



Updated 5/31/2019 by BF

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)

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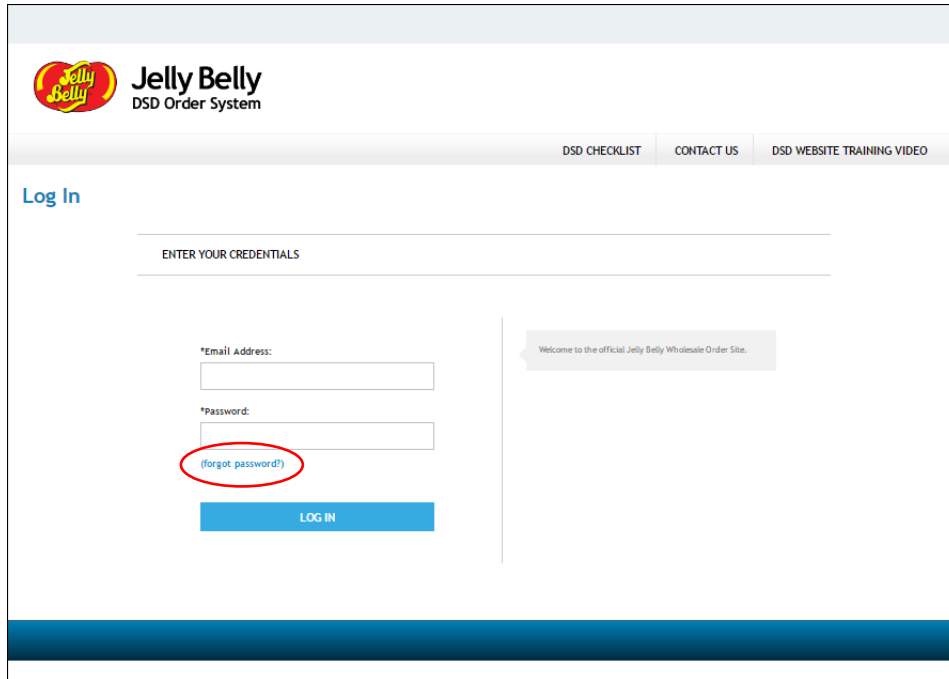
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Note: Use a Chrome browser to access the Jelly Belly DSD Order System here:

www.JellyBellyDSD.com

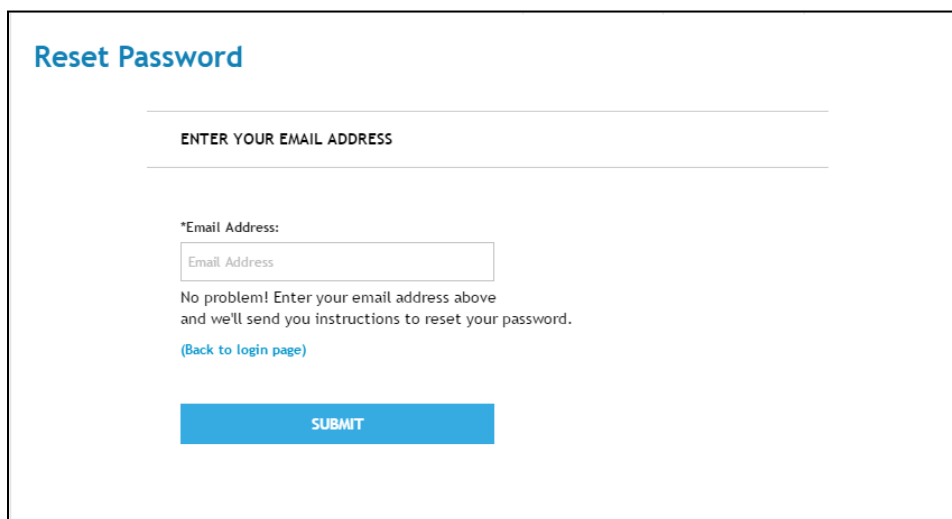
Reset Password

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



The screenshot shows the login interface for the Jelly Belly DSD Order System. At the top left is the Jelly Belly logo and the text 'Jelly Belly DSD Order System'. To the right are navigation links: 'DSD CHECKLIST', 'CONTACT US', and 'DSD WEBSITE TRAINING VIDEO'. Below this is a 'Log In' section with the heading 'ENTER YOUR CREDENTIALS'. The form includes two input fields: '*Email Address:' and '*Password:'. A blue 'LOG IN' button is positioned below the password field. A red circle highlights the '(forgot password?)' link located below the password field. On the right side of the form, a grey box contains the text: 'Welcome to the official Jelly Belly Wholesale Order Site.'

