

WHERE TO ACCESS THE WEBSITE

- **Direct Link to Web Address:** <https://weborders.empiredistributing.net>
- **Click on link in Inferno:**
 - Go to www.empiredistributing.net
 - Click on “Login” box in upper right corner
 - Click on Online Ordering Icon

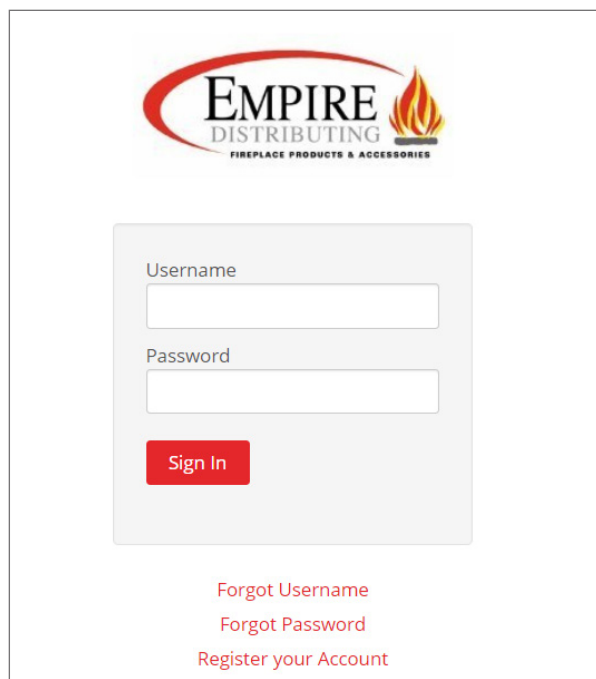


HOW TO LOG IN

See Figure 1

- Enter your **Username** and **Password** (If you already have one)
- **Did you Forget your Username or Password?**
 - Click on the links at the bottom of the page in **Red** to request the desired log in information to be emailed to you.
 - **Forgot Username** or **Forgot Password**
 - Follow the directions in the email
- **If you are a NEW user - You must first Register your Account.**
 - Click on the **Red** “**Register your Account**” link at the bottom of the page.
- **Click on Sign In**

FIGURE 1



The screenshot shows the Empire Distributing logo at the top. Below it is a login form with two input fields: "Username" and "Password". A red "Sign In" button is positioned below the password field. At the bottom of the page, there are three red links: "Forgot Username", "Forgot Password", and "Register your Account".

PERMISSIONS

There are two permission levels. If you clicked on “Register your Account”, you will automatically be set up as a Level 2. If you need Level 1 access, please contact the IT department at Empire Distributing.

LEVEL 1 - REGULAR USER

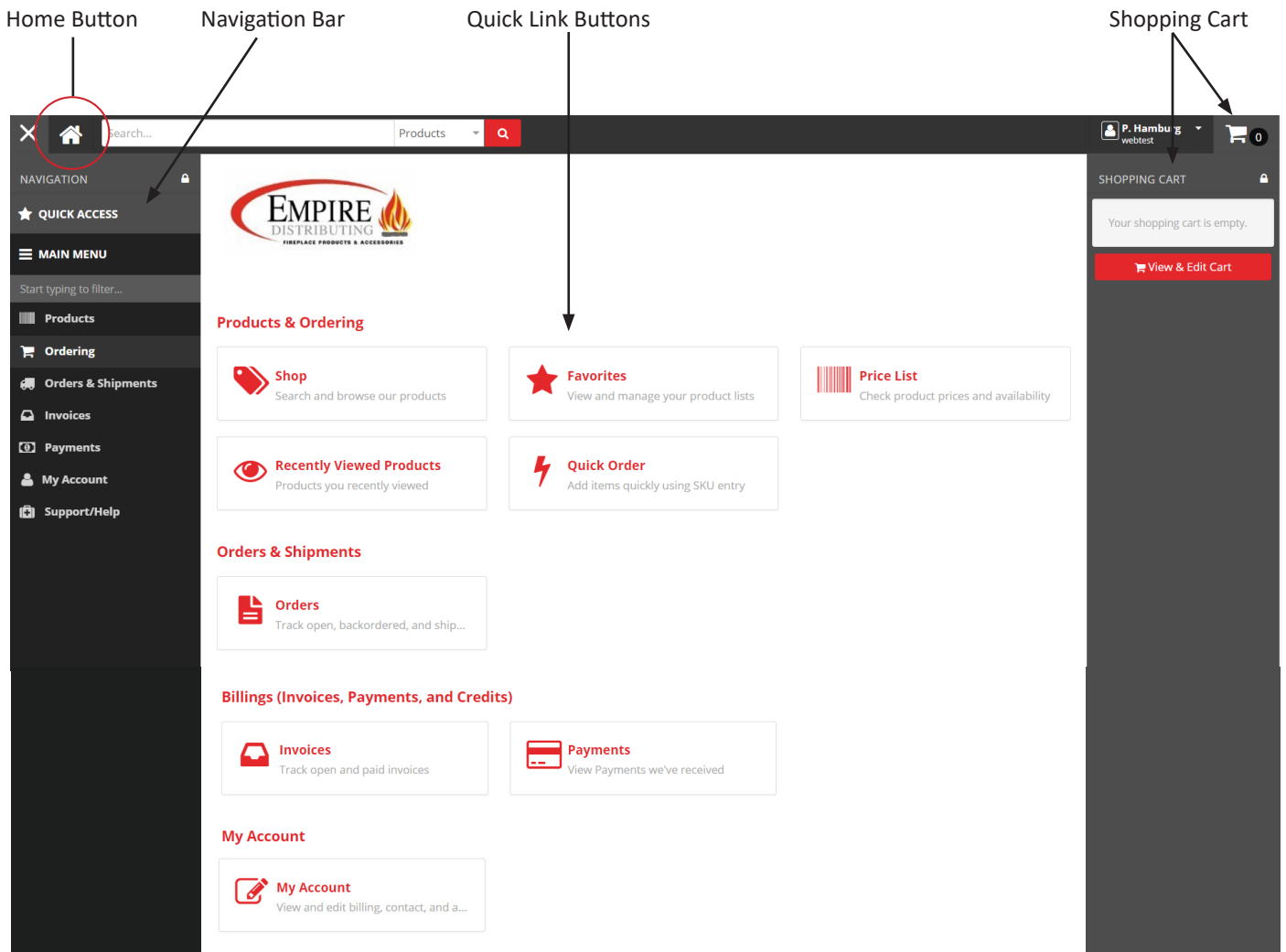
This level offers your full access to your online ordering website. You will be able to view Retail and Dealer Cost at this level.

