Cloud Show Customer Portal Instructions

LIPARI

Virtual Holiday Food Show

— **2020** —

Email Invitation

Hi Customer,

Welcome to the Lipari 2020 Virtual Holiday Show ordering portal!

1. Please select the link below to set your password (*NOTE: This link will expire 7 days after receiving this email and will not work thereafter*)

- Set your password

2. Once you create your password, select "Click Here" in the next screen, to login with your User ID and the password you have just created.

- User ID: **34X4**

3. If you wish to bookmark this page for easy access, please use the link below (*NOTE: Please ensure you do not click the link below until you've created your password*)

- Login to Ordering Portal

- You will receive an email invitation from showsupport@perenso.com with basic show information. Click on the link "Set Your Password" to begin

Email Invitation

Due to the current situation with the world-wide pandemic and possible unforeseen product availability or price adjustments, Lipari Foods reserves the right to make any necessary changes.

Click Here! FEATURED BRAND CATALOGS

* **2019 History is 10/14/2019 - 12/27/2019 Orders - 12 weeks*** To ensure that history of all these unique item purchases was recognized we used 12-week history from 2019. Please consider this as you order for the 7 ship weeks.

- **Customer Order Timing**: Monday, September 21, 2020 – Sunday, October 4, 2020 at 11:59 PM EST

- **Ship Weeks**: Beginning Monday, November 9, 2020, through December 26, 2020
  - o **Week 1**: November 9, 2020
  - o **Week 2**: November 16, 2020
  - o **Week 3**: November 23, 2020
  - o **Week 4**: November 30, 2020
  - o **Week 5**: December 7, 2020
  - o **Week 6**: December 14, 2020
  - o **Week 7**: December 21, 2020

Please note: the Perenso platform is designed for use with modern and secure internet browsers. Please view using Google Chrome, Mozilla Firebox, Microsoft Edge, Safari or Opera. Internet Explorer does not meet the requirements.

MKT = Prices WILL Decrease or Increase based on Market Price at the Time of Delivery.

Creating A Password

- You will have to create a unique password
  - Please Note: The password must be at least 6 characters long
- Once your password is confirmed, you can log in using your User ID (provided to you in the email invitation) and the password you created
- To save the link in your browser for future reference, please click below:
 **http://tradeshow.perenso.net/Ordering/liparisep20**

Navigating the Show
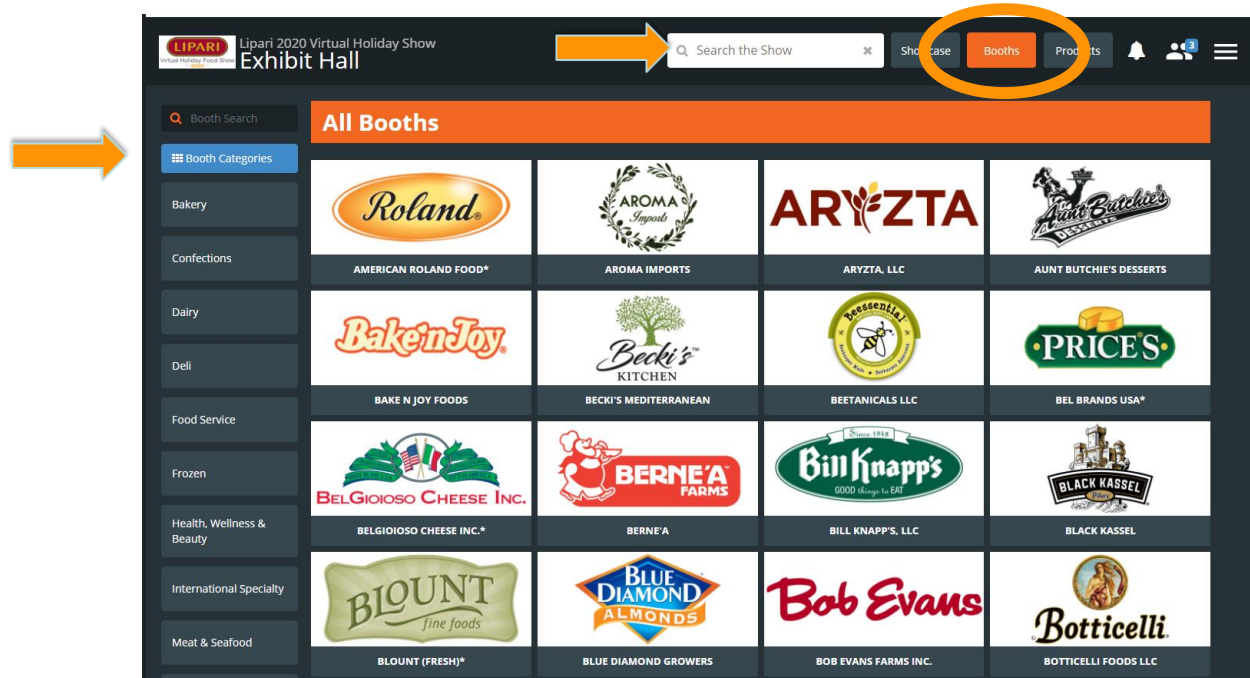
- There are different ways to navigate through the show:
  - You can click on the booths and products tab, which will display all the booths or product in numeric and alphabetical order
  - Utilize the search function where you can search through the whole show
  - Or, filter your search by different booth categories on the left
    - Ex. Deli, Specialty, Bakery
- To view the vendor page, click on the vendor image