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.



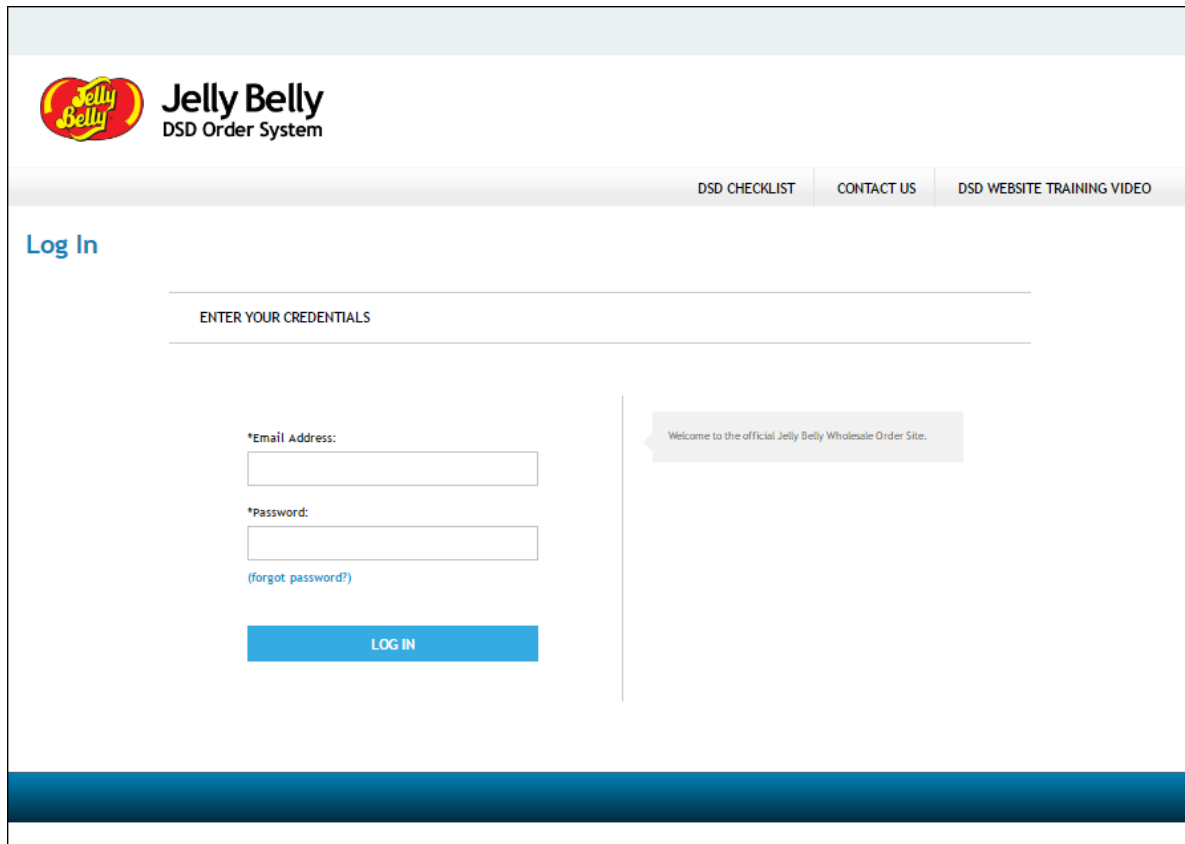
The screenshot shows the 'Reset Password' page. At the top left is the heading 'Reset Password'. Below it is a form with the heading 'ENTER YOUR EMAIL ADDRESS'. The form includes an input field labeled 'Email Address'. Below the input field is the text: 'No problem! Enter your email address above and we'll send you instructions to reset your password.' Below this text is a blue link: '(Back to login page)'. At the bottom of the form is a blue 'SUBMIT' button.

