



crazy
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Summer Show 2022 in
CONNECT Supplier



Where KeHE goes...
GOODNESS follows.®

AGENDA

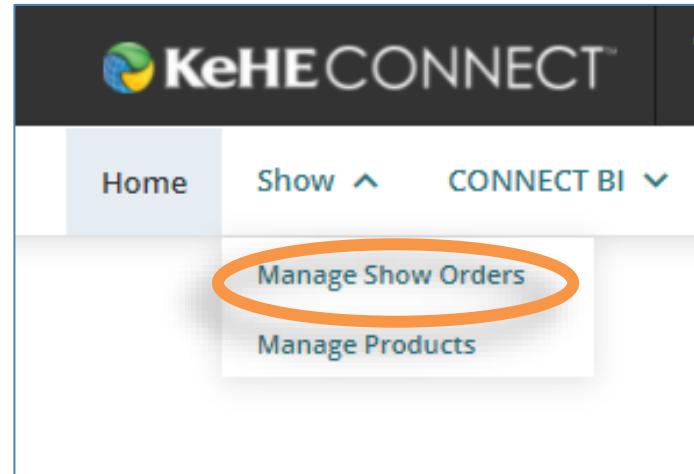
- Access show orders
- Initiate an order on behalf of a retailer
- Add items to an order
- Add free goods
- Manage orders that are “in negotiation”
- Respond to a proposed or countered order
- Potential negotiated savings
- Getting help



