



WEBCON

Monitor Business Activity When It's Most Convenient

- Create and edit orders
- Gain access to product information
- Access item pricing
- View purchase history & promotions
- Review accounts receivable information
- Run retail velocity & analysis



ONLINE ORDERING INSTRUCTIONS

Monitor business activity, create movement reports, place new orders and more with WEBCON. This handy tool is another value-added benefit provided to the customers of Doyles Sheehan.

WEBCON sends in real-time to the offices without any delay. When an order is placed, it is available immediately in the system.

Please Note: All orders must be received by Doyles Sheehan prior to Noon (12 pm – PST) for next-day delivery.

For assistance please contact Jared Powell – (800) 772-7141 ext. 8310

Using the Internet and a standard web browser provides access to a user-friendly website to execute the following actions:

- View and print invoices and account statements
- Show current and pre-booked orders
- Create and write purchase orders
- Search and view product information
- Generate real-time reports
- Manage retail pricing, create velocity reports and analyze data

Login

The creation of a login must be done through Doyles Sheehan personnel. Please have a password in mind beforehand because any changes to the password will require help from a representative. Passwords are case sensitive!

Account Number: _____

Password: _____

- Access the WEBCON via www.doylessheehan.com
- Click on “WEBCON” (located in the top, right corner of the homepage)
- Enter the account number, password and click on the **‘Logon’** button

DOYLES SHEEHAN

Account Number

Password

Logon Type

[Questions and Support](#)

DAC Web Console Powered by CDR Software CDR

Overview

- The screenshot below is the primary navigation/homepage
- New item images will rotate in the window to the left
- Recall notifications will be available below the new item window

DOYLES SHEEHAN

Logged on as: WEBCON #6 - SALESMAN PRICING ONLY [Log Out](#) [Help](#)

Home Products Orders Account Retail Reports

Amount Due	Last Payment	Last Paid
.00	.00	1899-11-30

Hot List

Recall Form
NABISCO-MONDELEZ RECALL

Accounts receivable information is located on this screen as well. The current amount due and the amount of the last payment are displayed.

The **‘User Options’** are found along the top of the homepage providing a clear list of available options.

DOYLES SHEEHAN

Logged on as: WEBCON #6 - SALESMAN PRICING ONLY [Log Out](#) [Help](#)

Home Products Orders Account Retail Reports

Viewing / Printing Invoices

- Mouse over the 'Account' tab and click on 'Statement'
- A list of all unpaid invoices will display
- Any credits available will also be shown

The screenshot shows the Doyle's Sheehan Webcon interface. At the top, it says "Logged on as: WEBCON #6 - SALESMAN PRICING ONLY" with links for "Log Out" and "Help". A navigation bar includes "Home", "Products", "Orders", "Account", "Retail", and "Reports". Below this, the "STATEMENT OF ACCOUNT" is displayed for "Statement Date: 2013-03-21" and "Account ID: 006681". A link "Click here to print" is provided. A small note states: "WEBCON #6 - SALESMAN PRICING ONLY *IN HOUSE USE ONLY* MISSOULA, MT". The main table has columns: Date, Reference, Description, Original Amount, Remaining Amount, and Running Balance. Below this, a summary table shows: Current (\$.00), Over 30 Days (\$.00), Over 60 Days (\$.00), Over 90 Days (\$.00), Over 120 Days (\$.00), and Total Due (\$.00).

Date	Reference	Description	Original Amount	Remaining Amount	Running Balance
Current					Total Due
\$.00					\$.00

Statement Date: This is the date that the statement is available to view
Account ID: Customer number
Terms: Payment terms set by Doyle's Sheehan
Click Here to Print: Print a copy of a statement
Account Info: Account name and delivery address
Date: Date of the open invoice or credit
Reference: Doyle's Sheehan invoice number
Description: Invoice or credit
Original Amount: Full dollar amount of the invoice or credit
Remaining Amount: If a credit or partial payment has been applied to an invoice
Running Balance: Total of all invoices and credits

- Any viewable invoices or credits can be opened/printed by clicking on the 'Blue Reference' number
- The bottom line provides the total amount due as of the date of viewing

Viewing / Creating / Submitting Orders

It's important to remember when an order is placed, via WEBCON, it is live in the Doyle's Sheehan system. All orders are due by Noon (12pm – PST) the day prior to delivery!

