



TOPICZ®

Wholesale Distributors Since 1925

PowerNet

Version 6

User Guide

www.topiczinc.com

INTRO: Home Screen - Dashboard



Sign Off

Help

User Options

Unit/Customer: Account Name & Number

Dashboard

- Status
- Account
- Reports
- Admin
- Items
- Links

Create Order

Hello Account Name




Search by Item number or description Contains All

Orders

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Status
65243	Dashboard		07/17/2014	Fri 07/18/2014	3	7	0	\$243.53	Pending
65241	Quick Add	07/16/2014 - 14:28:15	07/16/2014	Fri 07/18/2014	1	2	2	\$34.36	Confirmed

14 Day Summary of Orders

Topicz



NEW ITEMS - July 2014

Description	Retail UPC Code
-------------	-----------------

New & Discontinued Items

Account

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
894094	01/31/2014	Credit Memo	-32.63	7780.30			
893855	01/31/2014	Invoice	3948.56	7812.93			
892786	01/28/2014	Invoice	3864.37	3864.37			

14 Day Summary of Invoices & Credits

Messages

Subject	Message	Sent
News you need to know!!!	Please take the time to review the "news" section for import	07/10/2014 02:27:38 PM
Another Message for you	Here is the second message!!	07/10/2014 02:21:50 PM

Important information from Topicz



User Options:
ability to
customize
PowerNet



Unit/Customer **Account Name & Number**

- Status
- Account
- Reports
- Admin
- Items
- Links

- Power Net Orders
- Host Orders
- Statement Status
- Consolidated Status
- Item Usage
- Item Usage - Consolidated
- Movement
- Movement - Customer
- Movement - Consolidated
- Guides
- Custom Guides
- Par Lists
- Suggested Retail
- SRP Future Changes
- Message Board
- Scanner
- FMG Export
- New
- Discontinued
- Reserve
- Search
- Price Change
- Weekly Specials
- Topicz

Search by Item number or description Contains All

Host Orders:
orders added
by Topicz

- Items:
- New - items added in a specified time frame
 - Discontinued - items that are no longer available to order
 - Reserve - items that are prebooked and will ship automatically
 - Search - another option to search for items
 - Price Change - items that have changed prices

Order #	Unit/Customer	Order Date	Order Time	Order Day	Item #	Qty Ship	Amt Ordered	Status
65212		07/22/2014		Tu		4	\$216.52	Confirmed
65212		07/22/2014		Tu		14	\$92.55	In Use
65212		07/22/2014		Tu		2	\$5.90	Confirmed

Topicz

NEW ITEMS - July 2014

Item #	Pack	Description	Retail UPC Code
--------	------	-------------	-----------------

Account

Invoice #	Date	Type	Amount	
894094	01/31/2014	Credit Memo	-32.63	
893855	01/31/2014	Invoice	3948.56	7812.93
892786	01/28/2014	Invoice	3864.37	3864.37

Messages

Subject	Message	Sent
News you need to know!!!	Please take the time to review the "news" section for import	07/10/2014 02:27:38 PM
Another Message for you	Here is the second message!!	07/10/2014 02:21:50 PM

Capability to change page layouts and view.
Additional sort options.
Other Misc. Tools



Dashboard

Status Account Reports

Hello RETALIX EMPLOYEE

Orders

Order #	Order Type	Confirmed Date - Time
65260	Custom Guide	07/23/2014 - 12:20:17
65262	Import	
65258	Quick Add	07/21/2014 - 11:17:32
65243	Dashboard	
65241	Quick Add	07/16/2014 - 14:28:15

Account

Invoice #	Date	Type		
894094	01/31/2014	Credit Memo		
893855	01/31/2014	Invoice		
892786	01/28/2014	Invoice	3864.37	3864.37

User Options

- General
- Sort
- Additional Emails
- Export
- Configure View
- Dashboard
- Change Password

General

Lines Per Page:

Par List:

Contact Name:

Contact Phone:

Contact Email:

Close



Retail UPC Code

for import Sent 07/10/2014 02:27:38 PM
07/10/2014 02:21:50 PM



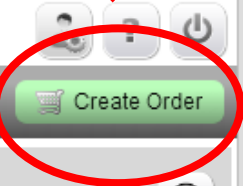
Orders/Ordering

Dashboard

Unit/Customer: Account Name & Number

- Status ▾
- Account ▾
- Reports ▾
- Admin ▾

Click "Create Order" to begin a new order



Search an item to add to a "Pending Order" or if no "Pending Orders" a new order can be created.