Navigating the Show
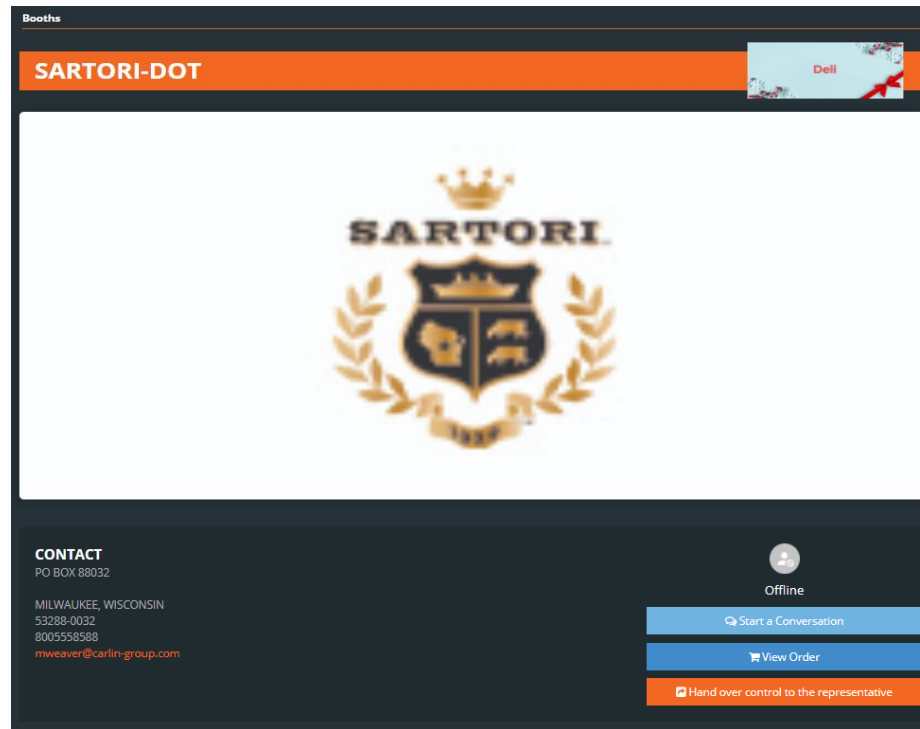
- Once you have selected the vendor page, you will be able to see more information about the client and their contact information. You can view their contents and products. Please note that chat functionality and handing over control to the booth representative will not be available for this show.

