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# MBM Corporation

Web-based Order Entry

*Amphire Access*





9/21/06

Dear Store Manager:

I would like to thank you for your interest in MBM's Web order entry system, and I hope you will be as impressed with the MBM Web order entry system as we are here at MBM. Enclosed is a copy of our MBM Web Order Entry User's Manual.

**Your MBM Web Order Entry Account is active and is ready for use!!**

To access and logon to MBM's web order entry Internet site, you will need to proceed to [www.amphire.com/access](http://www.amphire.com/access). This will link you to Amphire's Corporate Web Site. From here, click the 'Log In' link to access the logon page. From the logon page select 'Amphire Access' for Application, then enter the Username and Password listed below and click 'Login' to enter our site.

Your unique Username and Password are as follows:

Your Username is: \_\_\_\_\_

Your Password is: \_\_\_\_\_

**(Username and Passwords are case sensitive)**

If you have any questions or problems with the program, please call our Ordering Systems Help Desk at **(800)-546-5733**. Our office hours are Monday to Friday, 8:00am to 5:00pm EST, or e-mail me at [ABEASLEY@MBMFOODSERVICE.COM](mailto:ABEASLEY@MBMFOODSERVICE.COM).

Sincerely,

Allen B. Beasley

MBM Corporation

## **MBM WEB ORDER ENTRY QUICK TIPS TO PLACING ORDERS**

### **The Basic Order Process:**

1. Log in to MBM by going to [www.amphire.com/access](http://www.amphire.com/access)
2. Enter Username and Password and click “Login”
3. Once logged in, click ‘ORDER’
4. Click, “Order From Catalog / Order Guide”
5. On the left side of screen, click the category of the items you wish to view.
6. Enter quantities for each item you wish to order in the QTY box on the right side of the screen.
7. Repeat steps 5 to 6 with each Category.
8. Once completed with the entire order, press the **CART** button on the top of the screen to review your entire order.
9. Click the **SUBMIT** button to submit the order to MBM

### **ONLY SUBMIT ONE ORDER PER DELIVERY**

***CALL CUSTOMER SERVICE FOR ORDER REVISIONS!!  
Submitting multiple orders may lead to receiving the wrong order.***

### **NOTES:**

- When Submitting an order, for the “Delivery Type”, choose “Next Delivery Day”. The order submitted will be processed for your next scheduled delivery.
- Web orders are received at MBM on 15 minute cycles. You can verify that your order has been received by MBM by checking the ‘Order History’ 15 minutes after the order was submitted. To verify the order has been received by MBM, sign onto the MBM Web Order Entry system, click “Account” and click “Order History”. An order status of “**Received**” verifies that MBM did receive the order. The “Dist #” is MBM’s order acknowledgment number.
- Remember to check for e-mail messages. To check e-mail, click “Account” and then click “Message Board”.



## 5 Basic Steps to Utilizing the Access Online Ordering System

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Steps 1 to 5 are utilized every time an order is completed. While the website provides other functionality, these are the basic steps to completing an online order from your Distributor. Option 6, 'Par Level Ordering', explains how to set up the Par System within the Web system.

1. [Logging into Access](#)
2. [Browsing for Product – “Filling Your Cart”](#) - review your cart for accuracy
3. [Submitting Your Order](#)
4. [Verifying Order History](#)
5. [Printing an Order Guide](#)
6. [Par Level Ordering Capability](#)

### **Minimum System Requirements**

- **Internet Connection:**  
28.8k + (56k or higher is recommended)
- **Browser:**  
Microsoft Internet Explorer™ Version 5.0 or higher  
Netscape™ 6.2 or higher
- **Browser Settings**  
Cookies enabled  
Javascript enabled  
ActiveX Download enabled or prompt  
Run ActiveX controls enabled
- **Computer:** (These are suggested minimums. Your operating system will determine your minimum equipment needs)  
Pentium II™ or higher  
64 Meg of Ram or higher  
16 Meg Video Card capable of running at 800 x 600 resolution or higher  
4 gig Hard Drive or higher
- **Supported Operating Systems:**  
Microsoft Windows 95™, Microsoft Windows 98™, Microsoft Windows ME™, Microsoft Windows NT™ with Service Pack 6a or higher, Microsoft Windows 2000™, Microsoft Windows XP™

Screen layouts and headings may not be identical to your system

## Logging into Amphire Access

You can get to the Amphire Access online ordering system by going to [www.amphire.com/access](http://www.amphire.com/access). From Amphire's Corporate web page, click the **'Secure Login'** link to access to the user login page. (see Figure 1a).

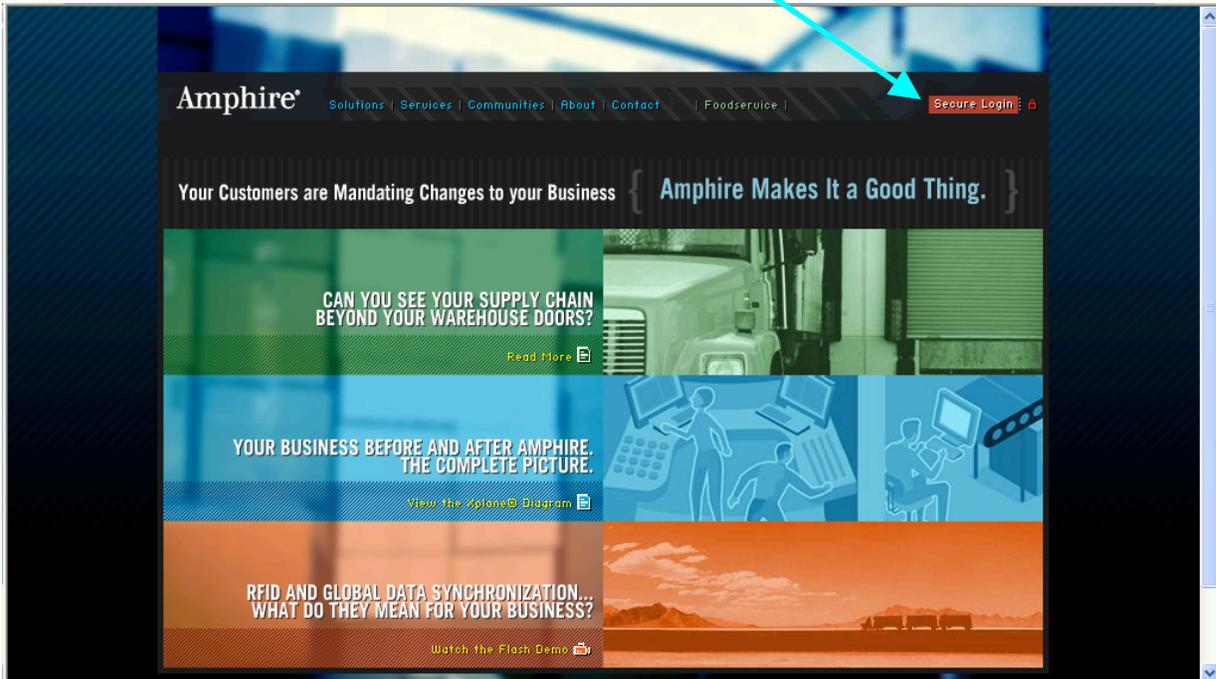
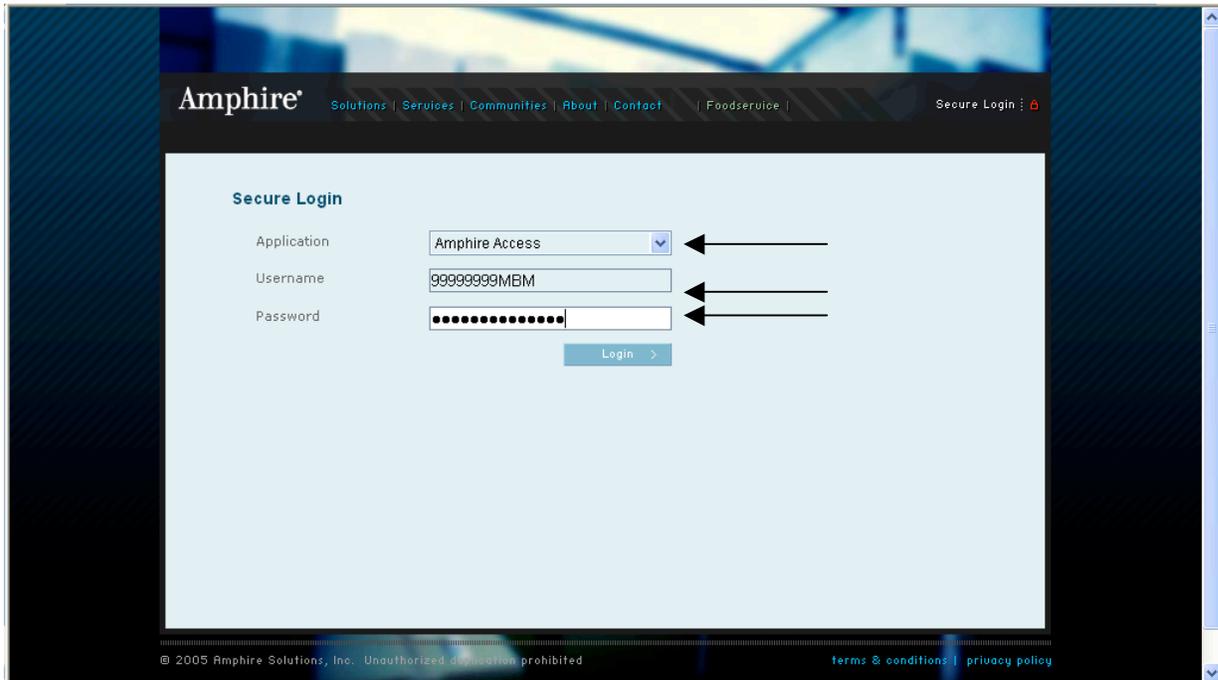


