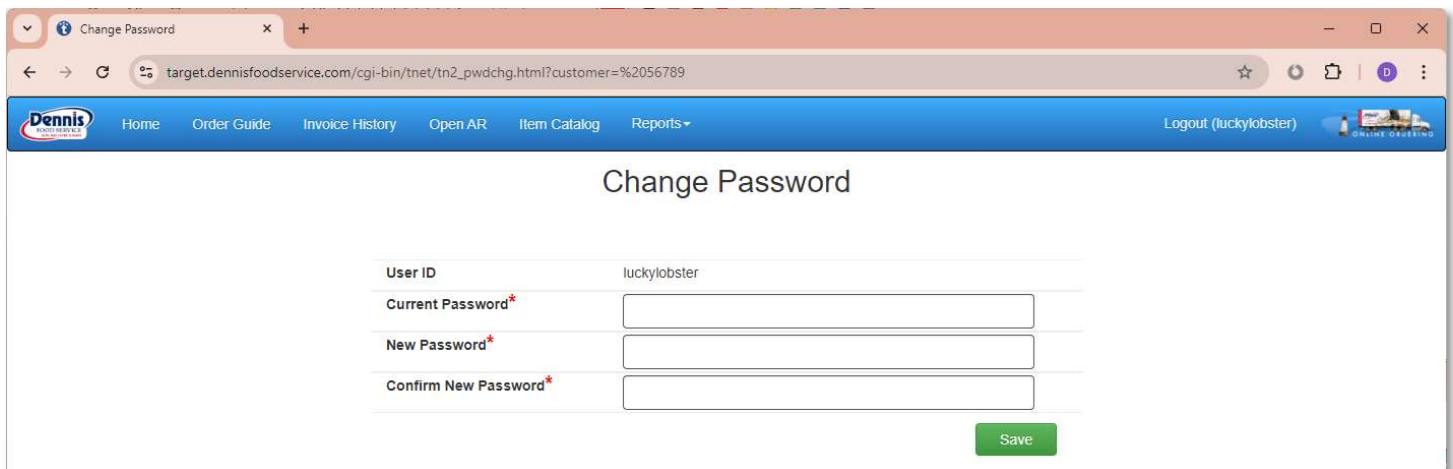


Figure 30 - Changing your Password

## New Items

The **New Items** screen allows you to view *Items* that have been added to our offerings. You can use the date field at the top of the screen to select specific beginning and ending dates. By default, this screen shows *Items* that have been added in the past three months.

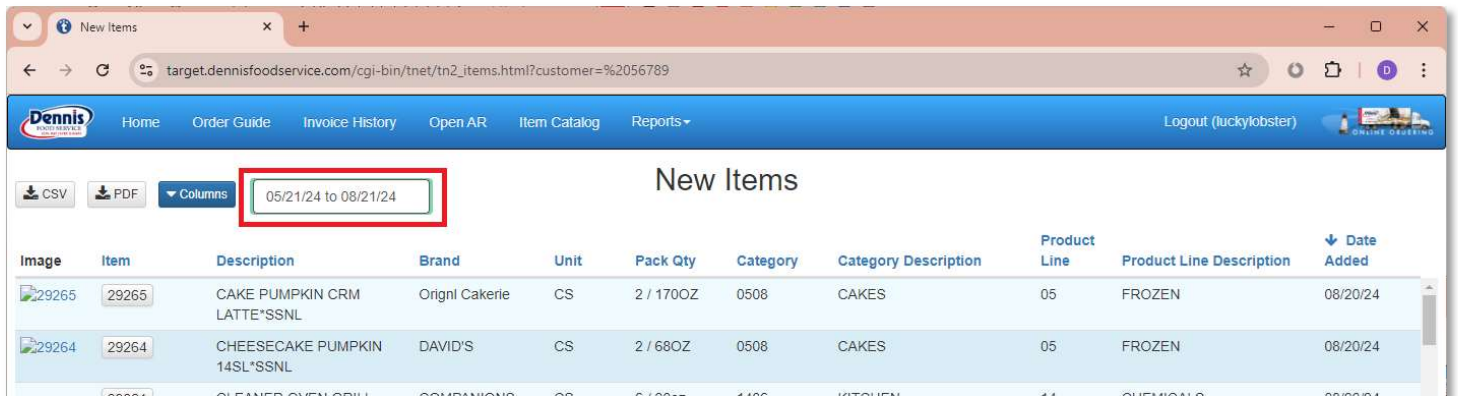


Figure 31 - New Items Screen

## CSV and PDF functions (Downloading information)

You may have noticed these controls (**CSV** and **PDF**) on many screens. You probably already guessed that they allow you to download data from the system, either in CSV (*comma-separated variables*, a text file format used most commonly in Microsoft Excel) or PDF format. The buttons are shown in the red box in the figure below.