- Click on the 'Orders' tab

The screenshot shows the Doyle's Sheehan Webcon interface with the "Orders" tab selected in the navigation bar. The top bar shows "Logged on as: WEBCON #6 - SALESMAN PRICING ONLY" with "Log Out" and "Help" links. The navigation bar includes "Home", "Products", "Orders", "Account", "Retail", and "Reports".

Home	Products	Orders	Account	Retail	Reports
------	----------	--------	---------	--------	---------

Current Orders

- The example below shows that there are 3 current orders in the system
- The first order (top of screen) is in the process of being picked
- All 3 orders are available to view
- Only the 2 bottom orders can be edited
- An order can **ONLY** be modified in the current screen when the order is in an 'OPEN' status

DOYLES SHEEHAN
Logged on as: LONE PINE CONOCO
[Log Out](#) [Help](#)
DAC Web Console

Home Products Orders Account Retail Reports

The following is a list of your current orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
553255 - 0840800		Pending	Picked		Next scheduled delivery	5257.13
481515 - 0705898		Pending	Open		Next scheduled delivery	237.51
370538		Pending	Open	Entry Order	Next scheduled delivery	30.30

Order History

DOYLES SHEEHAN
Logged on as: LONE PINE CONOCO
[Log Out](#) [Help](#)
DAC Web Console

Home Products Orders Account Retail Reports

The following is a list of your historical orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
552939 - 0840523		History	Invoiced		2013-03-21	64.82
551683 - 0839281		History	History		2013-03-19	-17.28
551706 - 0838318		History	History		2013-03-19	-327.33
551309 - 0837583		History	History		2013-03-18	.00
551631 - 0838162		History	History		2013-03-18	6126.23
550258 - 0836625		History	History		2013-03-14	4047.46
549504 - 0835118		History	History		2013-03-12	-248.26
549105 - 0834404		History	History		2013-03-11	43.91
549359 - 0834856		History	History		2013-03-11	5755.49
548879 - 0834035		History	History		2013-03-08	77.15
548518 - 0833476		History	History		2013-03-07	4053.22
547198 - 0831263		History	History		2013-03-04	5230.93
546519 - 0830196		History	History		2013-03-01	113.56
546202 - 0829586		History	History		2013-02-28	3629.05
545373 - 0827958		History	History		2013-02-26	154.53
545375 - 0827960		History	History		2013-02-26	113.56
545201 - 0827688		History	History		2013-02-25	.00
545330 - 0827887		History	History		2013-02-25	5225.58
544395 - 0826298		History	History		2013-02-21	4758.41
543373 - 0824384		History	History		2013-02-19	-24.99
541309 - 0824224		History	History		2013-02-18	4760.27
540588 - 0823548		History	History		2013-02-14	5554.43

- When viewing 'Order History', users can print and/or reorder
- Click on 'View Invoice' to view and print an order from history
- Click on the invoice number (far left) to reorder product from a previous invoice

Booking Orders

DOYLES SHEEHAN
Logged on as: LONE PINE CONOCO
[Log Out](#) [Help](#)
DAC Web Console

Home Products Orders Account Retail Reports

Booking Report

Beginning Date: January 7 2012
Ending Date: December 31 2020

Format: HTML PDF

GO

- Access the feature under the 'Orders' tab
- Drag the mouse over the tab and select the bottom option, 'Booking'

This feature is helpful for viewing orders with a future delivery date and allows the tracking of tobacco force-outs as well as tradeshow orders.

- Delete the entire order
- Remove an item
- Change a quantity
- Add to the order (by clicking *'Rapid'* again)

Creating Orders (Rapid) Continued...

