

# BDL On-line Ordering System User Guide

## Registration

Customers **must** register with BDL to obtain a username and password required to use the Internet ordering facility. If you are a customer with multiple licenses/locations you must obtain a username and password for each license.

To register, customers may either call customer service at 1-800-661-2337 or go to BDL's web site at [www.bdl.ca](http://www.bdl.ca). There is a "Register" button on the main page and an option under the On-line Ordering tab that takes the customer to the On-line Ordering Registration Form. Please complete the form and submit as requested.

## Accessing the Site:

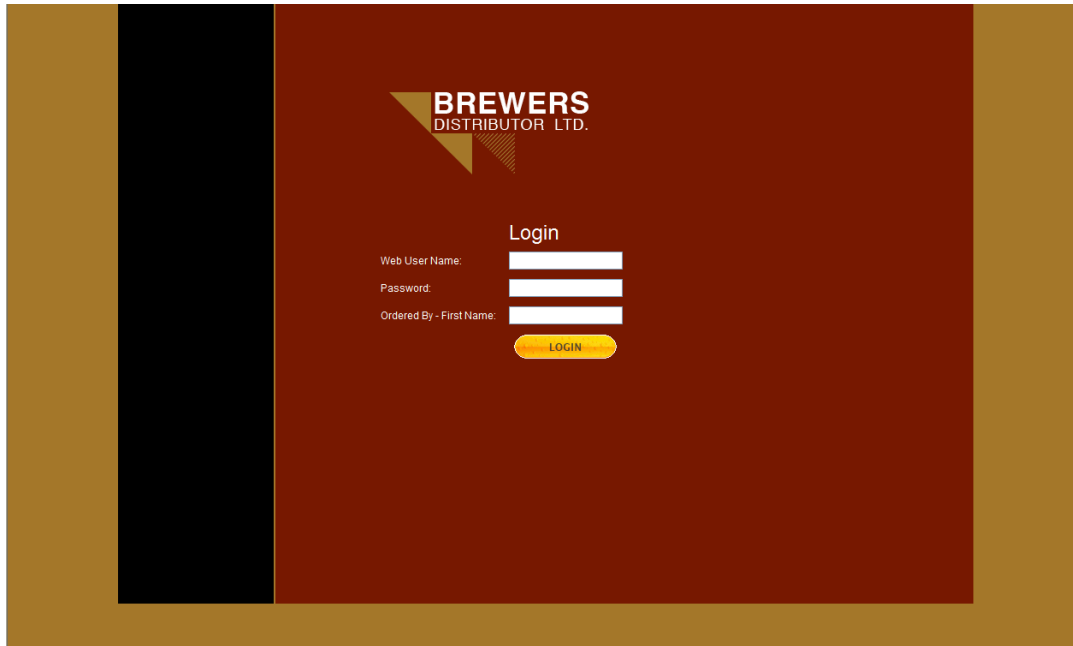
1. Go to the BDL web site [www.bdl.ca](http://www.bdl.ca)
2. There is an "Order Beer Online" button on the main page that when clicked on opens a window to the online ordering application. There is also an option to access the application under the Online Ordering tab on the main menu from the bdl.ca home page.



## BDL On-line Ordering System User Guide

The following screen, which is the on-line ordering system sign on screen, appears when you select the link to “Order Beer Online”.

Enter your assigned user name and password, along with your first name and click on the LOGIN button.



The screenshot shows a login interface for BREWERS DISTRIBUTOR LTD. The background is a dark red color. On the left, there is a vertical black bar. The login form is centered and includes the following fields and buttons:

- BREWERS DISTRIBUTOR LTD.** logo at the top.
- Login** heading.
- Web User Name:** followed by a white input field.
- Password:** followed by a white input field.
- Ordered By - First Name:** followed by a white input field.
- A yellow **LOGIN** button at the bottom.

On occasion you may see messaging intended for you from your servicing warehouse or distribution center. These messages are displayed on a screen just before the main ordering application loads. Click the “Proceed” button once you have read the message. If there is no message to display then the application directs you to the Personal Catalogue Screen.



The screenshot shows a messaging screen for BREWERS DISTRIBUTOR LTD. The background is a dark red color. The messaging area is a white box with a blue border. It contains the following elements:

- BREWERS DISTRIBUTOR LTD.** logo at the top left.
- Contact Us | Logout** links at the top right.
- A message box with a blue background and white text: **Please note message below and click Proceed** and **Regina is closed November 1st to 31st**.
- A grey **Proceed** button.
- A red note at the bottom: **PLEASE NOTE: THIS IS THE LANSA ITG / INT ENVIRONMENT**.

## BDL On-line Ordering System User Guide

### The Personal Catalogue Page

Upon successful login the Personal Catalogue page, as seen below, appears. The Personal Catalogue page shows the current product listings that you typically order. This page is set up to allow you to select your usual products from a sub set of all the products offered by BDL. Your initial Personal Catalogue is set based on your past 3 months of order history. The Personal Catalogue is fully maintainable – the customer uses the Full Catalogue to maintain what items they wish to have appear in their Personal Catalogue.

