



# **ALM Mobile Portal**

– Quick Start Guide –

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## Table of Contents

Accessing the Site .....	3
Supported Devices .....	3
Features of the 'Home Page' .....	4
Hamburger Menu - Main Login Screen .....	5
Hamburger Menu - Logged in as Customer (R) or Supplier Rep (L) .....	5
The ALM Logo .....	6
Orders Home Page.....	6
Order History Page.....	7
Saved shopping templates .....	8
Quick Order Form Page .....	9
Order Products Page .....	10
Browse Products .....	11
Aggregate Product List .....	12
Placing an Order .....	13
Promotions / Parcel Buys / QDA's / Bonus Stock .....	14

## Accessing the Site

The site can be accessed through [www.almliquor.com.au](http://www.almliquor.com.au)

The mobile ALM portal will be used mainly for placing orders, checking the status of orders, viewing the order history, viewing products in the catalogue and aggregate product list, and accessing saved templates.

The below features are not in the mobile version but can still be accessed in the desktop version:

- Web advertisements
- Downloading product lists and invoice statements
- Creating shopping templates

## Supported Devices

The website will be compatible with the following browser versions. These browser/operating system combinations will cover the majority of users and represent the best return on investment in regards to testing time spent:


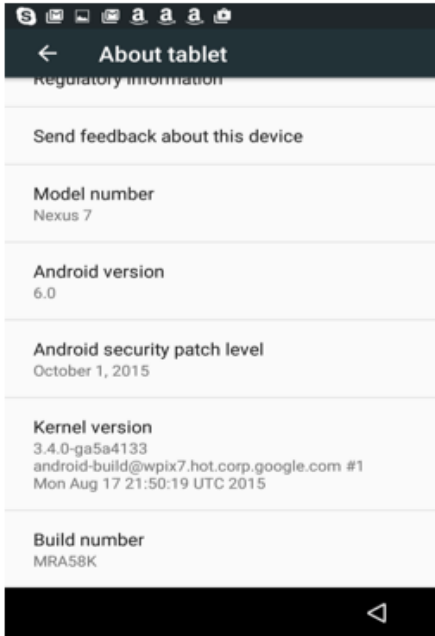
	Windows	OS X	Android*	iOS
Google Chrome	48	48	48	48
Internet Explorer	11	-	-	-
Mozilla Firefox	44	44	-	-
Safari	-	9	-	9

\* We do not support the old 'stock' browser on Android

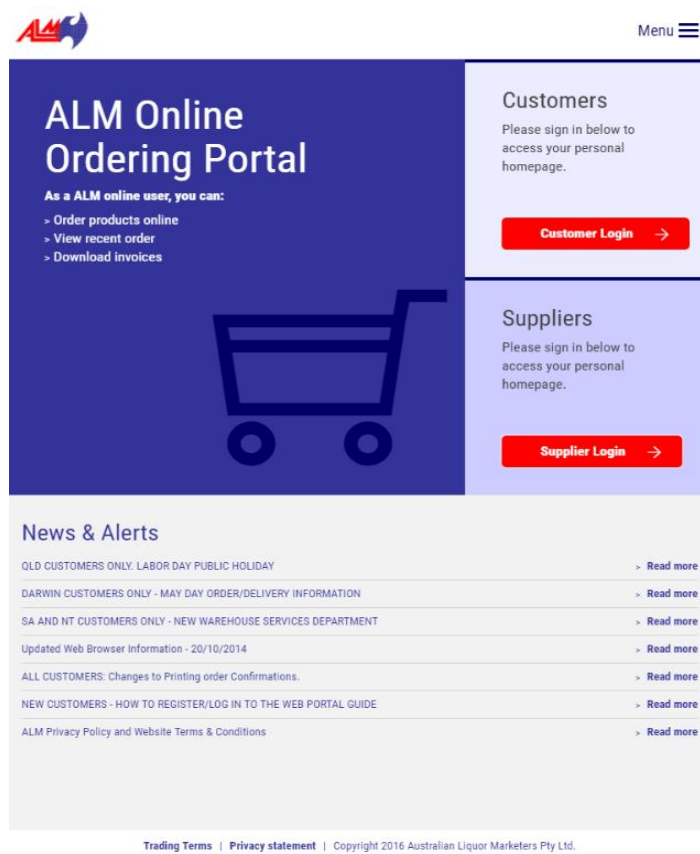
The website will be compatible with the following operating systems:

Windows	7, 8, 8.1
Windows Phone	Due to the very low market share we currently do not test on the Windows Phone OS
OS X	10.11, 10.10, 10.9
Android*	6.0**, 5.1**, 5.0**, 4.4**
iOS*	9, 8

\* We do not support 'rooted' devices or forked versions of Android

How to check iPhone iOS version	How to check Android version
<ol style="list-style-type: none"><li>1. Tap Settings</li><li>2. Tap General</li><li>3. Tap About</li></ol> 	<ol style="list-style-type: none"><li>1. Open your phone's menu with the menu button. Select "System Settings"</li><li>2. Select the "About phone" option</li><li>3. Check number under "Android Version".</li></ol> 

## Features of the 'Home Page'



## News and Alerts

Information articles and advertising that will be updated regularly which relate to our business, including changes and enhancements to the web portal.

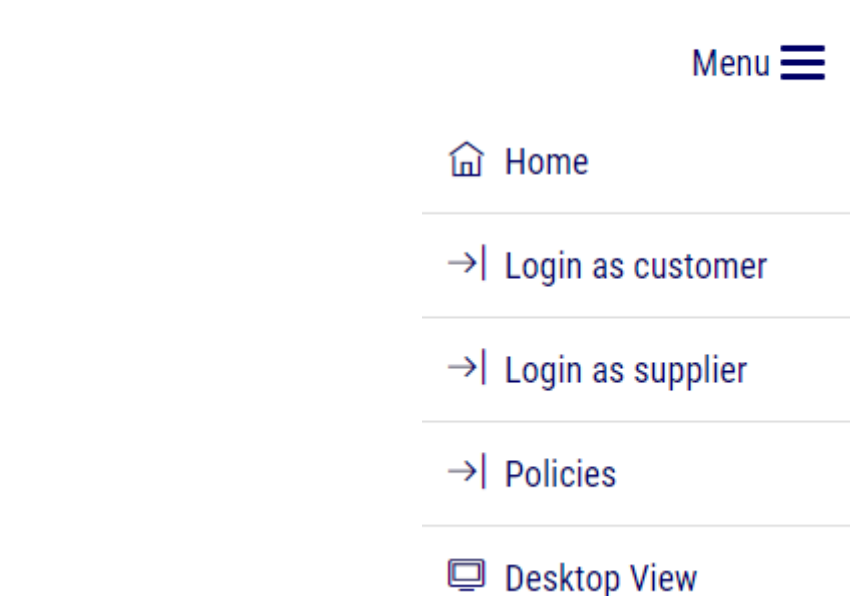
## Trading Terms

Lists the Metcash Trading Terms.

