Welcome to JellyBellyDSD.com!

For a video tutorial of the information covered in this document, go to the www.JellyBellyDSD.com login page and click the "DSD Website Training Video" link located in the upper right of the screen.

This guide details the ordering process for the Jelly Belly DSD Order System. Some things to know:

- The screenshots shown in this document represent the desktop version of JellyBellyDSD.com

- Different browser settings and dimensions, as well as different devices (tablets and smartphones), may show slightly different views of the same information

- Chrome is the supported browser. Other browsers may not function correctly

- If you have questions or need help, you can reach us at JBorders@jellybelly.com or by phone at 800-323-9380 (M-F, 7am-5pm PT)
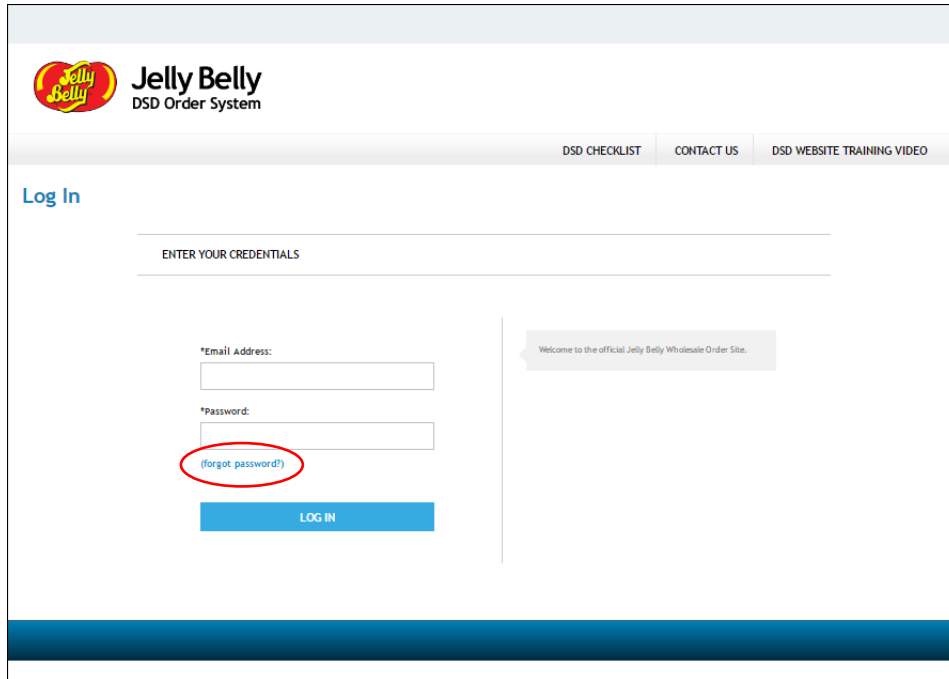
Table of Contents

Note: Use a Chrome browser to access the Jelly Belly DSD Order System here:
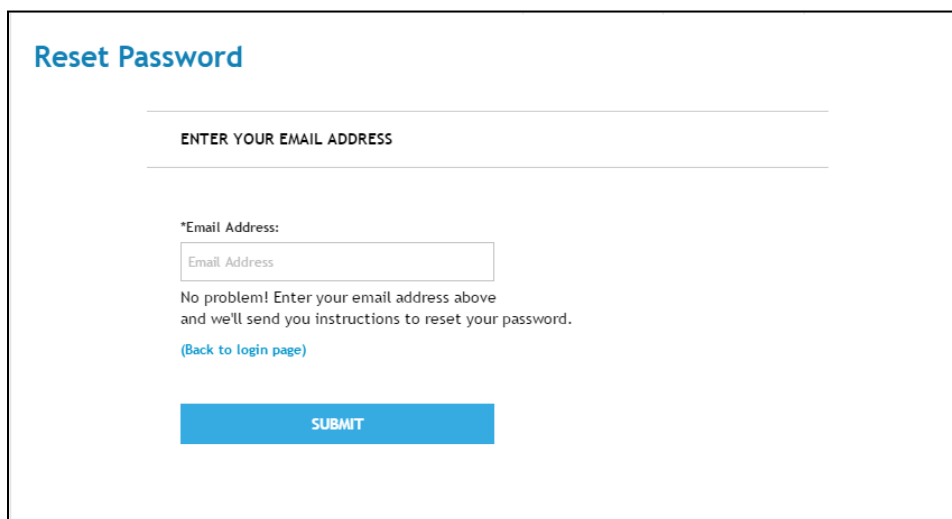
www.JellyBellyDSD.com