Figure 1a – Amphire Home Page

Once the login page has loaded, for 'Application' click the down arrow and select '**Amphire Access**'. Next, enter your Username and Password and click 'Login' under the password box to enter your web order entry account. (see Figure 1b)

**Figure 1b – Login Page**

**NOTE: Screen layouts and headings shown in this manual may not be identical to your system. All button and link names used in this manual are the default settings.**



After accessing the order entry website for the first time through your Internet browser, the next time you link to [www.amphire.com/access](http://www.amphire.com/access) you will be asked to login to MBM's Store Front. (see Figure 2).



**Figure 2 – Login Screen**

This login is for security purposes to ensure only authorized people have access to *your Distributors* website and your specific customer information. The Access site is very easy to navigate and anyone with access to your username/password would be able to utilize all of its features.

***Remember, only give out the password to people who are allowed access to the entire application.***

To enter a username and password, key in the letters and/or numbers and click **Login**.

If you sign-on with the incorrect password, the computer will notify you and allow you to re-enter the password again. You cannot get past this screen until the correct password has been entered. If you have forgotten your password, contact the Ordering Systems Help-Line at MBM at 1-800-546-5733. Or click on the "Forgot your password?" link and follow the instructions as outlined on the web site.

After the correct password is accepted, you will be taken to your Start Page (see Figure 3).

The Start Page is your current Homepage. The Home Page can be specified by you in your Preferences or from the green bar at the top right, you may want to select the ORDER screen as your Home Page.

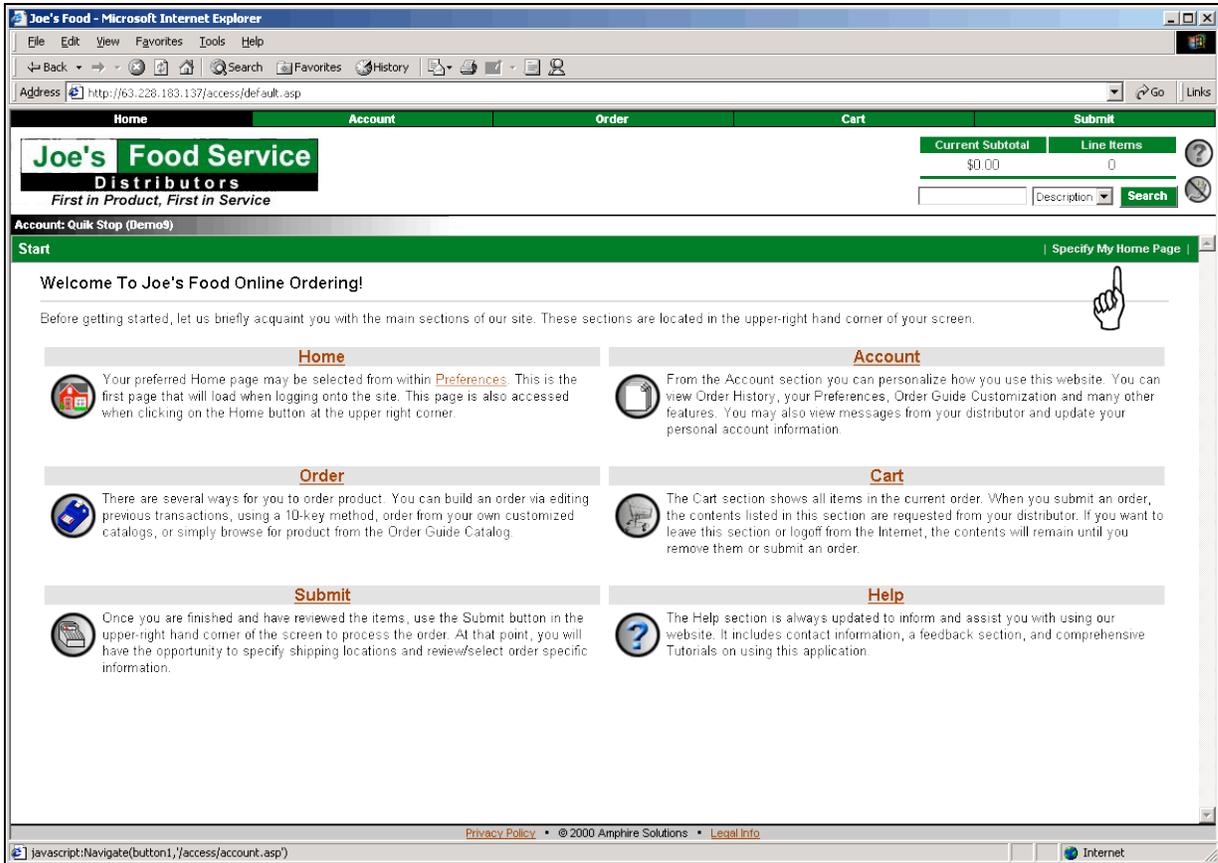
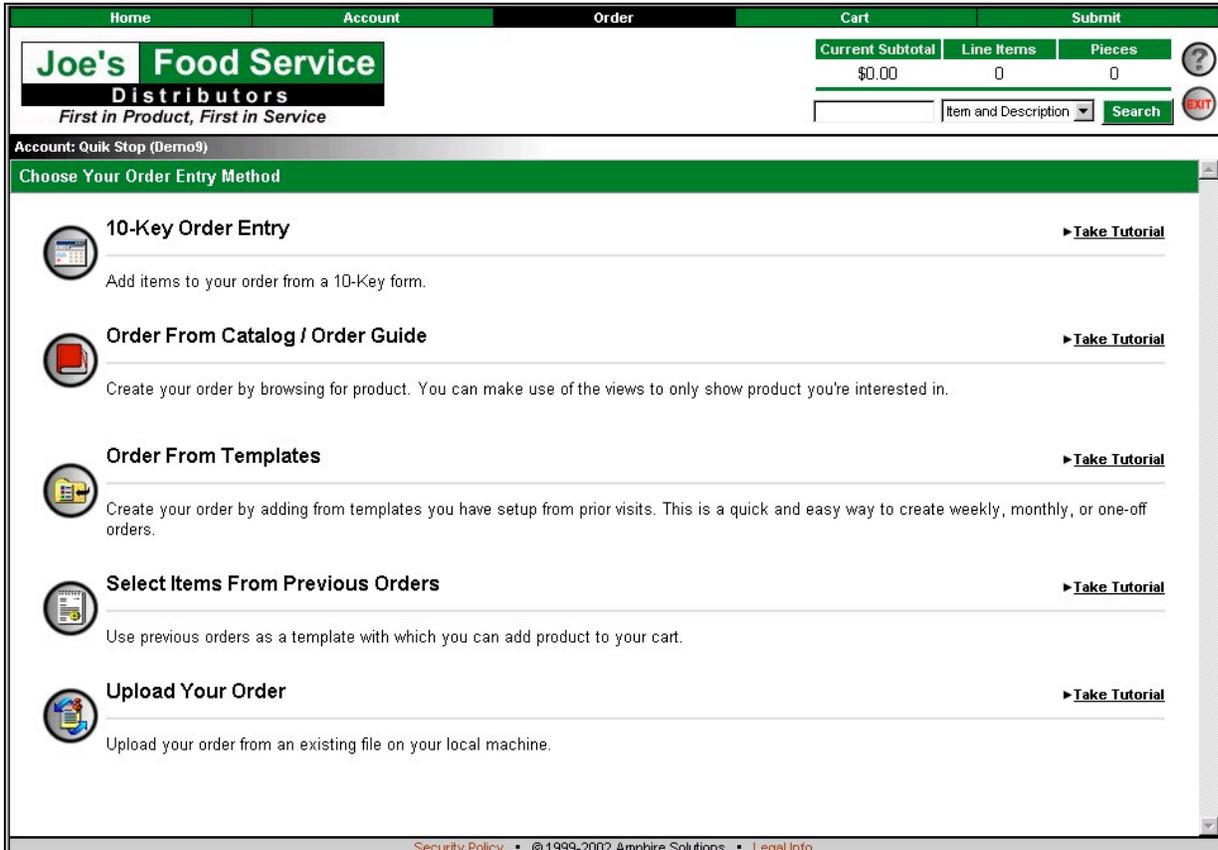


