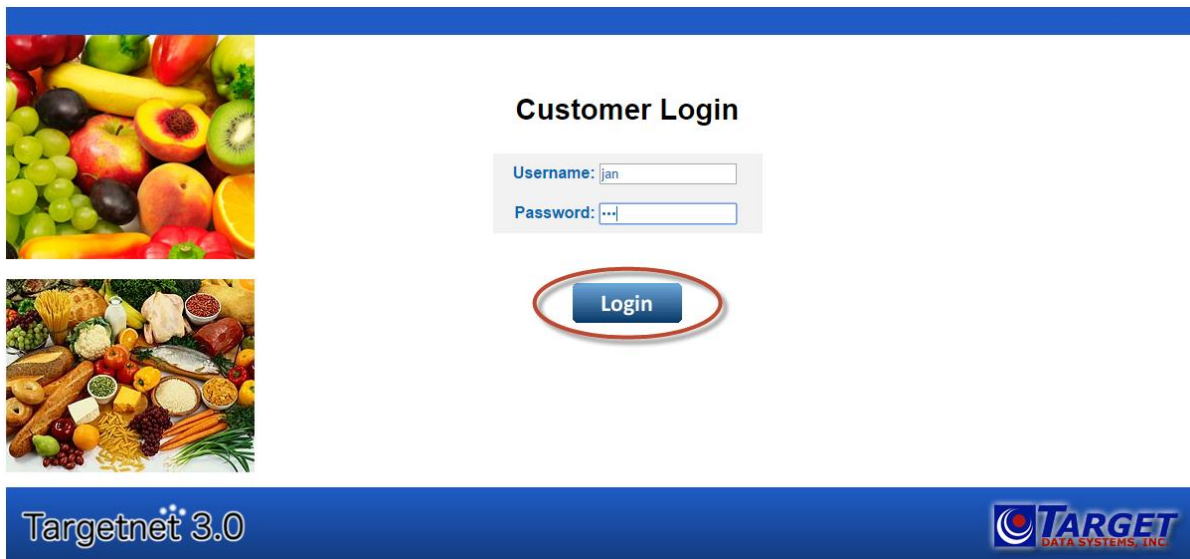


FAQ: TargetNet 3.0 Order Entry

How to Login

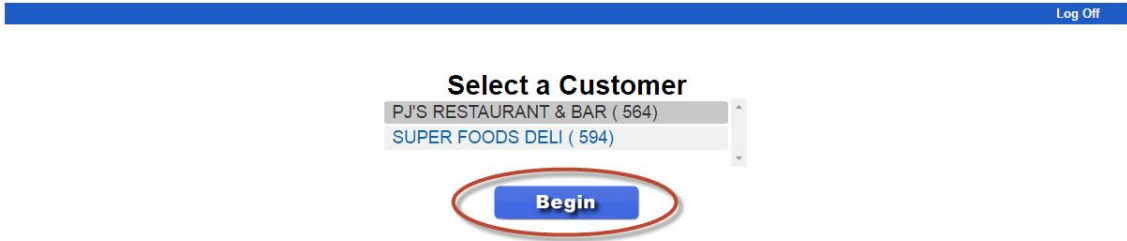
1. Login in using your Username and Password. (This would have been given to you by your system administrator).
2. Click on "Login."





Select a Customer

1. If there is more than one customer, select your desired customer from the drop down menu provided.
2. Click “Begin.”



Select New Order or Existing Order

1. Click on “New Order” to create a new order.
2. Or you can also edit an existing order from this screen by clicking on the order # of your choosing (located under the words “Open Order” as seen below).

Open Order	Cust PO	Ship Date	Operator	Lines	Pieces	Total Amount
001551-00		04/16/16	Net:jan	24	5	\$2,259.18
001552-00		04/16/16	Net:jan	14	6	\$1,017.24
001553-00		04/16/16	Net:jan	18	6	\$626.87



Ship Date and PO Number Entry

1. Select a Ship Date by using the drop down menu.
2. Select your Order Guide.
3. Choose Ship Via "T" for a truck order. Ship Via may or may not be available as a drop down menu.
4. Enter any customer PO number if applicable.
5. Enter any Delivery Comments if applicable.
6. Click on "Start your Order" in the bottom right hand part of the screen as seen below.