Search by Item number or description Contains All ▾

Hello Account Name

Orders

Order #	Order Type	Order Date	Ship Date	Qty	Unit Price	Amount	Status
65243		07/17/2014	Fri 07/18/2014	3	7	0	\$243.53 Pending
65241	Quit	07/16/2014	Fri 07/18/2014	1	2	2	\$34.36 Confirmed

To add to orders with a status of "Pending" Click on the "Order #"

Topicz

NEW ITEMS - July 2014

Item #	Pack	Description	Retail UPC Code
--------	------	-------------	-----------------

Account

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
894094	01/31/2014	Credit Memo	-32.63	7780.30			
893855	01/31/2014	Invoice	3948.56	7812.93			
892786	01/28/2014	Invoice	3864.37	3864.37			

Messages

Subject	Message	Sent
News you need to know!!!	Please take the time to review the "news" section for import	07/10/2014 02:27:38 PM
Another Message for you	Here is the second message!!	07/10/2014 02:21:50 PM

Ordering:
Clicking on “Create Order” brings up the “Start a New Order” window

Start a New Order

Customer: Account Name & Number

From: Import Scanner

Ship Date: Import Scanner

Separate Invoice: Quick Add

Purchase Order #:

Par List: None

Start order with above selections

1. Select “From” option to begin:

- Import Scanner - after scanning products import from the scanner
- Quick Add - enter by item number and then input quantities

2. Note “Ship Date” and “Separate Invoice”

Start a New Order

Customer: Account Name & Number

From: Import Scanner

Ship Date: Wednesday Jul 30, 2014

Separate Invoice: Yes

Purchase Order #:

Par List: None

Start order with above selections

You have 0 pending orders

3. Select Par List's if created for ordering.

Start a New Order

Customer: Account Name & Number

From: Import Scanner

Ship Date: Wednesday Jul 30, 2014

Separate Invoice: Yes

Purchase Order #:

Par List: None

Start order with above selections

You have 0 pending orders

4. Purchase Order number is added here.

5. Click “Start order with above selections” to begin your new order, or you can finish a pending order by clicking “You have 1 pending order”

Refresh

Welcome to the Scanner Import Order facility. Validation of order information will be done upon submission of this form. Sun's Java Runtime Environment and the Scanner Interface must be installed to use this tool.
Supported Scanners: MicroVision Flic, Symbol P360/460, Opticon 9728.

[Download Java](#)

Import by Inventory: Par List: None

Ship Date: 07/25/2014

Read

Send

Check install

Settings

Change

Apload

OK

PowerScan

Install again

1. When creating an order from "Import Scanner": Click "Read" and follow steps to Import.

Welcome to the Scanner Import Order facility. Validation of order information will be done upon submission of this form. Sun's Java Runtime Environment and the Scanner Interface must be installed to use this tool.
Supported Scanners: MicroVision Flic, Symbol P360/460, Opticon 9728.

[Download Java](#)

Import by Inventory: Par List: None

Ship Date: 07/25/2014

Read

Send

Check install

Select an Option

Place device in cradle and put into SEND mode

Yes No Cancel

Clear succeeded

Welcome to the Scanner Import Order facility. Validation of order information will be done upon submission of this form. Sun's Java Runtime Environment and the Scanner Interface must be installed to use this tool.
Supported Scanners: MicroVision Flic, Symbol P360/460, Opticon 9728.

[Download Java](#)

Import by Inventory: Par List: None

Ship Date: 07/25/2014

Read

Send

Check install

Scans downloaded: 14
Read succeeded

ScanCode	Count	B/C	Type
868158	3	CASE	ITEMNUMBER
507640	5	CASE	ITEMNUMBER
316463	6	CASE	ITEMNUMBER

Clear succeeded
Reading scans...
Finished reading scans

Welcome to the Scanner Import Order facility. Validation of order information will be done upon submission of this form. Sun's Java Runtime Environment and the Scanner Interface must be installed to use this tool.
Supported Scanners: MicroVision Flic, Symbol P360/460, Opticon 9728.

[Download Java](#)

Import by Inventory: Par List: None

Ship Date: 07/25/2014

Read

Send

Check install

Scans sent.
Order number 65262 created or updated.