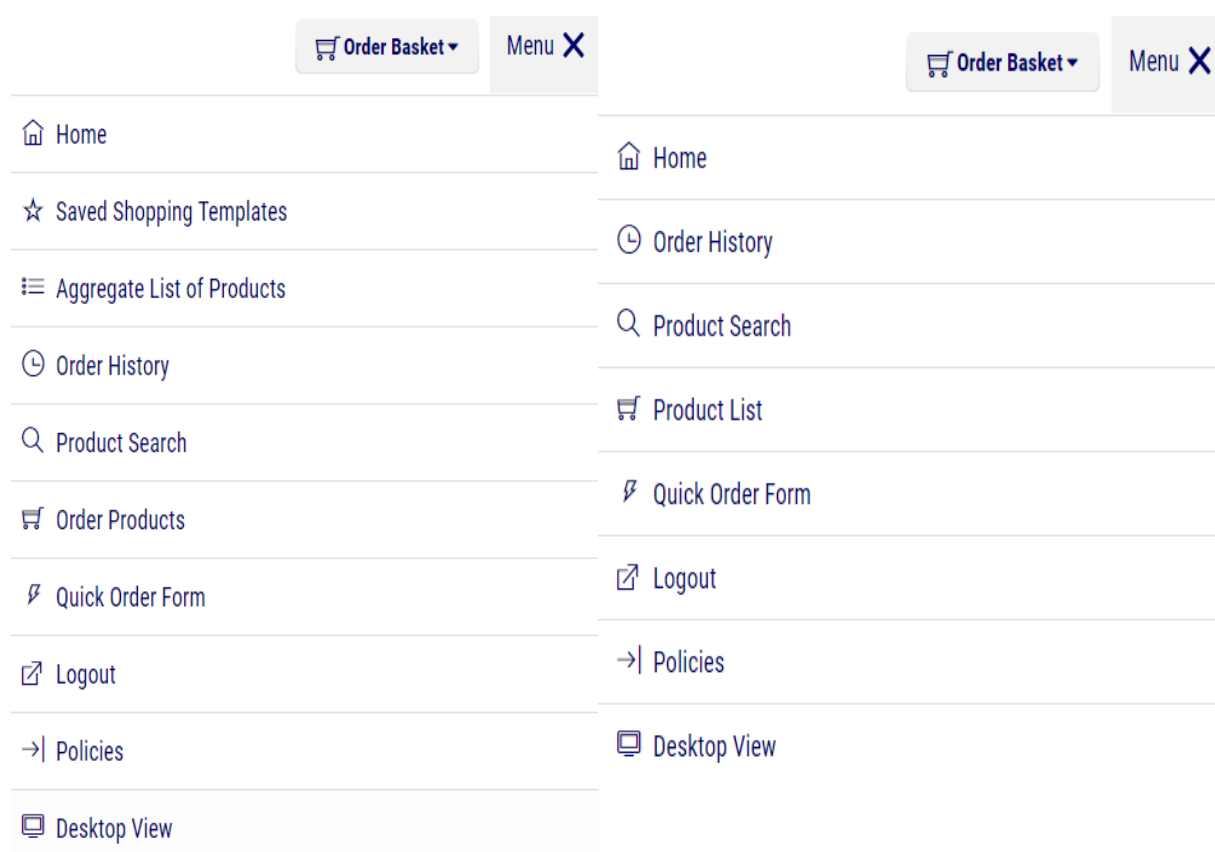
## Customer & Supplier Login

1. Click on 'customer login' or 'supplier login'
2. Choose customer state from the drop down list
3. Input customer/supplier ID and password
4. Login
5. Forgotten Password
  - a. Customer state
  - b. Customer ID
  - c. Email
  - d. Reset password

## Hamburger Menu - Main Login Screen



## Hamburger Menu - Logged in as Customer (R) or Supplier Rep (L)



## The ALM Logo



The ALM logo functions as the 'Home' button on all pages in the customer portal - this will take you to the default view of Orders & Profile.

The ALM logo functions as the 'Supplier Home' button in the supplier portal – this will log you out of the current customer.

## Orders Home Page

Navigation is controlled by the quick links at the bottom of the page, the hamburger menu and the ALM Logo. The default page for the customer portal is the 'Orders and Profile' page and is viewed first when you log in as a customer. The default page for the supplier portal once logged in as a customer is the order products page.