## BDL On-line Ordering System User Guide

Filter      Your Delivery Day      Your Premise Information      Product Catalogue Search

**BREWERS DISTRIBUTOR LTD.**

Contact Us | Logout

BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA, SK

PERSONAL CATALOGUE   QUICK ORDER ENTRY   VIEW PENDING ORDER   PENDING ORDER LIST   VIEW SAVED ORDERS

### Personal Catalogue

Customer License #:   
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire  
Preliminary Delivery Date: TUE 11th MAY 2010

**Add New Items to Personal Catalogue**

Brewer:    
Package Type:    
Package Size:

Prod #	CSPC	Brand	Qty	Prod #	CSPC	Brand	Qty
Bottles 12 Pack							
<a href="#">681</a>	531392	330ML Heineken 12 Btl	<input type="text"/>	<a href="#">775</a>	900035	341ML Blue 12 Btl	<input type="text"/>
<a href="#">274</a>	903062	341ML Bohemian 12 Btl	<input type="text"/>	<a href="#">1373</a>	736632	341ML BIG ROCK LIME 12Btl	<input type="text"/>
Bottles 24 Pack							
<a href="#">51</a>	900480	341ML Blue 24 Btl	<input type="text"/>	<a href="#">54</a>	902635	341ML Budweiser 24 Btl	<input type="text"/>
<a href="#">41</a>	900779	341ML Canadian 24 Btl	<input type="text"/>	<a href="#">1385</a>	008891	341ML GREAT WEST PILSNER 24BTL	<input type="text"/>

On the Personal Catalogue page the customer can:

1. View the selection of preferred products.
2. View a subset of the product catalogue by using the Search Filter.
3. View product details.
4. Add products to a pending order.

The catalogue is grouped by package type and size, and within each group products are sorted alphabetically across and down two columns.

# BDL On-line Ordering System User Guide

## Using the Search Filter

The Search Filter offers three drop down fields – Brewer, Package Type and Package Size – from which the customer can select values for displaying a subset of the entire product catalogue. For example, to display any brewers' 6 pack bottles on the product catalogue:

1. Select Bottles from the Package Type drop down box
2. Select 6 Pack from the Package Size drop down box
3. Click on the Search button

## View Product Details

Each item in the product catalogue shows a product number (BDL number) which appear bolded and underlined. To view product details click on a product number. The details appear as follows.

Prod #	CSPC	Brand	Qty	Prod #	CSPC	Brand	Qty
Bottles 6 Pack							
<u>610</u>	000018	330ML Heineken 6 Btl	<input type="text"/>	<u>31</u>	900423	341ML Blue 6 Btl	<input type="text"/>
<u>180</u>	900621	341ML Canadian 6 Btl	<input type="text"/>	<u>277</u>	906560	341ML Coors Light 6 Btl	<input type="text"/>

PERSONAL CATALOGUE	QUICK ORDER ENTRY	VIEW PENDING ORDER	PENDING ORDER LIST	VIEW SAVED ORDERS
<div>Product Details For: 341ML Canadian 6 Btl</div> <div><div><div>Product Number Current Product:</div><div>Product Additional Information: BDL Number: UPC Code: CSPC Code: Unit Price:</div><div>Quantity <input type="text" value="0"/></div><div>Add to Pending Order</div></div><div><div>341ML Canadian 6 Btl</div><div>180 056327072534 900621 6.8900</div><div>Pallet Equivalent: Layer Equivalent: Order Multiplier:</div><div>336 48 4</div></div><div>Qty Available 2432</div></div>				

Some key information on the Product Details screen include a current inventory snapshot, the product price, the pallet and layer equivalents, and the order multiple.

# BDL On-line Ordering System User Guide

## Maintain Products on your Personal Catalogue

The Personal Catalogue is a subset of the items in the Full Catalogue. The initial build of this catalogue is based on the customer's last 3 months of order history. To add or remove items from your Personal Catalogue click the "Add New Items to Personal Catalogue" button.

Add New Items to Personal Catalogue

The Full Catalogue page shows all the items available to you from BDL. Items in the Full Catalogue selected for inclusion on the Personal Catalogue page display with check marks next to the item. To add an item to your Personal Catalogue, click the empty check box next to that item. To remove an item, click the "checked" check box next to the item. Once your selections are complete, click on the "Update Personal Catalogue" button to have your changes appear in your Personal Catalogue.

**NOTE: Entering initial Order Quantities may only be done via the Personal Catalogue.**

The Product Catalogue Search Filters on the Full Catalogue page work the same as on the Personal Catalogue.

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BROADWAY LBS 501  
1369 BROADWAY AVE  
REGINA SK