Sending scans...
Sending 3 scans.
Order Scans sent.

Go to Pending Order 65262



Add additional items by using these options.

Search for a specific item or product to add to the order.

Order Form from Dashboard

- Save
- Switch View
- Add From
- Summary
- Add Page
- Check Avail
- Advanced

Review Order

Customer: Account Name & Number
 Order #: 65243 Ship Date: 07/18

Search by Item number or description Contains All

Item	Pack	Brand	Description	Qty	Price	4-Wk Mvmt
412890	1		BULK SNICKERS MINIS 20LB	<input type="text" value="2"/>	0.00	0/0/0/0
418814	18	18/BOX	SNICKERS PNT BTR SQUARE	<input type="text" value="3"/>	0.00	0/0/0/0
418721	72	72/BOX	SNICKER/M&M PB CNTR 42686 VEN 40000	<input type="text" value="2"/>	0.00	0/0/0/0

- Quick Add
- History
- Custom Guide
- New Items

Item Carousel

BULK SNICKERS MINIS 20LB (412890)

Price: \$68.35

Summary Details Movement

BULK SNICKERS MINIS 20LB (412890)

Cust Item _____

Pack _____ 1

Size _____ 1/CASE

Brand _____

Classifications

Category _____ PROMO CANDY/GUMMINTS (99994)

Family _____ CANDY / MISCELLANEOUS (0501)

Class _____ CANDY/SNACKS (004)

Manufacturer _____ MARS CHOCOLATE NORTH AMER (40000)

Inventory

On Hand Case _____ 3

On Hand B/C _____ 0

On Order _____ 0

Expected Date _____

To view item details click on the blue description and the "Item Carousel" window will open.

Item price/cost each

* To view SRP: select Advanced and "Turn On SRPs" to see amount



Guided Search

Your Selections

"juicy"

Classes (5)

- CANDY/SNACKS
- CIGARS/TOBACCO
- GROCERY
- GUM/MINTS
- SUNDRIES

Categories (6)

- **BIG PAK GUM
- **BLUNT TUBE WRAPS
- **GUM .25 .30 .35 .69
- **JUICE/PUNCH/SOFT DRINKS
- **MISCELLANEOUS CANDIES
- **VAPORIZERS & E-LIQUID

Families (6)

- CIGAR - PACKS
- GUM BIG PAK
- MISCELLANEOUS CANDIES ETC
- PREPRICED GUM & MINTS
- PRICE PROTECTED ITEMS
- PUNCH

Brands (0)

Item Master Search - All Items

Order Form

Switch View

Cancel

Order Only

Add Page

Check Avail

Advanced

Customer:
Order #: 65258

Account Name & Number

juicy

Clear
Contains All

Items 1 - 21 of 21

Item	Pack	Size	Brand	Description	N/S	Qty	Price
23021	25	25/BOX		JUICY WRAP APPLE BETTY 2X		<input type="text"/>	0.00
23039	25	25/BOX		JUICY WRAP TEQUILA GOLD 2X		<input type="text"/>	0.00
23054	25	25/BOX		JUICY WRAP CH/CHIP COOK 2X		<input type="text"/>	0.00
24656	25	25/BOX		JUICY WRAP TROP PASSION 2X		<input type="text"/>	0.00
24002				JUICY WRAP BLK RUSSIAN 2X		<input type="text"/>	0.00
26130				JUICY WRAP GRP GNE WILD 2X		<input type="text"/>	0.00
270157				JUICY LEAF WRAP BLUBRY HILL		<input type="text"/>	0.00
270173	25	25/BOX		JUICY LEAF WRAP FRUIT PNCH		<input type="text"/>	0.00
270181	25	25/BOX		JUICY LEAF WRAP GRAPES WILD		<input type="text"/>	0.00
270199	25	25/BOX		JUICY LEAF WRAP RUM RSPBRY		<input type="text"/>	0.00
270207	25	25/BOX		JUICY LEAF WRAP SWEET MANGO		<input type="text"/>	0.00
370490	10	10/BOX		WRIG SP JUICY FRUIT		<input type="text"/>	0.00
370656	40	40/BOX		WRIG JUICY FRUIT		<input type="text"/>	0.00
47071	21	21/BOX		JUICY DROP POP		<input type="text"/>	0.00
602730	1	01/BOX		VAPORIZER JUICY DRY HERB KIT		<input type="text"/>	0.00
602748	1	01/BOX		VAPORIZER JUICY GREEN KIT		<input type="text"/>	0.00
602755	1	01/BOX		VAPORIZER JUICY ORANGE KIT		<input type="text"/>	0.00
602763	1	01/BOX		VAPORIZER JUICY PURPLE KIT		<input type="text"/>	0.00
602771	1	01/BOX		VAPORIZER JUICY YEL LOW KIT		<input type="text"/>	0.00