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.



The screenshot shows the Jelly Belly DSD Order System Sign In page. At the top left is the Jelly Belly logo and the text "Jelly Belly DSD Order System". To the right are three navigation links: "DSD CHECKLIST", "CONTACT US", and "DSD WEBSITE TRAINING VIDEO". Below these is a "Log In" heading. A horizontal line separates the heading from the "ENTER YOUR CREDENTIALS" section. This section contains two input fields: "*Email Address:" and "*Password:". Below the password field is a link "(forgot password?)". A blue "LOG IN" button is positioned below the input fields. To the right of the input fields is a grey callout box with the text "Welcome to the official Jelly Belly Wholesale Order Site." The page has a dark blue footer bar at the bottom.

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.

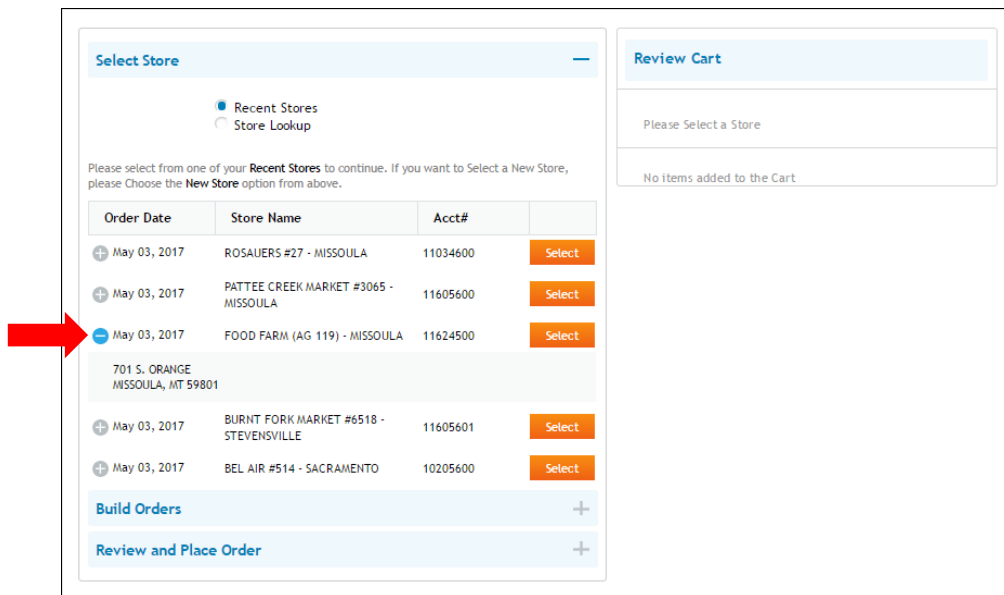
- “Recent Stores” view shows up to five stores with the most recent orders
- “Store Lookup” view allows you to search for a store by keyword or store number

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.



The screenshot shows the 'Select Store' interface with the 'Recent Stores' view selected. It displays a table of recent stores with columns for Order Date, Store Name, Acct#, and a Select button. A red arrow points to the minus sign in the expand/collapse column of the third row.

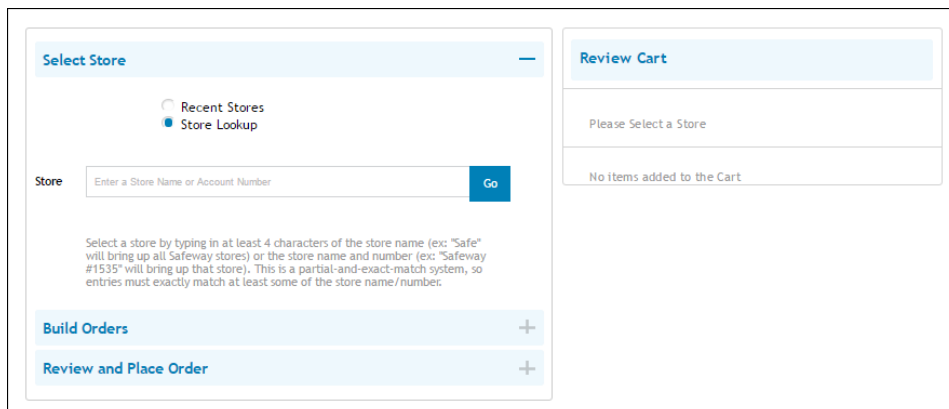
Order Date	Store Name	Acct#	
+ May 03, 2017	ROSAUERS #27 - MISSOULA	11034600	Select
+ May 03, 2017	PATTEE CREEK MARKET #3065 - MISSOULA	11605600	Select
- May 03, 2017	FOOD FARM (AG 119) - MISSOULA	11624500	Select
701 S, ORANGE MISSOULA, MT 59801			
+ May 03, 2017	BURNT FORK MARKET #6518 - STEVENSVILLE	11605601	Select
+ May 03, 2017	BEL AIR #514 - SACRAMENTO	10205600	Select

