

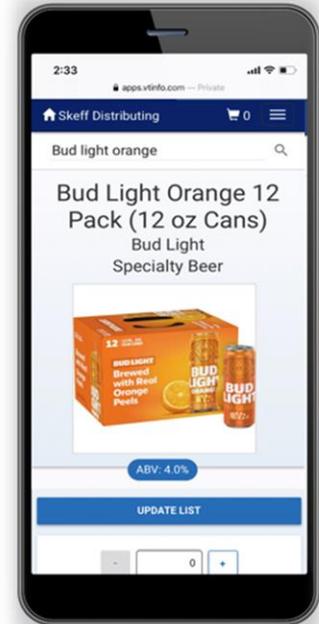
Account Name: _____
Contact Name: _____
Contact Phone: _____
Contact Email: _____

Retailer Portal Ordering System

- What is the Retailer Portal?
 - The Retailer Portal is an online ordering system that allows users to order products from Skeff Distributing. Users can also search for new products, view previous orders and re-print invoices.

Retailer Portal Benefits:

- Convenient, self-service ordering
- Orders go directly into the system for accuracy
- Eliminates having to wait to place an order, or needing to make an order via phone, text, or email
- Allows users an up-to-date inventory and pricing on all products
- Accounts have access to their order history and can re-print invoices
- The retailer portal will save previously ordered packages in the "Create Order" screen



- Are users required to pay online when an order is placed?
 - No, payment is required upon delivery.
- When is the deadline to place an order?
 - All orders must be placed by 4:00pm the day before delivery. Orders can be placed multiple days ahead of the delivery day. (Example: You can place orders on Monday, Tuesday or Wednesday if you have a Friday delivery day)
- Once products have been added to an order, how are orders reviewed and submitted?
 - You can place an order by clicking on the shopping cart in the top right corner of the website. This will allow you to review your cart before the order is placed.
- Products can be searched by brand or style through the search bar at the top of the webpage.
- The retailer portal will automatically send a confirmation email to the user following the completion of an order.
- Users can use the retailer portal to place orders for multiple accounts under one username.



If you have any questions or need assistance with the Retailer Portal please contact:

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