Use the Guided Search to narrow results by Classes, Categories, Families, Brands, etc.

Add searched items directly to the order by entering the quantity desired.





Order Form from Dashboard

- Save
- Switch View
- Add From
- Summary
- Add Page
- Check Avail
- Advanced

Customer: **Account Name & Number**
Order #: 65243 Ship Date: 07/18/2014

Search by Item Contains All

Total Amount \$0.00

Review Order

The cart shows total items ordered and hovering over it will show Total Order Amount.
* Click review order to continue

- Search
- Guided Search
- Sort
- Clear Quantity
- Create Custom Guide
- Delete Order
- Display SKPs
- Import
- Export

Delete Order before clicking Review Order to cancel.

Item	Pack	Size	Brand	Description	N/S	Qty	Price	4-Wk Mvmt
412890	1	1/CASE		BULK SNICKERS MINIS 20LB		2	0.00	0/0/0/0
418814	18	18/BOX		SNICKERS PNT BTR SQUARE		3	0.00	0/0/0/0
419721	72	72/BOX		SNICKER/M&M PB CNTR 42686 VE		2	0.00	0/0/0/0



Review Order

Order Form

Check Avail

Advanced

Submit Order

- To make changes click "Order Form" to edit.
- Click submit order to finalize.

Customer: **Account Name & Number** Order #: 65258

Quantity: 2 Amount: 0.00

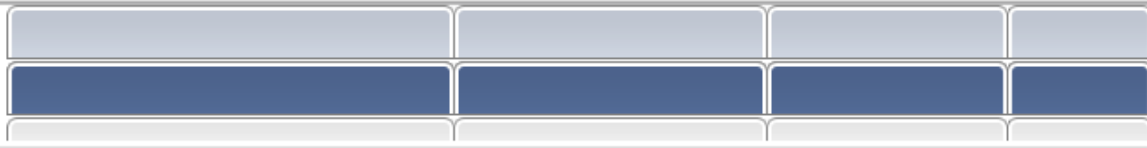
Ship Date (MM/dd/yyyy): Tuesday 07/22/2014 Route: 226, Stop: 150
Separate Invoice: Yes
Purchase Order #:

Items 1 - 1 of 1

Item	Pack	Size	Brand	Description	N/S	Qty	Price
425629	1	1/BAG		BROOKSIDE DR CHC POMGRN 7		2	0.00



Click "Home" to go back to the "Dashboard"



Your Power Net Orders

Refresh Delete

• Submitting status will automatically change to "Confirmed"

Customer: Account Name
Address

Items 1 - 3 of 3 Status: All

Delete	Order	PO #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	65258		Quick Add		07/21/2014	Tue 07/22/2014	1	2	0	0.00		Submitting
<input type="checkbox"/>	65243		Dashboard		07/18/2014	Tue 07/22/2014	4	8	0	0.00		Pending
	65241		Quick Add	07/16/2014 - 14:28:15	07/16/2014	Fri 07/18/2014	1	2	2	0.00		Confirmed

