



# VENDOR PORTAL INTRODUCTION

GENERAL INTRODUCTION TO THE JETRO/ RESTAURANT DEPOT VENDOR PORTAL



<https://www.jetrord.com/vendorsportal>

## Overview

The website is designed to provide vendors access to their payment history and open invoices with Jetro/Restaurant Depot.

This site will provide the following basic information for all vendors:

- Open Invoices – These are invoices accepted for payment by Jetro/Restaurant Depot that have not been paid.
- Checks w/Remittance Details – These are check or EFT payments made to your accounts, with the ability to retrieve the details related to the check. You can review the invoices applied to the check, as well as any remittance details applied.

## Using the site for the first time

The home page on the site is very simple.

There are two basic steps you need to follow to begin using the site:

- 1 - Register (or login in with Facebook or Google+)
- 2 - Assign Accounts to your profile



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## Step 1 – Register directly with an e-mail address

Access to the site will require you register a valid e-mail with Jetro/Restaurant Depot. If you have not setup an account, you can click “Register” on the menu bar. The registration process is similar to many commonly used registration procedures. You’ll be prompted for an e-mail address and password:

The screenshot shows the top navigation bar with a home icon, 'Contact', 'Register', and 'Log in'. The main heading is 'Register' with the subtext 'Create a new account.' Below this are three input fields: 'Email', 'Password', and 'Confirm password'. A 'Register' button is positioned below the 'Confirm password' field.

After entering the information, you will see an e-mail verification screen.

The screenshot shows a confirmation message titled 'E-Mail Verification Message Sent'. The text reads: 'Please check your email and confirm your email address.' Below this is a light blue box containing the message: 'An e-mail has been sent to you. Please check your e-mail for a confirmation notice. Once your e-mail has been confirmed, you will be able to log into the site.'

## Optional – Login with Facebook or Google+

If you prefer, you can use your existing Facebook or Google+ profile to login. To do this, click the “Log in” link on the menu bar, then select the appropriate service.

The screenshot shows the top navigation bar with a home icon, 'Contact', 'Register', and 'Log in'. The main heading is 'Log in' with the subtext 'Log into your account to access your information.' Below this are input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. To the right, under the heading 'Use another service to log in.', there are buttons for 'Google+' and 'Facebook'.



## Optional – Login with Facebook or Google+ (Cont.)

You will be re-directed to the appropriate service provider to authenticate your account. Once you follow the instructions by the authentication provider, you will be asked to enter in the e-mail you want to register the account (sample screen shown below).

The screenshot shows a registration form titled "Register" with the sub-heading "Associate your Facebook account." Below this is the text "Association Form". A message states: "You've successfully authenticated with Facebook. Please enter a user name for this site below and click the Register button to finish logging in." There is an input field labeled "Email" and a "Register" button. At the bottom left, it says "© 2015 - Jetro/Restaurant Depot".

After you register an e-mail address, you can log in using your desired method.

## Step 2 - Assign Accounts to your profile

After you have logged in, you will see an empty profile screen.

The screenshot shows a navigation bar with "Contact", "Search", "Invoices", and "Accounts". Below the navigation bar is the "My Profile" section. A blue bar indicates "Jetro/RD Account Numbers". Below this bar, it says "No Jetro/RD vendor accounts associated with this login..."

You now need to map your e-mail account with our vendor/payee ID information. To do this, you will need a recent invoice paid for by Jetro/Restaurant Depot. Click "Accounts" and select the link "Add Jetro/RD Account". This will display the "Add an account" screen.

## Add an account to your profile

Enter the details of one of your recent invoices to look up the correct vendor account number

The screenshot shows an "IMPORTANT" notice: "Many of our larger vendors may have more than one Jetro/RD account setup in our systems. If you are not seeing all of your information, try looking up a vendor using the missing invoice information." Below this are three input fields: "Invoice#" with the value "123456789", "Date" with the value "3/30/2015", and "Amount" with the value "123456.78".



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### Step 2 - Assign Accounts to your profile (Cont.)

On this screen, you need to key in the information from a recently paid invoice.

- Invoice# - This is your invoice number
- Date – This is the date of the invoice
- Amount – This is the original amount of the invoice

After you enter this information, click the “Search” button. The site will look up the Jetro/RD account information and show you a confirmation screen.

Jetro/RD Account Found	
Payee ID	Name
29659	NESTLE USA

Click “Add to profile” to add the found account number to your e-mail profile.

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*Many large or national vendors may have more than one account assigned to them within Jetro/RD. If after you load this information you're not seeing all of your information, try adding another account to your profile using the missing invoice information.*

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## Using the site

Basic info on using the site after you've created your profile.

## Menu Bar

The menu bar at the top of the page provides the basic navigation functions.



- The home icon will take you to the home page.
- "Contact" will bring you to a contact form, where you can send a note to the Jetro/RD clerks responsible for your account.
- "Search" provides a basic search function, allowing you to search payments made to you.
- "Invoice" allows you to view all open invoices with Jetro/RD.
- "Accounts" allows you to manipulate the Jetro/RD payee ID's assigned to your profile.

## Home page

After you've setup your profile, the site landing page will change when you log in. The site retrieve the last 10 payments made to you, as well as the last 10 approved outstanding invoices available for payment.

The home page will have three areas:

- Notification Area
- Last 10 payments to you
- Last 10 Open/Unpaid Invoices

## Notification Area

If your Jetro/RD account administrator needs to send you a message, they may do so by sending you a notification on your account. The notification will appear at the top of the screen, before your account activity information is displayed.