Viewing/Sending Content
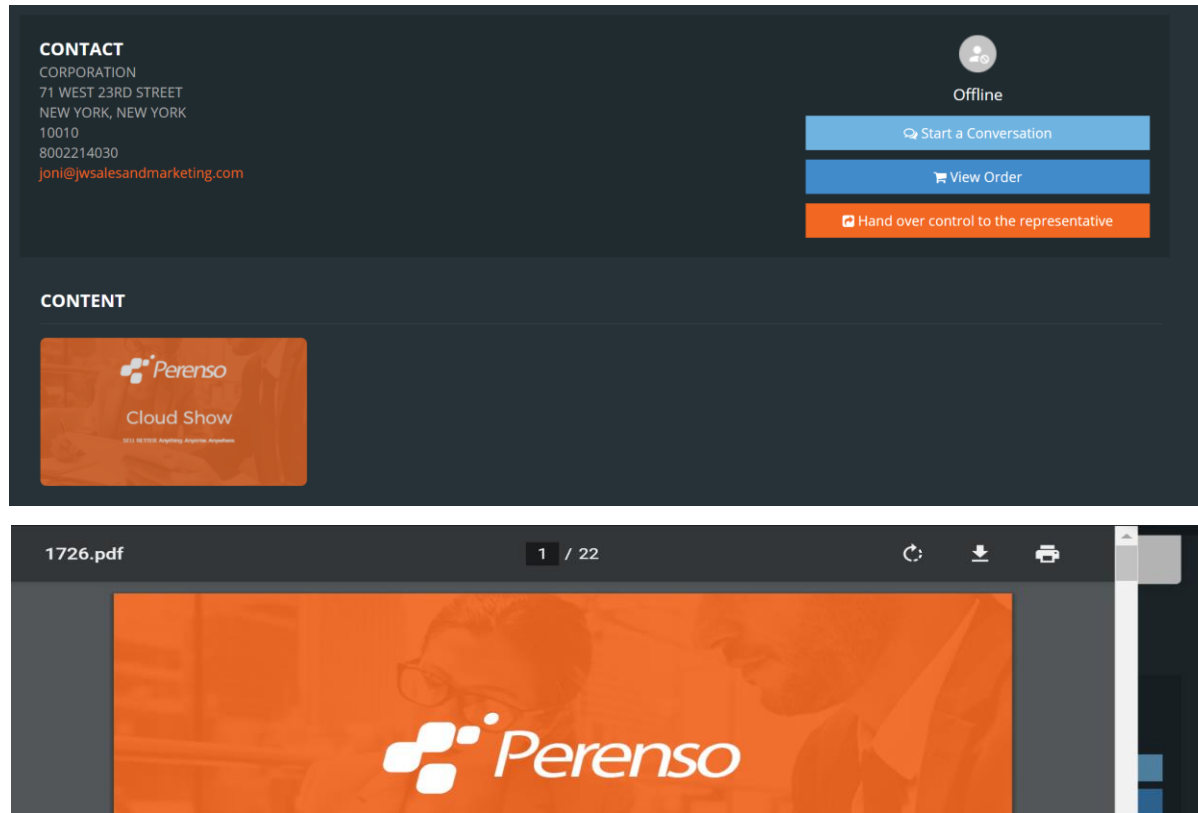
- To view a piece of content, click on the image you would like to see. A popup window will appear with the content, whether it is a video or image.

Viewing/Ordering Products

- To view the vendor's products scroll down on the vendor page until you see all the products listed
- You can search for different products by using the category or brand filters
- To view any products you are interested in, click **View**

Viewing/Ordering Products

BREAD DOUGH CINNAMON RAISIN 20/23 OZ

☐ Delivery Date

...tion	Product ID	EAN/UPC	MKT	Pack Description	Size Description	Brand	Unit Allowance	Allowance	Allowance Unit	Order
DOUGH CINNAMON RAISIN 20/23 OZ	391900	078296136895		20	23 OZ	GONNELLA	$0.10	$2.00	Cases	0 Cases

Close

- Once you select [View] you will be able to view all the information regarding the product
- To place an order for the product select the gray box showing 0 and enter in the qty you wish to apply. Then, select update and close. Once your order has been placed, you will see the qty and the box will turn orange

Multi - Order Products

- To multi order products, please ensure you are either viewing all products in the list view, or viewing them by looking at the product images