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	010076	MARLBORO BLEND #27 BOX 100	0/1	1	CTN	\$58.53	\$6.44	\$58.53
<input type="checkbox"/>	2	010615	MARLBORO BLEND #54 BOX KING	0/1	1	CTN	\$58.53	\$6.44	\$58.53

If ANY changes are made to the order, remember to click on *'Apply Changes'*

- When the order is completed, click on *'Confirm'* to process the order

[Delete](#)

[Confirm](#)

[Save As New Template](#)

[Save As New Label Batch](#)

[Print labels](#)

- A window will pop-up to confirm the order


Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	020040	A&C GRENADIER DARK	0/0	0	PK	\$68.83	\$0.00	\$0.00
<input type="checkbox"/>	2	020270	D.M. PRESIDENTS	0/0	0	PK	\$21.36	\$0.00	\$0.00
<input type="checkbox"/>	3	022836	WHITE CAT CIGARILLO SWEET 10/2-CT	0/0	0	PK	\$8.09	\$0.00	\$0.00
<input type="checkbox"/>	4	022854	PHILLIES CHOC CIGARILLO UPR 30CT	0/0	0	BX	\$22.94	\$0.00	\$0.00

- Once *'OK'* has been clicked, the order is processed and finalized
- When the order is done processing, it will be viewable under *'Current Orders'* on the WEBCON website

Please remember the order is LIVE! If an error is made, please contact the warehouse ASAP to resolve the issue.

Creating an Order

- From the 'Orders' tab, click on **'Create'** and this will pop-up the window below

Logged on as: **LONE PINE CONOCO**

HomeProductsOrders

CurrentHistoryCreateRapidBooking

Select an option:

☒ Create an empty order.

☐ Create an order using a template.

☐ Create an order based on your average purchase history.

[Continue >>](#)

- Click on **'Continue >>'** – a blank order is now in the current system
- Select **'Set to Cart'** on the left side of the blank order
- The blank order is now in the **'Current'** tab with a status of **Cart**
- Click on the **'Products'** tab and select **'Catalog'**
- Select the **'Order'** section as shown below

HomeProductsOrdersAccountRetail

AlertsProducts

NewsBY ORDERED PRODUCTS

NewsBY ORDERED PRODUCTS

TOBACCO

CANDY GUM & MINTS

SNACK FOODS

GENERAL MERCHANDISE

H.A.B.A.