Reset Password

This is the first step for a new user that has been approved. Clicking the Reset Password link will start the process.

Input your email address (which must already be approved) and click "Submit" to receive an email with a password-reset link. Follow the steps in the email to set up your password.
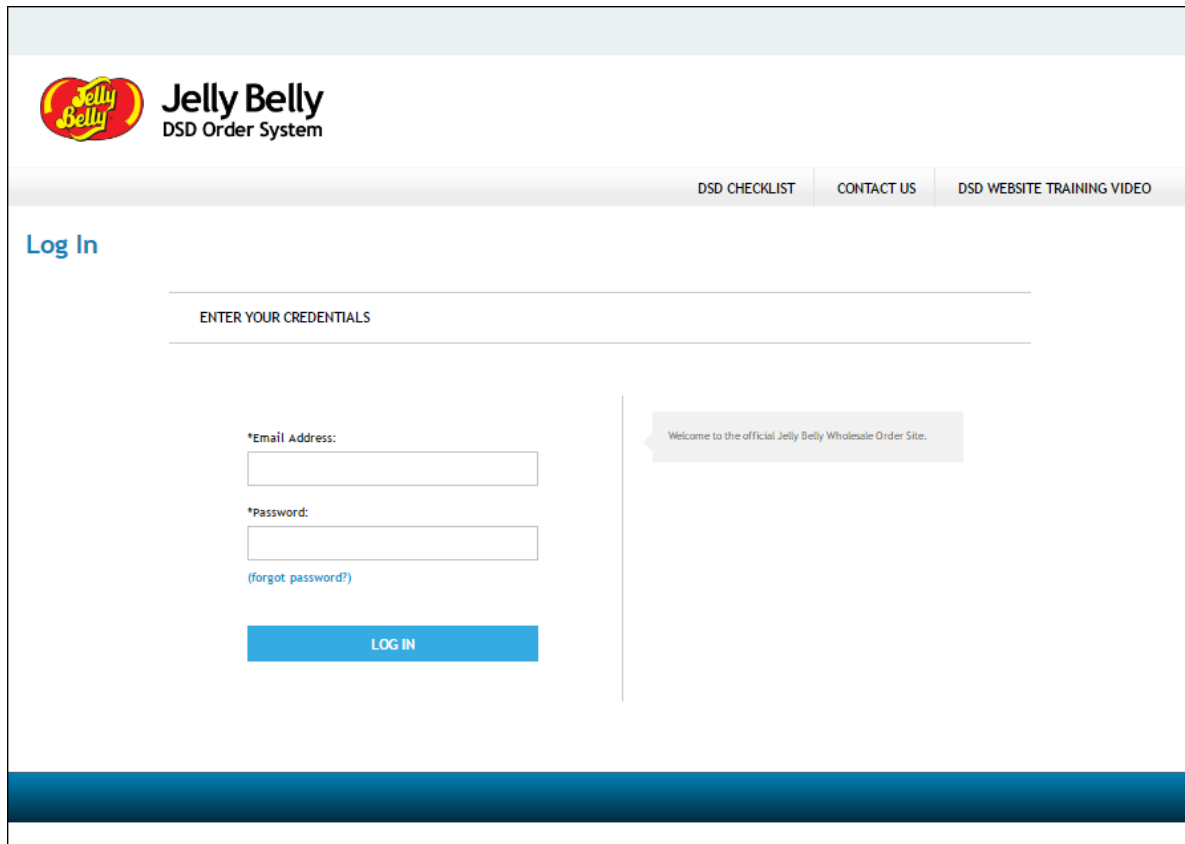

Click the Jelly Belly logo in the upper left-hand corner to return to the Login page.