LEVEL 2 - SUBUSER

This level will only allow you to view SKU’s in RETAIL. You will NOT be able to see Dealer Cost. No invoices, no sales orders, no payments

HOME SCREEN

Click on the house icon at anytime to return to the home screen. You can use the Navigation Bar or the Quick Link Buttons to access the desired information. Our Online Ordering website offers more than just placing orders. You can navigate through product lines, check inventory, view open orders and invoices (including orders entered in by Customer Service), view price list, create a favorites list and more!



Tip - You can Lock and Un-Lock the Navigation Bar on the left and the Shopping Cart on the right by clicking on the padlock icon.



QUICK ORDER

The quickest way to enter an order if you already have your item numbers, or at least a general idea.

- From the Home Screen, click on Quick Order Button with the lightning bolt
- Click in the text box (Enter a SKU) and begin typing the SKU number
 - If you know the entire SKU number, enter it and then click the plus (+) sign. (See Figure 2) The item will be added as a line item below. (See Figure 4)
 - If you know the beginning of a SKU, start typing it and a list of items starting with that SKU number will begin to auto-populate. (See Figure 3) When you see the SKU you are looking for, click on it and it will be automatically added as a line item below. (See Figure 4)
- Enter Quantity
- Enter Comments (This comment will follow through to your sales order and picking ticket - it is for YOUR use)
- You can view Stock Status (It will either be "In Stock" or "Call for Availability")
- Repeat steps as many times as needed
- When finished, click on the red "Add to Cart" button (See Figure 4)

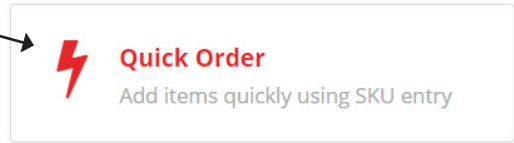


FIGURE 2
Quick Order

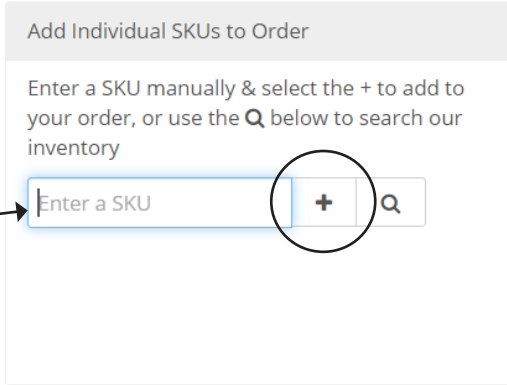


FIGURE 3
Quick Order

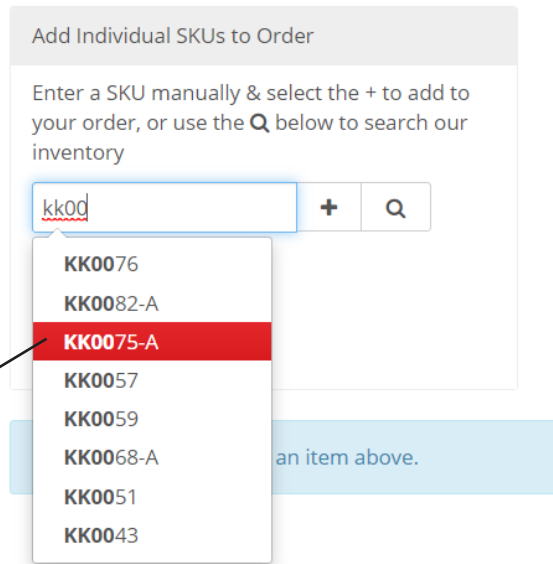


FIGURE 4

SKU	QTY	DESCRIPTION	COMMENTS	STOCK	RETAIL PRICE	DEALER PRICE	TOTAL	
1	1	GASKET CEMENT, 2.7oz	Stock	IN STOCK	\$6.51	\$3.58	\$3.58	✖

Empty

\$3.58

Add to Cart

SHOP

If you are looking to browse products or would like to select the product and its available accessories all in one convenient place, click on the SHOP button.