Figure 3 – The Start Page

The top menu of Access is static and allows you to navigate throughout the site from any page within the site.

You can **Login / Logout** using the “**Exit**” symbol at the top right. The **Help** symbol (question mark) links to FAQs on Access, an area for Feedback, a Contact Us link to Amphire, and a Tutorial section.

From the Start Page you can go to the **ORDER** screen by clicking '**ORDER**' at the top of the screen. The ORDER screen will allow you to choose the method in which you will fill your **CART** (see *Figure 4*).



**Figure 4 – Order Home**

For those customers with pre-defined order guides (i.e. controlled by a corporate office), you will click **Order From Catalog / Order Guide** to begin filling your order. Some operators may have full access to their Distributor's entire catalog. Discuss with your Distributor your usage privileges of their product selection.

For those customers who would prefer to key in item numbers and quantities, you will click **10-Key Order Entry**.

## Detailed Program Usage

# Browsing For Product – “Filling Your Cart”

### Order Guide Screen

After choosing **Order From Catalog / Order Guide** from the **Order Home Page**, your order guide loads and is displayed (see *Figure 5*).

Depending on your preferences, your order guide/catalog can load in a variety of ways. On the left side of the screen you will notice different categories of the order guide/catalog (i.e. Fish & Seafood). This allows the guides to load faster in the Web environment. To navigate to a different section of the order guide you only have to click on the new category and that part of the order guide/catalog will be detailed on your screen.

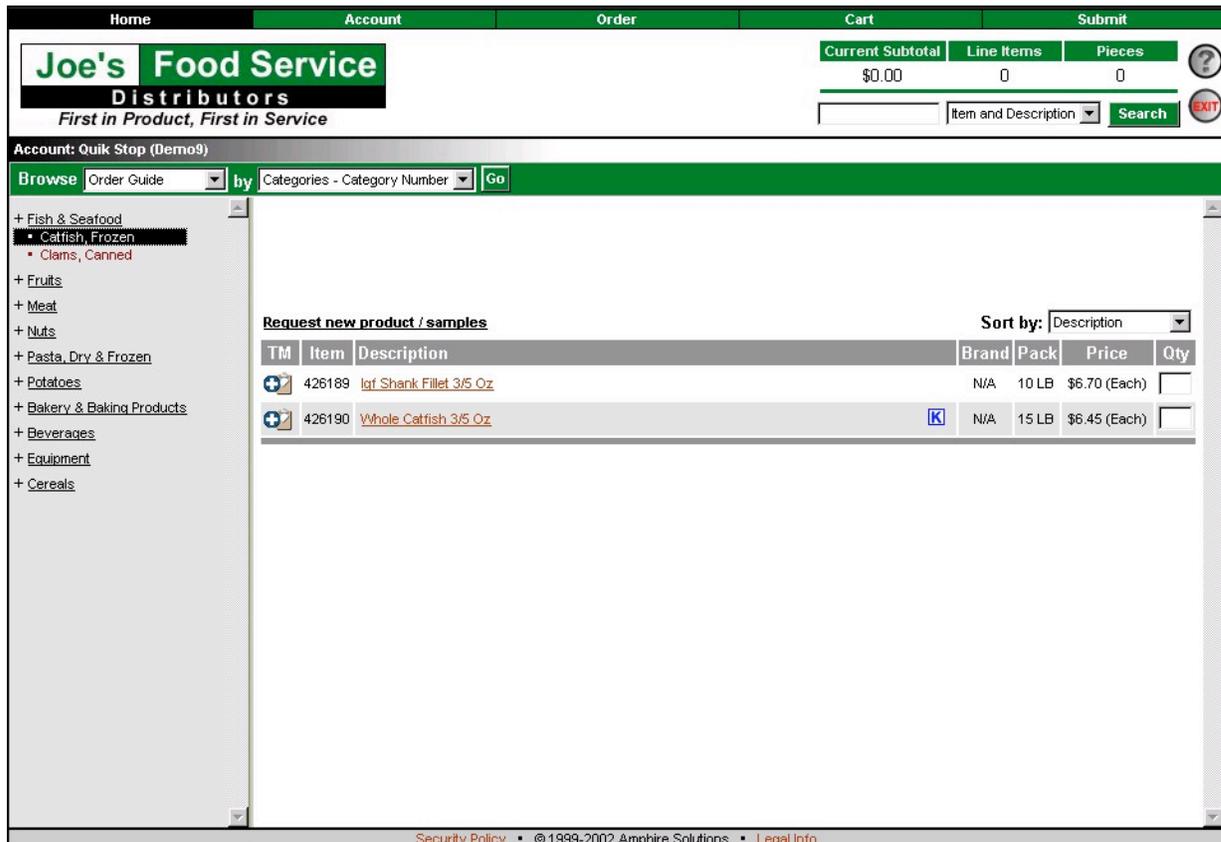


Figure 5 – Browsing For Product

To begin placing your order find the specific item and input the amount of product you would like to order. To order a quantity, click into Qty box, and type in the amount you wish to order (see *Figure 6*).

The screenshot shows the Joe's Food Service Distributors website interface. At the top, there are navigation tabs for Home, Account, Order, Cart, and Submit. The Cart section displays a Current Subtotal of \$0.00, 0 Line Items, and 0 Pieces. A search bar is located below the cart, with a dropdown menu set to 'Item and Description' and a 'Search' button. The main content area is titled 'Account: Quik Stop (Demo9)' and features a 'Browse' section with a dropdown menu set to 'Order Guide' and a 'Go' button. A sidebar on the left lists various product categories, including Fish & Seafood, Fruits, Meat, Nuts, Pasta, Potatoes, Bakery & Baking Products, Beverages, Equipment, and Cereals. The 'Fish & Seafood' category is expanded, showing 'Catfish, Frozen' and 'Clams, Canned'. The main product list is titled 'Request new product / samples' and is sorted by 'Description'. It contains two items:

TM	Item	Description	Brand	Pack	Price	Qty
+	426189	<a href="#">1st Shank Fillet 3/5 Oz</a>	N/A	10 LB	\$6.70 (Each)	<input type="text" value="1"/>
+	426190	<a href="#">Whole Catfish 3/5 Oz</a>	[K] N/A	15 LB	\$6.45 (Each)	<input type="text" value="6"/>

At the bottom of the page, there is a footer with links for 'Security Policy', '© 1999-2002 Amphire Solutions', and 'Legal Info'.