Note: Use a Chrome browser to access the Jelly Belly DSD Order System here:
www.JellyBellyDSD.com

Sign In

Enter your email address and password in the appropriate fields and click the blue Log In button.

Note: The Sign In page also provides quick access to the DSD Checklist (DSD 10 Step Service Call document) as well as contact information and a training video for using the Jelly Belly DSD Website.

Select Store

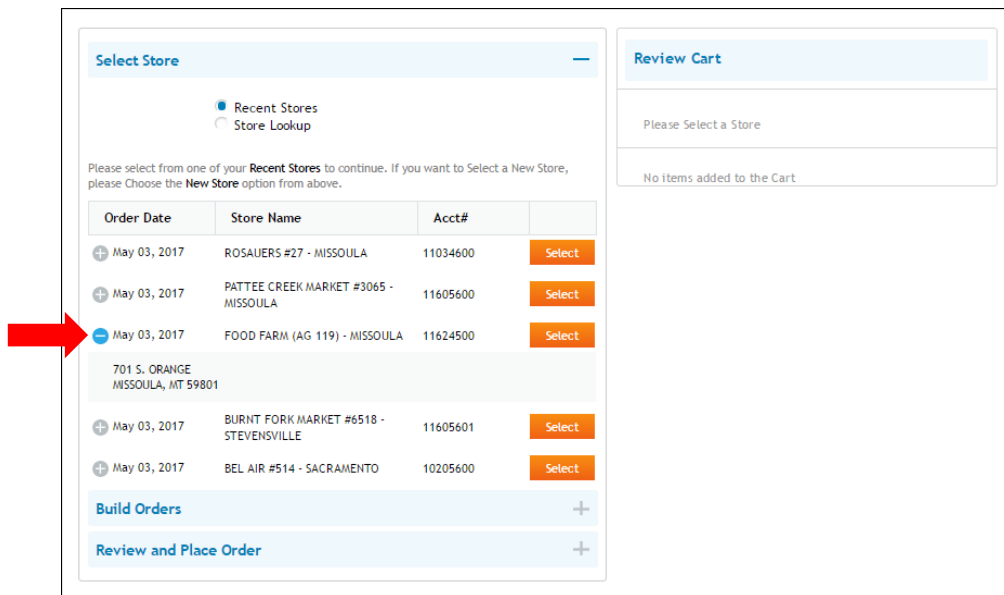The Store Selection page gives you access to your Store List.

- "Recent Stores" view shows up to five stores with the most recent orders
- "Store Lookup" view allows you to search for a store by keyword or store number

You can toggle between these two views by clicking the appropriate radio button.

Once you have located your desired store, click the orange "Select" button to begin building your order.

Recent Stores View:

Click the "+/-" buttons to obtain more information about a specific store.

Store Lookup View:

Search for a store by keyword or store number. Searches must have a minimum of 4 characters.

Building Your Order

After selecting a store you will be taken to that store's Build Order page. You may add products from the following screens:

- Previous Order
- Rapid Order
- Assortment

Toggle between these screens by clicking the appropriate radio button.

Previous Order Screen

On the Previous Order screen, you can add entire previous orders or individual items from a previous order into your cart.

To duplicate an entire previous order, click the orange "Add to Cart" button located to the right of your desired order.

To add individual items from a previous order, follow the steps below:

1. Click the "+/-" button to expand the order view of a previous order.
2. Add items into your cart by selecting one or more of the item checkboxes
3. Click the orange "Add To Cart" button.

