

BERNICK'S RETAILER PORTAL USER GUIDE & NAVIGATION TIPS

HOME PAGE

Start order here (points to navigation menu)

If you have multiple accounts, switch between them here (points to account dropdown)

Account Information

- DBA: CUSTOMER NAME (01234)
- Phone: (919) 123-4567
- Delivery Days: Thursday
- Address: 123 ANYSTREET, ANYTOWN, MN 12345

Welcome to Bernick's Retailer Portal!

Please place your order by 10:00 AM CT, two business days prior to delivery
For Bernick's Service team, please call 1-800-289-5558

Account Balance: \$3,451.26

View and Pay Invoices

View Payments

Next Delivery: Thu, 05/18/2023
Order by 10:00 AM CDT on Wed 5/17/2023

Recent Orders (View More)

Invoice #70009167	\$1,225.10
Delivered on 2/10/23	
Invoice #70009169	\$205.87
Delivered on 2/10/23	
Invoice #70009170	\$220.00
Delivered on 1/30/23	
Invoice #70009167	\$825.10
Delivered on 1/30/23	
Invoice #70009169	\$205.87
Delivered on 12/16/22	

Select an invoice to view details. Note: Soft drink and beer invoices are separate (even if ordered same day) (points to invoice list)

ORDERING

Narrow search using filters (points to filters sidebar)

Search items by key word or ID code (points to search bar)

Default sort lists all previously ordered items first - then alphabetically (points to sort dropdown)

Click on product name to see details, UPCs & more (points to product name)

Prices listed in Retailer Portal are estimates. You will see final pricing once you add the product to the cart. (points to price)

Some items feature Deals - click to view details (points to 'VIEW DEAL(S)' button)

Availability

- In Stock

Type

- Beer (102)
- Cider (10)
- Flavored Malt Beverage (31)
- Seltzer (1)
- Soda (4)

Brand

- More (29)...
- Amstel (1)
- Bell's Brewery (2)
- Blue Moon Brewing

Viewing 1 - 25 of 102

1 Units per Case Coors Light...
ID: 02449
Ordered: 6/3/2022
\$18.85/Case

1 Units per Case Corona Extr...
ID: 00925

SHOPPING CART

Shopping Cart

Item	Quantity	Price	Extended Price
1 Units per Case Coors Light 4.2% Abv 24 Pack (12 oz Bottles) (Case) Product ID: 02449	3	\$18.85	\$56.55
1 Units per Case Hop Valley Stash Panda 12 P... Product ID: 10667	1	\$23.20	\$23.20

Order Summary

Estimated Delivery Date	Fri, 09/30/2022
Subtotal (19 items)	\$391.65
Case 19	
Total	\$391.65

Amounts in Shopping Cart are estimates. Final totals are determined once Bernick's processes the invoice(s) for delivery. (points to order summary)

If item is Out of Stock, DO NOT DELETE. Item may be re-plenished prior to processing. You will never be charged for Out-of-Stock items. (points to 'Item out of stock' warning)

Additional questions? Please call 800-450-4733

INVOICES

INVOICE SECTION – TOTALS TAB

- Once inside the Invoice area, you will see the total balance as well as an aging report of your account.
- You can “Pay On Account” from this page. This type of payment is not applied to any specific invoice. When a payment is received this way, Bernick’s will apply the amount to the oldest invoice first.
- Click into the amounts or select Invoices at the top of the screen to view each invoice.

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TOTALS						
PAY ON ACCOUNT						
Type	Total Balance	0 to 15 Days	16 to 30 Days	31 to 45 Days	Over 45 Days	Past Due
All	\$40.66	\$40.66	\$0.00	\$0.00	\$0.00	\$0.00
BEER	\$18.27	\$18.27 (100%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00
SOFT DRINK	\$22.39	\$22.39 (100%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00

INVOICE SECTION – INVOICES TAB

- This tab shows you either “All Invoices” or “Outstanding Invoices” (you choose your view)
- Click the blue “page” icon to the left of each date to download a PDF copy of each invoice.
- The orange triangle highlights invoices that are past due.
- If you click the invoice number, you can review the order online.
- You can choose to pay one invoice, multiple invoices, or all invoices, by checking the boxes in the first column.
 - Once you select the invoices to pay, the header will turn blue and give you a subtotal of all invoices selected.
- *For soft drink orders, you can pay via credit card transaction plus the processing fee.*

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TOTALS								
INVOICES								
SELECT INVOICES TO PAY								
Due Date	Invoice Number	Invoice Date	Total	Paid	Age	Balance	Type	
Feb 15, 2024	10178603	Feb 1, 2024	\$107.63	\$0.00	6	\$107.63	RENT	<input type="checkbox"/>
Feb 9, 2024	6488131	Jan 26, 2024	\$294.47	\$0.00	12	\$294.47	SOFT DRINK	<input type="checkbox"/>
Feb 9, 2024	10176015	Jan 26, 2024	-\$1.44	\$0.00	12	-\$1.44	SOFT DRINK	<input type="checkbox"/>
Feb 9, 2024	10176016	Jan 26, 2024	\$84.00	\$0.00	12	\$84.00	SOFT DRINK	<input type="checkbox"/>
Feb 9, 2024	10176019	Jan 26, 2024	\$276.10	\$0.00	12	\$276.10	SOFT DRINK	<input type="checkbox"/>
Feb 2, 2024	10173493	Jan 19, 2024	\$156.47	\$0.00	19	\$156.47	SOFT DRINK	<input checked="" type="checkbox"/>

TOTALS		
INVOICES		
PAY 3 INVOICES \$400.66		
Due Date	Invoice Number	
Feb 15, 2024	10178603	<input checked="" type="checkbox"/>
Feb 9, 2024	6488131	<input checked="" type="checkbox"/>
Feb 9, 2024	10176015	<input checked="" type="checkbox"/>
Feb 9, 2024	10176016	<input type="checkbox"/>

INVOICE SECTION – ALL PAYMENTS TAB

- This tab shows you all payment transactions that have processed. In the example, you can see that one invoice was paid manually through Retailer Portal and two invoices were paid automatically via our EFT program**.
 - **Please contact your Bernick’s Salesperson if you’d like to setup automatic payments.
- You can manage your payment info on the last tab making it easy for you to change bank accounts used for your business.

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TOTALS				
ALL PAYMENTS				
Search payments				
Transaction Date	Posted Date	Invoice Number	Description	Amount
Jan 29, 2024	Jan 30, 2024	10176017	Payment Received - Ref: ACH 01/26/24	\$433.20
Jan 22, 2024	Jan 23, 2024	10173492	Payment Received - Ref: ACH 01/19/24	\$110.70
Jan 10, 2024	Jan 11, 2024	10146780	Payment Received - Ref: RP ACH	\$86.10