GROCERY RETAIL

REFRIGERATED/FROZEN RETAIL

FOOD SERVICE

REFRIGERATED & FROZEN

FOOD SERVICE

FS CLEANING PAPER & SUPPLIES

NON-INVENTORY

BEVERAGE

ALT. SUB-CATEGORIES

MANUFACTURERS

A-1

ACCEL

ACE CIGARETTES

ADWIL

AIRBORNE

AIRHEADS CANDY

ALABERT

ALABINE

ALBERTS

ALERT

ALIVE

ALKA SALTZER

ALL AMERICAN PIES

ALLEGRA PASTA

ALLEY CAT

ALMOND JOY

ALDO

ALToids

ALWAYS

AMERICAN CHICKEN

AMERICAN LICORICE

AMERICAN SPIRIT

ANIBISOL

ANDER

ANDY CAPP

ANGRY BIRDS

ANIMAL HATS

ANNIELLE

APPLE BAKING

ALL PRODUCTS

Search: marlb Position Contains UPC/Vendor Code

Product	Product Codes	Last Purchase	Quantity
MARLBORO BLACK SPECIAL BLEND BX KING	Vendor Code: 010140 UPC Each: 028200009824 UPC Full: 028200193203	2013-03-11, 1 CTN	
MARLBORO BLACK SPECIAL BLEND BX 100	Vendor Code: 010139 UPC Each: 028200009821 UPC Full: 028200193302	2013-03-19, 1 CTN	
MARLBORO BLEND #27 BOX KING	Vendor Code: 010077 UPC Each: 028200002648 UPC Full: 028200124405	2013-03-19, 1 CTN	
MARLBORO BLEND #27 BOX 100	Vendor Code: 010076 UPC Each: 028200009487 UPC Full: 028200194900	2011-10-31, 1 CTN	
MARLBORO BLEND #54 BOX KING	Vendor Code: 010615 UPC Each: 028200009418 UPC Full: 028200194107	2013-02-28, 1 CTN	
MARLBORO BLEND #54 BOX 100	Vendor Code: 010616 UPC Each: 028200009425 UPC Full: 028200194206		
MARLBORO BLUE PACK MENTHOL BOX KING	Vendor Code: 010082 UPC Each: 028200003768 UPC Full: 028200137609	2012-04-26, 1 CTN	
MARLBORO BOX KING	Vendor Code: 010085 UPC Each: 028200003377 UPC Full: 028200133704	2013-03-19, 2 CTN	
MARLBORO BOX 100	Vendor Code: 010502 UPC Each: 028200003628 UPC Full: 028200136305	2012-03-19, 4 CTN	
MARLBORO EIGHTY THREES BOX	Vendor Code: 010074 UPC Each: 028200018527 UPC Full: 028200018510	2012-03-19, 1 CTN	
MARLBORO GOLD PACK BOX KING	Vendor Code: 010088 UPC Each: 028200003843 UPC Full: 028200138408	2013-03-19, 2 CTN	
MARLBORO GOLD PACK BOX 100	Vendor Code: 010505 UPC Each: 028200004659 UPC Full: 028200146502	2013-03-19, 2 CTN	
MARLBORO GOLD PACK BX KG 8/255	Vendor Code: 011316 UPC Each: 028200003669 UPC Full: 028200146304		
MARLBORO GOLD PACK SOFT KING	Vendor Code: 010078 UPC Each: 028200003782 UPC Full: 028200137807	2013-03-19, 1 CTN	
MARLBORO GOLD PACK SOFT 100	Vendor Code: 010504 UPC Each: 028200004376 UPC Full: 028200143709		
MARLBORO KING BOX 8/25	Vendor Code: 011315 UPC Each: 028200003353 UPC Full: 028200133506		
MARLBORO MEN BLACK SPEC BLEND BX 100	Vendor Code: 010142 UPC Each: 028200009647 UPC Full: 028200196408	2012-01-28, 1 CTN	
MARLBORO MEN BLACK SPEC BLEND BX KING	Vendor Code: 010141 UPC Each: 028200009548 UPC Full: 028200195401	2013-01-28, 1 CTN	

Creating an Order Continued...

- Use the **'Search'** field to load items to an order
- When searching by item description, click on **'Contains'** before clicking the **'GO'** button

ALL PRODUCTS

[Retail Policy Overrides](#) [Order](#)

Search: ☐ Position ☒ Contains ☐ UPC/Vendor Code

- The list will display every item that contains **'marl'** in the item description
- Key in a desired quantity in the right column
- Use the scrollbar on the right side to find additional items
- When complete, click on the **'Order'** button on the bottom, right of the screen
- To add more items, enter a new search and repeat the process
- When all items have been added to the order, drag the mouse over the **'Orders'** tab and click on **'Current'**

DOYLES SHEEHAN Logged on as: LONE PINE CONOCO [Log Out](#) [Help](#) [DAC](#) [Help Console](#)

Home Products Orders Account Retail Reports

The following is a list of your current orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
553574		Entry	Cart		N/A	73.97
463338 - 0755898		Pending	Open		Next scheduled delivery	237.51
370538		Pending	Open	Entry Order	Next scheduled delivery	30.30
553348		Template	-	Template #1	N/A	468.24



- Within the **'Status'** column, select the **'Cart'** order from the list to make any changes or submit
- Click on the blue order number to the left of the order to display

DOYLES SHEEHAN Logged on as: LONE PINE CONOCO [Log Out](#) [Help](#) [DAC](#) [Help Console](#)

