



Retailer Portal

User Guide for Online Ordering and
Invoice Payment

Version 4

How to Sign Up

The screenshot shows a web browser at the URL <https://donaghysales.com/pages/retailers>. The navigation menu includes: About Us, Service Areas, Brand Portfolio, Dock Appointments, Careers, Contact Us, and Retailers. The main content area features the text "Order Online, Review Your Account, and Pay Invoices" and two buttons: "Existing Retailer" (with "Log In Here" below it) and "New Retailer" (with "Sign Up Here" below it). A red callout bubble points to the "Retailers" link in the navigation menu with the text "Go to DonaghySales.com and click on Retailers". Another red callout bubble points to the "New Retailer" button with the text "Click on New Retailer".

Go to DonaghySales.com and click on Retailers

Click on New Retailer

How to Sign Up



Registration Form

Fill out the simple registration form
Please give 2-3 hours to be setup

First Name (Required)

Last Name (Required)

Business Name (Required)

Business Address (Required)

E-Mail (Required)

Contact Number (Required)

Donaghy Sales Account Number

Subscribe to order and delivery reminders, account updates, and occasional promotional emails

SUBMIT

[Donaghy Sales Retailer Portal User Guide](#)
[Guía de Portal del Comerciante](#)
[Credit Application](#)
Already registered? Please [click here](#).

You will receive an email with your username and password

Welcome to Retailer Portal

DS Donaghy Sales <noreply@vtinfo.com> Thu 30/01/2020 09:00

You can now access Retailer Portal for Donaghy Sales. We recommend you use Chrome, Firefox, or Safari to access the website.

Please use these credentials to access the website.

Website address (URL): <https://apps.vtinfo.com/retailer-portal/01773>

User name: **John@Retailer.com**

Password: **-----**

After your initial log in, you can click on your username in the navigation bar and select the option to change your password if desired.
If you have any questions, please contact us at:
ar@donaghysales.com
559-486-0901

Once again, welcome to Retailer Portal!

Retailer Portal Dashboard

The dashboard features a dark header with the Donaghy Sales logo, account information, and a shopping cart icon. A search bar is prominently displayed at the top. The left sidebar contains navigation buttons for 'CREATE ORDER', 'DOCK SALE', 'MY ITEMS', 'MY INVENTORY', and 'MY ORDER HISTORY'. The main content area includes a promotional banner for 'LIGHT BEER' and 'THE BORN FREE' beer. The right sidebar displays account balance, invoices, payments, and a list of recent orders.

Home Button (points to the Donaghy Sales logo)

Product Search Bar (points to the search input field)

Selected Account (points to the account name in the header)

User Details (points to the user name in the header)

Shopping Cart (points to the cart icon in the header)

Account Balance (points to the account balance display)

Invoices (points to the 'View and Pay Invoices' button)

Payments (points to the 'View Payments' button)

Next Delivery Date (points to the 'Next Delivery' information)

Donaghy Sales Contact Details (points to the contact information in the sidebar)

Retailer Account Information (points to the account details in the sidebar)

To Begin an Order for Delivery or Dock Sale (points to the 'CREATE ORDER' and 'DOCK SALE' buttons)

To build a list of favorites (points to the 'MY ITEMS' button)

For Inventory led ordering (points to the 'MY INVENTORY' button)

How to Search for Products and Order

The screenshot shows a web interface for searching and ordering products. At the top, a search bar contains the text "Ultra". Below the search bar, there are navigation controls showing "1 - 25 of 30" items and buttons for "Delivery", "Dock Sale", "Add Multiple Items to List", and "Expand All".

On the left side, there is a "Clear Filters" button and several filter categories:

- Purchase History:** Radio buttons for "No history filter", "Within 1 month", "Within 3 months", "Within 6 months", "Within 9 months", and "Within 13 months".
- Availability:** A checkbox for "In Stock".
- Type:** Checkboxes for "Beer (26)" and "Seltzer (4)".
- Brand:** Checkboxes for "Michelob Ultra (26)" and "Michelob Ultra Organic Seltzer (4)".
- Style:** Checkboxes for "Hard Seltzer (4)" and "Pale Lager (26)".
- Can:** A checkbox for "Can (16)".

