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Introduction

Welcome to ITWAL's new owned and operated on-line ordering system called ICON.

Our new system will allow you to place orders easily and efficiently over the Internet.

ICON will provide you with real-time communication, complete product details, images and specification sheets to download.

The Supplier bookings/catalogues loaded in **ICON** will follow the same layout/format of the booking forms provided in the ITWAL Warehouse Notes.

We also have a link to our **ICON** Supplier advertising that will allow you to view commercials, videos, sell sheets, product promotions and Supplier websites.

All the orders you place in **ICON** will be saved within your Order History for two years.

For Phase 1, **ICON** will be used for all "Controlled Distribution" products within the following categories:

- Limited Editions
- New Products
- New Supplier
- Product Clearouts
- Promo Select
- Sales Force Convention
- Seasonal
- Allocations

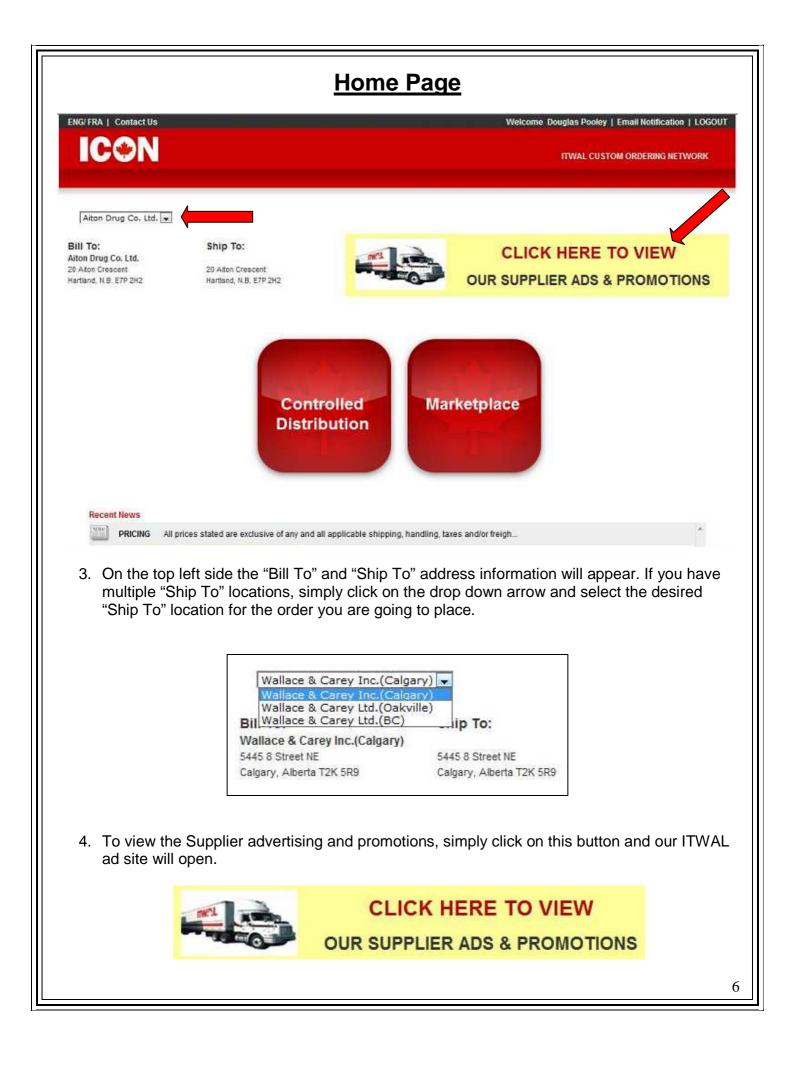
It will also be used for buying shows such as Marketplace.