- From the Home Screen, click on Shop Button with the price tag
- Choose either Hearth Products or Outdoor Products (Figure 5)
- Choose Manufacturer Category (Figure 6)
- Select product category, then continue to drill down until you get to the desired item. (Figure 7A - 7D)

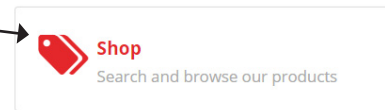


FIGURE 5



FIGURE 6

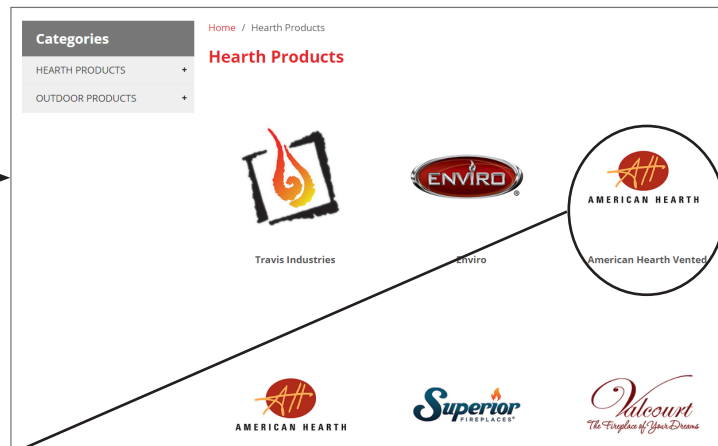


FIGURE 7A

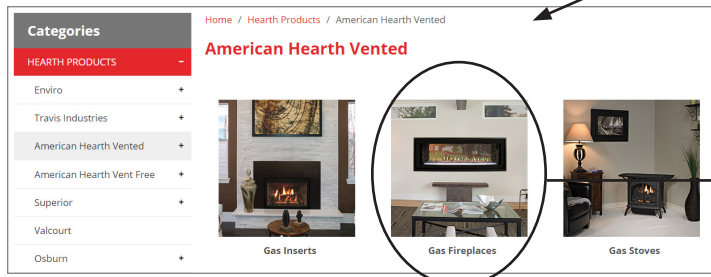


FIGURE 7B

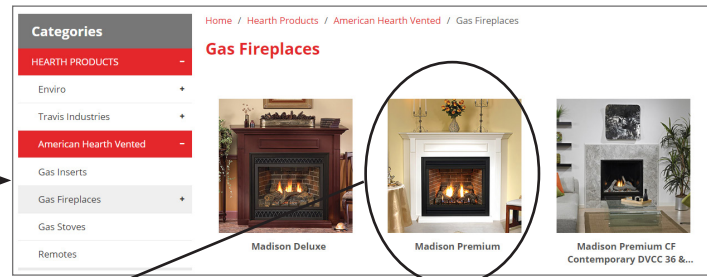


FIGURE 7C

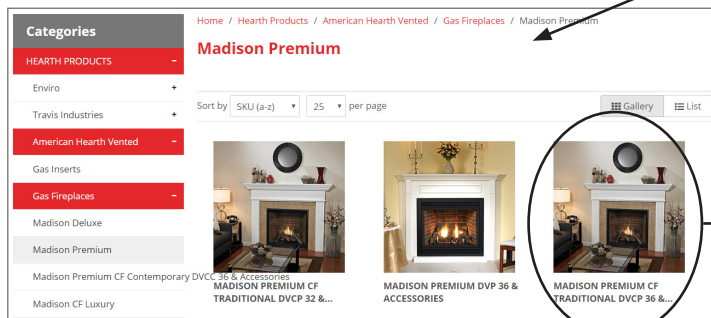
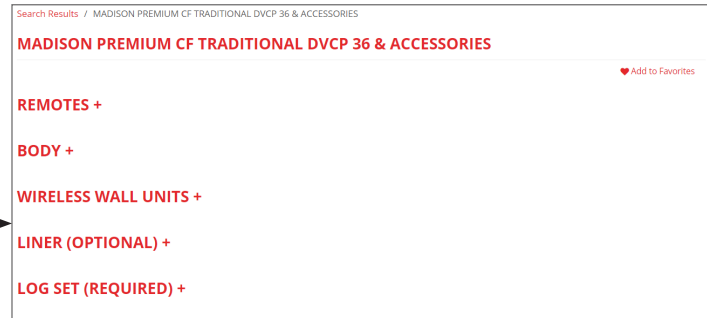


FIGURE 7D



CONTINUED ON PAGE 5

SHOP CONTINUED

Now you can begin to add items to your cart.





- You will see a list of Product Groups (Figure 8)
 - Click on the plus (+) sign to expand the group (click the minus (-) to hide it)
- Find the desired item, then enter a quantity and/or comment, then click "Add" to add it to your cart.
- You will also be able to view Stocking Status
- Depending on your Permission Level, you will either see Dealer Cost showing your savings off Retail, or only the Retail price.
- Once you click Add, your item will appear in your cart along the right (Figure 9)
- Repeat | search for additional items | or add items via Quick Order

FIGURE 8

MADISON PREMIUM CF CONTEMPORARY DVCC 36 & ACCESSORIES


♥ Add to Favorites

REMOTES -

IMAGE	DESCRIPTION	SKU	OPTIONS	TYPE	STATUS	PRICE	ACTIONS
	REMOTE, ON/OFF-AC POWERED	SKY-1410-A	Comments: <input type="text"/>	REMOTES	IN STOCK	\$79.75 \$145.00 You Save 45.00%	Qty <input type="text"/> Add ♥
	REMOTE, THERMOSTATIC-BATTERY	SKY-3003	Comments: <input type="text"/>	REMOTES	IN STOCK	\$119.90 \$218.00 You Save 45.00%	Qty <input type="text"/> Add ♥
	REMOTE, THERMOSTATIC/PROGR-BATTERY	SKY-3003-P	Comments: <input type="text"/>	REMOTES	Call for Availability	\$123.75 \$225.00 You Save 45.00%	Qty <input type="text"/> Add ♥
	REMOTE, THERMOSTATIC/TOUCH SCREEN-BATTERY	SKY-5301	Comments: <input type="text"/>	REMOTES	Call for Availability	\$135.85 \$247.00 You Save 45.00%	Qty <input type="text"/> Add ♥

