



## PowerNet Order Processing Instructions

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### Welcome to McAneny Training & Instructional Videos

#### PowerNet Order Processing Instructions

- In this video we will be covering how to process an order on PowerNet.
- To Start please visit our home page [www.McAneny.biz](http://www.McAneny.biz)
- On the top tab bar click on “Customer Log-In” - then PowerNet
- On the Power Net – Customer Portal login page you will need to enter in your “Username” & “Password”. If you are getting an error please contact us to resolve the issue.
- Logging in brings you to your dashboard for your account.
- In the middle you have the “Orders” panel – here is where all information regarding current order processing will be displayed – including Orders “In Use – Pending – & Confirmed Orders”
- Once & Order is confirmed & goes through our accounting department, it will end up as an invoice & be displayed in the bottom left h& corner of this page under “Account”
- On the bottom right we have a “Messages” Panel.
- On the top tab bar we have “Status, Account, Reports, Admin & Items”.
- Under Status – There are PowerNet Orders & Host Orders.
- Now “Host Orders” is important because if you have any prebooked items coming – that information will be listed here. Examples would be

**if you have any cigarette contracts – the cigarette manufacture will send you promotional items automatically which we list under “Host Orders”**

- **Host Orders also show Trade Show Orders that will be shipping the next day. Orders that are placed by your SalesRep will also show in this area.**
- **Under Account on the top tab bar we have “Statement status”**
- **This provides you a better look at the statement process & gives you the option to export this information.**
- **Next we have “Reports” – Under reports you can pull simple movement or usage analytics. You can also run orderguide report or view & print your invoices through S4i Reports.**
- **Following Reports, we have the Admin tab**
- **Under Admin there is “Custom Guides, Par Lists, Critical Items list & Suggested Retails”.**
- **Custom Guides give you the options to create your own order guides based on your customer needs of retail categories.**
- **Par Lists is for creating an inventory replenishment list based on an average of purchases for a particular sku to determine a baseline.**
- **Lastly, Critical Items List is where you can create a list of items that will appear at the end of your order to remind you or items that you may need to order but did not. This is optional.**
- **The last tab on the top bar is “Items” under this tab we have “New, Coming Soon, Search, & Price Change” All are self-explanatory from the title.**
- **Next, we will start a search & an order by using the “Search by Item number & description” bar located up right of the screen under the big green button “Create Order”**

- **In the search bar – please enter in the word HAM – H.A.M –**
- **Note the smaller print options that appear to the right of the word you are searching.**
- **These options are: Contains All – Contains Any – Exact Match – Begins With – Ends With.**
- **These options will determine how the word you are searching appears in the list.**

- **Example would be searching the word: HAM**

**With the option of Contains All – would result in any item that we carry in our inventory that contains the letters: ham (placed together) will appear in your search.**

- **Search results will typically show the McAneny Item#, Description, Pack, Size, Price & UPC's.**
- **On the right you will see the price or price per lb.**
- **Also, on the right you will see the “QTY box” this is where you enter in the quantity that you want to order.**
- **If you click on the “Superior Tavern Ham” description it will pop up with Tabs showing; Summary, Details, URL & Movement. You can see the “quantity of h&” – which is how many we have in the warehouse under the Summary Tab.**
- **Exit out of the pop up**
- **On the top left of the tab bar you will see an button that says “Switch View”**
- **This gives you more of a block-view of the search with images & general information about the item. (Items without an image, we are currently working to correct.)**