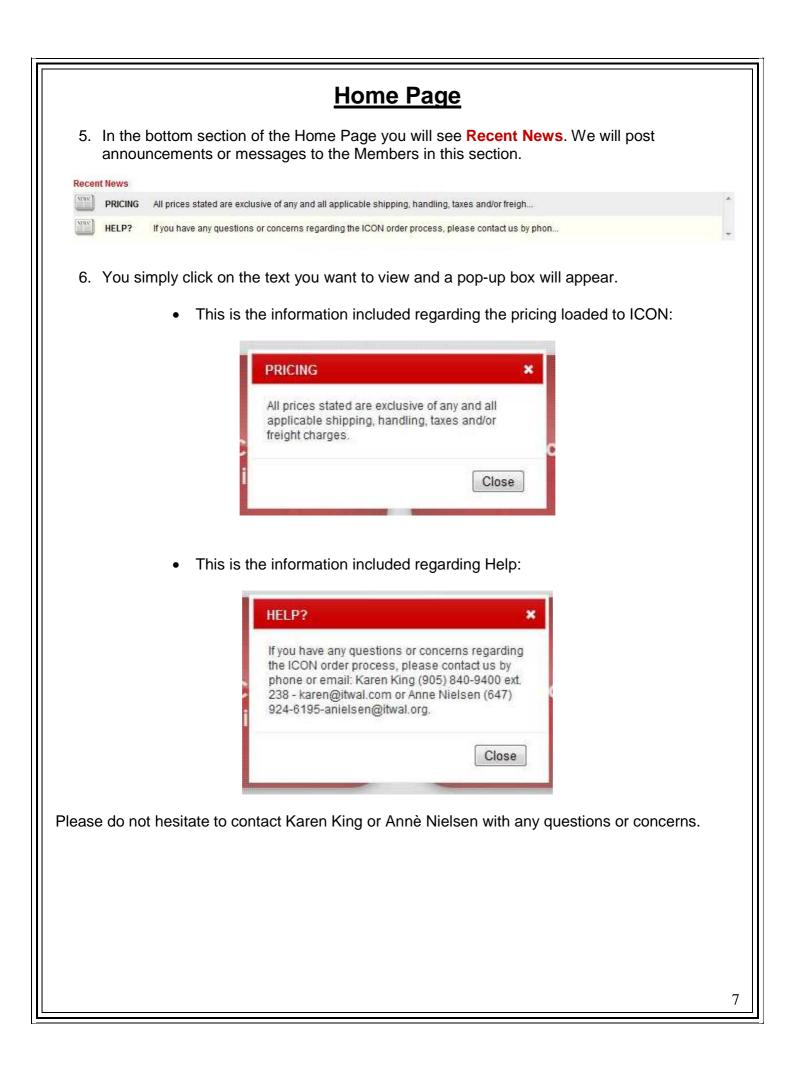
This **ICON** "User Guide" will outline all the features and provide step by step instructions on how to place an order. If you need any assistance, please do not hesitate to contact us:

Karen King - 905-840-9400 ext. 238 - <u>karen@itwal.com</u> Annè Nielsen - 647-924-6195 - <u>anielsen@itwal.org</u>

2. Ente	How to Login n your Internet Browser. The ICON system is compatible with: Internet Explorer 7.0 and above Mozilla Firefox version 3.0 Apple Safari. er the Internet address: https://icon.itwal.ca Login page as shown below will appear:
ENG/FRA Conta	
	Email Password Login
	2010 - 2011 ITWAL LIMITED ALL RIGHTS RESERVED
4. Type ► Note:	e in your Email Address and Password and click on Login . Your Email Address and Password are <u>case sensitive</u> . Please enter them <u>exactly</u> as <u>provided</u> . If you would like to view the site in French, simply click on the FRA in the top left corner and all screens will be displayed in French.
5. Upo	n successful login, the Home Page screen will appear (see next page).







Placing an Order

1. To place a "Controlled Distribution" order, on the Home Page simply click on the "Controlled Distribution" button.



2. The "Orders" screen will appear as shown below displaying your "Bill To" and selected "Ship To" information. Now you will select the "Type" of Controlled Distribution order you would like to place. Simply click on the drop down arrow and the categories will be listed.

ICON Home	Orders	Order History			
Bill To: Alton Drug Co. Ltd. 20 Alton Crescent Hartland, N.B. E7P 2H2 //pei select	Ship To: 20 Aiton Crescent Harlland, N.B. E7P 2H3	2 btype: select	Ĺ	Search By SCC#	
Limited Editions New Products ExNew Supplier Product Clearouts Promo Select Sales Force Convention Seasonal Allocations					

		Placing an (<u>Drder</u>	
	en you select "Seasonal" em to only display the bo		n to also filter by "Subtype". This ne season selected.	enables the
	Type: Seasonal Bookings: Expand All		Subtype: select select Christmas Valentines Easter Back to School Halloween Everyday	
	kings loaded within that o		he "Type", all the applicable Su on the screen as shown below. Welcome Douglas Pooley Email No	-
Ю		Order History	ITWAL CUSTOM ORDER	RING NETWORK
Bill To: Aiton Drug 20 Aiton Cre Hartland, N.I Type: New Proc Bookings: Expand All Cadbury Mars	scent 20 Aiton Crescent B. E7P 2H2 Hartland, N.B. E7P 2H	2 Subtype: select 💙	Search By SCC#	
	view the complete Suppli ply click on "Expand All". Bookings:	er booking name ar	d details, you click on a specific	Supplier or
	Expand All Cadbury → cso Due Dec-31-201 Mars	1 <mark>0 - Cadbury - Gum Single</mark> I - Mars - Innovations 201	s - 2011 H1 - ship Jan-31-2011 ← I - ship Jun-20-2011	
				9

Placing an Order

6. Once the booking name has appeared, you must click on the Supplier booking name and the system will highlight this booking name in light orange. The contents of the booking will appear on the screen below. Use the scroll bar to the far right of your screen to see all the products included within the booking.