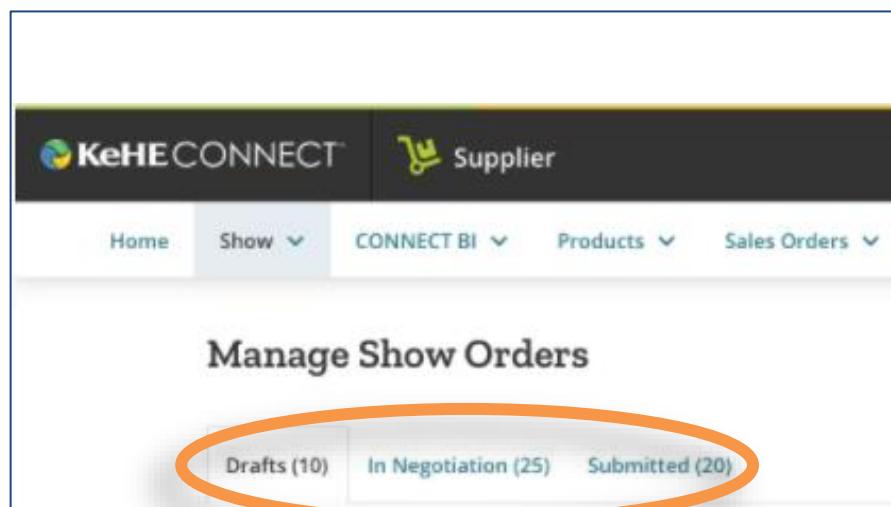


ACCESS SHOW ORDERS

1. To access the Show orders, navigate to connectsupplier.kehe.com. Under the Show tab, select Manage Show Orders.



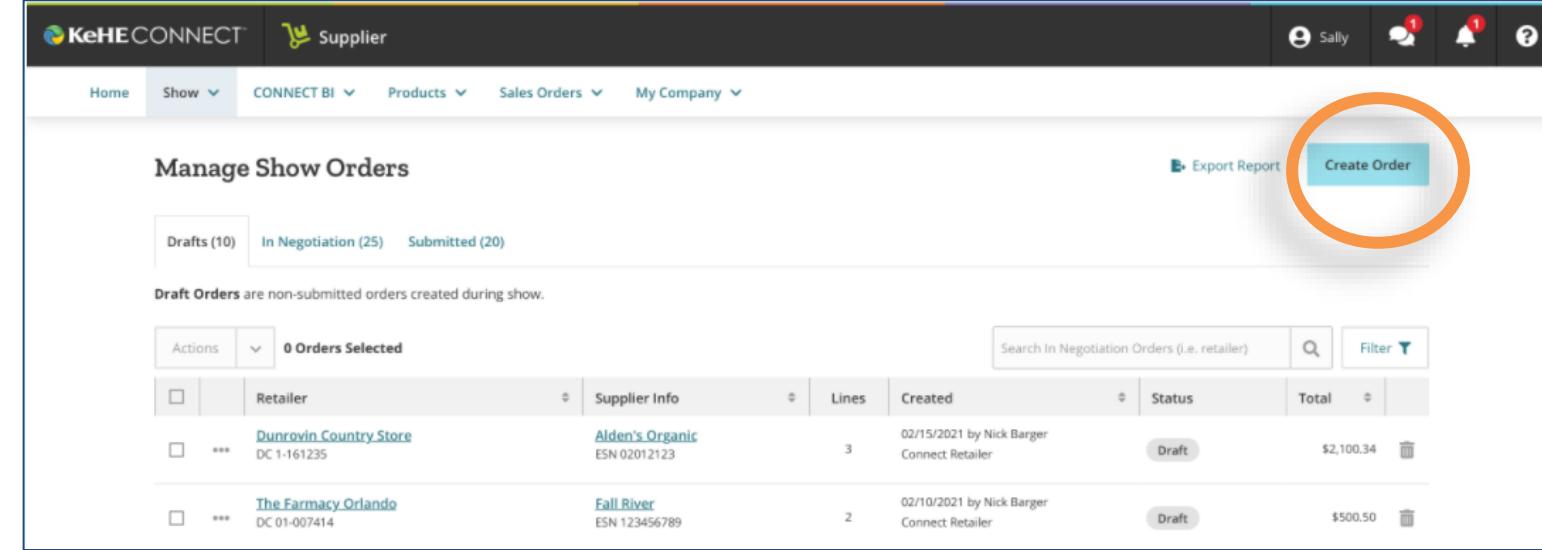
2. Here, you will find a list of draft orders, orders “in negotiation” and submitted orders.





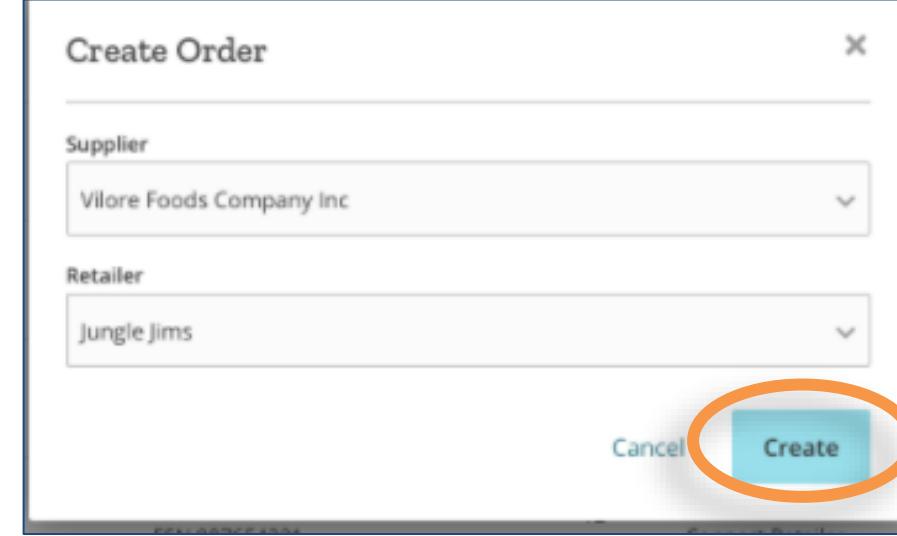
INITIATE A SHOW ORDER FOR A RETAILER

1. To initiate a show order, select Create Order.



The screenshot shows the KeHE CONNECT software interface. At the top, there is a navigation bar with links for Home, Show, CONNECT BI, Products, Sales Orders, and My Company. On the right side of the top bar, there is a user profile for 'Sally' and several notification icons. The main content area is titled 'Manage Show Orders'. It displays a table of 'Draft Orders' with columns for Actions, Retailer, Supplier Info, Lines, Created, Status, and Total. There are two rows of data: one for 'Dunrovin Country Store' and another for 'The Farmacy Orlando'. At the top right of this section, there is a 'Create Order' button, which is highlighted with a large orange circle. Below the table, there are buttons for 'Export Report' and 'Filter'.

