Handcrafted Dynamic Brands Online Ordering 101

Congratulations! Your account is now set up for online ordering with Handcrafted Dynamic Brands. Since this system is new to you we have put together a brief tutorial that will help you get the most out of our system.

Step 1: Logging In

Use the link provided to you in the activation email you have received to reach the login page.

Alternatively you can access the link through our website at dynamicbrandsok.com, or you can click here to access it directly.

Enter the email address you provided to your sales rep to set up the account. Your initial password will be your ABLE license number. If your ABLE license number is less than 6 digits, please enter leading zeros to make your license number 6 digits (ie if your license number is 1234, enter 001234).

Step 2: Changing Your Password

Since each customer's default password is their license number we highly recommend changing your password upon your first login. Once logged in on the left side panel under "Settings" you will see the option to change your password.

Additionally, if you ever need to change the primary email address for your account, you can change it using the "Change Email" link.

Step 3: Handcrafted Wines Order Form

To enter our online sales platform click the link in the middle of the page that reads "Handcrafted Wines Order Form".

Once you are in the Handcrafted Wines Order Form, you will notice that there are three different sections: Filters, Cart, and Items.

1. **Filter Section**

The filter section is how you will find the products you are looking for. Filters can be used in conjunction to narrow in on a specific brand, product, or need. If you are looking for a Malbec, from Argentina, in 750 ML, between $8.99 and $12.99, you can use the filters to find exactly that.

- **SEARCH BY ITEM**

This is your keyword search box. If you want to find a specific product, simply enter the name into this field. If you are unsure of the complete spelling or how it is named in our system, you can search by a single keyword or even a partial keyword (ie if you search "teq" it will pull up all tequilas and any other product with "teq" anywhere in the name.

- **BRAND**

This is a drop-down list of all of our brands. Use this to filter for a single brand's products. You can use the drop-down, or simply start typing the name of the brand and a narrowed down drop-down list of options will appear below where you are typing.

- **CATEGORY**

This field allows you to filter for specific wine varietals or spirit types.

- **REGION**

This field allows you to filter for a specific region of origin.

- **BOTTLE SIZE**

This field allows you to filter for a specific bottle size

- **MINIMUM UNIT PRICE**

The field allows you to set a minimum price for the products you are looking for (ie if you only want to view Cabernet Sauvignons over $20, you would filter for Cabernet Sauvignon in the CATEGORY filter and put "20" in the MINIMUM UNIT PRICE filter).

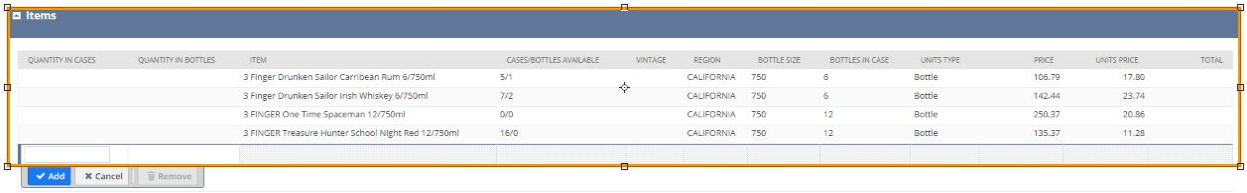
- **SALE STATUS**

If you are looking for the best deals, this is the filter for you. You can choose from two options in this filter, "On Sale" which will show you all of the products currently on sale for the month, or you can choose "Closeout" to get deeply discounted items that we are planning to discontinue.

IMPORTANT NOTES ON THE FILTERS

- **Once you have dialed in your filters you must select the "Apply Filters" button in the top left corner in order to perform the search.**
- The filters will not automatically reset after a search. This will allow you to easily tweak your filters if the results don't quite provide what you were looking for. If you want to start a totally new search, select the "Reset Filters" button in the top left corner.
- When searching for an individual item the "SEARCH BY ITEM" and "SEARCH BY BRAND" fields will be the easiest way to find what you are looking for.