Figure 6 – Keying In Quantities

After keying in all of your items for purchase you can click on **CART** to review your order and make any necessary corrections, if needed.

To make changes to your **CART** quantities, type in the new quantities and click **CART**. To remove a particular item from the **CART** change the quantity to "0" and click **CART**. After the final review of your **CART**, you are ready to submit your order.

If you are missing a particular item from your **CART** you can click on the **ORDER** button at the top of the screen to return to the order guide/catalog browse feature, and add the item to your **CART** (see Figure 7).

The screenshot shows the 'Cart' page of the Joe's Food Service Distributors website. At the top, there is a navigation bar with 'Home', 'Account', 'Order', 'Cart', and 'Submit'. Below this is the company logo and a summary table:

Current Subtotal	Line Items	Pieces
\$ 45.38	2	7

Below the summary table is a search bar with a dropdown menu labeled 'Item and Description' and a 'Search' button. The account name 'Account: Quik Stop (Demo9)' is displayed. The main cart area shows '2 Item(s) in cart' and a 'Sort by: Description' dropdown. The items are listed in a table:

Item	Description	Brand	Pack	Price	Qty
426189	Iqf Shank Fillet 3/5 Oz	N/A	10 LB	\$6.70 (Each)	1
426190	Whole Catfish 3/5 Oz	N/A	15 LB	\$6.45 (Each)	6

At the bottom of the page, there is a footer with links for 'Security Policy', '© 1999-2002 Amphire Solutions', and 'Legal Info'.

Figure 7 – Your Cart

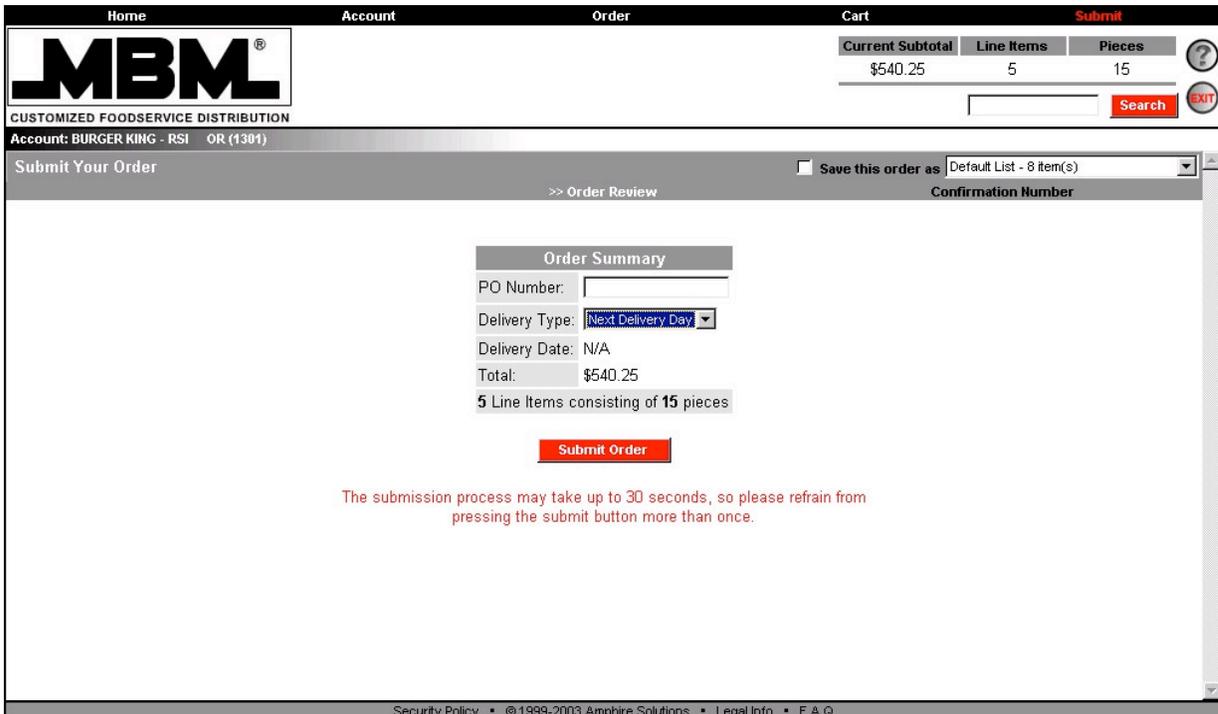
## Detailed Program Usage

### Submitting Your Order

After making the final review of your **CART**, you are ready to submit your order for the confirmation process.

From your **CART**, click the **SUBMIT** button to submit your order to MBM.

At the Order Summary screen you may add a Purchase Order (PO) Number, if desired, and you will choose your "Delivery Type". (see *Figure 8*). **(The "Delivery Type" you will choose is "Next Delivery Day". The order you submit will be processed for your next delivery.)** Be sure to submit your order before your order cut-off time.



**Figure 8 – Order Summary**

Screen layouts and headings may not be identical to your system

After clicking the **SUBMIT ORDER** button from the Order Summary screen you will have submitted your order and will be directed to the 'Order History' page. From here you can review your Amphire Order Tracking Numbers. (see Figure 9).

The screenshot shows the MBM website interface. At the top, there are navigation tabs: Home, Account, Order, Cart, and Submit. The MBM logo is on the left, and a shopping cart summary is on the right showing a current subtotal of \$0.00, 0 line items, and 0 pieces. Below the navigation is an 'Account' section with links for Refresh Page, Invoice Lookup, and Order Search. The main content area is titled 'Order History' and includes a 'View' dropdown set to 'Orders From Last 30 Days' and a 'Sort By' dropdown set to 'Date Submitted'. A text block explains that the order summary page allows viewing orders at a high level. Below this is a table with two rows of order data. The table has columns for Tracking, Dist #, Cust PO, Order Status, Submit Date, Delivery, Contents, and Subtotal. The first row shows tracking number 693048, status 'Sent', and a subtotal of \$36.58. The second row shows tracking number 693045, status 'Sent', and a subtotal of \$39.67. A footer at the bottom contains links for Security Policy, ©1999-2003 Amphire Solutions, Legal Info, and F.A.Q.

Tracking	Dist #	Cust PO	Order Status	Submit Date	Delivery	Contents	Subtotal
<a href="#">693048</a>	N/A	N/A	Sent	6/10/2003 9:28:20 AM (PDT)	N/A	3 li / 5 pcs	\$36.58
<a href="#">693045</a>	N/A	N/A	Sent	6/10/2003 9:27:50 AM (PDT)	N/A	2 li / 2 pcs	\$39.67

Figure 9 – Order Tracking Number

Click the underlined Tracking Number to view any order that has been submitted.

An Order Status of **'Sent'** verifies the order has been submitted, however, the order has not been received by MBM. MBM receives orders within 15 minutes of the order being submitted.

An Order Status of **'Received'** verifies the submitted order has been received by MBM.

Detailed Program Usage

## Verifying Order History

Orders are received at MBM on 15 minute cycles. When you submit your order, you can check back after 15 minutes and review the status of the order.

To verify an order has been received by MBM, click **Account**, click **Order History**. (see Figure 10). This will display your order history. An **“Order Status”** of **“Received”** confirms that MBM has received your order.

Click the **“Tracking Number”** link to see the order data. The **“Dist #”** is MBM’s Acknowledgment number for your order. (see Figure 11).