Build Orders +

Review and Place Order +

Store Lookup View:

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



The screenshot shows the 'Select Store' interface with the 'Store Lookup' view selected. It features a search input field labeled 'Store' with a 'Go' button. Below the input field, there are instructions for searching.

Store: Go

Select a store by typing in at least 4 characters of the store name (ex: "Safe" will bring up all Safeway stores) or the store name and number (ex: "Safeway #1535" will bring up that store). This is a partial-and-exact-match system, so entries must exactly match at least some of the store name/number.

Build Orders +

Review and Place Order +

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.

Select Store Edit/Change +

Build Order —

Previous Order Rapid Order Assortment

[Printable Order Form](#)

Add items from Previous Orders (all or just some), to your Cart. To expand the order and see the included products, click the "+" sign next to the Order Number.

Select **Rapid Order** (above) to enter a list of Item Numbers and add all of them to your Cart at once.

Select **Assortment** (above) to order from a categorized list of approved products.

Order #	Order Date	PO No.	Ship Date	Amount	
+ 1100879	04/07/2017	11624500040517	04/24/2017	\$210.00	Add To Cart
+ 1080960	02/12/2017	021217JC	02/14/2017	\$120.00	Add To Cart

Note: Cold Pack items will only be shipped on Mondays and Tuesdays

[Review and Place Order](#) +

Cart
*\$120 Minimum

FOOD FARM (AG 119)

701 S. ORANGE
MISSOULA MT
59801 US \$0.00

No items added to the cart

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.

The screenshot shows the 'Previous Order' screen. At the top, there are buttons for 'Select Store' and 'Edit/Change'. Below that is a 'Build Order' section with three radio buttons: 'Previous Order' (selected), 'Rapid Order', and 'Assortment'. A red arrow points to the 'Previous Order' radio button. Below the radio buttons is a text block explaining that previous orders can be added in whole or in part, and that clicking a '+' sign expands the order view. Below this is a table of previous orders. The third row of the table has a red '1' next to its expand/collapse button and a red '3' next to its 'Add To Cart' button. Below the table is a list of items with checkboxes. The second and third items have their checkboxes checked, with a red '2' next to the first checked checkbox. At the bottom of the screen is a 'Review and Place Order' button.

Order #	Order Date	PO NO.	Fulfilment Date	Amount	
80	07/22/2016	123	07/22/2016	\$156.00	Add To Cart
54	07/14/2016	876	07/14/2016	\$208.00	Add To Cart
52	07/14/2016	12	07/14/2016	\$104.33	Add To Cart

Item #	Description	Price	Cold Pack	Qty
1075	LICORICE BRIDGE MIX - 10 LBS BULK	\$52.33		1
1015	CANDY CORN - 10 LBS BULK	\$52.00		1

Note: Cold Pack items will only be shipped on Mondays and Tuesdays

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.

