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

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:

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

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.

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).

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.

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.

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.

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

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.

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.

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

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

A sample of a full home page looks something like this:

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...

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9412664151	4/18/2015	80345031
9412664152	4/18/2015	87445247
9412713868	4/18/2015	11248596

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.

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.

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.

Check Details

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

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.

Invoices

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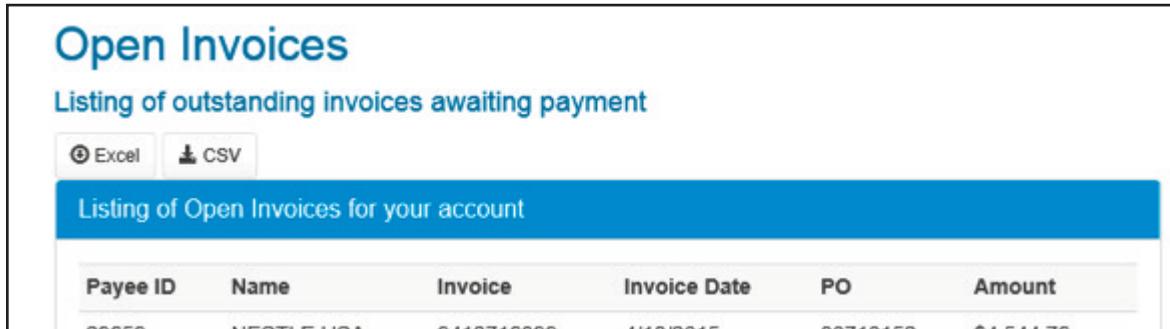
Export Functions

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.