Rapid Order

The Rapid Order screen is best utilized if you have a "shopping list" of SKUs you want to order.

Begin building your order by:

1. Typing SKU numbers into the blank "Item #" fields (one item per field). Click the blue "+ Add Another Product" button if you run out of blank "Item #" fields; then
2. Specify the desired quantities for each product; then
3. After all items have been added, click the orange "Add All To Cart" button to place items into your Cart.

Note: Only items that are part of the Store's Assortment may be ordered.

Assortment

The Assortment screen shows the approved products available for the selected store, arranged by category.

Begin building your order by:

1. Clicking the "+/-" buttons to expand a category; then
2. Select item checkboxes and specify order quantity for each of your desired products; then
3. Click the orange "Add To Cart" button to place the selected items into your cart.

Repeat these steps for all desired categories.

Cart

Cart Review

Prior to checkout, review store information and order details for accuracy. Check:

1. Store name and information (at the top of the Cart)
2. Order amount
3. Total items and weight
4. Quantity of items can be modified by using the "Qty" dropdown
5. Items can be removed by clicking the "X"
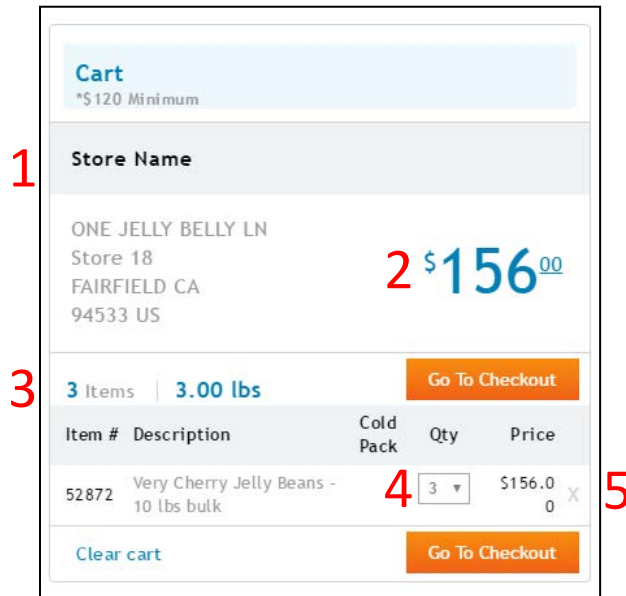
Proceed to Checkout

The DSD order system has a $120 minimum order requirement. When this requirement is met, the "Go To Checkout" button will change from gray to orange.

Click the orange "Go To Checkout" button when you are ready to proceed to checkout.

Cart value of at least $120 will activate the "Go To Checkout" button
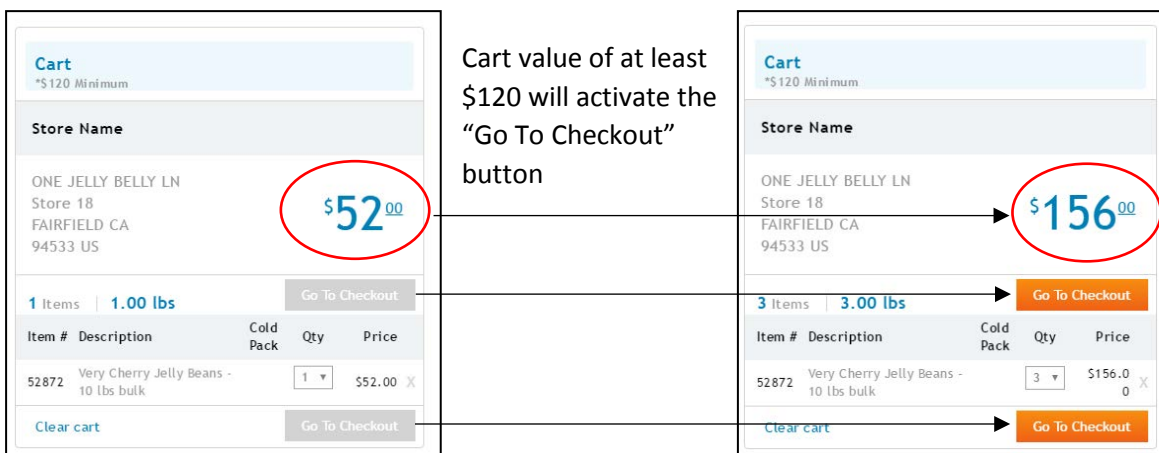
Checkout