							ITW	AL CUSTOM O	RDERING NET	WORK
Home		Orders		Order History				AL COSTON OF		
Bill To:		Ship To:								
Aiton Drug Co. Ltd. 20 Aiton Crescent		20 Aiton Cres	cent							
Hartland, N.B. E7P 2H2	2	Hartland, N.B.								
Type New Products			Subtype:	- select - 💌			Search	h By SCC#		
Bookings:										
Cadbury										
→ 🔄 Due Dec-31-201	10 - Cadbury	- Gum Singles -	2011 H1 - ship	Jan-31-2011 +						
- Mars	1 - Mars - Inno	wations 2011 - s	hip Jun-20-20	11	•					
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PO #	Ship Date:		E *	GENERATE PO	CLEAR QUAN	ITITIES				
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SKU#	Product#	Quantity Ordered		Product Description	Units/ Box	Units/ Case	Layer/ Pallet	Regular Price	Deal Amount	Currel Price
100-57700-22958-0	133-590		TRID LAYER:	S MINT MLNFRSCO SGL	12	12	20/120	\$156.96	\$15.69	\$141
100-57700-22804-0	136-379		CLORETS PU	RE CLEAR MINT SGL	10	18	10/60	\$162.00	\$.00	\$162
100-57700-22808-8	136-381		CLORETS PU	RE FRESH MINT SGL	10	18	10/60	\$162.00	\$.00	\$162
100-57700-22806-4	137-073	(CLORETS PU	RE CLEAR MINT 3PK	18	6	6/24	\$271.08	\$.00	\$271
100-01100-22000-4										
100-57700-22964-1	137-112		TRID LAYER:	S MINT MLNFRSCO 3PK	1	20	15/165	\$54.80	\$5.48	\$49
	137-112			S MINT MUNFRSCO 3PK 2011 ITWAL LIMITED A			15/165	\$54.80	\$5.48	\$45
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Now you sim	iply ent ke to re	move al	2010 - quanti I the qu	2011 ITWAL LIMITED A ty you would antities orde	all rights reser d like to o ered – clic	rder b <u>y</u> ck on	y SKU. CLEAR	If you r quantit	nade a	n err
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Downloading an Image and a SPEC sheet

- 1. If you would like to view an image of a product, you simply click on the description of the product and a pop-up box will appear with the "Product Details" providing the image. To download the image to your computer, simply right click and click on "save picture as". The SCC code of the product will appear as the file name and now you select where you would like to save your image (My Documents, Desktop, My Pictures etc.).
- 2. If you would like to view the product specifications, simply click on "Specifications" as shown below. A pop-up box will appear asking if you would like to "open" or "save" the file. If you select "open" the PDF of the SPEC sheet will open and then it can be printed. If you select "save", you need to select the location to save the file.

Type: New Products	•	Product Details	× Search By SCC#
Bookings:		TRID LAYERS MINT MLNFRSCO SGL	
Expand All			-
— Cadbury → cs0 Due Dec-31-3	2010 - Cadbury - Gum Singles -	2011 H1 - North _ Trident	
- Mars	odd Mars Innaustana 2044		2 · · · · · · · · · · · · · · · · · · ·
CEY DUE May-2-20	011 - Mars - Innovations 2011 - :		
		14 2020 LAND COMPANY AND COMPA	
		Specifications	
	-	GENERATE PO CLEAR QUA VIE	
PO #. Due Dec-31-2010 - Cad	Ship Date: Ibury - Gum Singles - 2011 H1 -		
SKU#	Product# Quantity Ordered	Product Units/ Un Description Box Ca	
100-57700-22958-0	133-590		Interview Price Price 12 20/120 \$156.96 \$15.69 \$141.27
		LASEL BROLESH	ACTURES OF GLOBAL 2: ALACTURES OF GLOBAL 2: These Million
			CASE PACK NOW LISTING X NOW LISTING X CONTROLLO PROPORT ACX LISTING X CONTROLLO PROPORT LISTING X CONTROLLO PROPORT ACX LISTING X CONTROLLO PROPORT LISTING X CONTROLLO PROPORT ACX LISTING X CONTROLLO PROPORT ACX LISTING X SWEAP LIST X NEW LIST X NEW LIST
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Downloading a Booking