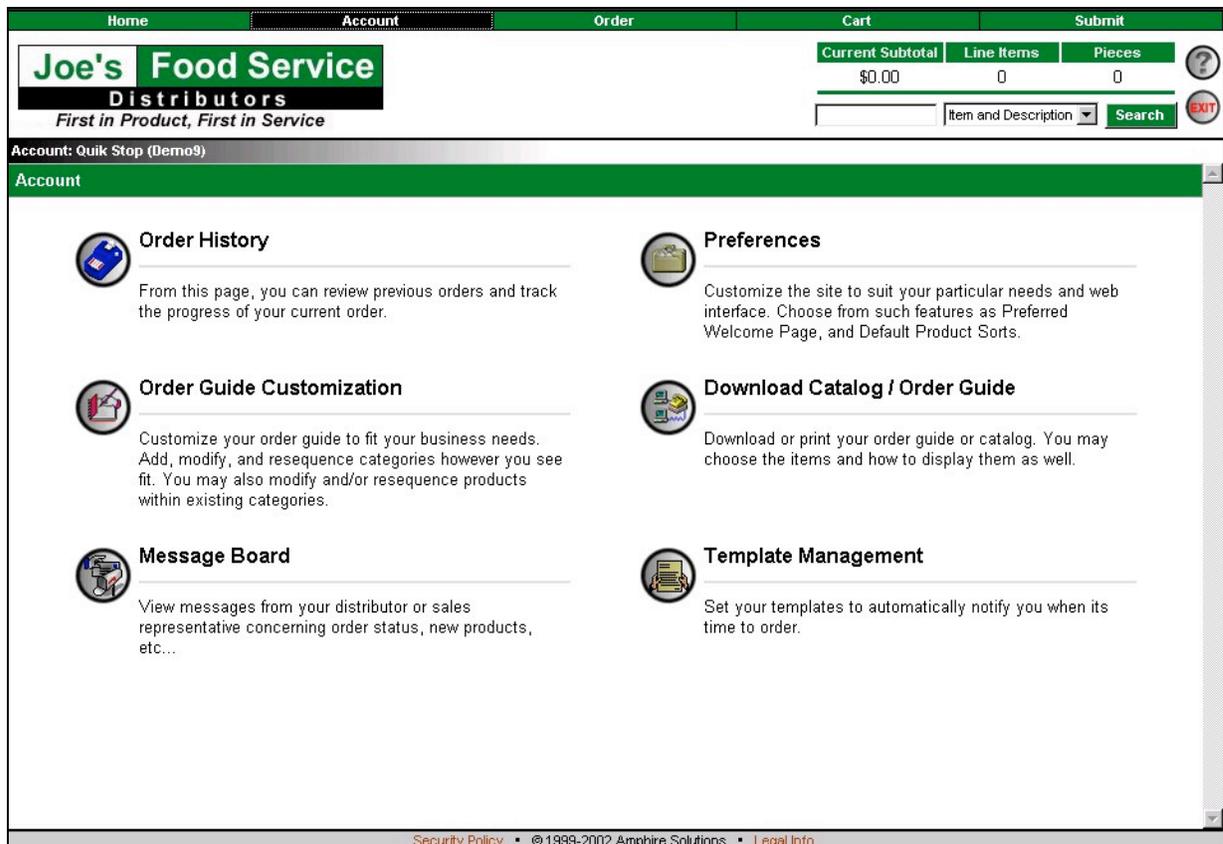
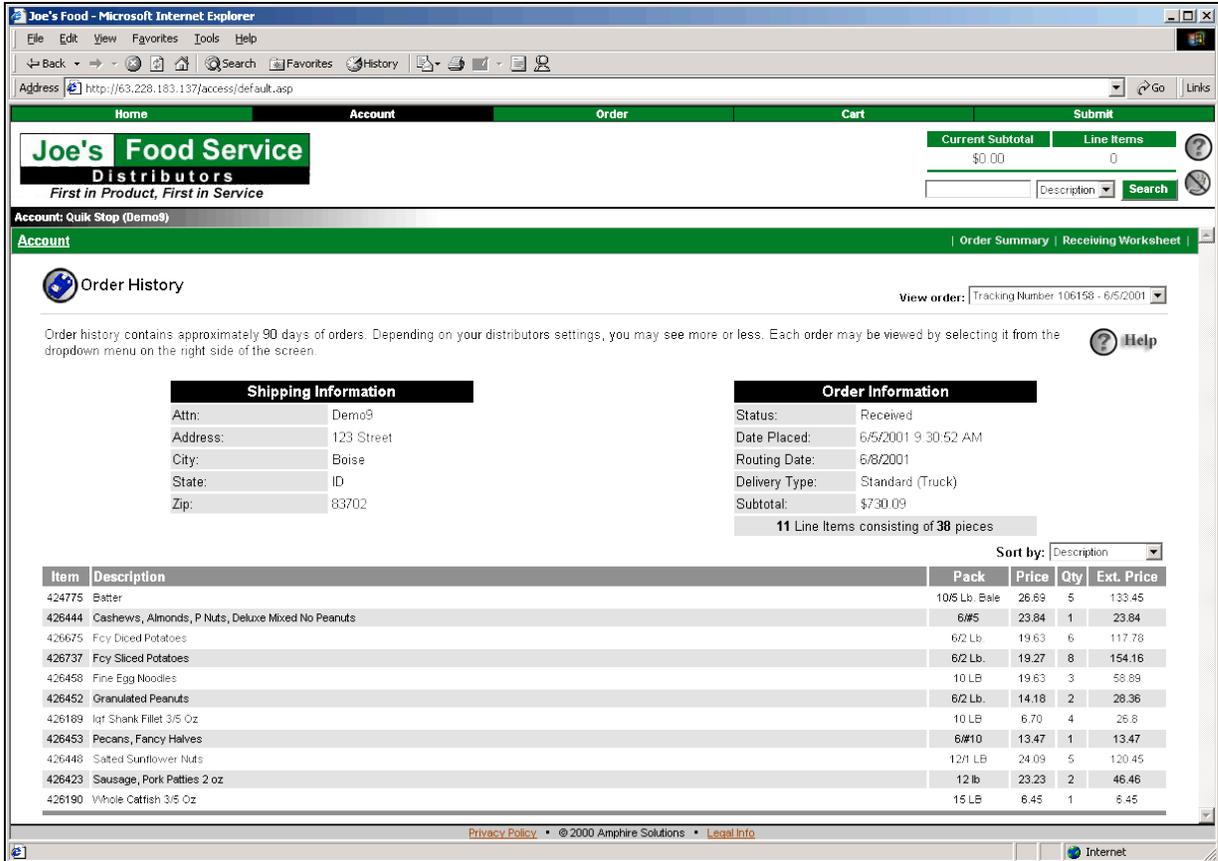


Figure 10 – Account Screen

Screen layouts and headings may not be identical to your system



**Figure 11 – A Confirmed Order  
Displaying Quantities Ordered and Confirmed**

*Please be sure and review your quantities ordered.*

Please contact your Customer Service Representative with any questions about your order.

## Detailed Program Usage

### Printing an Order Guide

The Access system allows the printing of an order guide from within the website. After you customize the format for your use, the order guide is displayed and then sent to the printer specified in your browser settings.

To access this feature click on the **Account** button and choose **Download Order Guide / Catalog** (see Figure 12).