Review order details. You can modify your order by clicking "Edit/Change" in the Build Order section.

When you are satisfied with your order, complete the following:

1. Enter a Purchase Order Number (PO Number)
   Note: if you do not have a PO numbering system, the current date (MMDDYY) works nicely

2. Click the blue calendar icon under Desired Ship Date to schedule a shipping date. Available shipping dates are indicated in dark gray.
   Note: the Ship Date indicates when an order is shipped out from the Jelly Belly warehouse.

3. Click the orange "Submit Order" button to complete your order.

Note: Ship Dates for Heat-Sensitive items are limited to Mondays and Tuesdays.

Order History

A more robust list of previous orders for each store can be reviewed by clicking "Order History" in the menu bar.

Items from any previous orders can be directly added to your cart:

1. Click "+/-" to expand an order
2. Select the checkbox for desired items
3. Click "Add to Cart" to place items into cart
4. Click "Return to Order"

Misc. Item Requests

Use the Item Request Form to request items not found in the Merchandising category of the Assortment page. For website or login issues, please click the "Contact Us" button and use the Contact Us Form.

Navigate to the Item Request Form by clicking "Miscellaneous Item Request" in the menu bar. Complete the required fields and click the orange "Submit" button to send your request.

Contact Us

If you are experiencing website or login issues, please click the "Contact Us" button found in the menu bar and fill out the Contact Us Form.

Please provide your name, email, subject and message detailing your issue. Click the orange "Submit" button when you are done.

For all other requests, please click the "Miscellaneous Item Request" button and use the Item Request Form.

Contact Us

If you are experiencing website or login issues, please contact us using this form. For all other requests, please use the Item Request Form.

Your Name *

Your Email *

Subject

Your message *

Submit   Back

If you have any questions about your order, please contact Jelly Belly Customer Service.

By Email:
jborders@jellybelly.com

By Phone:
800-323-9380
707-428-2800
(Monday-Friday between the hours of 7 AM - 5 PM, Pacific Time)

By Fax:
707-428-0819

By Mail:
Jelly Belly Candy Company
One Jelly Belly Lane
Fairfield, CA 94533-6741

Planograms

Planograms are guides for how to position candy in Jelly Belly fixtures and Displays. For stores with existing planograms, these guides can be accessed by clicking the "Planograms" button in the navigation menu.

Example of a Planogram below:

Spoils Form

The spoils form is used to ensure a store is properly credited for unsellable goods. Spoils includes goods that have been spilled or goods that have been damaged in transit.

Access the Spoils Form by clicking the "Spoils" button in the menu navigation

(For now, sign into your store then copy and paste "/spoils-form" to the end of your jellybellydsd.com web address.)

Details

After accessing the Spoils Form, store details are automatically populated. Please review the store information to ensure the address correctly matches your desired store.

In the Details section, a user indicates whether the form is for Spoils or Pick-Up.

- Spoils form - Used to report spoils for a store
- Pick-Up Request - Used to schedule a pick-up for product that was mis-shipped or mis-ordered. Note: Pick-Up Requests require a minimum of four cases.