Multi - Order Products

- Toggle the Multi-order button on the top of the product list
  - You will then see the button turn orange
- Then, select all the products you wish to order
  - When the product has been selected, you will also see this changed to orange
- When you have selected all the products to be ordered, click on "order selected X items"

Multi - Order Products

- On the top of the screen you will see all the products you have selected in orange
- If you can order for multiple stores, select all the stores you wish to order for
- Then, enter in the desired quantity and select update and close

Viewing Your Cart

- To see what you have placed in your cart, select the cart button on the top right corner of the screen
- You will then be able to see the qty's and discounts
- Please Note:
    - The cart is a running total of all your orders. If you submit your order multiple times, your order will not be duplicated
    - Please ensure you are periodically hitting "Submit Order" and before you log off to ensure your order is saved and does not get lost

Submitting your Cart

Cart Summary

Sort By: ○ Customer ● Product

Total Order: **65 Eaches** • Discount: **$74.12**

Submit Order

> Convenience Vendor | Go to vendor page

> Liquor Vendor | Go to vendor page
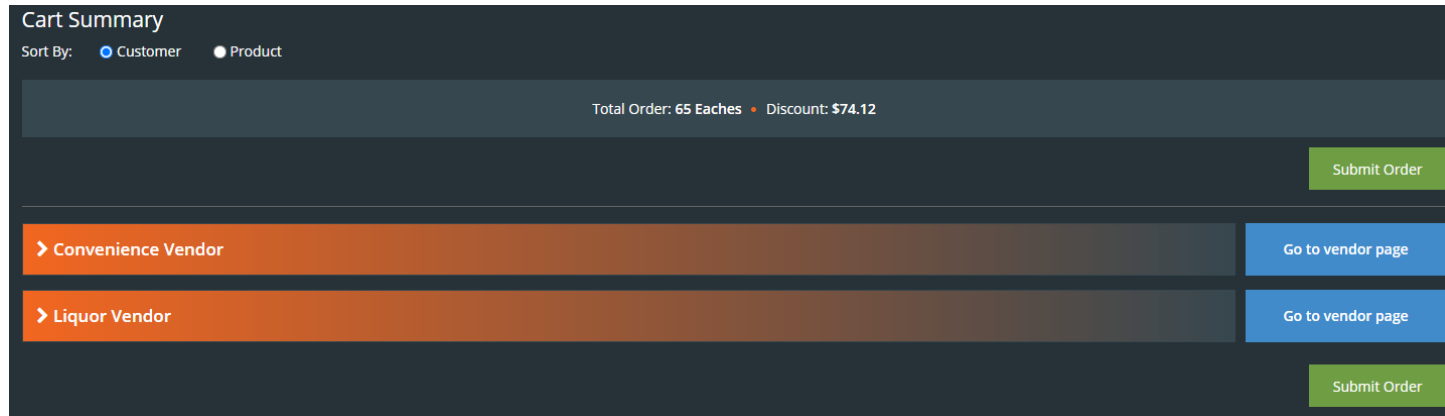
Submit Order

- To submit your cart, locate the green "Submit Order" button located at the top or bottom of your cart.
- We highly recommend pressing [Submit Order] often, and before logging out to ensure your order does not get lost.
  - Note: You will be able to return and edit your order, even if you already submitted your order.

Changing between Store Accounts

- To switch between your store accounts, locate and open this icon from the top toolbar
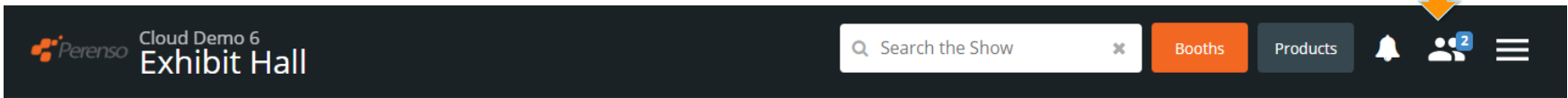
- From the window that pops up, you will have the opportunity to select and deselect stores you would like to place orders against.