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## Last 10 Payments

The last 10 payments made to your account(s) are shown, with drill downs to the check information. *NOTE: The below sample is omitting the check amounts for privacy purposes.*

Last 10 Payments to you			
Payee ID	Name	Check	Date
29659	NESTLE USA	61773	4/20/2015
29659	NESTLE USA	61362	4/16/2015
29659	NESTLE USA	61167	4/15/2015
29659	NESTLE USA	60982	4/14/2015
29659	NESTLE USA	60779	4/13/2015
29659	NESTLE USA	60573	4/10/2015
29659	NESTLE USA	60366	4/9/2015
29659	NESTLE USA	60167	4/8/2015
29659	NESTLE USA	59772	4/6/2015
29659	NESTLE USA	59331	4/2/2015

## Last Open/Unpaid Invoices

The last 10 open invoices approved for payment received by Jetro/RD will be displayed on the home page for your reference.

Last 10 Unpaid/Open Invoices		
Invoice	Date	PO
9412716399	4/18/2015	80718152
9412277338	4/18/2015	16338491
9412526505	4/18/2015	16126486
9412543328	4/18/2015	16755515
9412576896	4/18/2015	80640284
9412652398	4/18/2015	17141459
9412652404	4/18/2015	19468337
9412664151	4/18/2015	80345031
9412664152	4/18/2015	87445247
9412713868	4/18/2015	11248596

### Account Information - NESTLE USA

Summary overview of your account status with Jetro/Restaurant Depot

Account Message - Posted: 4/15/2015 @ 9:57 AM  
This is a test...

Last 10 Payments to you			
Payee ID	Name	Check	Date
29659	NESTLE USA	61773	4/20/2015
29659	NESTLE USA	61362	4/16/2015
29659	NESTLE USA	61167	4/15/2015
29659	NESTLE USA	60982	4/14/2015
29659	NESTLE USA	60779	4/13/2015
29659	NESTLE USA	60573	4/10/2015
29659	NESTLE USA	60366	4/9/2015
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29659	NESTLE USA	59772	4/6/2015
29659	NESTLE USA	59331	4/2/2015

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9412664151	4/18/2015	80345031
9412664152	4/18/2015	87445247
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A sample of a full home page looks something like this:





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## Search Function

Once your profile is properly configured, you can search the Jetro/RD payment history. The search function allows you to search by check number or by your invoice number.

### Search Payment History

Search for payments issued to your account(s)

Search method:    
Search for:

Check	Payee ID	Name	Date	Amount
61779	29659	NESTLE USA	4/13/2015	110207.64

## Invoice Number Search

To search for the payment history to find the check payment made against one of your invoices. To do this, change the "Search method" to "Invoice Number", then enter in your invoice number.

### Search Payment History

Search for payments issued to your account(s)

Search method:    
Search for:

Check	Payee ID	Name	Date
60779	29659	NESTLE USA	4/13/2015

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To see the details, click the link on the check number. This will direct you to the check details screen.

## Check Number Search

To search for the payment history to find a specific check, set the "Search method" to "Check Number", then enter in the check number.



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### Check Details

To view a check details, click the check number to view the details. This will direct you to details of the check.

Check 61773  
Vendor 29659 - NESTLE USA  
Check Dated: 4/20/2015 12:00:00 AM

Excel CSV

Check 61773 - Summary of invoices paid by this check

Invoice	Date	PO	Remittance	Invoice Amount	Discounts	Net Amount	Link
*****	*****	*****	*****	*****	*****	*****	*****

The following information is shown for each check:

- Invoice – Your invoice number paid with this check
- Date – The invoice date
- PO – The Purchase Order associated with the Invoice
- Remittance – If a remittance advice was applied against the check, a link to view the details is shown here.
- Invoice amount – The original amount of the invoice
- Discounts – If a discount is applied to the invoice, it is shown here
- Net Amount – This is the invoice amount minus any discounts
- Link – If there is image information related to the remittance advice, you can click this link to view the image document.

Remittance Advice  
Vendor 29659 - NESTLE USA  
Voucher N17830

Excel CSV

Remittance Advice Details

Item	Description	Qty	Cost	Amount
*****	ADMINISTRATIVE SURCHARGE	0	\$25.00	\$0.00
	INVOICE ADJUSTMENT FUND	1	\$25.00	(\$25.00)



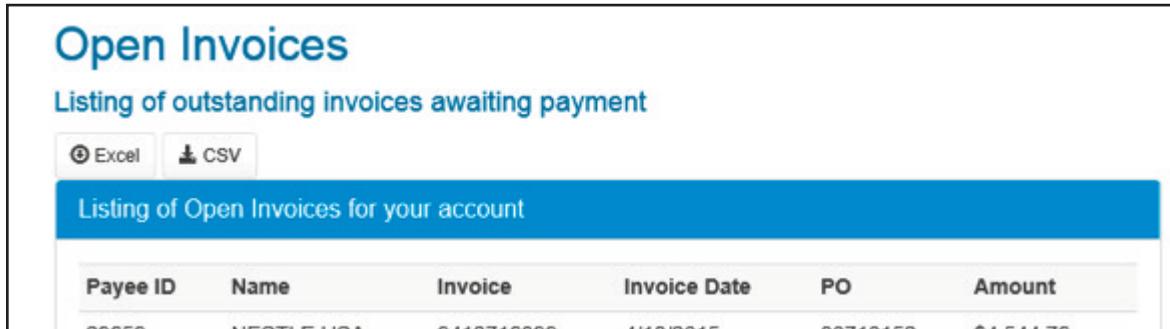
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## Invoices

This screen gives you quick access to open/unpaid invoices received for payment.



## Export Functions

All of the details screens offer the ability to export the displayed results to Excel or a CSV file.



## Export Functions

Simply click "Excel" or "CSV" to download the results in the appropriate format.