Reporting Spoils

Select the "Spoils" radio button in the Details section, then add spoils details in the following sections:

- Packaged Items – report damaged packaged items
- Miscellaneous Bulk – report mixed bulk spoils
- Specific Bulk – report bulk spoils for a specific Jelly Belly mix

Packaged Items

Report only packaged items in the "Packaged Items" section.

1. Input the item number in the blank "Enter Item #" fields. Description, Case Cost, and Total will auto-fill. Use the "Search Items" feature to look up item numbers (See Search Items guide below); then
2. Specify Spoils Type with one of the following values:
   - Each - indicates and single individually wrapped product.
   - Case - indicates an entire case of individually wrapped products.
3. Specify quantity; then
4. Specify the Reason Code. Hover over the blue and white "?" for the Reason Code key.

CR - Consumer Reject
CL - Store Closing/Fixture Removal
EO - Error in Order
SF - Seasonal
OE - Did not Order
MC - Other

a. If you need to remove an item, click the "X" located on the right of each Product Line.
b. If you run out of empty lines, click "+ Add a Product Line" to add additional lines.

Item No. *	Spoils Type *	Qty *	Description	❓ Reason Code *	Case Cost	Total	
1 66125	**2** ▾	**3** 1	Very Cherry Jelly Beans - 3.5 oz Bag - 12 Count Case	**4** ▾	$15.00	$0.00	**a** ✕
Enter Item #	▾			▾			
Enter Item #	▾			▾			
Enter Item #	▾			▾			
Enter Item #	▾			▾			

b + Add a Product Line

Miscellaneous Bulk

Miscellaneous Bulk consists of all loose spoils that have been swept up off the floor or collected from the candy catch trays. We recommend keeping a box in the fixture cabinet to store the accumulated spoils. <mark>Once the accumulated spoils reaches 10 pounds, please complete a Credit form.</mark> No item number is necessary for reporting bulk miscellaneous spoils.

1. Report miscellaneous bulk spoils by inputting the quantity (in pounds); then
2. Fill out the Reason for the Bulk spoils. Hover over the blue and white "?" found in the Packaged Items section for the Reason Code key.

Miscellaneous Bulk

Qty (pounds) *	Reason Code *	10# Case Cost	Total
1 0	**2** ▾	$52.00	$0.00

Specific Bulk

Report bulk spoils by:

1. Inputting the bulk item number into the empty "Enter Item #" field. Item Description, Case Cost, and Total will auto-fill. Use the ; then
2. Input the quantity (in pounds) of the spoiled bulk item. Note that the Qty field has a minimum of 1 pound and values can only be whole numbers (no partial pounds); then
3. Specify the Reason Code. Hover over the blue and white "?" found in the Packaged Items section for the Reason Code key.

a. If you need to remove an item, click the "X" located on the right of each Product Line.
b. If you run out of empty lines, click "+ Add a Product Line" to add additional lines.

Specific Bulk

Item No. *	Qty (pounds) *	Description	Reason Code *	Case Cost	Total	
1 52872	**2** 1	Very Cherry Jelly Beans - 10 lbs bulk	**3** ▾	$52.00	$5.20	**a** ✕
Enter Item #			▾			
Enter Item #			▾			
Enter Item #			▾			
Enter Item #			▾			

b + Add a Product Line

Search Items

Look up an item number by:

1. Inputting your search into the empty "Search Items" field. Search can accommodate item numbers as well as keywords.
2. The Search Items dropdown will begin to recommend products based off of your input. Select the item that matches the product you are looking for.

3. After selecting an item, a search section will appear.
   a. For bulk items, copy and paste the item number into the "Enter item #" field.
   b. For packaged items, click the orange "Add to List" button.

Additional Info

1. Complete the Additional Info section to complete the spoils form. Required field are indicated with a red "*".
2. In order to send a copy of the spoils report to additional people, add emails into the "Additional Email(s) field. Separate multiple emails with a comma.

3. The "Review" button will turn orange once all required fields have been completed. Click the orange "Review" button to review the Spoils Form.