PERSONAL CATALOGUE

QUICK ORDER ENTRYVIEW PENDING ORDERPENDING ORDER LISTVIEW SAVED ORDERS

### Full Product Catalogue

Brewer  
Package Type  
Package Size

SearchUpdate Personal Catalogue

Prod #	CSPC	Brand	Check	Prod #	CSPC	Brand	Check
Bottles 4 Pack							
<a href="#">1411</a>	589853	330ml Corona 4 Pack Gift	<input type="checkbox"/>	<a href="#">1401</a>	773721	330ML Guinness 250th Vintage 4	<input type="checkbox"/>
Bottles 6 Pack							
<a href="#">1279</a>	294322	207ML Coronitas 6 Btl	<input type="checkbox"/>	<a href="#">1281</a>	763896	325ML Negra Modelo 6 Btl	<input type="checkbox"/>
<a href="#">907</a>	009209	330ml Beck's 6 Btl	<input type="checkbox"/>	<a href="#">1350</a>	698530	330ML BUD LT LIME 6 BOTTLES	<input type="checkbox"/>
<a href="#">1273</a>	186510	330ML Corona Extra 6 Btl	<input type="checkbox"/>	<a href="#">1278</a>	617720	330ML Corona Light 6 Btl	<input type="checkbox"/>
<a href="#">992</a>	643650	330ML Guinness 6 Btl	<input type="checkbox"/>	<a href="#">773</a>	447235	330ML Harp Lager 6 Btl	<input type="checkbox"/>
<a href="#">610</a>	000018	330ML Heineken 6 Btl	<input checked="" type="checkbox"/>	<a href="#">1365</a>	761759	330ML Newcastle Brown Ale 6Btl	<input type="checkbox"/>
<a href="#">1202</a>	762526	330ML Red Stripe 6 Btl	<input type="checkbox"/>	<a href="#">991</a>	525063	330ML Smithwicks 6 Btl	<input type="checkbox"/>
<a href="#">1306</a>	071167	330ML Stella Art Legere 6 Btl	<input type="checkbox"/>	<a href="#">688</a>	487256	330ML Stella Artois 6 Btl	<input type="checkbox"/>
<a href="#">350</a>	900266	341ML Alexander Keith 6 Btl	<input type="checkbox"/>	<a href="#">872</a>	694414	341ML Big Rock Pale Ale 6 Btl	<input type="checkbox"/>
<a href="#">871</a>	914101	341ML Black Amber St Ale 6 Btl	<input type="checkbox"/>	<a href="#">31</a>	900423	341ML Blue 6 Btl	<input checked="" type="checkbox"/>
<a href="#">1417</a>	755010	341ML Brava 6 Btl	<input type="checkbox"/>	<a href="#">34</a>	902619	341ML Budweiser 6 Btl	<input type="checkbox"/>
<a href="#">180</a>	900621	341ML Canadian 6 Btl	<input checked="" type="checkbox"/>	<a href="#">1412</a>	778027	341ML Canadian 67 6 pack btl	<input type="checkbox"/>

From The Full Catalogue page you can:

1. Select Items to be included on your personal catalogue.
2. Remove items from your personal catalogue.
3. Update your personal catalogue with selected or removed products.

## BDL On-line Ordering System User Guide

### Add Products to a Pending Order

The Personal Catalogue page is the key page for building your on-line order. The next section describes the Order Process in more detail.

# BDL On-line Ordering System User Guide

## The Order Process

### The Pending Order

A Pending Order is an order that is being built by the customer and is classified as pending until the customer submits the order to BDL. To build a pending order the customer places quantity values next to items in the Personal Catalogue and clicks on the “Add to Pending Order” button that appears in various locations on the screen.

The customer may add quantities to a pending order on the Personal Catalogue page, or make changes to items added on the View Pending Order page.

Items that have been added to the Pending Order appear in the Personal Catalogue highlighted in **BLUE** to assist the customer in quickly identifying what products have already been added to the order.

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BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK

PERSONAL CATALOGUE QUICK ORDER ENTRY VIEW PENDING ORDER PENDING ORDER LIST VIEW SAVED ORDERS

### Personal Catalogue

Customer License #:  
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire  
Preliminary Delivery Date: TUE 11th MAY 2010

Items have been added to your Pending Order  
Items in your Pending Order are highlighted in blue

Brewer:   
Package Type:   
Package Size:

Search Add to Pending Order View Pending Order

Add New Items to Personal Catalogue

Prod #	CSPC	Brand	Qty	Prod #	CSPC	Brand	Qty
Bottles 12 Pack							
681	531392	330ML Heineken 12 Btl	<input type="text"/>	775	900035	341ML Blue 12 Btl	<input type="text"/>
274	903062	341ML Bohemian 12 Btl	<input type="text"/>	1373	736632	341ML BIG ROCK LIME 12Btl	<input type="text"/>
Bottles 24 Pack							
51	900480	341ML Blue 24 Btl	<input type="text"/>	54	902635	341ML Budweiser 24 Btl	<input type="text"/>
41	900779	341ML Canadian 24 Btl	<input type="text"/>	1385	008891	341ML GREAT WEST PILSNER 24BTL	<input type="text"/>

Add to Pending Order View Pending Order

**NOTE:** You must click on the “Add to Pending Order” button to add product to your order. If you leave the Personal Catalogue page after entering quantity values without first clicking this button the quantities you entered are lost. In this event however, a warning message is provided to the customer.



## BDL On-line Ordering System User Guide

### Quick Order Entry

The quick order entry is an alternative way to enter products on your order if you are familiar with the BDL Item Numbers or CSPC numbers. Clicking on the Quick Order Entry button displays the Quick order entry Screen.

The radio button at the top of the window is used to select your preference to either order by BDL Short Item Number or to order by CSPC number.

The screenshot shows the 'Quick Order Entry' interface. At the top, there is a header for 'BREWERS DISTRIBUTOR LTD.' with contact information: 'BROADWAY LBS 501, 1359 BROADWAY AVE, REGINA SK, Preliminary Delivery Date: TUE 11th MAY 2010'. Navigation tabs include 'PERSONAL CATALOGUE', 'QUICK ORDER ENTRY' (selected), 'VIEW PENDING ORDER', 'PENDING ORDER LIST', and 'VIEW SAVED ORDERS'. Below the tabs, the title 'Quick Order Entry' is displayed. A section for item selection includes a text box 'Please indicate BDL # or CSPC #' and two radio buttons: 'BDL #' (selected) and 'CSPC #'. To the right is an 'Add to Pending Order' button. The main area contains a table with two columns: 'BDL # or CSPC #' and 'Qty'. The table has 20 empty rows for data entry.