2. Enter the Supplier's name or ESN and the Retailer's name or DC customer number. Click Create



The screenshot shows a 'Create Order' dialog box. It has two dropdown fields: 'Supplier' (set to 'Vilore Foods Company Inc') and 'Retailer' (set to 'Jungle Jims'). At the bottom of the dialog, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a large orange circle.

3. Now you are ready to add products to the order.



ADD ITEMS TO AN ORDER

1. To add items to an order, select Add next to each item. A window will open with fields for you to enter the quantity (required) and MCB (always shown in dollars) and/or Free Goods. The Show portal is designed to auto-correct the quantity to the appropriate number of items. After making your selections, click Add.

The screenshot shows the KeHE CONNECT Supplier interface. In the main area, there is a list of products from 'Kirks' with one item selected and highlighted with an orange circle. The selected item is 'Soap Bar 3pk Aloe, 12.00 OZ' with a CASE PACK of 12 ea and a PRICE PER of \$4.00. Below this, there is a 'Search for Products' bar and a 'Sales Orders' section. A modal dialog box titled 'Add Product' is open in the foreground. The dialog box contains the message: 'You have selected to add a product to your order. You can make additional edits to the product in the order details.' It has a table with columns: MCB, Qty, Free Goods, and Total Qty. The table shows data for 'All Books' and months from Jun 2021 to Aug 2021, with a total of 6 items. At the bottom of the dialog box is a blue 'Add' button, which is also circled in orange.

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2. After adding all your selected items, review the order details and select Submit Order. Items that are marked with **⚠ Not available in Retailer's DC** can be added to an order but may not ship unless enough demand is generated.

The screenshot shows the KeHE CONNECT Supplier interface with the order details. The 'Club Foods' order has been updated with the added item. The 'Submit Order' button is highlighted with an orange circle. The order details include: CREATED on 02/15/2021 by Sally Smith, LINES IN ORDER 1, EXTRA PERFORMANCE \$0.00, POTENTIAL NEGOTIATED SAVINGS \$3.60, FREE GOODS \$0.00, and TOTAL \$68.40. Below the order details, there is a table for 'Jun 2021' showing 1 line in order. At the bottom of the screen, there is a summary table for '0 Products Selected' and a 'Actions' dropdown.



ADD FREE GOODS TO A DRAFT ORDER

1. To add free goods to a draft order, enter the quantity in the Free Qty field.

The screenshot shows the KeHE Connect software interface. On the left, there is a sidebar with a search bar and sections for 'Kirks' and 'Congelli' products. The main area displays 'Order Details (Club Foods)' for a draft order created on 02/15/2021 by Sally Smith. The order summary table includes columns for 'EXTRA PERFORMANCE', 'POTENTIAL NEGOTIATED SAVINGS', 'FREE GOODS', and 'TOTAL'. The total for the order is \$68.40. Below the summary, there are tabs for 'Jun 21 (1)', 'Jul 21 (1)', and 'Aug 21 (1)'. The 'Jun 2021' tab is selected, showing a breakdown of costs. At the bottom, a table lists products with columns for 'Actions', 'Item Info', 'Price Per', 'Nat'l OI', 'MCB', 'Qty', 'Free Qty', 'Net', and 'Total'. An orange box highlights the 'Free Qty' column for the first item, which is 'Kirks Soap Bar 3pk Aloe, 12.00 OZ'. The value in this field is currently '0'.



MANAGE ORDERS THAT ARE “IN NEGOTIATION”

1. You will need to respond to orders that are “In Negotiation”. Refer to the table below for a description of each status type.