BODY +

FIGURE 9





Search Results / MADISON PREMIUM CF TRADITIONAL DVCP 36 & ACCESSORIES


MADISON PREMIUM CF TRADITIONAL DVCP 36 & ACCESSORIES

♥ Add to Favorites

REMOTES -

IMAGE	DESCRIPTION	SKU	OPTIONS	TYPE	STATUS	PRICE	ACTIONS
	REMOTE, ON/OFF-AC POWERED	SKY-1410-A	Comments: <input type="text"/>	REMOTES	IN STOCK	\$79.75 \$145.00 You Save 45.00%	Qty <input type="text"/> Add ♥
	REMOTE, THERMOSTATIC-BATTERY	SKY-3003	Comments: <input type="text"/>	REMOTES	IN STOCK	\$119.90 \$218.00 You Save 45.00%	Qty <input type="text"/> Add ♥

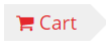
SHOPPING CART

 REMOTE, ON/OFF-AC POWERED
Qty: 1

Subtotal: \$79.75

[View & Edit Cart](#)

PLACING YOUR ORDER - CART



Checking Out of your Shopping Cart

- If your Shopping Cart preview pane is already open, Click on the red “View & Edit Cart” button. (Figure 10) If it is not open, click on the Shopping Cart icon in the upper right corner to open.
- Review the items in your cart (Figure 11) (Note: Prices are show in Dealer Cost)
 - If all items are correct, click on red “Proceed to Checkout” button
 - At this point you may also see a note indicating an item is on backorder (Figure 13)
 - If items are not correct or you would like to make changes (Figure 12):
 - Change Quantity - enter number or use arrows, click red “update” link after you make a change
 - Remove Item - click on “X” to remove item, confirm OK or Cancel in pop-up window (Figure 14)