BDL # or CSPC #	Qty

In the "BDL # or CSPC#" Box enter the appropriate item number (based on your radio button selection). Enter the order quantity in the Qty Box.

There are 20 entry lines available at one time; once 20 lines are entered if more is required, click on the Add to Pending Order button and the screen refreshes itself with another 20 entry lines.

## BDL On-line Ordering System User Guide

Add to Pending Order

BDL # or CSPC #	Qty
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

When you have entered all your products click the Add to Pending Order to add the items to your order. If you do not click the 'Add to Pending Order' button the items and quantities will not be saved on your order.

## BDL On-line Ordering System User Guide

### View Pending Order

At any time during the build of an order the customer may proceed to the View Pending Order page to get a quick summary of products added to the order as well as a running total of the dollar value of the order. To access this page click on the "View Pending Order" button that appears on the Personal Catalogue page.

**BREWERS**  
DISTRIBUTOR LTD.

[Contact Us](#) | [Logout](#)  
BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK

[PERSONAL CATALOGUE](#) | [QUICK ORDER ENTRY](#) | [VIEW PENDING ORDER](#) | [PENDING ORDER LIST](#) | [VIEW SAVED ORDERS](#)

### View Pending Order

Customer License #: 501  
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire

Self Pickup Order: ☐ [Pickup Date](#)  
Preliminary Delivery Date: TUE 11th MAY 2010

CSPC	Brand	Prod #	Qty Ordered	Extended Price	
531392	330ML Heineken 12 Btl	681	<input type="text" value="12"/>	210.96	<a href="#">Remove</a>
903062	341ML Bohemian 12 Btl	274	<input type="text" value="24"/>	292.08	<a href="#">Remove</a>
900480	341ML Blue 24 Btl	51	<input type="text" value="12"/>	270.24	<a href="#">Remove</a>
902635	341ML Budweiser 24 Btl	54	<input type="text" value="12"/>	270.24	<a href="#">Remove</a>

Total Order Value:\$ 1043.52

[Delete Current Order](#) | [Continue Shopping](#) | [Save Order](#) | [Verify Order](#)

On the View Pending Order page the customer may:

1. Update Quantities on items already added to the Pending Order
2. Remove Individual Line Items from your Pending Order
3. Return to the Personal Catalogue to Continue Shopping
4. Delete the Pending Order
5. Verify the Pending Order

## BDL On-line Ordering System User Guide

To update the quantity on a Pending Order, change the quantity value in the Qty Ordered box and click on the “Verify Order” button. The screen is refreshed and running order value is updated accordingly.

To remove line items, click on the “Remove” link on that line item.

Click on the “Continue Shopping” button to return to the Personal Catalogue and add more items to the Pending Order.

Click on the “Delete Order” button to delete the current Pending Order. A warning message will appear to confirm that this is the action that is intended.

### Self Pickup Orders

Customers may place Self Pick Up Orders via the web. The Self Pick Up option appears on the View Pending Order Screen.

The customer is required to check the Self Pickup Order check box, and then click on the Pickup Date button to select a date from the calendar. Rules and restrictions for self pick up orders placed on the web follow the same rules outlined in the customer’s provincial service standards manual.

**BREWERS DISTRIBUTOR LTD.** Contact Us | Logout  
HIDEAWAY PUB  
995 LAKESHORE DR SW  
SALMON ARM BC

PERSONAL CATALOGUE QUICK ORDER ENTRY PENDING ORDER LIST VIEW SAVED ORDERS

### View Pending Order

Customer License #: 41500  
Minimum Order Dozens Requirement: 20  
Payment Criteria: Nightly EFT Versa Pay  
Preliminary Credit On Account: \$ 0.00  
Self Pickup Order: ☒ Pickup Date  
Self Pick-up Date: TUE 11th MAY 2010

CSPC	Brand	Prod #	Qty Ordered	Extended Price	
523720	SL Heiken Single Can	1257	24	725.52	<a href="#">Remove</a>

Total Order Value: \$ 725.52

Delete Current Order Continue Shopping Save Order Verify Order

### Submit Order

Customer License Number: 41500  
Minimum Order Dozens Requirement: 20  
Payment Criteria: Nightly EFT Versa Pay  
Actual Credit On Account: \$0.00  
Scheduled Delivery Date: THU 06th MAY 2010

- Your email confirmation has been sent.
- Thank you for your order
- You may print a copy of this order by selecting the 'Print Order' button

Deliver To: HIDEAWAY PUB  
995 LAKESHORE DR SW  
SALMON ARM BC V1E 1E4  
CAN


Order Number: 1789556  
Order Type: S2

**VERSAPAY**


## BDL On-line Ordering System User Guide

### Verify Order

The Verify Order process takes the customer's Pending Order and verifies whether or not the product quantities added are available in inventory, commits the matching available inventory to the order, and reports any items that are either fully or partially out of stock.

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BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK



PERSONAL CATALOGUEQUICK ORDER ENTRYVIEW PENDING ORDERPENDING ORDER LISTVIEW SAVED ORDERS

### Verify Order

Customer License #: 501  
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire  
Preliminary Delivery Date: TUE 11th MAY 2010

Below are the delivery instructions we have on file for you.  
Please adjust if special instructions are required for this order (other than for date and time changes as these have already been determined).