2. Items Section

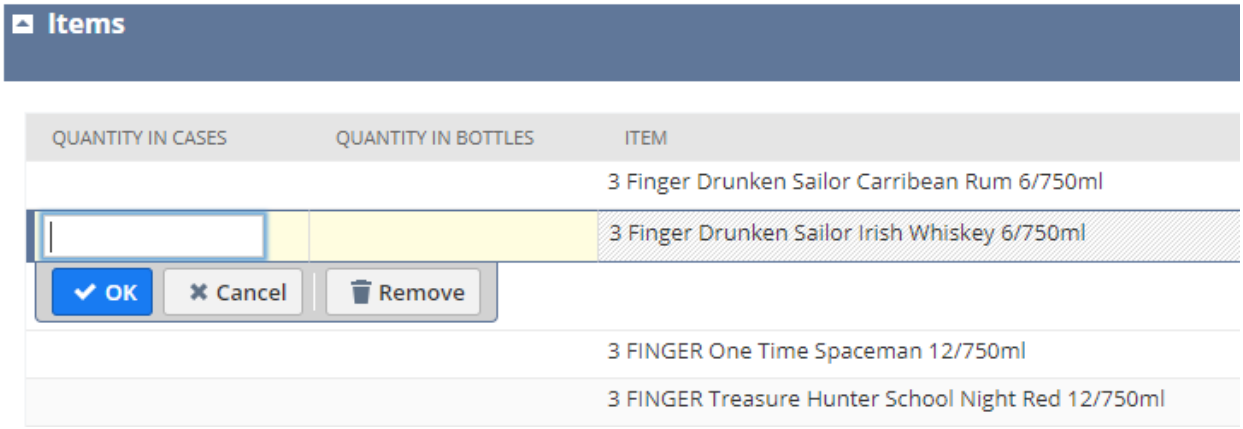


The Items Section is where the results of your searches will populate. This is also the section where you can select how much of a particular item you would like to order, and where you will add it to your cart.

There are several fields that are displayed for each item in the Item Section:

- **QUANTITY IN CASES / QUANTITY IN BOTTLES**

These are the first two columns displayed in the Item Section, and they are the only two columns that require user input. If you click into one of the first two columns for an item, the Add/Cancel/Remove panel will follow to right below that item like so (In this example we are selecting 3 Finger Drunken Sailor Irish Whiskey):



These are entry boxes for you choose how much of a product you want to add to your order. Click on the box in the "QUANTITY IN CASES" column (like in the image above) if you would like to order the product by the case. If you would like to order the product by the bottle, click into the box just to the right of it in the "QUANTITY IN BOTTLES" column.

Once you have entered the quantity you wish you order, click the blue "OK" box. This will add the item to your cart. You may repeat this step for as many products as you want to add to your cart, and you can change the filters as many times as you need during this process.

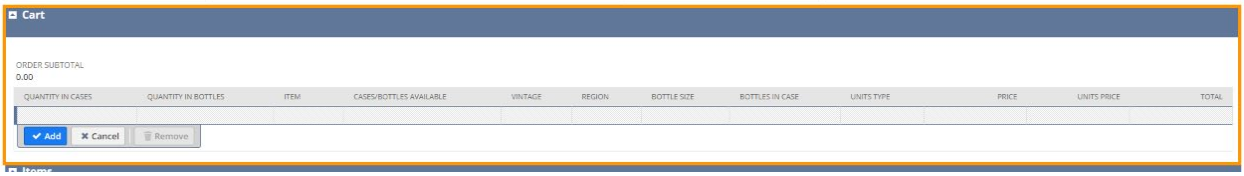
If you would like to order, for example, 18 bottles of a particular product that comes in a 12 pack you may enter it in two different ways. You can enter "1" under the "QUANTITY IN CASES" box and then click into the "QUANTITY IN BOTTLES" box and enter "6", then click "OK". You can also just go directly into the "QUANTITY IN BOTTLES" box and enter "18", then click "OK".