Log Off

New Order

Ship Date: Saturday, April 16, 2016

Cut Off Time: 5:00 PM 04/15/16 EST

Order Guide: 80 Items (Custom)

Ship Via: T - TRUCK

PO #:

Delivery Comments:

Bill To	Ship To
PJ'S RESTAURANT & BAR (564) 742 EVERGREEN TERRACE SUITE 201-A SPRINGFIELD, MO 42303 Terms NET 10	PJ'S RESTAURANT & BAR (564) 10731 N 87 ST SUITE 201-A SCOTTSDALE, AZ 85254 Attn: TIMOTHY (602) 369-1021

Targetnet 3.0



Order Entry/Order Guide Selection

1. You are now in the Order Guide that was selected from the drop down menu. To order an item simply find the item on the left and enter the Quantity in the Order Qty box on the right. Do this for every item you need.

* You can get a more detailed view of each item by simply clicking on the item number box in the middle of the page.

2. When you are done selecting items for your order, click on “Order Summary” in the top right hand corner of the page.

Log Off							
ORDER 001554-00 PJ'S RESTAURANT & BAR				Search Guide <input type="text"/>			
80 Items (72 items) Page 1 of 1							
Order Summary							
Description	Item	Brand	Pack	Last Date	Order Qty	Unit	Price
POLLO FAJITA BREAST STRIPS	<input type="text" value="261000"/>	PILGRIMS	2/5#	04/07/16	<input type="text"/>	CAS	57.51
TACO MEAT FILLING JTM	<input type="text" value="242162"/>	JTM	4/5#	04/07/16	<input type="text"/>	CAS	38.03
TOWEL WHITE MULTIFOLD	<input type="text" value="307105"/>	PRIME SOURCE	4/1000	03/29/16	<input type="text"/>	CAS	17.49
CUP 2 OZ SOUFFLE PLASTIC	<input type="text" value="305000"/>	SOLO	10/250	04/07/16	<input type="text"/>	CAS	15.00
TOWEL CHIX PIZZA 13.5 X 24 15	<input type="text" value="309100"/>	CHIX	1/150	04/07/16	<input type="text" value="2"/>	CAS	42.97
TOMATO CRUSHED	<input type="text" value="400610"/>	Hunts	12/28oz	04/07/16	<input type="text" value="1"/>	CAS	19.11
SAUSAGE CHORIZO MEXICAN LINKS	<input type="text" value="261500"/>		20/1#	04/07/16	<input type="text"/>	CAS	36.03
4/5 PANEER	<input type="text" value="000108"/>		4/4/5 #	04/07/16	<input type="text" value="4"/>	CS	11.12
MOZZ DELCO LARGE LOAF	<input type="text" value="140100"/>	DELCO	2/20#	04/07/16	<input type="text" value="2"/>	CAS	3.24
PORK GROUND UNSEASONED	<input type="text" value="241600"/>		4/5#	03/29/16	<input type="text"/>	CAS	24.30
SPEC ORD CREAM CHEESE EASY SQUEEZE	<input type="text" value="1000028"/>	LAWRENCE FOODS	12/2LB	03/29/16	<input type="text" value="2"/>	CAS	59.60
SPEC ORD TORTELLINI CHICKEN	<input type="text" value="1000037"/>		10 LB/CASE	03/28/16	<input type="text" value="2"/>	CAS	31.20
SOUP CHICKEN & DUMPLING COND	<input type="text" value="480025"/>	CAMPBELLS	3/4#	03/28/16	<input type="text"/>	CAS	28.78
CHICKEN BBQ CAJUN SPECIAL ORD	<input type="text" value="1000490"/>	JTM	4/5#	03/28/16	<input type="text"/>	CAS	51.88



Order Summary

1. You are now on the Order Summary Screen which is where you can review everything that is currently on your order including the order totals.