DO NOT DOUBLE STACK PALLETS!

CSPC	Brand	PROD #	Quantity Ordered	Quantity Reserved	Extended Price
531392	330ML Heineken 12 Btl	681	12	12	210.96
903062	341ML Bohemian 12 Btl	274	24	24	292.08
900480	341ML Blue 24 Btl	51	12	12	270.24

Bottle Pkgs:	48	Invoice Total:	\$ 773.28
Can Pkgs :	0	Deposit:	\$ 96.48
Keg Pkgs :	0		
Other:	0		
Total Pkgs :	48		

Delete OrderModify OrderSave OrderSubmit Order

On the Verify Order page the customer may:


1. Modify the Order – returns the customer to the Personal Catalogue for further changes.
2. Delete the Order – cancels all work that has been done in creating the order. Note that a message appears prompting the user to confirm that the delete action is intended.
3. Submit the Order – sends the finished order to BDL for processing.

# BDL On-line Ordering System User Guide

## Submit Order

Click on the “Submit Order” button to send the finished order to BDL for processing. Once this step is done the order is assigned an order number and cannot be altered through the On-Line Ordering system.

The Submit Order page appears as follows. **THIS PAGE IS YOUR ON-LINE ORDER CONFIRMATION** – a copy will automatically be **E-MAILED** to the address specified on your on-line ordering registration form. The user may also choose to click the PRINT ORDER button at the bottom of the page allow you to produce a hard copy of the order confirmation on a local printer.



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1359 BROADWAY AVE  
REGINA SK

PERSONAL CATALOGUE | QUICK ORDER ENTRY | VIEW PENDING ORDER | PENDING ORDER LIST | VIEW SAVED ORDERS


### Submit Order

Customer License Number: 501  
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire  
Scheduled Delivery Date: TUE 11th MAY 2010

- Your email confirmation has been sent.
- Thank you for your order
- You may print a copy of this order by selecting the 'Print Order' button

Deliver To:

BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK S4P 1E5  
CAN



Order Number: 1789574  
Order Type: S2

CSPC	Brand	PROD#	Quantity Ordered	Quantity Reserved	Extended Price
531392	330ML Heineken 12 Btl	681	12	12	210.96
903062	341ML Bohemian 12 Btl	274	24	24	292.08
900480	341ML Blue 24 Btl	51	12	12	270.24

Bottle Pkgs: 48

Can Pkgs: 0

Keg Pkgs: 0

Other: 0

Total Pkgs: 48

Subtotal : \$ 740.64

GST Amount: \$ 32.64

Total for Order: \$ 773.28

Deposit: \$ 96.48

Print Order

Your order is now complete. To end your session, click on the **LOGOUT** button at the top of the Submit Order Page and close the browser window.

# BDL On-line Ordering System User Guide

## On-Line Payment

If you are a BDL VersaCard customer once you have verified and submitted your Pending Order, a “Pay Now” button appears on the Submit Order screen. The Submit Order screen also shows you your current VersaCard balance.

**BREWERS**  
DISTRIBUTOR LTD.

Contact Us | Logout  
BDL VERSA TEST ACCOUNT - DO NOT SHIP  
109 BRAID ST  
VANCOUVER BC


PERSONAL CATALOGUE | QUICK ORDER ENTRY | VIEW PENDING ORDER | PENDING ORDER LIST | VIEW SAVED ORDERS

### Submit Order

Customer License Number: 99999  
Minimum Order Dozens Requirement: 20  
Hold Code: VP Versapay  
Payment Criteria: Versapay  
Scheduled Delivery Date: FRI 07th MAY 2010

- Thank you for your order
- You may print a copy of this order by selecting the 'Print Order' button
- Current VersaPay Balance - \$ 2333.92
- Your current VersaPay balance is unable to pay for this purchase.
- Please fund your Versapay Account first to increase your balance.

Deliver To: BDL VERSA TEST ACCOUNT - DO NOT SHIP  
109 BRAID ST  
VANCOUVER BC V3L 5T3  
CAN



Order Number: 1789521  
Order Type: S2

CSPC	Brand	PROD#	Quantity Ordered	Quantity Reserved	Extended Price
900118	341ML Canadian 12 Btl	5	100	100	2,115.00
906578	341ML Coors Light 12 Btl	7	100	100	2,115.00
900332	341ML Export Ale 12 Btl	10	100	100	2,115.00

Bottle Pkgs:	300	Subtotal :	\$ 6,345.00
Can Pkgs:	0	GST Amount:	\$ .00
Keg Pkgs:	0	Total for Order:	\$ 6,345.00
Other:	0	Discount:	\$ .00
Total Pkgs:	300	Deposit:	\$ 360.00

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Enter Credit Card Info:

Card Holder Name:

Card Type:

Card Number:

Expiration Date (MM/YY):

Card CVV:  [what's this?](#)

Enter your VersaPay PIN:

AMOUNT TO FUND ACCOUNT:

**NOTE:** By using this service you agree to the terms and conditions outlined in your Versapay Cardholder Agreement. Please note, there is a fee for using this service.

On this area of the screen the customer is presented with one of two options:

## BDL On-line Ordering System User Guide

1. If the customer has sufficient balance funded on their VersaCard to cover the invoice total, the system prompts the customer to pay for the order.
2. If the customer does not have sufficient balance funded on their VersaCard to cover the invoice total, the system prompts the customer to fund the card using Visa or MasterCard before payment is processed. **Note:** additional funding mechanisms will be added as they become available.