The main product list displays three items:

- Michelob Ultra Keg: 1/2 Barrel** (ID: 00348) with a quantity selector set to 0 and a price of \$150.00/Keg.
- Michelob Ultra Keg: 1/6 B** (ID: 00349) with a quantity selector set to 0 and a price of \$58.00/Keg.
- Michelob Ultra 1 Units per Ca...** (ID: 00178) with a quantity selector set to 0 and a price of \$15.10/Case. A green "VIEW DEAL(S)" icon is visible above this item.

Red callout boxes provide instructions:

- Top callout: "Type what you want into the search bar e.g 'Ultra'"
- Left callout: "Or use the Product filters"
- Right callout: "Type or press +/- to add amount of items to cart"
- Bottom callout: "Any deals are visible by clicking on the 'VIEW DEAL(S)' green icon"

How to Submit Order

Donaghy Sales *RETAIL PORTAL TEST ACCT* (10... Mike Williams 4

Search all products Click on Shopping Cart to review order

Shopping Cart					
Item	Quantity	Price	Deposit	Discount	Extended Price
Michelob Ultra Keg: 1/2 Barrel (Case) Product ID: 00348 Remove Item	<input type="text" value="2"/>	\$150.00	\$40.00	\$0.00	\$380.00
Michelob Ultra 1 Units per Case 18 Pack (12 oz Bottles) (Case) Product ID: 00178 Remove Item	<input type="text" value="2"/>	\$17.40	\$0.90	\$2.30	\$32.00

Amend or remove items as necessary

Select order for Delivery or Dock Sale

Order Summary	
Estimated Delivery Date	Tue, 01/16/2024
Subtotal (4 items) Case 4	\$334.80
Deposits	\$81.80
Discounts	\$4.60
Additional Fees	
Total	\$412.00

Order Type: Delivery Dock Sale

Purchase Order #

Comments

Submit Order

How to View and Pay Invoices

On the homepage press 'View and Pay Invoices'

TOTALS		INVOICES	ALL PAYMENTS	MANAGE PAYMENT INFO				
PAY 3 INVOICES		\$10,173.10		ALL INVOICES	OUTSTANDING INVOICES			
<input type="checkbox"/>	Due Date	Invoice Number	Invoice Date ↑	Total	Paid	Age	Balance	
<input type="checkbox"/>	Jan 6, 2024	2525521	Dec 7, 2023	\$3,772.50	\$0.00	29	\$3,772.50	
<input type="checkbox"/>	Jan 10, 2024	2526368	Dec 11, 2023	\$2,095.60	\$0.00	25	\$2,095.60	
<input type="checkbox"/>	Jan 13, 2024	2527205	Dec 14, 2023	\$3,772.50	\$0.00	22	\$3,772.50	
<input checked="" type="checkbox"/>	Jan 13, 2024	2527205	Dec 14, 2023	\$5,868.10	\$0.00	18	\$5,868.10	
<input checked="" type="checkbox"/>	Jan 20, 2024	2529772	Dec 21, 2023	\$1,512.00	\$0.00	15	\$1,512.00	
<input checked="" type="checkbox"/>	Jan 20, 2024	2529772	Dec 21, 2023	\$2,793.00	\$0.00	15	\$2,793.00	
<input type="checkbox"/>	Jan 27, 2024	2531402	Dec 28, 2023	\$6,774.85	\$0.00	8	\$6,774.85	
<input type="checkbox"/>	Jan 27, 2024	2531402	Dec 28, 2023	\$1,512.00	\$0.00	8	\$1,512.00	
<input type="checkbox"/>	Feb 3, 2024	2533002	Jan 4, 2024				\$18,240.20	

Check the Invoices you wish to pay and then press 'Pay Invoices' in the header

Review Invoices by clicking on the document icon

Please do not 'Pay on Account' unless you are on Pre-Pay terms

Frequently Asked Questions

What are the deadlines for placing orders online?