Home Products Orders Account Retail Reports

Order ID: [553574](#)

Date Ordered/Ship: 2013-03-22

Description:

Purchase Order #:

Type / Status: Entry / Cart

Sub Total: \$73.97

Tax: \$0.00

Order Total: \$73.97

[Delete](#)

[Confirm](#)

[Save As New Template](#)

[Save As New Label Batch](#)

[Print Labels](#)

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	053054	A-1 STEAK SAUCE 10.OZ(12)	0/1	1	EA	\$4.48	\$6.89	\$4.48
<input type="checkbox"/>	2	051802	A-1 STEAK SAUCE 24/5.OZ	0/1	1	CS	\$51.64	\$0.00	\$51.64
<input type="checkbox"/>	3	053053	A-1 STEAK SAUCE 5.OZ(24)	0/1	1	EA	\$2.70	\$4.19	\$2.70
<input type="checkbox"/>	4	031454	ABBA-ZABA 24-CT	0/1	1	BX	\$15.15	\$9.99	\$15.15

- Make any necessary changes to the order
- Click **'Apply Changes'**

Creating an Order Template

- If an order will be used again in the future, click **'Save as new template'**
- Name the template and click on **'Click to create your template'**

Create a new template from order 553339

Give your new template a description:

- The order template is now in 'Current Orders'

Home

Products

Orders

Account

Retail

Reports

The following is a list of your current orders:

Order #	Purchase Order #	Type	Status	Description	Ship Date:	Total
553374		Entry	Cart		N/A	73.97
451615 - 0705899		Pending	Open		Next scheduled delivery	237.51
270538		Pending	Open	Entry Order	Next scheduled delivery	30.30
553348		Template	-	Template #1	N/A	468.24

- To use the template in the future, go to the 'Orders' tab and select 'Create'
- Click on **'Create an order using a template'**
- Click on the **'Continue >>'** icon

Select an option:

- ☐ Create an empty order.
- ☒ Create an order using a template.
- ☐ Create an order based on your average purchase history.

- Select the correct template from the dropdown menu
- Entering a description is optimal
- Click the **'Continue >>'**

Home Products Orders

Select the template that your new order will be based on:

Give your new order a description: (optional)

- The 'New Qty' field can be utilized to change the amount
- Click **'Apply Changes'** if edits were made

- When finished, click on **'Confirm'** and **'OK'**

DOYLES SHEEHAN Logged on as: LONE PINE CONOCO [Log Out](#) [Help](#) **DAC** data console

Home Products Orders Account Retail Reports

Order ID: 553574
 Date Ordered/Shipped: 2013-03-22
 Description:
 Purchase Order #:
 Type / Status: Entry / Cart

Sub Total: \$73.97
 Tax: \$0.00
 Order Total: \$73.97

[Delete](#)
[Confirm](#)
[Save As New Template](#)
[Save As New Label Batch](#)
[Print Labels](#)

Remove	Line #	Product Code	Description	Qty Shipped/Ordered	New Qty.	Unit	Unit Price	Retail	Extended Price
<input type="checkbox"/>	1	053054	A-1 STEAK SAUCE 10.OZ(12)	0/1	1	EA	\$4.48	\$6.89	\$4.48
<input type="checkbox"/>	2	051802	A-1 STEAK SAUCE 24/5.OZ	0/1	1	CS	\$51.64	\$0.00	\$51.64
<input type="checkbox"/>	3	053053	A-1 STEAK SAUCE 5.OZ(24)	0/1	1	EA	\$2.70	\$4.19	\$2.70
<input type="checkbox"/>	4	031454	ABBA-ZABA 24-CT	0/1	1	BX	\$15.15	\$0.99	\$15.15

[Apply Changes](#)

Message from webpage

Are you sure you want to confirm this order?

[OK](#) [Cancel](#)

- This template order is now in the system
- Please feel free to call the office to confirm that the order was placed properly

Jared Powell (800) 772-7141 ext. 8310