Manage Show Orders

Export Report Create Order

Drafts In Negotiation Submitted

In Negotiation Orders are custom deals that are in negotiation with the retailer.

Filter by Status Select a Status

Status	Total
Declined	\$302.00
Declined	\$226.50
Proposed	\$59.60
Countered	\$595.60

Retailer Supplier info Lines Created

EASY STREET FRESH MARKET DC 01-000001	REEDS INC ESN 02000042	1	01/05/2022 by Moe Kehe Connect: Retailer
EASY STREET FRESH MARKET DC 01-000001	REEDS INC ESN 02000042	1	01/05/2022 by Moe Kehe Connect: Retailer
BREAD & BUTTER NEIGHBORHOOD MK DC 12-306808	BOBS RED MILL NATURAL FOODS INC ESN 02001423	4	01/05/2022 by Nicholas Petkunas Connect: Retailer
EASY STREET FRESH MARKET DC 01-000001	CLIF BAR & COMPANY ESN 02004885	4	01/04/2022 by Moe Kehe Connect: Retailer

Status	Definition
Proposed	An order from a retailer that is waiting for you to review. Select Accept, Decline or Counter.
Proposed-Draft	An order that the retailer is working on countering back to the supplier.
Countered	An order that has been countered by the supplier, waiting for the retailer to Accept, Decline or Counter.
Countered-Draft	An order that the supplier is working on countering back to the retailer.
Declined	An order that has not reached an agreement and will be deleted when the Show closes.



RESPOND TO A PROPOSED OR COUNTERED ORDER

1. Click on the retailer hyperlink to open the order and review the details. Then select Accept, Counter or Decline. Orders in negotiation that are not addressed prior to the close of Show will not be submitted or fulfilled.

Order Notes Decline Counter Accept ...

CAMELOT HEN HOUSE #24 INA **Proposed**
CLAUDES SAUCES INC

CREATED 1/4/22, Mohammad Khan

LINES IN ORDER 1

EXTRA PERFORMANCE	\$0.00
POTENTIAL NEGOTIATED SAVINGS	\$11.52
FREE GOODS	\$6,750.72
TOTAL	\$10,114.56

May 2022 (0) June 2022 (0) July 2022 (1) Apr 2022 (0)

July 2022
(1 line in order)

EXTRA PERFORMANCE \$0.00 POTENTIAL NEGOTIATED SAVINGS \$11.52
Advertisement \$0.00
Placement \$0.00
Demo \$0.00
TOTAL \$10,114.56

Clear Book Copy Book

Item Info Price Per Nat'l Deal MCB Qty (ea) Free Qty Net Total
Casa Corona Sauce Enchilada 2Flvr Dsp 36Pc, 1 DS. \$105.48 \$0.00 \$0.12 96 64 \$105.36 \$10,114.56

SHIPPER 075778116147 | 00232397

... Order Notes

Select “Accept” if you approve of the order details.

Select “Counter” to continue negotiating with the retailer. This option will allow you to edit the order.

Select “Decline” to end negotiating with the retailer. All declined orders will be deleted from the portal when the show closes.

Want to open a direct chat session with the retailer? Select the ellipses “...” to start chatting.

Note: Select Order Notes **to add comments that will be associated with the order and visible to the supplier and retailer.**



POTENTIAL NEGOTIATED SAVINGS

The potential negotiated savings is the sum of any negotiated deals, including MCB and show only deals savings.

Note: Free goods are not included in the potential negotiated savings.

BREAD & BUTTER NEIGHBORHOOD MK		Countered
BOBS RED MILL NATURAL FOODS INC		
CREATED	1/5/22, Nicholas Petkunas	<u>EXTRA PERFORMANCE</u> \$0.00
LINES IN ORDER	4	POTENTIAL NEGOTIATED SAVINGS \$11.20
		FREE GOODS \$0.00
		TOTAL \$80.55

GETTING HELP



Contact
ShowSupport@kehe.com or
866-561-3462