Log Off												
ORDER 001554-00		PJ'S RESTAURANT & BAR										
Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight	Tax	Total
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	3.75	76.83	831.85
<input type="button" value="Header"/> <input type="button" value="Edit Order"/> <input type="button" value="Quick Order Entry"/> <input type="button" value="Add Item"/> <input type="button" value="Delete Order"/> <input type="button" value="Submit Order"/>												
Item	Description	Brand	Pack	Qty Order	Qty Ship	Unit	Price	Extended				
309100	TOWEL CHIX PIZZA 13.5 X 24 15	CHIX	1/150	2	2	CAS	42.97	85.94				
400610	TOMATO CRUSHED	Hunts	12/28oz	1	1	CAS	19.11	19.11				
000108	4/5 PANEER		4/4/5 #	4	4	CS	11.12	222.40				
140100	MOZZ DELCO LARGE LOAF	DELCO	2/20#	2	2	CAS	3.24	259.20				
1000028	CREAM CHEESE EASY SQUEEZE	LAWRENCE FOODS	12/2LB	2	2	CAS	59.60	119.20				
1000037	TORTELLINI CHICKEN		10 LB/CASE	2	2	CAS	31.20	62.40				
023015	MILD CHED 1/10# RW		1/10#	0	0	CS	9.38	0.00				
FREIGHT	SYSTEMS REQUIRED		1/0	1	1	CAS	3.75	3.75				
DISCOUNT	System required ACH DISCOUNT			-1	-1	CAS	16.98	-16.98				
											Merchandise Total	\$755.02
											Tax	\$76.83
											Invoice Total	\$831.85

2. If you feel that you have missed an item - click on "Add Item". This will take you to the below screen that allows you to look up any additional items by either the item number or keywords for that item (Example: cheddar).

Log Off												
ORDER 001554-00		PJ'S RESTAURANT & BAR										
Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight	Tax	Total
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	3.75	76.83	831.85
Item	Description	Brand	Pack	Qty	Unit	Price	Confirm					
	<input type="text" value="cheddar"/>			1	CS	\$0.00						
(9 items) Page 1 of 1 <input type="button" value="Order Summary"/>												
Description	Item	Brand	Pack	Order Qty	Order Ship	Unit	Wgt Ship	Price	Extended			
System required ACH DISCOUNT	DISCOUNT			-1	-1	CAS		16.98	-16.98			
SYSTEMS REQUIRED	FREIGHT		1/0	1	1	CAS		3.75	3.75			
MILD CHED 1/10# RW	023015		1/10#	0	0	CS	0.00	9.38	0.00			
TORTELLINI CHICKEN	1000037		10 LB/CASE	2	2	CAS		31.20	62.40			
CREAM CHEESE EASY SQUEEZE	1000028	LAWRENCE FOODS	12/2LB	2	2	CAS		59.60	119.20			
MOZZ DELCO LARGE LOAF	140100	DELCO	2/20#	2	2	CAS	80.00	3.24	259.20			
4/5 PANEER	000108		4/4/5 #	4	4	CS	20.00	11.12	222.40			
TOMATO CRUSHED	400610	Hunts	12/28oz	1	1	CAS		19.11	19.11			
TOWEL CHIX PIZZA 13.5 X 24 15	309100	CHIX	1/150	2	2	CAS		42.97	85.94			



3. When you have found the additional item click on the item number box as seen below.

Change Cust Order Entry Order Guides AR Detail Inv History **Item History** Item Search New Items Reports Log Off

Product Search Results
15 matches for key word(s) lookup: cheddar

Item / Unit	Description	Brand	Manu Item	Pack	Price	Last Buy Date
172100 / CAS	TACO SHRED CHEDDR/MONT.JACK			4/4#	3.39	04/15/16
023015 / CS	MILD CHED 1/10# RW			1/10#	9.38	05/18/15
200150 / CAS	AGED SHARP CHED CHEZ SAUCE	DEANS		6/#10	37.53	
200150 / PC	AGED SHARP CHED CHEZ SAUCE	DEANS		1/#10 CAN	7.25	
193000 / CAS	CHEDDAR BLOCK			1/40#	2.41	
172000 / CAS	CHEDDAR CHEZ SHRED 100% REAL			6/5#	3.41	
172000 / PC	CHEDDAR CHEZ SHRED 100% REAL			1-5#/BAG	3.41	
171551 / CAS	CHEDDAR SLICED 100% REAL			10/2#	3.71	
193100 / CAS	CHEDDAR WHITE NY AGED			4/10#	3.04	
193100 / PC	CHEDDAR WHITE NY AGED			1/10# PIEC	3.04	
200200 / CAS	CHEF-MATE AGED CHED CHEZ SAUCE		05048	6/#10	36.83	
200200 / PC	CHEF-MATE AGED CHED CHEZ SAUCE		05048	1/#10 CAN	7.14	
170203 / CAS	MOZZ/CHED/PROV DICED GRANDE	GRANDE		6/5#	3.91	
932220 / CAS	SAUCE CHEESE LA CHEA LOL	LAND OF LAKES		6/#10	49.29	
172100 / PC	TACO SHRED CHEDDR/MONT.JACK			1-4#/BAG	3.39	

Done

4. This will bring you back to the Order summary screen. This screen will prompt you to add the Quantity (Qty) and UOM that you need for this item.