All orders must be placed by 12:00 pm (noon) two weekdays prior to your delivery date. Any orders placed after 12:00 pm will be delivered on your next scheduled delivery date.

Delivery Day	Monday	Tuesday	Wednesday	Thursday	Friday
Order By	Thursday	Friday	Monday	Tuesday	Wednesday

How do I modify or cancel an order?

If it is before the 12:00 pm cut-off you can amend / cancel the order yourself in Retailer Portal by clicking on your order within Recent Orders. If it is after the 12:00pm cut-off then please call your Sales Rep or call our Online Sales team on (559) 470 6559.

When must I pay my invoice?

All invoices over 30 days must be paid by 12:00 pm (noon) one weekday prior to your delivery date. If invoices remain unpaid, we will be unable to deliver your order.

How do I request Point of Sale?

To request any point of sale display orders please contact your Sales Rep.

Why is the invoiced price different to that shown on the online order confirmation email?

Price shown online are valid as of date of ordering. Prices may change at the start of a new week and hence may differ upon invoicing.

What is my account login information?

If you have already signed up for Retailer Portal you should have received an email from VIP (Vermont Information Processing) with your login information. If you have signed up and did not receive your login information you can contact ar@donaghysales.com and they can assist. Please allow 2 to 3 hours during business hours for the sign-up process to complete before contacting accounts receivable.

Frequently Asked Questions

I lost my password, how do I reset it?

If you have forgotten your password, please go to <http://portal.donaghysales.com> and click the 'Forgot Password' button below the box for your password and follow the prompts to reset your password.

I have multiple accounts; do I need multiple logins?

No. If you have multiple accounts, please contact accounts receivable at ar@donaghysales.com so that all of your accounts can be linked to your username. Once your accounts have been linked, you will be able to select from them in the upper right-hand corner of Retailer Portal and easily switch from account to account.

How do I find my sales representative's contact info?

Your sales representative's information is listed on the main page of the Retailer Portal, on the left-hand side. If this is incorrect, please contact ar@donaghysales.com

How do I find an invoice from a prior delivery?

Your most recent orders appear on the right-hand side of the main page in Retailer Portal. At the top of the 'Recent Orders' section you can click 'View More' and you will be taken to a list of historical invoices. Alternatively, you can click on 'View and Pay Invoices' button on the righthand side. If you cannot find the invoice you are looking for, or if it is older than what appears on the list, please contact accounts receivable at ar@donaghysales.com to obtain it.

Can I access the Retailer Portal from multiple devices?

The Retailer Portal can be accessed by any mobile device or computer with a web browser and an active internet connection. VIP recommends the use of the Google Chrome browser, but it is also compatible with Safari, Firefox, Internet Explorer and other web browsers. It can also be found as an app in the Apple App Store or Google Play Store.

Frequently Asked Questions

I have an ABC license, how do I set up a Retailer Portal account?

If you would like to set up an account with Retailer Portal and already have an account with Donaghy Sales, please visit <http://signup.donaghysales.com> and fill out the form and your account will be created in approximately 2 to 3 hours. If you have previously signed up and have not received a welcome email, please contact accounts receivable at ar@donaghysales.com. If you have not set up an account with Donaghy Sales, you may contact accounts receivable at ar@donaghysales.com or (559) 492 4451 and they will make sure that your sales representative contacts you as soon as is possible.

Can I pay in cash for orders placed online?

No. We strongly encourage users to pay online.

If you do not have credit setup with Donaghy Sales please contact accounts receivable at ar@donaghysales.com or (559) 492 4451 and they will send you the required application form.

I have a question that wasn't covered here, who do I ask for help?

Feel free to contact your sales representative, call our Online Sales team on (559) 470 6559, or the Accounts Receivable team at ar@donaghysales.com or (559) 492 4451.