- After making your selections, click "Open Orders for Selected Customers" and continue placing orders against the selected store.
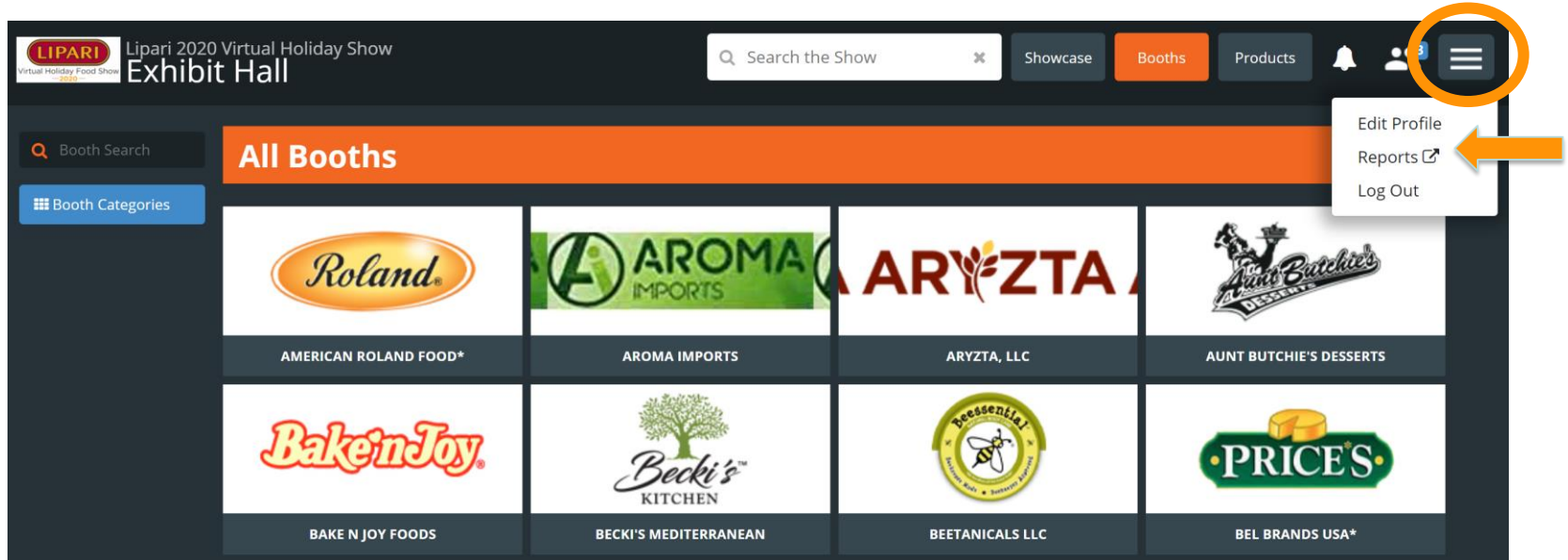
Reports

- To view your reports, click on the three lines on the top right corner of the screen and select "Reports"
- On this tab, you will see all the reports that are available for you to access
- To view the report, click on the reports link and a new tab will pop up with all your available reports

Reports

Select a Report

Report	Category	Sub-Category
Customer Summary Report- Lipari	Orders	Customer
Excel Customer Summary Report- Lipari	Orders	Customer
Excel Group Summary - Lipari	Orders	Customer
Group Summary - Lipari	Orders	Customer
Order Guide - Lipari	Orders	History

- Then, you will see all the reports that are available for you to access
- To view the report, click on the report name

Reports

- Once the report loads, the report will automatically be in PDF format

- To print your report, select [🖶 Print Report]

- To download the report in an excel format, click on the PDF dropdown and select "XLSX"

- From there, you can export the report into a new window, or download the report onto your device by clicking on the floppy disk icons

Need Help? Show support is available via e-mail and phone. Please be sure to include the show name to help expedite your request.

showsupport@perenso.com
720-721-3286

Need Help? Show support is also available to chat. Just click on the button below anywhere in the portal.

Chat is available from 8:30am MST - 5:00pm MST