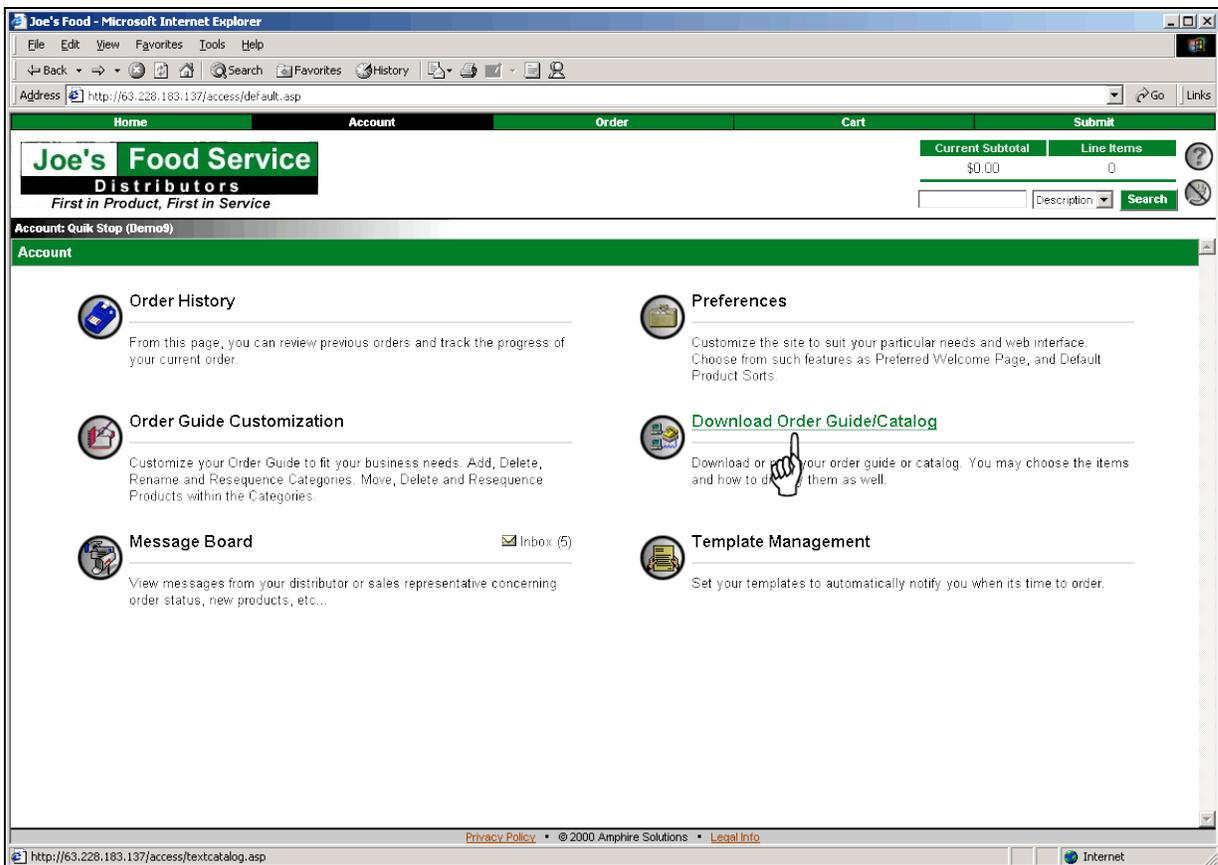


Figure 12 – Account Screen

Screen layouts and headings may not be identical to your system

From the Download Order Guide/Catalog choose the options for your printed order guide. The most common options are:

Select Product: **ORDER GUIDE**  
 Select View: **CUSTOM SEQUENCE**  
 Download Format: **CSV Comma Delimited**

You can arrange the order guide columns in any sequence that you like. The columns are put in the order in which they were added by using the **ADD** button(s). The **REMOVE** button(s) can be used to change your column sequence (see Figure 13).

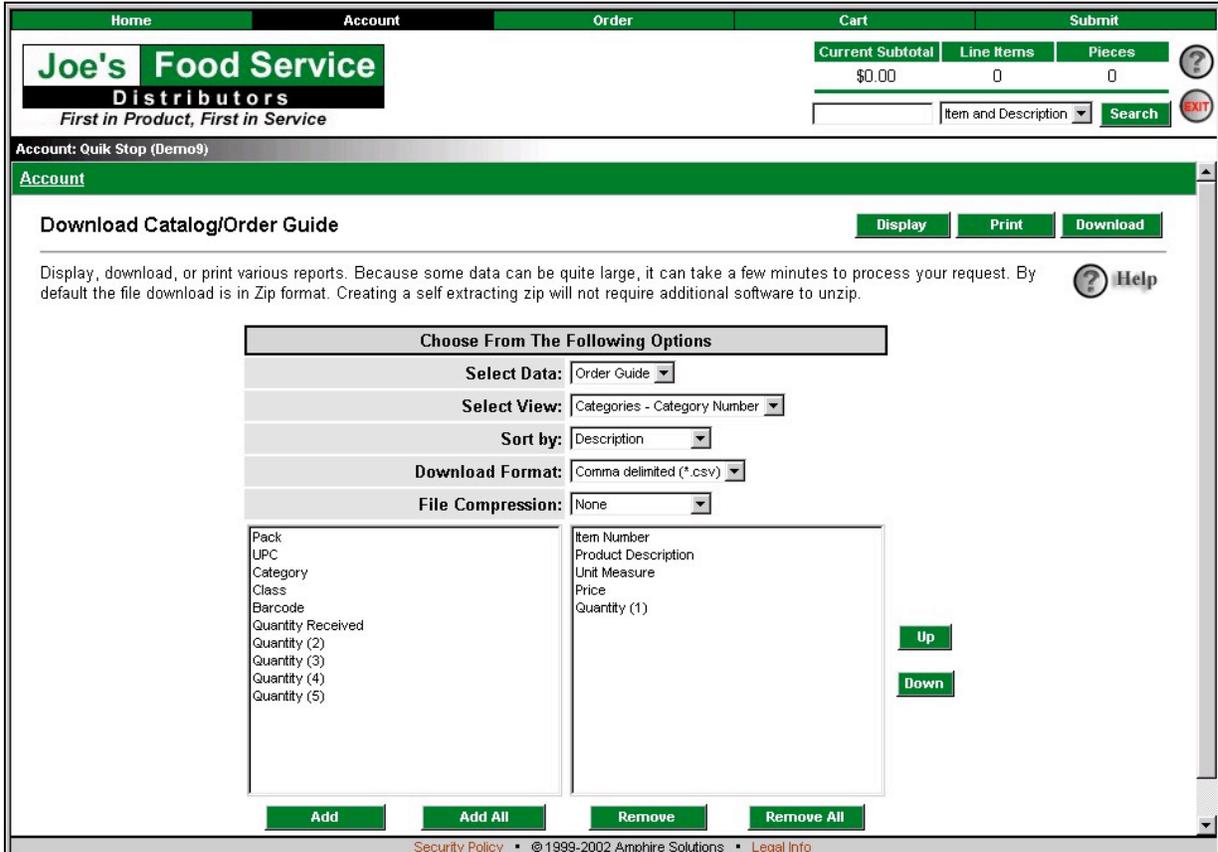


Figure 13 – Choosing Your Download Order Guide Options

Once you are happy with the order of the columns for your order guide you can view the finished product by clicking the **DISPLAY** button located above the **Download Order Guide/Catalog Option** fields (see Figure 14).