The following screen shots illustrate these two options.

In this example, the customer has sufficient funds on the VersaCard to pay for the order:

**Submit Order**

Customer License Number: 99999  
Minimum Order Dozens Requirement: 20  
Hold Code: VP Versapay  
Payment Criteria: Versapay  
Scheduled Delivery Date: FRI 14th MAY 2010

- Your email confirmation has been sent.
- Thank you for your order
- You may print a copy of this order by selecting the 'Print Order' button
- Current VersaPay Balance - \$ 2333.92

Deliver To: BDL VERSA TEST ACCOUNT - DO NOT SHIP  
109 BRAID ST  
VANCOUVER BC V3L 5T3  
CAN

Order Number: 1789549  
Order Type: S2

**VERSAPAY** PAY WITH  
Pay Now

691097	341ML Kokanee Gold 12 Btl	481	10	10	211.50
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Bottle Pkgs:	20	Subtotal :	\$ 423.00
Can Pkgs:	0	GST Amount:	\$ .00
Keg Pkgs:	0	Total for Order:	\$ 423.00
Other:	0	Discount:	\$ .00
Total Pkgs:	20	Deposit:	\$ 24.00

Print Order

The customer is prompted to enter their VersaCard PIN number, and then click the Purchase button to complete payment of the order:

**VERSAPAY**

Please enter your PIN and click 'Purchase' to complete your transaction

Enter your VersaPay PIN:

Your Current VersaPay Balance is: \$2333.92

IMPORTANT: To complete order payment you must click on the purchase button below

Purchase



## BDL On-line Ordering System User Guide

In this example, the customer does not have sufficient funds on the VersaCard to pay for the order:


### Submit Order

Customer License Number: 99999  
Minimum Order Dozens Requirement: 20  
Hold Code: VP Versapay  
Payment Criteria: Versapay  
Scheduled Delivery Date: FRI 07th MAY 2010

- Thank you for your order
- You may print a copy of this order by selecting the 'Print Order' button
- Current VersaPay Balance - \$ 2333.92
- Your current VersaPay balance is unable to pay for this purchase.
- Please fund your Versapay Account first to increase your balance.

Deliver To: BDL VERSA TEST ACCOUNT - DO NOT SHIP  
109 BRAID ST  
VANCOUVER BC V3L 5T3  
CAN

Order Number: 1789521  
Order Type: S2

 [Pay Now](#)

CSPC	Brand	PROD#	Quantity Ordered	Quantity Reserved	Extended Price
900118	341ML Canadian 12 Btl	5	100	100	2,115.00
906578	341ML Coors Light 12 Btl	7	100	100	2,115.00
900332	341ML Export Ale 12 Btl	10	100	100	2,115.00

Bottle Pkgs:	300	Subtotal :	\$ 6,345.00
Can Pkgs:	0	GST Amount:	\$ .00
Keg Pkgs:	0	Total for Order:	\$ 6,345.00
Other:	0	Discount:	\$ .00
Total Pkgs:	300	Deposit:	\$ 360.00

[Print Order](#)

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The following information is required to be entered in the card funding area:

- Cardholder name as it appears on the credit card being used
- Card Type (**Visa or MasterCard**)
- Card Number
- Card Expiration Date
- Card CVV \*\*
- VersaCard PIN

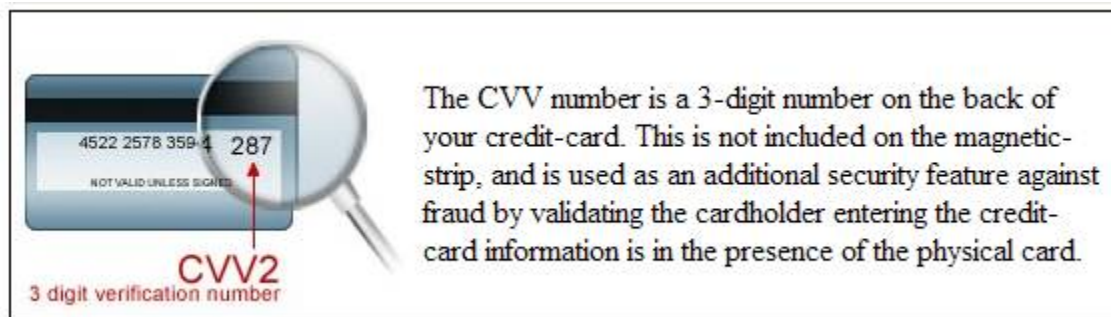
Enter Credit Card Info:

Card Holder Name:	<input type="text"/>	Card Type:	<input type="text" value="Select Card Type"/>
Card Number:	<input type="text"/>	Expiration Date (MM/YY):	<input type="text"/> <input type="text"/>
Card CVV:	<input type="text"/> <a href="#">what's this?</a>	Enter your VersaPay PIN:	<input type="text"/>

AMOUNT TO FUND ACCOUNT:

**NOTE:** By using this service you agree to the terms and conditions outlined in your Versapay Cardholder Agreement. Please note, there is a fee for using this service.

\*\* The Credit Card CVV is a 3 digit card verification number that appears as follows on your credit card:



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Select an amount to fund the card by clicking on the drop down box as illustrated below. Funding amounts are available in increments of \$500 between \$500 and \$15,000.