Log Off

ORDER 001554-00 PJ'S RESTAURANT & BAR

Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight	Tax	Total
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	3.75	76.83	831.85

Item	Description	Brand	Pack	Qty	Unit	Price	Confirm
172000	CHEDDAR CHEZ SHRED 100% REAL		6/5#	1	CAS	\$3.41 lb	Order Cancel

(9 items) Page 1 of 1 **Order Summary**

Description	Item	Brand	Pack	Order Qty	Order Ship	Unit	Wgt Ship	Price	Extended
System required ACH DISCOUNT	DISCOUNT			-1	-1	CAS		16.98	-16.98
SYSTEMS REQUIRED	FREIGHT		1/0	1	1	CAS		3.75	3.75
MILD CHED 1/10# RW	023015		1/10#	0	0	CS	0.00	9.38	0.00
TORTELLINI CHICKEN	1000037		10 LB/CASE	2	2	CAS		31.20	62.40
CREAM CHEESE EASY SQUEEZE	1000028	LAWRENCE FOODS	12/2LB	2	2	CAS		59.60	119.20
MOZZ DELCO LARGE LOAF	140100	DELCO	2/20#	2	2	CAS	80.00	3.24	259.20
4/5 PANEER	000108		4/4/5 #	4	4	CS	20.00	11.12	222.40
TOMATO CRUSHED	400610	Hunts	12/28oz	1	1	CAS		19.11	19.11
TOWEL CHIX PIZZA 13.5 X 24 15	309100	CHIX	1/150	2	2	CAS		42.97	85.94

5. Click on "Order" or "Cancel" to add this item to your order or cancel it. These buttons are in the right hand corner under the word "Confirm" as seen above.



- If you have added an additional item, review your order once again and click on “Order Summary.”
- You are now back on the Order Summary screen. Now click “Submit Order” or “Delete Order” (if you no longer need the order).

Status	PO Number	Ship Via	Terms	OP	Order Date	Ship Date	Lines	Pieces	Merch	Freight	Tax	Total
Open		TRUCK	NET 10	Net:jan	04/14/16	04/16/16	9	13	755.02	3.75	76.83	831.85

Item	Description	Brand	Pack	Qty Order	Qty Ship	Unit	Price	Extended
309100	TOWEL CHIX PIZZA 13.5 X 24 15	CHIX	1/150	2	2	CAS	42.97	85.94
400610	TOMATO CRUSHED	Hunts	12/28oz	1	1	CAS	19.11	19.11
000108	4/5 PANEER		4/4/5 #	4	4	CS	11.12	222.40
140100	MOZZ DELCO LARGE LOAF	DELCO	2/20#	2	2	CAS	3.24	259.20
1000028	CREAM CHEESE EASY SQUEEZE	LAWRENCE FOODS	12/2LB	2	2	CAS	59.60	119.20
1000037	TORTELLINI CHICKEN		10 LB/CASE	2	2	CAS	31.20	62.40
023015	MILD CHED 1/10# RW		1/10#	0	0	CS	9.38	0.00
FREIGHT	SYSTEMS REQUIRED		1/0	1	1	CAS	3.75	3.75
DISCOUNT	System required ACH DISCOUNT			-1	-1	CAS	16.98	-16.98
Merchandise Total								\$755.02
Tax								\$76.83
Invoice Total								\$831.85



Confirmation

1. If you clicked “Submit Order” you will be brought to the Confirmation screen seen below. *Notice the order number in the top left hand corner.
2. You can email this order to a designated email or emails. The system will automatically display any stored email addresses as seen below. Just add your email (or multiple emails using a comma between them) under “Additional addresses separated by commas.”
3. Click on “Email.” This will deliver your order confirmation to the emails designated by you.

[Log Off](#)

ORDER 001554-00 PJ'S RESTAURANT & BAR

Your Order is now CONFIRMED

Click Main Menu to return to the main menu

[Main Menu](#)

To send confirmation email to:
jim@targetsystems.com

Additional addresses separated by commas:

Click Email

[Email](#)

4. Once you have clicked on “Email” the system will automatically bring you back to the Main Menu Screen where you can either create another new order or edit an existing order of your choosing.