2. When creating an order using “Quick Add”: orders are created by entering item numbers or UPC.

The screenshot shows the 'Quick Add' software interface. At the top left is a logo with a 'T' and a globe. Below it, the 'Quick Add' title is visible. A navigation bar contains buttons for 'Order Form', 'Add Page', and 'Cancel'. On the right, there are 'Check Items' and 'Save' buttons. A callout box points to the 'Order Form' button, stating: "Click 'Check Items' to confirm all item numbers." Below the navigation bar, the 'Customer:' field is labeled 'Account Name & Number'. To the right, the 'Entity:' dropdown is set to 'Item'. A callout box points to this dropdown, stating: "Change 'Entity' here for the entire order or below for a specific item." The main area is a table with columns: Entity, Code, Item, Quantity, Pack, Size, Brand, and Description. The first row is populated with: Entity: Item, Code: 425629, Item: 425629, Quantity: 1, Pack: 1, Size: 1/BAG, Brand: (empty), Description: BROOKSIDE DR CHC POMGRN 7. A callout box points to the first row, stating: "Enter Topicz item number and desired quantity; pack, size and description will automatically populate." Below the table, a dropdown menu is open, showing options: Item, UPC Case, and UPC Unit. A callout box points to this menu, stating: "Item number, UPC Case, or UPC Unit quantity can be selected and the corresponding number entered." A large callout box on the right contains a note: "NOTE: By pressing 'ENTER' after putting the account number in and then again after putting the quantity in; items will be checked as they are entered instead of waiting to check after all items are entered."

Entity	Code	Item	Quantity	Pack	Size	Brand	Description
Item	425629	425629	1	1	1/BAG		BROOKSIDE DR CHC POMGRN 7
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							
Item							



Add additional items by using these options.

Search for a specific item or product to add to the order.

Order Form from Dashboard

- Save
- Switch View
- Add From
- Summary
- Add Page
- Check Avail
- Advanced

Review Order

Customer: **Account Name & Number**
 Order #: 65243 Ship Date: 07/18

Search by Item number or description Contains All

Item	Pack	Brand	Description	Qty	Price	4-Wk Mvmt
412890	1		BULK SNICKERS MINIS 20LB	<input type="text" value="2"/>	0.00	0/0/0/0
418814	18	18/BOX	SNICKERS PNT BTR SQUARE	<input type="text" value="3"/>	0.00	0/0/0/0
418721	72	72/BOX	SNICKER/M&M PB CNTR 42686 VEN 40000	<input type="text" value="2"/>	0.00	0/0/0/0

Item Carousel

BULK SNICKERS MINIS 20LB (412890)

Summary | Details | Movement

BULK SNICKERS MINIS 20LB (412890)

Cust Item

Pack: 1
 Size: 1/CASE
 Brand:

Classifications

Category: PROMO CANDY/GUM/MINTS (99994)
 Family: CANDY / MISCELLANEOUS (0501)
 Class: CANDY/SNACKS (004)
 Manufacturer: MARS CHOCOLATE NORTH AMER (40000)

Inventory

On Hand Case: 3
 On Hand B/C: 0
 On Order: 0
 Expected Date:

Price: \$68.35

To view item details click on the blue description and the "Item Carousel" window will open.

Item price/cost each

* To view SRP: select Advanced and "Turn On SRPs" to see amount



Guided Search

Your Selections

"juicy"

Classes (5)

- CANDY/SNACKS
- CIGARS/TOBACCO
- GROCERY
- GUM/MINTS
- SUNDRIES

Categories (6)

- **BIG PAK GUM
- **BLUNT TUBE WRAPS
- **GUM .25 .30 .35 .69
- **JUICE/PUNCH/SOFT DRINKS
- **MISCELLANEOUS CANDIES
- **VAPORIZERS & E-LIQUID

Families (6)

- CIGAR - PACKS
- GUM BIG PAK
- MISCELLANEOUS CANDIES ETC
- PREPRICED GUM & MINTS
- PRICE PROTECTED ITEMS
- PUNCH

Brands (0)