900332 341ML Export Ale 12 Btl

Bottle Pkgs:	300
Can Pkgs:	0
Keg Pkgs:	0
Other:	0
Total Pkgs:	300

Print Order

Enter Credit Card Info:

Card Holder Name: IT GUY

Card Number: 401288888881881

Card CVV: 123 [what's this?](#)

Card Type: Mastercard

Expiration Date (MM/YY): 08 10

Enter your VersaPay PIN: \*\*\*\*

AMOUNT TO FUND ACCOUNT: Select Amount

NOTE: By using this service you agree to the terms and conditions outlined in your Versapay Cardholder Agreement. Please note, there is a fee for using this service.

Fund & Pay

Once the credit card information is entered, and a funding amount is selected, the customer must click the Fund & Pay button to complete the transaction:

Enter Credit Card Info:

Card Holder Name: IT GUY

Card Number: 401288888881881

Card CVV: 123 [what's this?](#)

Card Type: Mastercard

Expiration Date (MM/YY): 08 10

Enter your VersaPay PIN: \*\*\*\*

AMOUNT TO FUND ACCOUNT: \$ 5,000

NOTE: By using this service you agree to the terms and conditions outlined in your Versapay Cardholder Agreement. Please note, there is a fee for using this service.

Fund & Pay

**IMPORTANT:** Please **do not refresh or close your web browser** while payment is being processed:

Fund & Pay


Processing... Please Wait.

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Once funding and/or payment have been processed the customer is returned to the top of the Submit Order screen and presented with the following information:

- VersaCard Payment Verification
- Details on convenience fees
- VersaPay confirmation number(s) for payment and funding
- Current VersaCard Balance

Submit Order	
Customer License Number:	99999
Minimum Order Dozens Requirement:	10
Hold Code:	VP VERSAPAY
Payment Criteria:	Versapay
Actual Credit On Account:	\$0.00
<b>Scheduled Delivery Date:</b>	<b>FRI 23RD MAY 2008</b>
<ul style="list-style-type: none"><li>• Your credit card payment to VersaPay (866)999.8729 in the amount of \$ 3570.00 was successful</li><li>• A \$ 70.00 convenience fee is included in this payment service from VersaPay</li><li>• VersaPay Funding Confirmation Number - 2500685</li><li>• VersaPay Payment Completed Successfully.</li><li>• VersaPay Payment Confirmation Number - 2500687</li><li>• Current VersaPay Balance - \$ 657.88</li></ul>	



**IMPORTANT - WRITE DOWN ALL VERSAPAY CONFIRMATION NUMBERS**

# BDL On-line Ordering System User Guide

## Save Order Functionality

For your convenience you may click on the **"Save Order"** button after you have entered product quantities on the Personal Catalogue and clicked "Add to Pending Order". The **"Save Order"** button appears on both the "View Pending Order" screen and on the "Verify Order" screen.

By saving & naming your order, you have the ability to easily recall this order the next time you log on to place a beer order. This will save you time, in that you do not have to re-enter quantities for all products, you can simply make modifications to the saved order and then verify and submit it.

To Save an Order:

1. Select your products from your personal catalogue and click the "add to pending order" button.
2. Click on the "view pending order" button to display details of your current order.

**BREWERS DISTRIBUTOR LTD.**  
Contact Us | Logout  
BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK

PERSONAL CATALOGUE QUICK ORDER ENTRY **VIEW PENDING ORDER** PENDING ORDER LIST VIEW SAVED ORDERS

### View Pending Order

Customer License #: 501  
Minimum Order Dozens Requirement: 60  
Payment Criteria: Wire  
Self Pickup Order: ☐ Pickup Date  
Preliminary Delivery Date: TUE 11th MAY 2010

CSPC	Brand	Prod #	Qty Ordered	Extended Price	
531392	330ML Heineken 12 Btl	681	12	210.96	<a href="#">Remove</a>
900035	341ML Blue 12 Btl	775	12	146.04	<a href="#">Remove</a>

Total Order Value: \$357.00

[Delete Current Order](#) [Continue Shopping](#) [Save Order](#) [Verify Order](#)

3. On the bottom of the page you will see the "Save Order" button. When you click on this button, the following screen appears:

**BREWERS DISTRIBUTOR LTD.**  
Contact Us | Logout  
BROADWAY LBS 501  
1359 BROADWAY AVE  
REGINA SK

PERSONAL CATALOGUE QUICK ORDER ENTRY **VIEW PENDING ORDER** PENDING ORDER LIST VIEW SAVED ORDERS

### Add Saved Order

Customer License #: 501  
Minimum Order Dozens Requirement: 60  
Payment Criteria:  
Preliminary Delivery Date: TUE 11th MAY 2010

Description:

[Continue](#)

4. You must enter a description of the order you are saving - enter whatever you wish to call it (e.g. regular weekly order, etc.), then click the **"Continue"** button.

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Note: The user may save as many order templates as they wish. The name (description) of the Saved Order does not have to be unique – each instance is listed with the name and the date on which the Saved Order is created.