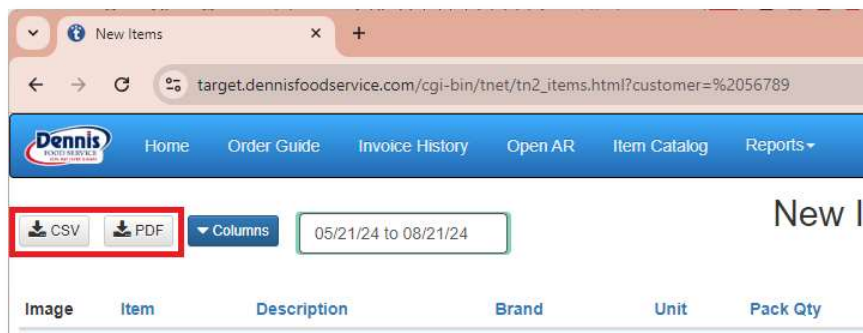


Figure 32 - Data Downloads (CSV or PDF)

## Customer Info

The **Customer Info** screen allows you to view the details of your account. It is a “view-only” display. If you need something changed, please reach out to your AE, or call Customer Service at (207) 947-0321.

Customer Info	
Customer	56789
Name	LUCKY LOBSTER
Bill To	101 MECAW ROAD DO NOT SHIP ME BANGOR, NH 04401
Ship To (01)	Rachel's Suite 101 Mecaw Road Hampden, ME
Ship To (02)	Stairwell Area ATTN: Josh Hellum DO NOT SHIP Hampden, ME 04444
Ship To (03)	Lawn
Jur	NH TAX JUR NH
Phone	(207)-947-5555
Chain	467 LUCKY LOBSTER TEST
SIC	01 INTERNAL ACCOUNTS
PO Required	No
Taxable	P
Min Delivery	500.00 Total

Figure 33 - Customer Info Screen

## Item History

The **Item History** screen allows you to view items that you have ordered in the past. It has a few features:

### Customer History vs. Chain History

If your account is set up as part of a multi-customer **Chain** (such as a convenience store business with multiple locations) you can use the drop-down menu to switch between “*Customer History*” (items ordered under just the current Customer account) and “*Chain History*” (items ordered under all Customer accounts in your Chain).

### Custom Date Range

Similar to the *New Items* screen and other screens, you can select a custom date range using the box at the top of the screen.

### Searching the Item History data

If you have a large number of historical *Items*, you can search using the “*Item*” drop-down to scroll through the list, or you can enter a keyword such as “*apple*” (as shown in the figure below).

The screenshot shows the 'Item History' web application interface. At the top, there is a navigation bar with the Dennis logo and links for Home, Order Guide, Invoice History, Open AR, Item Catalog, and Reports. A user is logged in as 'luckyjobster'. The main heading is 'Item History'. Below this, there are controls for file export (CSV, PDF), a 'Columns' dropdown, a date range selector set to '08/07/24 to 08/21/24', a manufacturer dropdown set to '26689 APPLE N/A 1', and a chain dropdown set to 'Chain History'. A search bar contains the keyword 'apple', and a dropdown below it shows 'Total dictionary matches: 152'. A table lists various apple products with columns for 'Order', 'Manuf ID', 'Description', and 'Unit'. The first few items are:

Order	Manuf ID	Description	Unit
	83416	JUICE APPLE CUP 100%	CS
	26481	APPLE CIDER/OUT OF SEASON	CS
	28709	APPLE CRISP IND WRAP	CS
	18247	APPLE DICED IQF	CS
	28874	APPLE MIXED 4 OZ ISPOI	CS
	26689	APPLE N/A MAC 163	CS
	75322	APPLE RINGS SPICED ** SPO	CS
	75082	APPLE SLCD GLD DEL FRZ IQF SPO	CS
	75091	APPLE SLICED GRANNY SMITH IQF	CS
	18917	APPLE SLICED IQF *SPO	CS
	18245	APPLE SLICED IQF *SPO	CS
	27418	APPLE SLICES MIXED ISPOI	CS
	27498	APPLE SLICES MIXED 25/4OZ	CS
	25250	APPLES 12/3#	CS
	27383	APPLES COSMIC CRISP	CS
	29193	APPLES DICED	CS
	29191	APPLES DICED CINNAMON	CS
	22615	APPLES ENVY *SPO*	CS
	28655	APPLES EVERCRISP ISPOI	CS

At the bottom of the page, there is a footer with 'TargetNet © Target Data Systems, Inc.' and the 'Grip' logo with the tagline 'BUYING POWER'.

## Summary

We're excited to bring the new Ordering Platform to you. We hope you like this new approach to managing your orders and your account. If you need further information or assistance, as always, reach out to your Account Executive or to our Customer Service team. We're here to demonstrate the Dennis Difference!