- **INFORMATION FIELDS IN THE ITEMS SECTION**

The rest of the fields in the items section are for informational purposes only:

- ITEM – This is the product name.
- CASES/BOTTLES AVAILABLE – This field displays our inventory on hand in the format cases available / bottles available. **You may place an order for items that have 0/0 currently on hand, please see the section "BACKORDERS" under "Other Notes and Tips" further down on this document.**
- VINTAGE – This displays the product's current vintage, if tracked.
- REGION – This is the product's region of origin.
- BOTTLE SIZE – This displays the product's bottle size, in MLs.
- BOTTLES IN CASE – This displays how many bottles will ship in a case.
- UNITS TYPE – This displays the base unit in which the product can be ordered. Most products will display "BOTTLE", meaning you can order a single bottle if you wish. Some lower cost items ship only by the case, and if that is the case it will be displayed in this field.
- PRICE – This is the case price for the item.
- UNITS PRICE – This is the price for the base unit of an item (ie the bottle price for all items with a "BOTTLE" base unit).
- TOTAL – This will show you the line item total for how much of a given product you are ordering.

3. Cart Section



Once you have added an item from the Item Section it will appear in the Cart Section.

All of the fields displayed for the Cart Section are the same as the Item Section and they will operate in the same way. The "QUANTITY IN CASES" field and the "QUANTITY IN BOTTLES" field can both be edited within the cart section if you decide to change how much of a certain item you are ordering.

If you wish to remove the item altogether, select the item and click the "Remove" button with the trash can icon.

All items will subtotal for the given item in the "TOTAL" field on the far right. The overall total for your order is displayed in the top left corner of the Cart Section where it displays "ORDER SUBTOTAL".

Once everything in your cart looks good, click the blue "Submit Order" button found at the top or the bottom of the page. Once you have done this your order has been submitted for processing!

Other Notes and Tips

- **BACKORDERS**

If an item currently has 0/0 listed for "CASES/BOTTLES ON HAND" then the item is currently out of stock at our warehouse. However, if you would like to place the item on backorder you can simply add the

quantity that you require to your order. You will not be charged for the items on your current invoice. As soon as the items become available in our warehouse, they will be added on to your next outgoing order and you will be charged for them at that time.

- **MINIMUM ORDER FEE**

If your order totals less than $150 you will be charged a minimum order fee of $20. This fee is to cover our logistics costs on smaller orders. To avoid this fee, simply add items to your cart to increase the order over $150.

- **DELIVERY OF YOUR ORDER AND CUTOFF TIMES**

Your order will be delivered on your next scheduled delivery day. Please speak with your sales rep to confirm your scheduled delivery days. If your next available delivery day is the following day, you must place your order before 5:00 PM in order to ensure it goes out the next day.

- **VIEWING AND EDITING YOUR ORDERS**

If you would like to view a list of all of your orders, you will have the option to do so on the screen that loads when you first log in. To return to this page from the Handcrafted Wines Order Form, simply click the home button in the upper left hand corner. From your home screen, on the right hand side of the page you will see a link under the "Orders" section called "See Orders". Click that link.

On the page that loads it will display to you all of your orders past and present. The "Status" field will denote to you the current status of that order.

All orders that come through our online ordering system are reviewed and approved manually by our office staff. Until they have been approved, their status will be listed as "Pending Approval". While your order is in the "Pending Approval" state, you may click the edit link on the left hand side of the page to make adjustments to your order. Once your order had been approved you will not be able to make any edits to that order through the online ordering system, and if a change is required you must contact your sales representative for assistance.

To simply view one of your orders regardless of order status, click on the "View" link on the far left of that order.

We are excited to be doing business with you and we hope that our online ordering system is a useful tool in your purchasing arsenal! If you have any questions or concerns, please reach out to your sales representative directly and they will be happy to assist you in any way they can!