The screenshot displays the 'Rapid Order' interface. At the top, there are tabs for 'Select Store', 'Build Order', and 'Review and Place Order'. Under 'Build Order', three options are shown: 'Previous Orders', 'Rapid Order' (selected with a red arrow), and 'Assortment'. Below this, instructions state: 'You can add item by either Item # here. Just type the code and item will appear. Once items are selected, you can add them to cart. Select Previous Orders for selecting previous order items directly or View Product List and add items to your Cart'. A table lists the items:

Item #	Name	Price	Cold Pack	Qty	Line Total
1 1015	Candy Corn - 10 lbs bulk Available to ship	\$52.00	✓	2	\$52.00 Remove Item
				1	

The total is \$52.00. A note at the bottom states: 'Note: Cold Pack items will only be shipped on Mondays and Tuesdays'. At the bottom, there are buttons for '+ Add Another Product', 'Add All To Cart' (highlighted with a red '3'), and 'Clear List'. On the right, the 'Cart' section shows a '\$0.00' total and the store name: 'ONE JELLY BELLY LN, Store 18, FAIRFIELD CA, 94533 US'. Below the cart, it says 'No items added to the cart'.

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.

Select Store Edit/Change +

Build Order -

Previous Order Rapid Order Assortment

Please Select the category you want to add items from by clicking the + next to the product categories. Select Previous Orders for selecting previous order items directly or add items by their code in Rapid Order.

Search Items

Click - to minimize or collapse the category

+ Confections - Bulk

+ Confections Bags

1 - Jelly Belly Official 50 Flavors - Bulk

<input type="checkbox"/>	Item #	Description	Price	Cold Pack	Order Qty
2 <input checked="" type="checkbox"/>	52872	Very Cherry Jelly Beans - 10 lbs bulk	\$52.00		1
<input type="checkbox"/>	52895	Buttered Popcorn Jelly Beans - 10 lbs bulk	\$52.00		1

Total items: 1 Items Gross Weight: 1.00 Lbs Price: \$52.00 Add To Cart 3

Cart
*\$120 Minimum

Store Name

ONE JELLY BELLY LN
Store 18
FAIRFIELD CA
94533 US

\$0.00

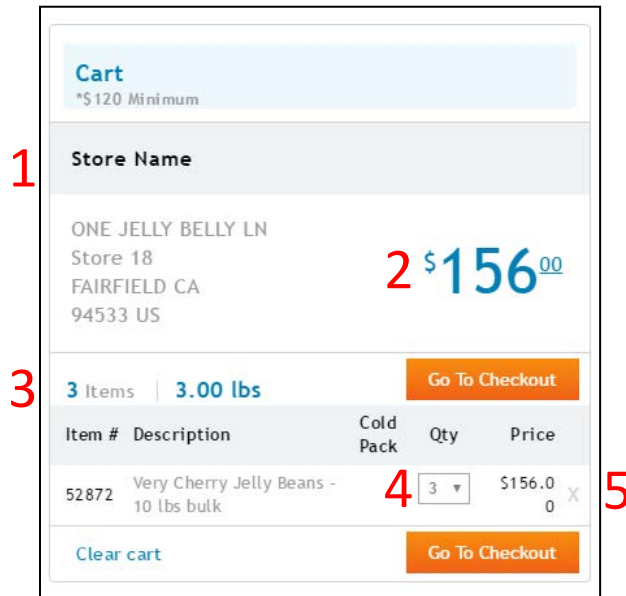
No Items added to the cart

Cart

Cart Review

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

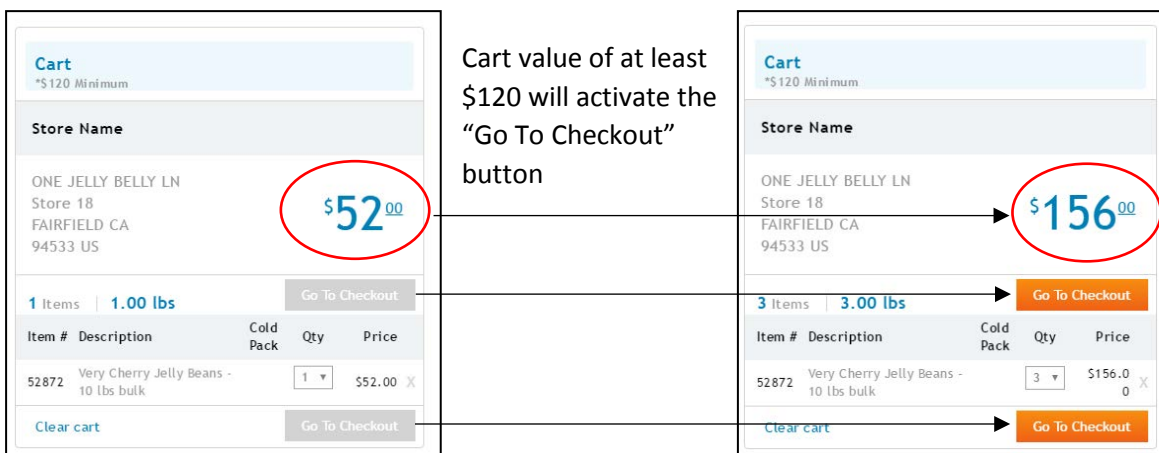
1. Store name and information (at the top of the Cart)
2. Order amount
3. Total items and weight
4. Quantity of items can be modified by using the “Qty” dropdown
5. Items can be removed by clicking the “X”