To View a Saved Order:

A listing of any saved orders you may have on file is available to the user by clicking on the “**View Saved Orders**” button. The following screen appears:

PERSONAL CATALOGUE	QUICK ORDER ENTRY	VIEW PENDING ORDER	PENDING ORDER LIST	VIEW SAVED ORDERS
<b>View Saved Order</b>				
Customer License #: 501 Minimum Order Dozens Requirement: 60 Payment Criteria: Preliminary Delivery Date: TUE 11th MAY 2010				
<a href="#">Add To Pending Order</a>	Sample Saved Order	5/06/10	<a href="#">Remove</a>	<a href="#">Show Details</a>
<a href="#">Add To Pending Order</a>	Test Order	5/06/10	<a href="#">Remove</a>	<a href="#">Show Details</a>

From the View Saved Order screen the user may:

1. Add the Saved Order to a Pending Order
2. Remove the Order from the Saved Order list
3. Show the details of the saved order

### Important Notes:

1. If you add a saved order to a pending order and there are duplicate items between the two, **the quantities are totaled** - the saved order does **NOT** replace the existing quantities entered on the pending order. The same thing would apply if you added a saved order to your pending order twice - it would **DOUBLE** the quantities.
2. An instance of a Saved Order template cannot be modified – to change a Saved Order a new Saved Order template must be created.

# BDL On-line Ordering System User Guide

## APPENDIX

### Appendix A – Error messages and Troubleshooting

Error messages will either appear in **RED** near the top of the current web page, or if they require a user response they will appear as a pop up box in the middle of the screen. Most error messages require some sort of action by the user to correct the issue.

Informational messages appear in red or black type and typically require no action – they are there simply to provide the customer with extra information through the order process. All messages are worded such that their meaning is clear.

A list of common error messages and the action required on those messages is listed below.

#### **Message / (Action Required)**

- **Please enter your first name in the "Ordered by field."** (on the Login page you are required to enter your first name in the designated field)
- **User Id and/or Password incorrect, please try again or contact Customer Service.** (the User Id and/or password supplied are incorrect – check your spelling and if the problem persists contact BDL Customer Service)
- **Item XX (product description) not added – must order in a multiple of N.** (The quantity added for Item XX does not match the product's order multiple. Change the quantity accordingly. To view the product's order multiple you may view product details from the Personal Catalogue).
- **Minimum Order Requirement Not Met. If you confirm this order, a delivery charge of \$NN will be added to your total invoice unless you increase the volume purchased.** (On the Verify Order page the Minimum Order Dozens Requirement is displayed. To avoid the service charge increase your volume to meet this requirement)
- **You do not have any pending orders.** (If you click on the Pending Orders List tab and you have no pending orders in the system this error message is displayed).
- **You have not added any products to your order.** (If you try to View a Pending Order when no quantities have been added to a pending order this message is displayed. Go to the Personal Catalogue, enter quantities next to items and click "Add to Pending Order")
- **NN of item XX (item description) is unavailable at this time and was NOT reserved.** (There is a stock out on the item ordered. Select a substitute from the Personal Catalogue).
- **Please re-verify your order, for the allotted time to complete the order has been passed.** (Because verifying your order commits inventory, the customer is given 20 minutes to complete the order before the committed inventory is released back to the available inventory pool. Click on the "Verify Order" button to re-verify the order)

#### **Troubleshooting**

If your web session appears to freeze during the Submit order process, please check your registered e-mail address for an e-mail order confirmation. If the confirmation e-mail is there, you may end your browser session knowing that your order has been received; otherwise you may have to log back in and recreate your order.

If you encounter any situations that you are unable to resolve please contact BDL Customer Service at 1-800-661-2337 or via e-mail at [bdlcc@thebeerstore.ca](mailto:bdlcc@thebeerstore.ca)

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## Appendix B – Frequently Asked Questions (FAQs)

Frequently asked questions will be updated as customers provide feedback on this new system.

**Q:** Are there any situations that I should not be using On-Line Ordering?

**A:** Do not place an order using the Internet for any of the 5 scenarios below.

1. Off Delivery day or Emergency Orders
2. Late Orders
3. Pre paid Orders (BC Only)
4. Bottle Depot or Supply Only Orders
5. Special Events Orders with high inventory requirements.

**All orders must be placed on the assigned order day by the designated cut off time in order to ensure regular scheduled delivery.**

**Q:** Is the system available 24 hours a day, 7 days a week?

**A:** The BDL website is available to customer's 24 hours a day 7 days a week however there are times that the On-Line Ordering Application is not available. System maintenance and update routines that require customers be locked out occur at the following intervals:

Saturday-Sunday      Sat 6:00 pm – Noon Sun (Mountain Time)

**Q:** What if my computer crashes in the middle of placing an order?

**A:** If you have added items to a Pending Order and your system crashes, the Pending Order is saved and may be retrieved by clicking on the "Pending Order List" tab on the Personal Catalogue page. If you have added quantities to Personal Catalogue items but have not added them to a Pending Order and your system crashes, then the work you have done is lost.

**Q:** I do ordering for multiple premises. Can I place orders for all of them under a single user account?

**A:** If you are a customer with multiple locations or licenses within the establishment you must register each license separately and log in to the system to place individual orders for each individual license accounts. If you are not sure if this scenario applies to you please contact BDL Customer Service.

**Q:** What security measures have been built into the system?

**A:** Only customers with a valid liquor license are allowed to register and use the system. All registered users receive a user id and a password to access the system. Users are responsible for keeping their system access account information confidential. If a customer suspects someone is abusing their account information, contact BDL Customer Service immediately. The customer may also change their password at any time by contacting BDL Customer Service. The web site also uses SSL (Secure Sockets Layer) certificate technology to ensure that transmissions across the Internet are encrypted.