IAAN			Welcome Douglas Pooley Email Notification LOG
ICON			ITWAL CUSTOM ORDERING NETWORK
Home	Orders	Order History	
Bill To:	Ship To:		
Aiton Drug Co. Ltd. 20 Aiton Crescent	20 Atton Crescent	i.	
Hartland, N.B. E7P 2H2	Hartland, N.B. E7F		
and an original second s			
e: New Products		Subtype: select 💌	Search By SCC#
okings:			
Expand All			
Cadbury			
The state of the s	adbury - Gum Singles - 201	1 H1 - ship Jan-31-2011 +	
→ CEV B			
Mars			
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars	ars - Innovations 2011 - ship	Jun-20-2011	
Mars Due May-2-2011 - M			oly click on the small "CSV" icon to the left
Mars Due May-2-2011 - M	like to downloa	d a booking, simp	bly click on the small "CSV" icon to the left
If you would the booking	like to downloa name (as show	d a booking, simp n above).	bly click on the small "CSV" icon to the left e to "Open" or "Save". The data will only

Do you	want to open	or save this f	ile?	
- 5,	Name: 17	.csv		
	Type: Ap	oplication, 589 I	oytes	
	From: ico	on.itwal.ca		
	ß			
		Open	Save	Cancel

3. If you would like to view, manipulate and format the data in Excel, download the CSV to your computer. Move your cursor to the CSV file and right click, a drop down menu will appear. Move your cursor to "Open with" and then "Excel".

Open	
Edit Open with	Microsoft Excel
Share with	, 🥘 Notepad

4. If you need any assistance downloading and formatting a booking, please email or call Annè Nielsen - <u>anielsen@itwal.org</u> or (647-924-6195).

1. As state	d on pag	je 10, c	nce you have entered	l in the c	quantit	y for ea	ach of the	e produ	cts you
	•		your PO #, the ship day vill load for your final r		•		n	RATE PO	your
NG/FRA Contact Us					w	elcome Doi	uglas Pooley Ei	mail Notificat	on LOGOUT
	 	Orders	Order History				ITWAL CUSTOM	ORDERING N	etwork
Bill To: Aiton Drug Co. Ltd	. .	Ship To:							
20 Adon Crescent Hartland, N.B. E7P 2	12	20 Aiton Cr Hartland, N							
AND	10-2011	on 2014 U4	chin Inn 74 2044						
e Dec-31-2010 - Cadt SKU#	Product#	Quantity Ordered	Product Description	Units/ Box	Units/ Case	Layer/ Pallet	Regular Price	Deal Amount	Extended
100-57700-22804-0	136-379	2	CLORETS PURE CLEAR MINT SGL	10	18	10/60	\$162.00	\$.00	\$324.00
100-57700-22806-4	137-073	3	CLORETS PURE CLEAR MINT 3PK	18	6	6/24	\$271.08	\$.00	\$813.24
100-57700-22808-8	136-381	2	CLORETS PURE FRESH MINT SGL	10	18	10/60	\$162.00	\$.00	\$324.00
100-57700-22958-0	133-590	2	TRID LAYERS MINT MUNFRSCO SGL	12	12	20/120	\$156.96	\$15.69	\$282.54
100-57700-22964-1	137-112	4	TRID LAYERS MINT MUNFRSCO 3PK	1	20	15/165	\$54.80	\$5.48	\$197.28
							Order Subtota		\$1,941.06
							Freight/Shippin Order Total:	ig:	TBD \$1,941.06
							Quantity Total		13
		Bac	k Delete Order Su	bmit Order	10000	t Order	Contraction (Section		19
-		-	ou simply click on sour order prior to su	ubmit Ord bmitting		lick or	Print Ore	^{der} ar	nd
then	ubmit Orde	ſ							
4. If you de	ecide tha	t you w	ould like to add more	product	s, chai	nge the	e quantitie	es, the	PO # or
	date, sir ou can e		ck on Back and this order accordingly.	s will tak	e you	back to	o the prev	vious sc	reen
5. If you w	ould like	to dele	te the order and not s	ubmit it,	simply	/ click	on	Order	
							, PO # or		