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.



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.

The screenshot shows the checkout interface. On the left, the 'Build Order' section is highlighted with a red '1'. It contains a 'PO Number*' field with the value '123' and a 'Desired Ship Date' field with the value '08-01-2016'. A blue calendar icon is next to the date field, highlighted with a red '2'. Below these fields is a 'Your Order' summary table:

Total Items	Gross Weight	Price
3 ITEMS	3.00 lbs	\$156.00

A red '3' is placed next to the 'Submit Order' button at the bottom of this section. On the right, the 'Cart' section shows the store name 'ONE JELLY BELLY LN', address 'Store 18, FAIRFIELD CA, 94533 US', and a total price of '\$156.00'. Below this is a table of items:

Item #	Description	Cold Pack	Qty	Price
52872	Very Cherry Jelly Beans - 10 lbs bulk		3	\$156.00

Buttons for 'Submit Order', 'Clear cart', and another 'Submit Order' are visible in the cart section.

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”

The screenshot displays the Jelly Belly DSD Order System interface. At the top, the Jelly Belly logo and 'DSD Order System' are visible on the left, and a user login status 'You are Logged in as ttoan@jellybelly.com' with a 'LOGOUT' link is on the right. A navigation menu includes 'ORDER HISTORY', '10 STEP SERVICE CALL', 'CONTACT US', 'PLANOGRAMS', and 'MISCELLANEOUS ITEM REQUEST'. The 'ORDER HISTORY' section shows a list of five orders, with the fifth order (Order Number: 1091715) selected and expanded. A red '1' is placed next to this order. The expanded order shows 'Billing Information' and 'Shipping Information' fields. Below this, the 'Your Order' section displays a table of items with checkboxes. A red '2' is placed next to the first item in the table. At the bottom of the table, a summary row shows 'Total Items: 7', 'Gross Weight: 22.50', and 'Price: \$147.60'. A red '3' is placed next to the 'Price' field. To the right of the price are two buttons: 'Add to Cart' (orange) and 'Return to Order' (green).


Item #	Description	Price	Cold Pack	Order Qty
<input type="checkbox"/>	61800 BeanBoozled Jelly Beans - 1.6 oz boxes (4th edition) 48-Count Case	\$57.60		1
<input checked="" type="checkbox"/>	44010 Chocolate Dutch Mints® - Assorted - 2.9 oz Bag - 12 Count Case	\$15.00	✓	1
<input checked="" type="checkbox"/>	45118 Candy Corn - 3 oz Bag - 12 Count Case	\$15.00		1
<input checked="" type="checkbox"/>	66221 Superfruit Mix Jelly Beans - 3.1 oz Bags - 12-Count Case	\$15.00		1
<input type="checkbox"/>	66306 Minnie Mouse Jelly Beans - 2.8 oz Bag - 12 Count Case	\$15.00		1
<input type="checkbox"/>	66834 Soda Pop Shoppe® Jelly Beans - 3.5 oz Bag - 12 Count Case	\$15.00		1
<input type="checkbox"/>	66891 Sunkist® Citrus Mix Jelly Beans - 3.1 oz Bag - 12 Count Case	\$15.00		1

Total Items: 7 Gross Weight: 22.50 Price: \$147.60 **3** Add to Cart 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.