FIGURE 10

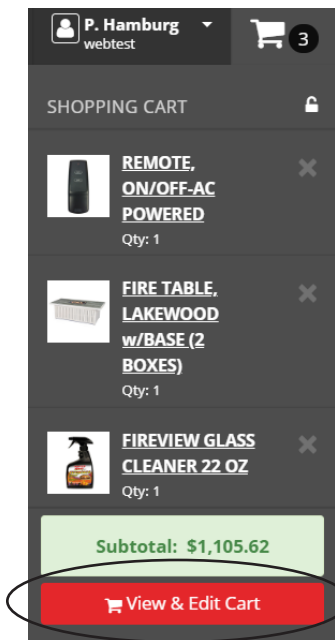


FIGURE 11

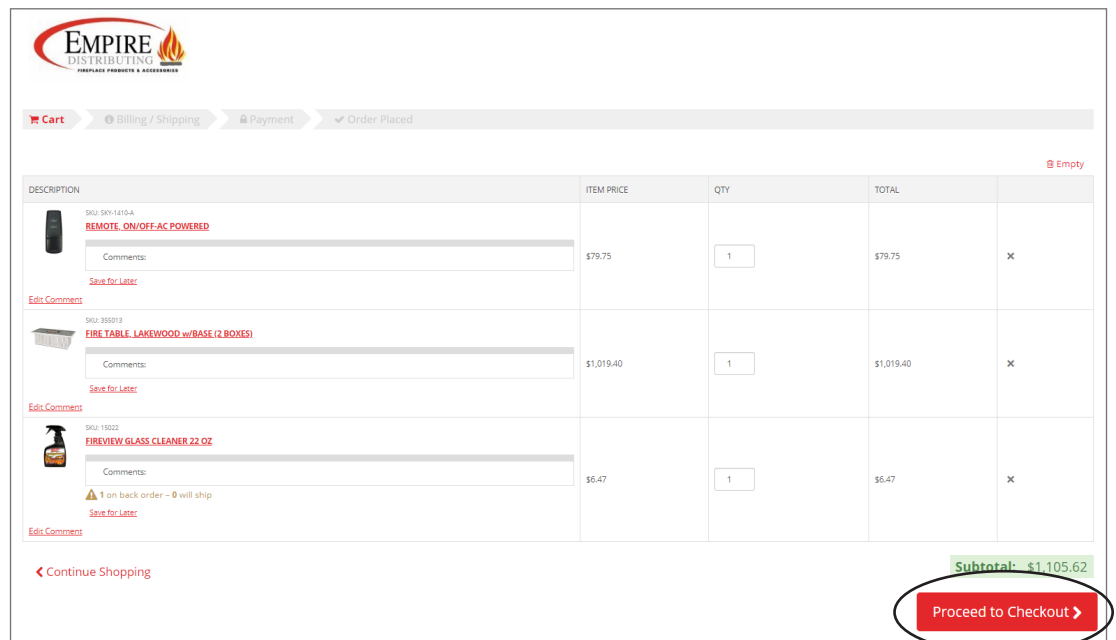


FIGURE 12

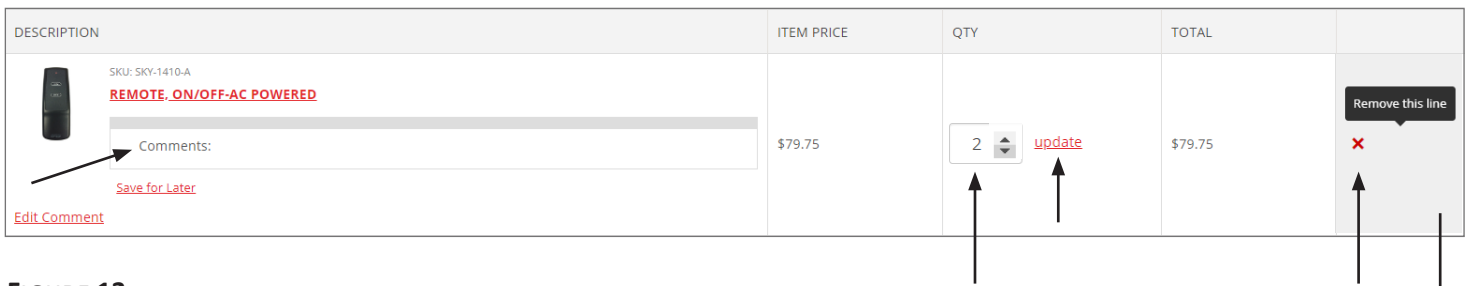


FIGURE 13

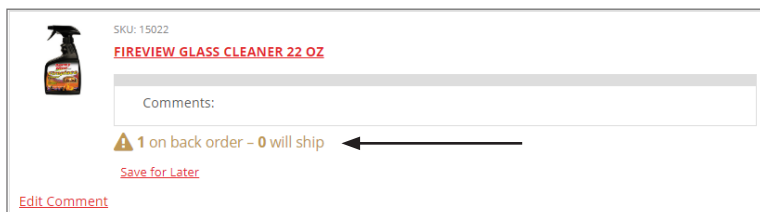
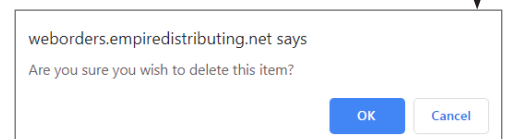


FIGURE 14



PLACING YOUR ORDER - BILLING/SHIPPING

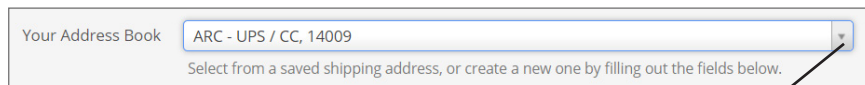
Cart

Billing / Shipping

Entering Billing/Shipping information

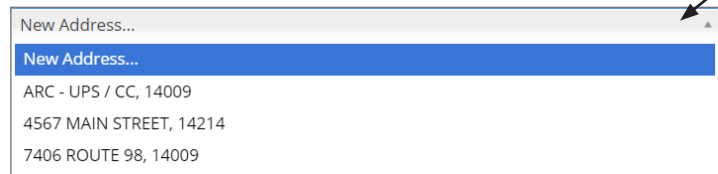
- Your Order **Contact** and **Billing** information will automatically populate based on your login.
 - *You can make changes to this information, but it only effects this order. If you need to make a permanent change to your billing information, please contact our Accounting Department.*
- It is important that you choose (or enter) a **Shipping** location each time you order. This is especially important for dealers with multiple locations.
 - You will notice there is a drop-down box under “Your Address Book”. Click on the drop-down box to view existing Shipping Locations. (Figure 15-16)
 - If your Shipping Location exists, then click on it to choose it and the information will fill in below.
 - If it is NOT listed, click on “New Address” and add your information in the appropriate boxes.
- Under Shipping Address, you will see a check box for “Check here if shipping to a residential address”. If you are shipping to a business location (a location that can accommodate a common carrier truck, NOT a home residence in a suburb or rural community) be sure to UNCHECK the box. (Figure 17)
- When finished, click on red “Save and Proceed” button.

FIGURE 15



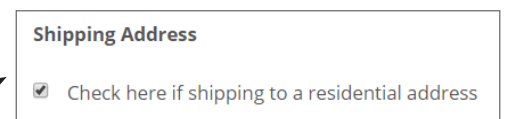
Your Address Book ARC - UPS / CC, 14009
Select from a saved shipping address, or create a new one by filling out the fields below.

FIGURE 16



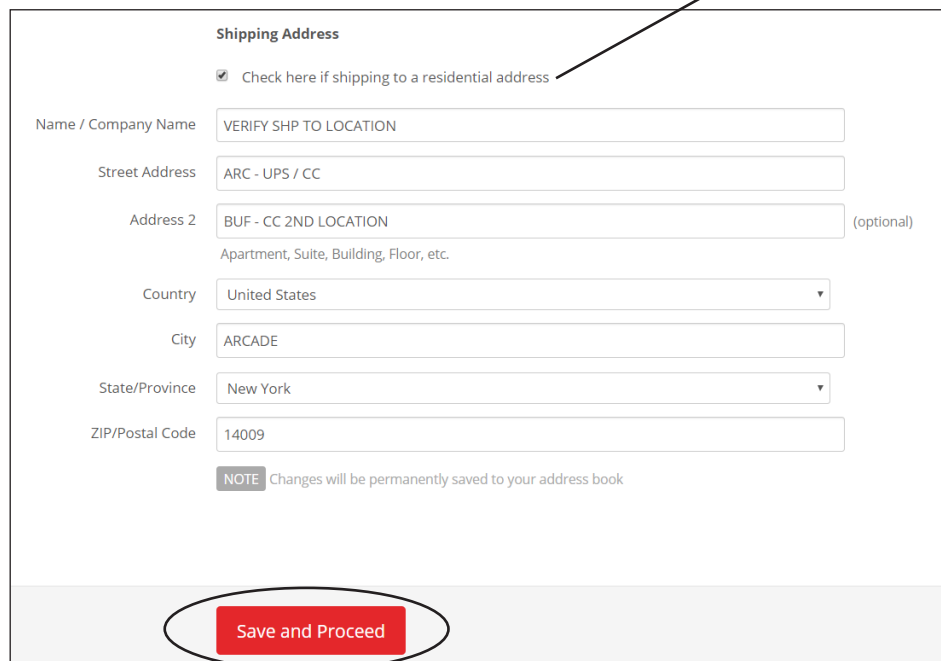
New Address...
New Address...
ARC - UPS / CC, 14009
4567 MAIN STREET, 14214
7406 ROUTE 98, 14009