- **Now let's switch the view back to a more list view – Click switch view upper left**
- **In the “Superior Tavern Ham” Qty box lets enter in a qty of 1 then hit enter**
- **You will notice that your shopping cart has incremented by 1 & if you hover over the cart it will give you a total amount of the order.**
- **Since we are in a search lets get back to the order we want to process by clicking on the “← Order Form” button located upper left corner**
- **On the screen now should be our item the “Superior Tavern Ham” with a qty of 1 & to the left of that you will see © - this indicated that we are ordering the “Parent version” of the item & that there is a broken/BK or child version available. Please click on the © .**
- **Doing this gives us the option to order just one of the hams out of the case- We at McAneny Brother take great care to offer numerous single picks or broken/bk versions of our inventory. If you notice a BK in the front of a description this means we are breaking the items qty down to a smaller version usually single or 1 of said item.**
- **Let put a 1 in the qty field to add this to our cart**
- **Now click (← Order Form) to get back to our order.**
- **Now you will notice we added the BK version of the “Superior Tavern Ham”. & if you need to edit your order or delete & item – simple remove the qty & when you process your order that item will no longer be there.**
- **Let's say this is all we want to purchase & we want to process our order. Click on the “Big Green Button – Place Order” to continue.**
- **Now you should be on the “Order Form Review Exceptions” screen – Don't get upset if you don't see your order- you haven't lost it- this page is simply if you have any critical items you need to order & where the critical items list will be displayed.**

- **Just continue on by click “Place Order” top right.**
- **Now you should be on the “Place Order” screen. Here is where I tell our customers to STOP!!! Review the top right corner showing the total Quantity & Amount to be ordered. If this is excessive, please review your order.**
- **We just like to stress to our customer to please review ever order they process to mitigate errors early on.**
- **From here if you were to going to place the order you would select the Submit Order tab, but don’t do that now. For now lets go back to our order form.**
- **A lot of our customer ask me if we have a catalog that they can surf through to look at items. I tell them yes & no- All product look ups are going to be done with searches of some kind –**
- **Up on the tab bar in the middle under “Advanced”**
- **There is a Guided search button**
- **This will give you a more narrowed down search based on the kind of item you are looking for.**
- **So for instance if you are looking to order a soap product- namely a bleach but you don’t have a br& or name in mind.**
- **Then you can use the guided search & under “Families – Click See more...”**
- **Now scroll down until you find “Soap/Ammonia & Bleach”**
- **Clicking on this option will search all the items within this family. This will include both case & broken single pick version.**

- **So, if you wanted an item you would enter in the qty then click the back to order form button to get back on your order & continue the ordering process.**
- **Lastly, lets say you didn't want this order at all & you wanted to delete the order.**
- **Up on the tab bar in the middle under "Advanced" – you will find the "Delete Order" button.**
- **Click the button then Ok to delete the order.**
- **This will bring you to the "Your Power Net Orders" page- where you will also end up if you submit an order. The difference being, if you submitted an order you would see your order on a line item & under the status column you would see a status of "Submitting"**
- **Now to get that submitting to switch to confirmed you will need to click on the upper left corner "Refresh" button to get it to switch.**
- **We inform our customers of this because ever so often the submitting status will not change – & if that happens, we ask that you call into our warehouse & inform us of such.**
- **If your order shows submitting & does not go to confirmed, your order is not actually placed.**
- **To get back to the dashboard click on the "White House" in the upper right corner.**
- **From here we have a couple more items to cover- but that was ordering from the dashboard search bar.**
- **You can also create & order by clicking on the upper right corner – "Big Green Button – Create Order"**
- **This will prompt an pop-up with some options-**
- **From the "From" drop down box you have different types of orders**

- **Namely, “History – which creates an order based of items you have purchased previously”**
- **Pickup Request – which gives you the option to process your returns for credit**
- **Previous Orders – Looks up previous invoices & copies one you pick to an order**
- **& Quick add- this give you two columns – one to enter in our item number & the second column to enter in the qty you want to purchase of the item.**
- **You can choose from these options to start an order. – Most common order are created from History.**
- **Click on the option you want & click “Start Order” to continue on.**
- **For now, click on the X to close the Pop-up**
- **& that is pretty much the nuts & bolts of ordering if you have further questions please reach out to your sales rep. or contact us directly.**
- **Thank you for your time & continued support.**