You are Logged in as
ttoan@jellybelly.com | LOGOUT

[ORDER HISTORY](#) | [10 STEP SERVICE CALL](#) | [CONTACT US](#) | [PLANOGRAMS](#) | [MISCELLANEOUS ITEM REQUEST](#)

Item Request Form

Please use this form if you need to request items. For website or login issues, please use the Contact Us form.

Store	LUCKY #755 VENDOR #788201 1515 SLOAT BLVD SAN FRANCISCO, CA 94132
Merchandise's Name *	<input type="text"/>
Merchandise's Email *	<input type="text"/>
Merchandise's Address <small>This is only required if items will be shipped to Merchandise's address, instead of the store.</small>	Street Address <input type="text"/>
	City <input type="text"/>
	Alabama <input type="text"/>
	Zip Code <input type="text"/>
Reason for Request / Special Instructions *	<input type="text"/>
Requested Item(s)	Request Item 1 <input type="text"/>
	Request Item 2 <input type="text"/>
	Request Item 3 <input type="text"/>
	Request Item 4 <input type="text"/>
	Request Item 5 <input type="text"/>

[Back](#)

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 *	<input type="text"/>
Your Email *	<input type="text"/>
Subject	<input type="text"/>
Your message *	<input type="text"/>

[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:

JELLY BELLY
 8 FT GRAVITY OVER SCOOP



JELLY BELLY 49 FLAVORS 52777	JELLY BELLY SUNKIST FANGERINE 52812	JELLY BELLY 10 FLAVOR OUR MIX 52787	JELLY BELLY GREEN APPLE 52822	JELLY BELLY VERY CHERRY 52872	JELLY BELLY WATERMELON 52827	JELLY BELLY JUICY PEAR 52931	JB SMOOTHIE MIX 52888	JELLY BELLY COLD STONE ICE CREAM 52843	JELLY BELLY SIZZLING LINNMON 52965	JELLY BELLY COTTON CANDY 52867	JELLY BELLY BUTTER POPCORN 52895	JELLY BELLY FRUIT BOWL FLAVORS 52990	JELLY BELLY BLUEBERRY 52989	JELLY BELLY STRAWBERRY REESE CA 52845	JELLY BELLY LEMON LIME 52862	JELLY BELLY SUNKIST CITRUS MIX 52955	JELLY BELLY RED APPLE 52829	JELLY BELLY COCONUT 52802	JELLY BELLY LICORICE 52942	JB SMOOTHIE MIX 52888	JELLY BELLY BUBBLE GUM 52932	JB FRENCH VANILLA 52805	JB TROPICAL 52985
Get real. Get Jelly Belly!												Get real. Get Jelly Belly!											
50												50											
JELLY BELLY 20 FLAVORS 66110	JELLY BELLY SOULS 66152	JELLY BELLY SOURS 66152	JB CLONE PRINCESS 66132	JELLY BELLY JEWEL MIX 66114	JELLY BELLY STAR WARS 66114	JB DISNEY FROZEN 66315	JB DISNEY FROZEN 66315	JB MICKEY MOUSE 66305	JB MINNIE MOUSE 66306	JELLY BELLY TROPICAL MIX 66110	JELLY BELLY COOL STORE 66089	JELLY BELLY WIDE MIX 66098	JELLY BELLY SOA POP SHOPPE 66534	JB LICOR 66130	JELLY BELLY CITRUS MIX 66130	JELLY BELLY CITRUS MIX 66130							
JB FISH CHERRY 49007	JELLY BELLY LICORICE BRIDGE MIX 42378	JELLY BELLY CANDY BEARS 45118	JELLY BELLY SUNKIST FRUIT GEMS 45041	JB TABASCO 66319	JELLY BELLY YUM CHERRY 64125	JELLY BELLY CHOCOLATE 49730	JELLY BELLY HELLO KITTY 64005	JELLY BELLY SPROUT BLEND 64888	JELLY BELLY LOMO BEANS 66138	JB SNAPPLE MIX 66320	JELLY BELLY COUNTRY CLASSIC MIX 64221	JELLY BELLY SUPERHERO MIX 64221	S/7 GUMMI BEARS 45520	JELLY BELLY ASTOR BEARS 64110	JELLY BELLY ASTOR BEARS 64110	JELLY BELLY ASTOR BEARS 64110							
JB ASST CHEWY FISH 5007-1	GUMMI BEARS 5005-1	UNREARABLY HOT CINNAMON BEARS 5010-1	SUNKIST FRUIT GEMS 8103-1	SOUR NEON STRAW & INCHWORMS 5111-1	RASPBERRY & BLACKBERRY 5310-1	SODA POP SHOPPE 91200	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890							
FRUIT SOURS 2085-1	ASSORTED JORDAN ALMONDS 3035-1	CHOCOLATE JORDAN ALMONDS 4067-1	DARK CHOCOLATE ALMONDS 4060-1	CHERRY SOURS 2095-1	RASPBERRY & BLACKBERRY 5310-1	SODA POP SHOPPE 91200	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890	SUNBUZZ MIX 41890							