FIGURE 17



Shipping Address
 Check here if shipping to a residential address

FIGURE 18



Shipping Address
 Check here if shipping to a residential address

Name / Company Name VERIFY SHP TO LOCATION

Street Address ARC - UPS / CC

Address 2 BUF - CC 2ND LOCATION (optional)
Apartment, Suite, Building, Floor, etc.

Country United States

City ARCADE

State/Province New York

ZIP/Postal Code 14009

NOTE Changes will be permanently saved to your address book

Save and Proceed

PLACING YOUR ORDER - PAYMENT

Cart

Billing / Shipping

Payment

Entering Payment information

- Shipping charges will be applied when the order ships
- Enter PO Number
- Enter any additional comments or special instructions about your order in the “Fulfillment Comments” box.
- Click box to agree to Terms and Conditions
- Click on red “Place Order” button

1 Billing ✓




Order Contact
Peter Hamburg
customersupport@empiredistributing.net
716-345-6789

Billing Address [Change](#)
WEB TEST
PO BOX 1234
ARCADE, NY 14009

2 Items & Shipping ✓ Edit

VERIFY SHP TO LOCATION, ARC - UPS / CC BUF - CC 2ND LOCATION ARCADE, NY 14009

3 Finalize & Place Order

DESCRIPTION	QTY	ITEM PRICE	TOTAL
 SKY-1410-A REMOTE, ON/OFF-AC POWERED Options Comments:	2	\$79.75	\$159.50
 355013 FIRE TABLE, LAKEWOOD w/BASE (2 BOXES) Options Comments:	1	\$1019.40	\$1019.40
 15022 FIREVIEW GLASS CLEANER 22 OZ Options Comments:	1	\$6.47	\$6.47

Change ?

Order Summary	
Items	\$1185.37
Shipping	TBD
Taxes	\$94.82
Order Total	\$1280.19

Choose a shipping method:

Standard Shipping Terms

Standard shipping rates apply and will be calculated at time of shipping.

Secure Payment Methods

Invoice

PO Number (required)

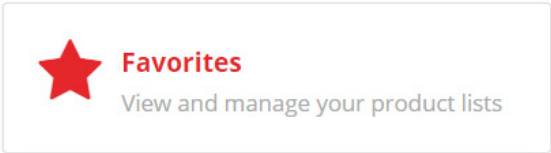
Fulfillment Comments (optional)


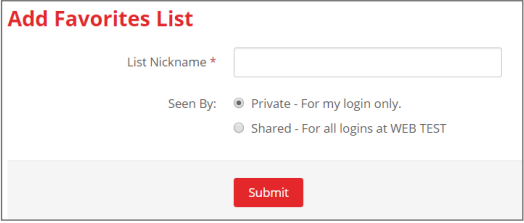

By placing this order, you agree to our [terms and conditions](#). Please check to indicate that you have read them.

Place Order

FAVORITES

Creating and adding items to Favorites Lists



- From the home screen, click on the “Favorites” button with the star
- List Types
 - Shared - Can be viewed by all logins under your customer number
 - Private - Can only be viewed by that user’s login
- Create New List
 - Click on red “Add a List” button →  → 
 - Enter List Nickname
 - Choose either Private or Shared
 - Click red Submit button
 - Go to Shop products. At any time you can click on the heart (♥) to add it to your desired list
- View an Existing List
 - To view a list, click on the list’s Nickname
- Edit Existing List Settings (Figure 19)
 - Click on “Settings” button
 - You can change the list name or change the list to either Private or Shared
 - Click red “Submit” button to save changes
- Remove Items from List (Figure 20)
 - Click in the list you would like to edit
 - Find the item you would like to delete from the list
 - Underneath the item at the very bottom, click on the “Remove From Favorites” link
- Delete List (Figure 19)
 - Click on the red “Delete” button
 - In pop-up window, click “OK” to verify deletion, or click “Cancel”
 - NOTE: You cannot delete the list while you are viewing its contents. You must be under the Favorites header looking at the list of Nicknames.
- Additional Features
 - You can turn the “Type” and “QTY” columns on and off
 - Click on the down arrow next to COLUMNS 
 - Check and Uncheck the desired boxes
 - Number of Lists per page
 - You can adjust the number of list you can view per page
 - Click on the drop-down arrow at the bottom of the page and choose the number of lists to display