		Order Confirmat	ion
ENG/FRA Contact Us			Welcome Douglas Pooley Email Notification LOGOUT
ICON			ITWAL CUSTOM ORDERING NETWORK
Home	Orders	Order History	
	Messages: • Your ICON order • Purchase Order #	has been submitted successfully. # 345220	
Bill To: Aiton Drug Co, Ltd. 20 Aiton Crescent Hartland, N.B. E7P 2H2	Ship To: 20 Aton Crescen Hartland, N.B. E7F		
Type: New Products Bookings: Expand All Cadoury	×	Subtype: select 💌	Search By SCC#
-		2010 - 2011 ITWAL LIMITED ALL RIGHTS RES	ERVED
return to the		c you have cherce on	whit Order your screen will refresh and king "Type". This allows you to proceed
			ON order has been submitted d (as per the screen shot above).
		ail Notification" as outlined	on page 5, you will also receive an
email that s	Hello Your	, order has been submitted succe hase order # 345220.	essfully for Aiton Drug Co. Ltd
		k You	
	Than like to place a	k You nother order, simply choos	e another Supplier with the current lect a different category "Type".
"Type" sele 5. If you are tr	Than d like to place a cted or click on ying to find a sp	k You nother order, simply choos the drop down arrow to se	lect a different category "Type".
"Type" sele 5. If you are tr	Than d like to place a cted or click on ying to find a sp	k You nother order, simply choos the drop down arrow to se pecific SKU on a booking, e "Search By SCC#".	lect a different category "Type".
"Type" sele 5. If you are tr field provide	Than d like to place a cted or click on ying to find a sp ed and click on	k You nother order, simply choos the drop down arrow to se pecific SKU on a booking, e "Search By SCC#".	lect a different category "Type". enter the complete SCC number in the By SCC#

	Order His	story	your orders p	placed in	ICON, c	click on				s" calle(
2. As per t								a visible		
2. As per t	4h e -							a visiblo		
	the scre	en shot l	below, all the	orders yo	ou have	placed		2 1121010.		
-	Contact Us			-				las Pooley Ema		LOGOUT
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							J.	WAL CUSTOM OF	IDERING NETWO	DRK
	Home	0	rders	Order History						
Bill T	To:	SI	hip To:							
Aiton	Drug Co. Ltd. on Crescent		Aton Crescent							
	nd, N.B. E7P 2H2		irtland, N.B. E7P 2H2							
									Deer	
P.O. Num	iber Transact	tion #		Book Name				Order P.C Date Stat		
345220	2000040	Due Dec	-31-2010 - Cadbury - Gum S	3ingles - 2011 H1 -	ship Jan-31-20	11	Jan- 2011		Feb-10-2	2011
4. A new s clicking Purchas	screen v g on Prin se Orde	will load v	der, click on tl with all the det nce printed yo m to Home or	tails of yc	our Orde		can pr	istory	locumer view an	•
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Additional Features

 Once a Supplier booking is selected and volume entered, the ICON system will automatically save the order. If you are unable to finish the order (you log-out) or the system times you out (this will happen after 1 hour of inactivity), your order will be saved in "Pending". When you log back in to ICON, select Controlled Distribution, your "Pending" bookings will be visible on the "Orders" page as shown below. Simply complete your order and submit.

Booking	
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- Pend	ing
Cad	bury
→ <u>C</u> SÝ	Due Dec-31-2010 - Cadbury - Gum Singles - 2011 H1 - ship Jan-31-2011 🖛 👘

2. Depending on how fast you are entering your order to "Generate a PO", on occasion you might see this message pop-up on your screen. These means ICON is still saving your last entry. Simply click on "OK" and continue placing your order.

lessage f	rom webpage
	There are still updates pending. Please wait till all updates are complete and try again.
	ОК

- 3. As stated on page 14, if you are looking for a particular SKU, simply enter in the SCC code in the field as shown on the "Orders" page and the system will locate the booking. If the SCC code is not found, please contact Karen King or Annè Nielsen.
- 4. As outlined on page 4, each ICON User is linked to their email address. Therefore, if you request "Email Notification" the email confirmation will only be sent to the email address associated.
- 5. To ensure confidentiality your password can only be changed by ITWAL. If you forget your password, please contact Karen King or Annè Nielsen and it will be reset.
- The ICON system will automatically save your order as it is entered and once submitted, it will appear in your Order History. As stated on page 13, once an order is submitted and you want to change the quantities, PO # or ship date you must contact Karen King (<u>karen@itwal.com</u>) - ext. 238 or Josie Licata (<u>jlicata@itwal.com</u>) - ext. 314 at ITWAL.
- 7. All Supplier bookings loaded to ICON will be communicated via email identifying the booking "Type", due date and start ship to the Members.

If you have any questions or need any assistance placing an order in ICON, do not hesitate to contact Karen King (<u>karen@itwal.com</u>) - 905-840-9400 ext. 238 or Annè Nielsen (<u>anielsen@itwal.org</u>) - 647-924-6195.