Item Master Search - All Items

Order Form Switch View Cancel Order Only Add Page Check Avail Advanced

Customer:
Order #: 65258

Account Name & Number

juicy

Clear Contains All

Items 1 - 21 of 21

Item	Pack	Size	Brand	Description	N/S	Qty	Price
243021	25	25/BOX		JUICY WRAP APPLE BETTY 2X		<input type="text"/>	0.00
243039	25	25/BOX		JUICY WRAP TEQUILA GOLD 2X		<input type="text"/>	0.00
243054	25	25/BOX		JUICY WRAP CH/CHIP COOK 2X		<input type="text"/>	0.00
244656	25	25/BOX		JUICY WRAP TROP PASSION 2X		<input type="text"/>	0.00
244002				JUICY WRAP BLK RUSSIAN 2X		<input type="text"/>	0.00
246130				JUICY WRAP GRP GNE WILD 2X		<input type="text"/>	0.00
240157				JUICY LEAF WRAP BLUBRY HILL		<input type="text"/>	0.00
240173	25	25/BOX		JUICY LEAF WRAP FRUIT PNCH		<input type="text"/>	0.00
240181	25	25/BOX		JUICY LEAF WRAP GRAPES WILD		<input type="text"/>	0.00
240199	25	25/BOX		JUICY LEAF WRAP RUM RSPBRY		<input type="text"/>	0.00
240207	25	25/BOX		JUICY LEAF WRAP SWEET MANGO		<input type="text"/>	0.00
340490	10	10/BOX		WRIG SP JUICY FRUIT		<input type="text"/>	0.00
340656	40	40/BOX		WRIG JUICY FRUIT		<input type="text"/>	0.00
447071	21	21/BOX		JUICY DROP POP		<input type="text"/>	0.00
602730	1	01/BOX		VAPORIZER JUICY DRY HERB KIT		<input type="text"/>	0.00
602748	1	01/BOX		VAPORIZER JUICY GREEN KIT		<input type="text"/>	0.00
602755	1	01/BOX		VAPORIZER JUICY ORANGE KIT		<input type="text"/>	0.00
602763	1	01/BOX		VAPORIZER JUICY PURPLE KIT		<input type="text"/>	0.00
602771	1	01/BOX		VAPORIZER JUICY YEL LOW KIT		<input type="text"/>	0.00

Use the Guided Search to narrow results by Classes, Categories, Families, Brands, etc.

Add searched items directly to the order by entering the quantity desired.



Order Form from Dashboard

- Save
- Switch View
- Add From
- Summary
- Add Page
- Check Avail
- Advanced

Customer: **Account Name & Number**
Order #: 65243 Ship Date: 07/18/2014

Search by Item Contains All

Total Amount \$0.00

Review Order

The cart shows items ordered and hovering over it will show Total Order Amount.
* Click review order to continue

Items 1 - 3 of 3

Item	Pack	Size	Brand	Description	Page	N/S	Qty	Price	4-Wk Mvmt
412890	1	1/CASE		BULK SNICKERS MINIS 20LB	2			0.00	0/0/0/0
418814	18	18/BOX		SNICKERS PNT BTR SQUARE	3			0.00	0/0/0/0
419721	72	72/BOX		SNICKER/M&M PB CNTR 42686 VE L	2			0.00	0/0/0/0

- Search
- Guided Search
- Sort
- Clear Quantity
- Create Custom Guide
- Delete Order
- Display SRPs
- Import
- Export

Delete Order before clicking Review Order to cancel.



Review Order

Order Form

Check Avail

Advanced

Submit Order

- To make changes click "Order Form" to edit.
- Click submit order to finalize.

Customer: **Account Name & Number** Order #: 65258

Quantity: 2 Amount: 0.00

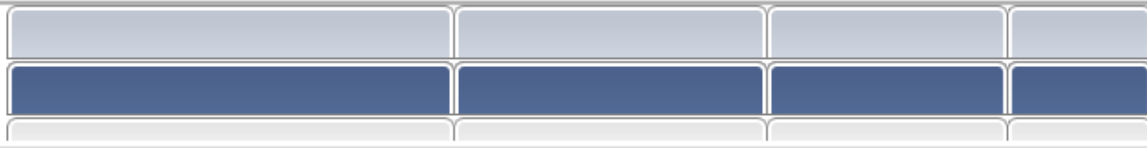
Ship Date (MM/dd/yyyy): Tuesday 07/22/2014 Route: 226, Stop: 150
Separate Invoice: Yes
Purchase Order #:

Items 1 - 1 of 1

Item	Pack	Size	Brand	Description	N/S	Qty	Price
425629	1	1/BAG		BROOKSIDE DR CHC POMGRN 7		2	0.00



Click "Home" to go back to the "Dashboard"



Your Power Net Orders

Refresh Delete

• Submitting status will automatically change to "Confirmed"

Customer: Account Name
Address

Items 1 - 3 of 3 Status: All

Delete	Order	PO #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	65258		Quick Add		07/21/2014	Tue 07/22/2014	1	2	0	0.00		Submitting
<input type="checkbox"/>	65243		Dashboard		07/18/2014	Tue 07/22/2014	4	8	0	0.00		Pending
	65241		Quick Add	07/16/2014 - 14:28:15	07/16/2014	Fri 07/18/2014	1	2	2	0.00		Confirmed