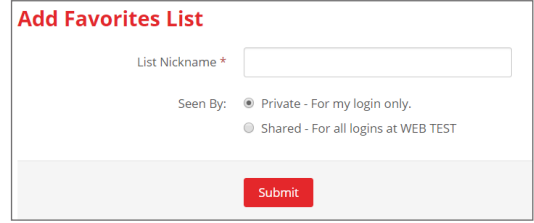


FIGURE 19

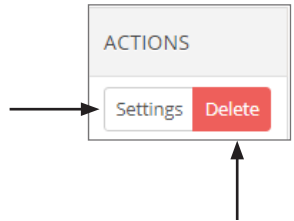
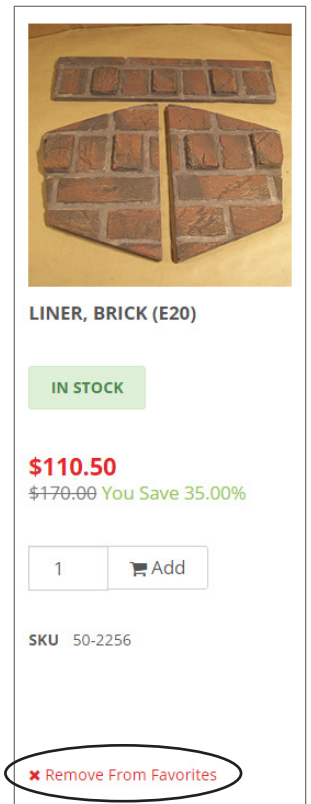
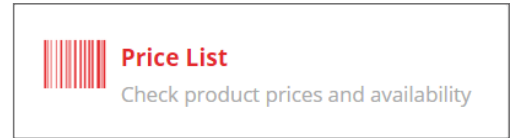


FIGURE 20



PRICE LIST

Check product prices and availability



- From the home screen, click on the Price List button with the bar code image
- Enter what you are looking for in the search field (Figure 21)
 - You can narrow your search by Name, SKU, or Retail Price by clicking on the drop-down arrow
- To execute search either press Enter on your keyboard or click on the magnifying glass
 - You will be able to view Item Name, SKU number, Stock Status, Retail Price, and Dealer Price (depending on user permissions). (Figure 22)
 - At any time you can click on the hyper-linked item name to view more details about the item and add it to your cart or your favorites list
- Clear your search, click on “X”
- Save your search, click on the disk icon
 - In pop-up window, enter search Name, Type (You can group your searches by type), Access Type (who can see it), and choose if you would like it to be a default search (Figure 23)
 - Click on red Submit button
- Access Saved Searches
 - Click on “Saved Searches” link to view all
 - Or click on saved search shortcut button
 - You can edit the name, type or delete any of these saved searches

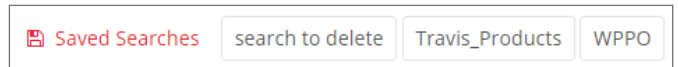


FIGURE 21

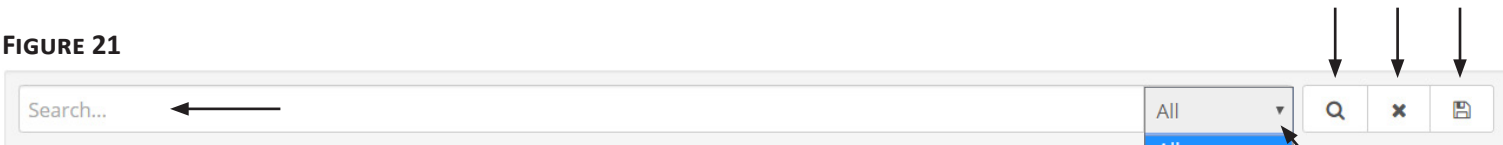


FIGURE 22

NAME	SKU	STOCK	RETAIL PRICE	DEALER PRICE
SIDE HEAT SHIELD, DW-NON CAT	0000332	IN STOCK	\$75.00	\$45.00

FIGURE 23

Saved Search Options

General Information

Name: *
 Name is Valid

Type:

Access

Access Type: For my Login Only (User)
 For All Logins on my Account

Make this my default search: Yes No

FIGURE 24

My Saved Searches

1 filter applied: Grouped by Type

Search... All [dropdown] [magnifying glass]

delete

NAME	SAVED ON	TYPE	ACCESS TYPE	DEFAULT	ACTIONS
search to delete	5/31/2019	delete	User		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Product Line

NAME	SAVED ON	TYPE	ACCESS TYPE	DEFAULT	ACTIONS
WPPQ	6/11/2019	Product Line	User		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

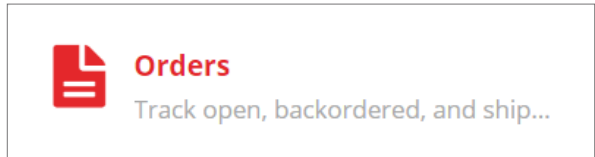
Travis

NAME	SAVED ON	TYPE	ACCESS TYPE	DEFAULT	ACTIONS
Travis_Products	6/3/2019	Travis	User		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 - 3 of 3 results | 50 results per page

ORDERS

Track open, backordered, and shipped orders





- From the home screen, click on the Orders button with the piece of paper image
- You can easily search ALL orders (Online Orders and orders entered by our Customer Service Staff)
 - Use the drop-down arrow to narrow down your search by Order #, PO #, Status, or Total (Figure 26)
 - You can also filter your results by Order Date (Date Empire typed it in the system)
 - Click on the Filter icon , then enter the desired Order Date Range (Figure 27)
 - Click on the magnifying glass  to execute your search
 - Click on up/down arrows in any of column headers to sort by that column (Figure 25)
 - Click on the red hyper-linked Order # to view order details (Figure 25)
 - To view more results per page, click drop-down box at the bottom of the page and select desired quantity (Figure 25)
 - Add and remove columns to view by clicking on the down arrow next to COLUMNS...
 - Check or uncheck boxes to toggle column view (Figure 25)