Review

Click the Orange "Review" button at the bottom of the Spoils Form to review the form.

1. Review all information on the Spoils Form; then
2. Click the orange "Submit & Email" button to submit the form.

   a. If you need to edit the form, click "Edit Form."
   b. If you need to print the form, click "Print."

Spoils Form

a Edit Form | Print b

2 **Submit & Email**

1 **Details**

Spoils Form

Store Name/Number	PUBLIX #1082	Date	05-17-2017
Address Line 1	7272 GADSDEN HWY	Broker Name	
Address Line 2		JBCC Number	22108200
City	TRUSSVILLE	Invoice Number	
State	AL	PO Number	
Postal Code	35173	Credit Number	

Packaged Items

Item No.	Spoils Type	Qty	Description	Reason Code	Case Cost	Total
66125	Case	1	Very Cherry Jelly Beans - 3.5 oz Bag - 12 Count Case	CR	$15.00	$15.00

Miscellaneous Bulk

Qty (pounds)	Reason Code	10# Case Cost	Total
10	CR	$52.00	$52.00

Specific Bulk

Item No.	Qty	Description	Reason Code	Case Cost	Total

Grand Total $67.00

Additional Info

Store Ref Number Rep Name	Thomas Toan
Rep Phone Number	555-555-5555
Rep Mail	ttoan@jellybelly.com
Additional Mail	

a Edit Form | Print b

2 **Submit & Email**

Pick-Up Request

Pick-Up Request are used to schedule a pick-up for product that was mis-shipped or mis-ordered. Pick-Up Requests require a minimum of four cases.

Details

In the details section, select the "Pick-Up Request" radio button.

Reporting Cases for Pick-Up

Identify which cases need to be picked up and input case details into the following sections:

- Packaged Items
- Miscellaneous Bulk
- Specific Bulk

Refer to the Reporting Spoils section of this guide for more information on how to complete these form fields.

Additional Info

1. Complete the Additional Info section to complete the spoils form. Required field are indicated with a red "*".
2. In order to send a copy of the Pick-Up Request to additional people, add emails into the "Additional Email(s) field. Separate multiple emails by commas.
3. Input the total number of cases. Ten pounds of bulk jelly beans is the equivalent of one case.
4. Give further details of the Pick-Up Request in the Comments section.
5. Click the orange "Review" button to review the Pick-Up Request.

Additional Info

1 Store Ref Number

Rep Name* Thomas Toan

Rep Phone Number*

Rep Email* ttoan@jellybelly.com

2 Additional Email(s) *Separate multiple emails by commas*

Comments

Pick Up Return Request Details

3 No. of Master Cases*

4 Comments*

5 **Review**

Review

1. Review all information on the Pick-Up Request; then
2. Click the orange "Submit & Email" button to submit the form.

    c. If you need to edit the form, click "Edit Form."
    d. If you need to print the form, click "Print."

Spoils Form   a Edit Form | Print b   2 **Submit & Email**

1 **Details**   **Pick Up Request**

Store Name/Number	PUBLIX #1082	Date	05-17-2017
Address Line 1	7272 GADSDEN HWY	Broker Name	
Address Line 2		JBCC Number	22108200
City	TRUSSVILLE	Invoice Number	
State	AL	PO Number	
Postal Code	35173	Credit Number	

Specific Bulk

Item No.	Qty	Description	Reason Code	Case Cost	Total
52872	40	Very Cherry Jelly Beans - 10 lbs bulk	OE	$52.00	$208.00

                        Grand Total $208.00

Additional Info

Store Ref Number		**Pick Up Return Request Details**
Rep Name	Thomas Toan	
Rep Phone Number	555-555-5555	No. of Master Cases 4
Rep Mail	ttoan@jellybelly.com	Comments 4 cases were incorrectly sent to PUBLIX #1082
Additional Mail		

         a Edit Form | Print b   2 **Submit & Email**