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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.

Details Spoils Pick-Up Request
Please indicate whether this form is for Spoils or Pick-Up.

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	

* Required Fields

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.

Packaged Items Search Items

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 x
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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. **Once the accumulated spoils reaches 10 pounds, please complete a Credit form.** 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 <input type="text" value="0"/>	2 <input type="text" value=""/>	<input type="text" value="\$52.00"/>	<input type="text" value="\$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 <input type="text" value="52872"/>	2 <input type="text" value="1"/>	Very Cherry Jelly Beans - 10 lbs bulk	3 <input type="text" value=""/>	<input type="text" value="\$52.00"/>	<input type="text" value="\$5.20"/>	a <input type="text" value="x"/>
<input type="text" value="Enter Item #"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value="Enter Item #"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value="Enter Item #"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value="Enter Item #"/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

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.

Packaged Items Search Items

Very Cherry Jelly Beans - 10 lbs bulk - 52872

2 Very Cherry Jelly Beans - 3.5 oz Bag - 12 Count Case - 66125

Jelly Bean Chocolate Dips® - Very Cherry - 2.8 oz Bag - 12 Count Case - 42830

Item No. *	Spoils Type *	Qty *	Description	Item Code *	Case Cost	Total
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Enter Item #"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add a Product Line](#)

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.

Packaged Items Search Items

Item #	Description	Case Cost
66125	Very Cherry Jelly Beans - 3.5 oz Bag - 12 Count Case	\$15.00

3a **3b** [Clear Item](#)

Additional Info

1. Complete the Additional Info section to complete the spoils form. Required fields 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.

The screenshot shows the 'Additional Info' form with the following fields and values:

- Store Ref Number:
- Rep Name *:
- Rep Phone Number *:
- Rep Email *:
- Additional Email(s):
- Comments:

On the right, the 'Pick Up Return Request Details' section contains:

- No. of Master Cases *:
- Comments *:

A grey 'Review' button is located at the bottom center of the form.

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

The screenshot shows the 'Additional Info' form with the following fields and values:

- Store Ref Number:
- Rep Name *:
- Rep Phone Number *:
- Rep Email *:
- Additional Email(s):
- Comments:

On the right, the 'Pick Up Return Request Details' section contains:

- No. of Master Cases *:
- Comments *:

An orange 'Review' button is located at the bottom center of the form, with a red '3' next to it.

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.

Details

Spoils Pick-Up Request
Pick-Up Request(4 Cases or More)

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	

* Required Fields

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.

The screenshot shows a web form titled "Additional Info" with two main sections: "Additional Info" and "Pick Up Return Request Details".

- 1** Store Ref Number: An empty text input field.
- 1** Rep Name*: A text input field containing "Thomas Toan".
- Rep Phone Number*: An empty text input field.
- Rep Email*: A text input field containing "ttoan@jellybelly.com".
- 2** Additional Email(s): A text input field with the placeholder text "Separate multiple emails by commas".
- Comments: A large text area for entering details.
- 3** No. of Master Cases*: A small text input field.
- 4** Comments*: A large text area for entering details.
- 5** Review: An orange button labeled "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	No. of Master Cases	4
Rep Phone Number	555-555-5555	Comments	4 cases were incorrectly sent to PUBLIX #1082
Rep Mail	ttoan@jellybelly.com		
Additional Mail			

2 [Submit & Email](#)