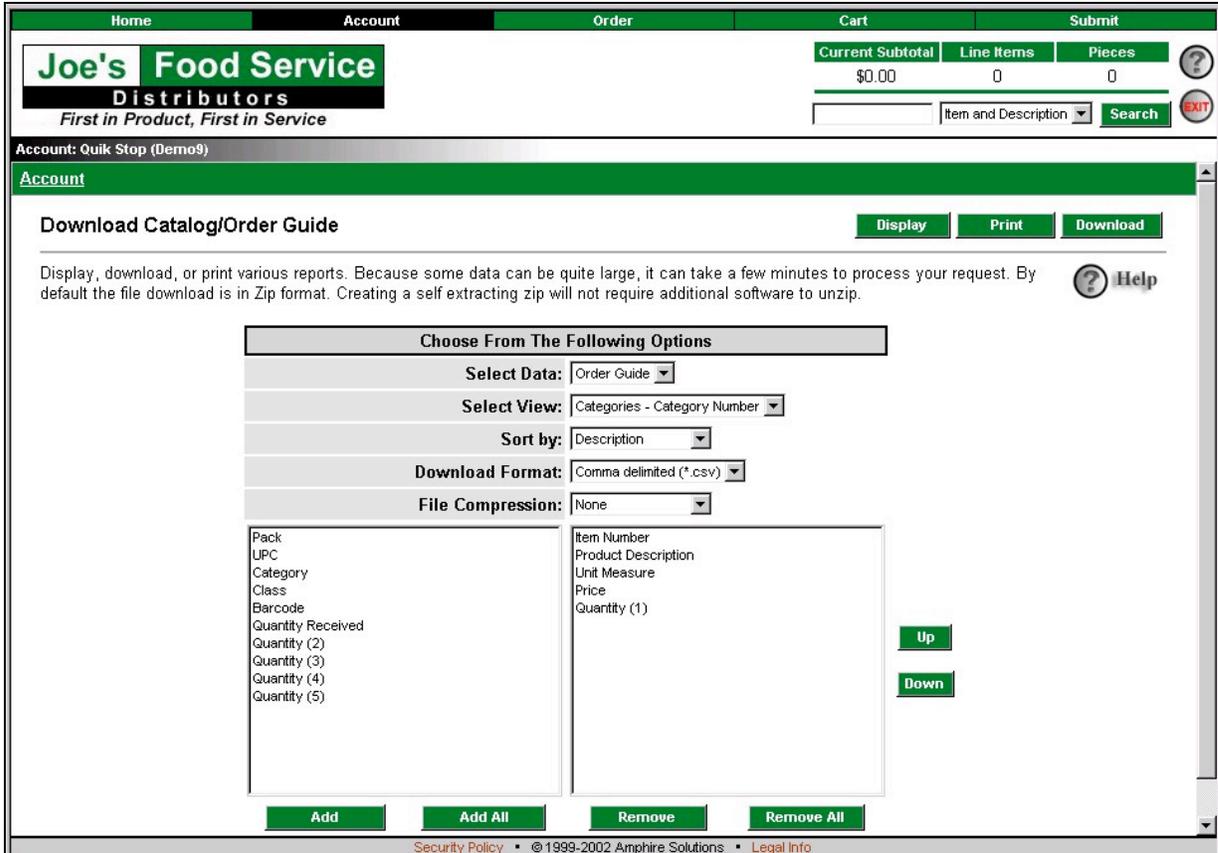


Figure 14 – The Display Button

At this point your order guide will be downloaded through the Internet to your browser in the format that you specified (see Figure 15).

If you are not happy with the way your order guide looks you can repeat the above steps until you determine a column configuration that works for your operation.

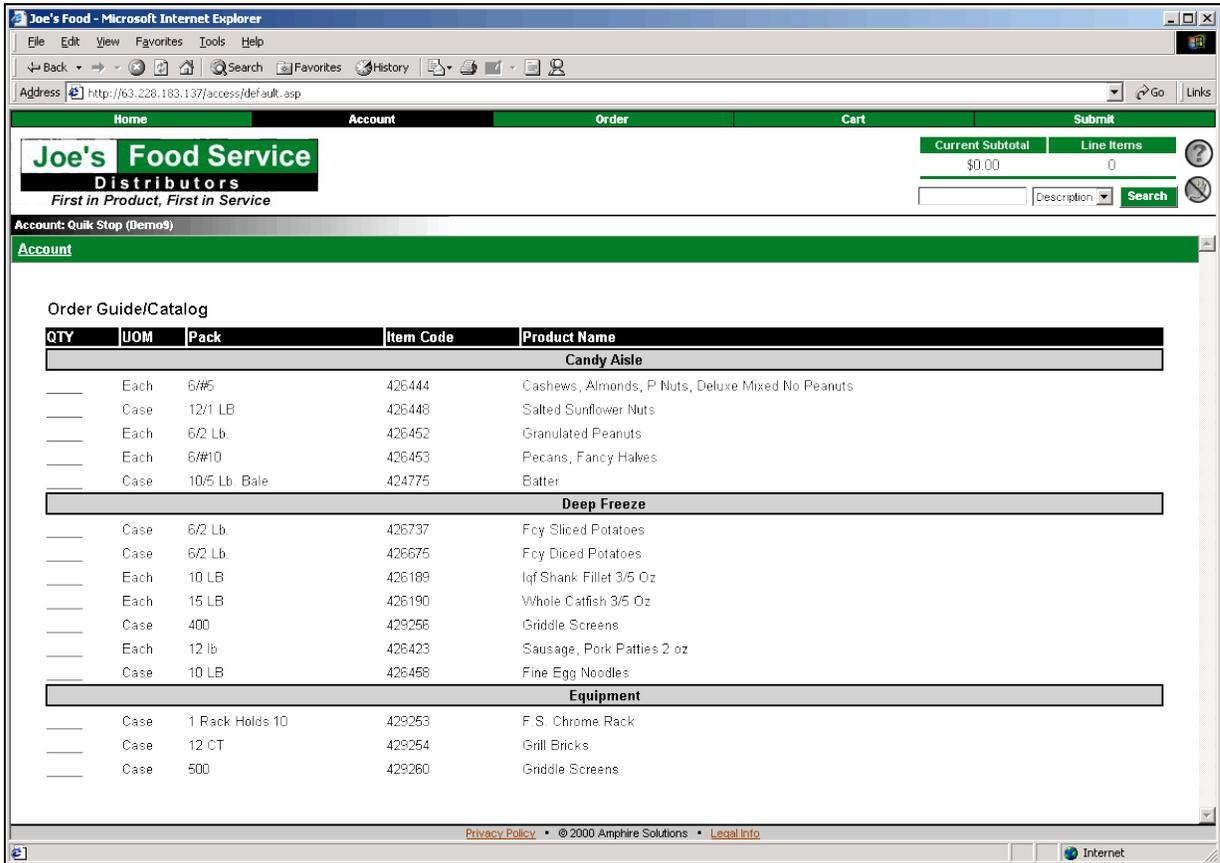


Figure 15 – Your Displayed Order Guide

To print your Order Guide, choose the Print button. You will then see a print box - these may vary among the different browsers. Your Order Guide will now be sent to the printer (see Figure 16).

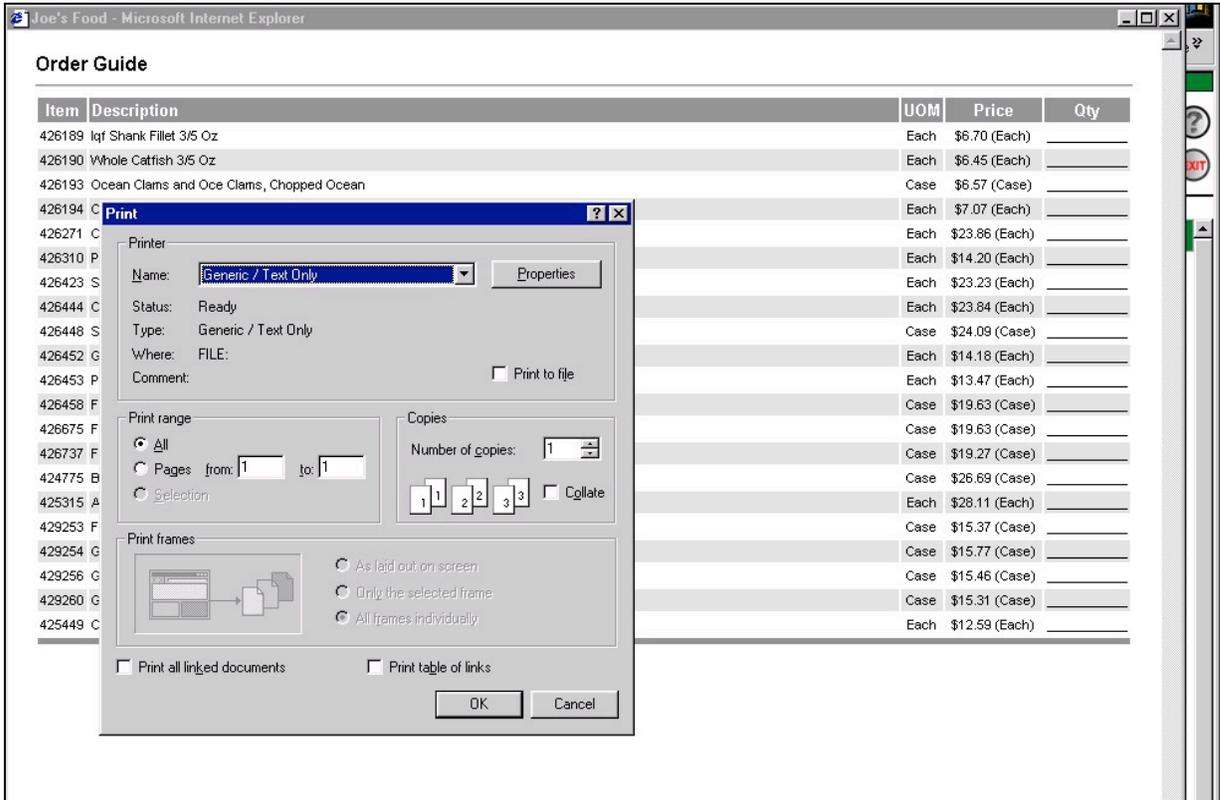


Figure 16 – Printing Your Order Guide

## Detailed Program Usage

### Par Level Ordering Capability

Par Level Ordering allows you to set a default Par-level for all your products. Starting out you will see four views: Normal, Par-Level, Par-Level (Edit) and Create New List. The Normal View does not show any par information. Normal View is basic order entry. The Par-Level view will allow you to enter inventory on-hand values and set the order quantity based on the Par values you set. The Par-Level (Edit) view will allow you to enter and edit the Par values for each product. The Create New List will allow you to create multiple Par sheets for the same items.