FIGURE 26

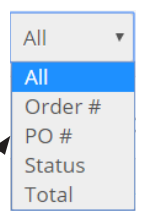






FIGURE 25

Orders



Search... All   

Showing 1 - 7 of 7 results 50 results per page COLUMNS: 




ORDER DATE	ORDER #	PO #	STATUS	TOTAL
5/29/2019	Z100019	12334	Canceled	\$1,432.89
5/8/2019	0219224	test	Canceled	\$4,162.23
4/30/2019	Z100015	BACKORDER - TEST	Canceled	\$5,979.42
4/29/2019	Z100014	123456789	Complete	\$4,926.42
4/29/2019	Z100013	12355	Canceled	\$3,858.03
4/29/2019	0218330	TEST ORDER 2	Canceled	\$2,751.57
4/29/2019	0218326	TEST ORDER 1	Complete	\$7,400.97

Showing 1 - 7 of 7 results 50 results per page 1

FIGURE 27



Order Date:  to 

Status: None selected...

Search... All   

INVOICES

Track open and paid invoices

- From the home screen, click on the Invoices button with the file bin
- You can easily search ALL Invoices (Online Orders and orders entered by our Customer Service Staff)
 - Use the drop-down arrow to narrow down your search by Invoice #, PO #, Status, or Order # (Figure 29)
 - You can also filter your results by Invoice Date
 - Click on the Filter icon  , then enter the desired Invoice Date Range (Figure 30)
 - Click on the magnifying glass  to execute your search
 - Click on up/down arrows in any of column headers to sort by that column (Figure 28)
 - Click on the red hyper-linked Invoice # to view invoice details (Figure 28)
 - To view more results per page, click drop-down box at the bottom of the page and select desired quantity (Figure 28)
 - Add and remove columns to view by clicking on the down arrow next to COLUMNS...
 - Check or uncheck boxes to toggle column view (Figure 28)

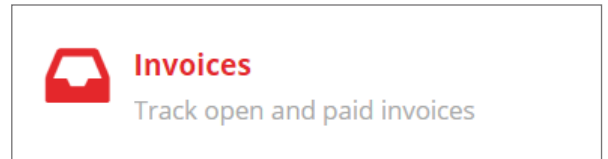


FIGURE 29

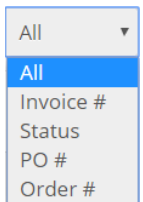




FIGURE 28

INVOICE DATE	INVOICE #	STATUS	INVOICE TOTAL	AMOUNT DUE	DUE DATE	AGING	PO #	ORDER #
4/30/2019	E289102	Paid	\$4,926.42	\$0.00	5/30/2019	-	123456789	Z100014
4/30/2019	E289174	Paid	\$1,664.55	\$0.00	5/30/2019	-	BACKORDER - TEST	Z100015
4/30/2019	E289176	Paid	\$7,452.37	\$0.00	5/30/2019	-	TEST ORDER 1	0218326

FIGURE 30

PAYMENTS

View payments and credits

- From the home screen, click on the Payments button with the credit card
- You can easily search all payments and credits applied to your account
 - Use the drop-down arrow to narrow down your search by Invoice #, Amount, Transaction Type, Payment Type, or Reference (Figure 32)
 - You can also filter your results
 - Click on the Filter icon , then enter the desired Date Range and if desired, group by Invoice #, Transaction Type, Payment Type, or Reference (Figure 33)
 - Click on the magnifying glass  to execute your search
 - Click on up/down arrows in any of column headers to sort by that column
 - Click on the red hyper-linked Invoice # to view invoice details (Figure 31)
 - To view more results per page, click drop-down box at the bottom of the page and select desired quantity
 - Add and remove columns to view by clicking on the down arrow next to COLUMNS...
 - Check or uncheck boxes to toggle column view (Figure 31)

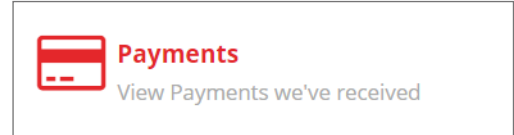


FIGURE 32

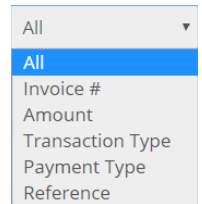





FIGURE 31

Payments

Search... All  

Showing 1 - 100 of 613 results 100 results per page COLUMNS: 

DATE RECEIVED	INVOICE #	AMOUNT	TRANSACTION TYPE	PAYMENT TYPE	REFERENCE
1/9/2017	E233582	\$185.49	Payment		Check # 103
2/2/2017	E233582	\$150.00	Payment		Check # CASH
4/10/2017	E238302	\$486.98	Credit Memo		
4/20/2017	E238302	(\$112.00)	Payment		Check # APPLY NICK
6/28/2017	E175866	\$759.30	Payment		Payment Ref: Clearing.
7/5/2017	E175866	\$448.00	Payment		Payment Ref: Clearing.
8/7/2017	E244376	\$7,539.41	Payment	VISA	VISA 2362
8/7/2017	E243706	\$40.50	Payment		Check # CASH
8/9/2017	E234883	\$21.97	Payment		Check # APPLY CM
8/9/2017	E244395	(\$21.97)	Payment		Check # APPLY CM
8/9/2017	E244395	\$21.97	Credit Memo		

FIGURE 33

Date  to 

Group By None selected...

Search... All  