To set your par levels, Click '**ORDER**', then click '**ORDER FROM CATALOG / ORDER GUIDE**'. This will open your order guide.

Click on the first category on left side of screen. Once the order guide has been loaded, on the right side of the screen, change 'Normal View' to '**Par-Level (Edit)**'. This will re-format your order guide to allow you to key in a Par Level for each item on your Order Guide.

Enter a Par Level for each item in the category under the '**PAR**' column. Once finished, click on the next category on the left side of the screen to continue with next category.

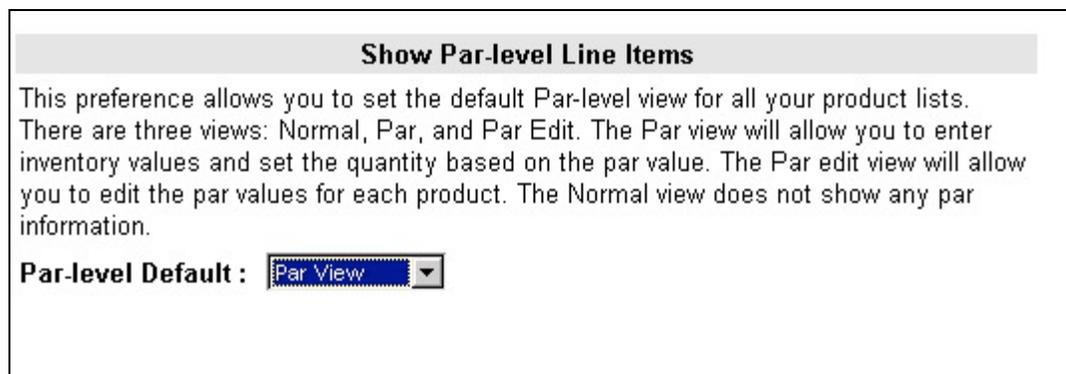
Continue with each category until you have completed all categories.

Once finished, change the 'Par-Level (Edit)' to '**Par-Level**'. This will reformat your order guide so that you can begin to create an order based on your on-hand inventory.

To order based on the Par Levels you set, key in the amount of inventory you have on-hand in the '**OH**' column. As you key in your inventory on-hand quantity for each item, your order will automatically be built based on the amount you have on-hand and the Par Levels you set. Inventory quantities must be rounded to whole quantities.

Once you have set all of your Par Levels you can default your order guide to the '**Par-Level**' view by customizing your view within the 'PREFERENCE' section of the system.

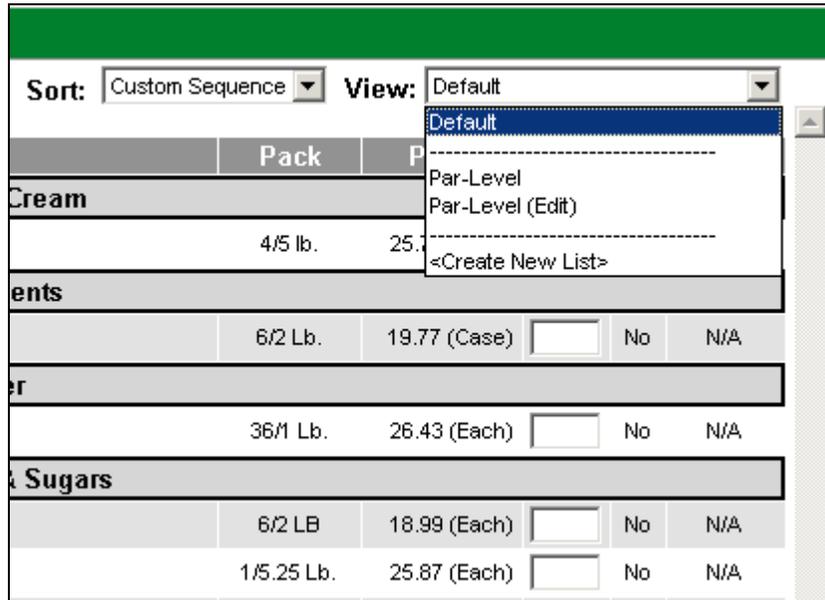
Within the '**PREFERENCE**' section of the system, select '**Par View**'. Under the **Show Par-level Line Items** section, select '**PAR-VIEW**' and click 'UPDATE' to Save your new setting. See Figure 18.



*Figure – 18*

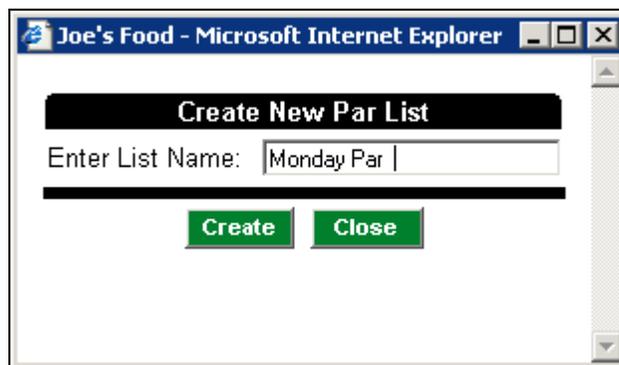
The Par Level Ordering capability also allows you to create multiple par sheets for the same items. For example, your par level for Lettuce is 4 cases on your Monday order but 6 cases on your Thursday order. Thus you can maintain various ordering day's par levels by creating unique par level views.

To create another Par sheet, change the 'View' to '**Create New List**'. (see figure 19)



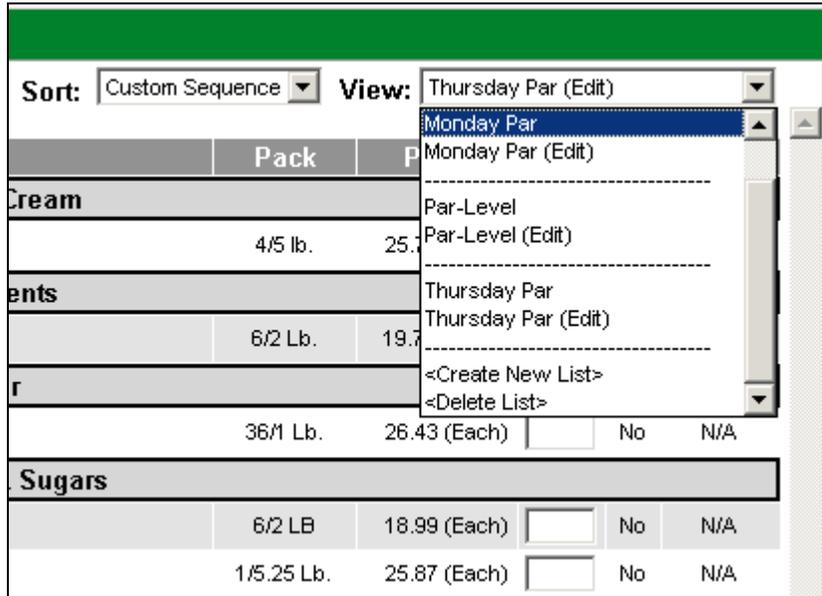
(figure 19)

This will open a new 'Create New Par List' box. Enter the Name you wish to call your new Par sheet and click Create. (see figure 20) (Example name – Monday Par)



(figure 20)

Once the new Par sheet has been created you will now be able to select that list view anywhere product lists are displayed. (See figure 21)



(figure 21)

Choose the Par (Edit) to add or change your Par Levels. Choose the Par to enter your inventory on-hand to build your order.