The screenshot shows the 'Orders' page for a customer. At the top, there is a header bar with the ALM logo, an 'Order Basket' button, and a hamburger menu icon. Below the header, the page title is 'Orders' with a subtitle 'Welcome TEST CUSTOMER - HOST SUPP'. The main content area is divided into sections. The first section is 'IG A LIQUOR - NSW' with a list of three items: 'Received Orders', 'Stock Allocated/Order Confirmation', and 'Orders Ready for Dispatch', each with a red arrow icon. Below this is a 'Fast orders' section with two tabs: 'Order History' and 'Saved Templates'. The 'Order History' tab is active, showing a table with columns: ORDER NO., PROCESSED, TYPE, STATUS, and ADD. The table contains two rows of order data. The first row has order number 16492858, processed on 08-07-2016, type 'TURN IN ORDER HEAD OFFICE-TRN NORMAL', status 'Complete', and a red plus icon. The second row has order number 16492857, processed on 08-07-2016, type 'WEB', status 'Incomplete', and a red plus icon. At the bottom, there is a navigation bar with four buttons: 'ORDERS AND PROFILE', 'QUICK ORDER FORM', 'ORDER PRODUCTS', and 'ORDER HISTORY'.


ORDER NO.	PROCESSED	TYPE	STATUS	ADD
16492858	08-07-2016	TURN IN ORDER HEAD OFFICE-TRN NORMAL	Complete	+
16492857	08-07-2016	WEB	Incomplete	+

The screenshot shows the 'Order Products' page for a customer. At the top, there is a header bar with the ALM logo, an 'Order Basket' button, and a hamburger menu icon. Below the header, the page title is 'Order Products' with a subtitle 'Logged in as TEST CUSTOMER - HOST SUPP'. The main content area is divided into sections. The first section is a form with fields for 'Customer Name' (TEST CUSTOMER - HOST SUPP), 'Customer Number' (900006), 'Group' (IGA LIQUOR - NSW), 'Branch' (HUNTINGWOOD), and 'Address' (4 NEWINGTON RD, SILVERWATER, NSW 2128). Below this is a 'Product List' section with a note: 'Please note: Allowance column will now show discounts as a negative value e.G. \$-3.00. Red 0 stock indicates that this product has a substitute.' Below the note is a pagination bar showing 'Page 1 of 10'. At the bottom, there is a search bar with a 'Find' button and an 'Add to basket' button. At the bottom, there is a navigation bar with four buttons: 'ORDER PRODUCTS', 'QUICK ORDER FORM', 'ORDER HISTORY', and 'PRODUCT SEARCH'.

## Order History Page

You will be able to:

- Track previous orders
- View order number, date processed, type of order and status of order
- Reorder products by clicking the  button
- Click on the 'order number' to view the order in detail
  - Customer order number, delivery, date dispatched, supplier rep reference name, contact details and delivery instructions.












Order Basket ▾

☰

### Order History

Welcome TEST CUSTOMER - HOST SUPP


ORDER NO.	PROCESSED	TYPE	STATUS	ADD
16492858	08-07-2016	TURN IN ORDER HEAD OFFICE- TRN NORMAL	Complete	
16492857	08-07-2016	WEB	Incomplete	
16492856	08-07-2016	TURN IN ORDER HEAD OFFICE- TRN NORMAL	Complete	
16492855	08-07-2016	WEB	Complete	
16492800	27-06-2016	WEB	Pending	
16492798	27-06-2016	WEB	Complete	
16492796	23-06-2016	WEB	Complete	
16492794	25-07-2016	WEB	Complete	
16492783	25-07-2016	WEB	Complete	
16492781	25-07-2016	WEB	Complete	

ORDERS AND  
PROFILE

QUICK  
ORDER FORM

ORDER  
PRODUCTS

ORDER  
HISTORY



Order Basket ▾

☰

### Order Details

Order Number: 16492858

Customer Order No:

Date Dispatched:

08-07-2016

Delivery:

ALM Delivery

Supplier Rep Ref Name:

Contact Details:

Isabel Gardner

02

Delivery Instructions:

(None specified)

Aperitifs - Spirit

CODE 142190

Complete

PIMMS NO 1 CUP 700ML

PAK QTY

MIN ORD

QTY RSVD

6

1

1.0



ORDERS AND  
PROFILE

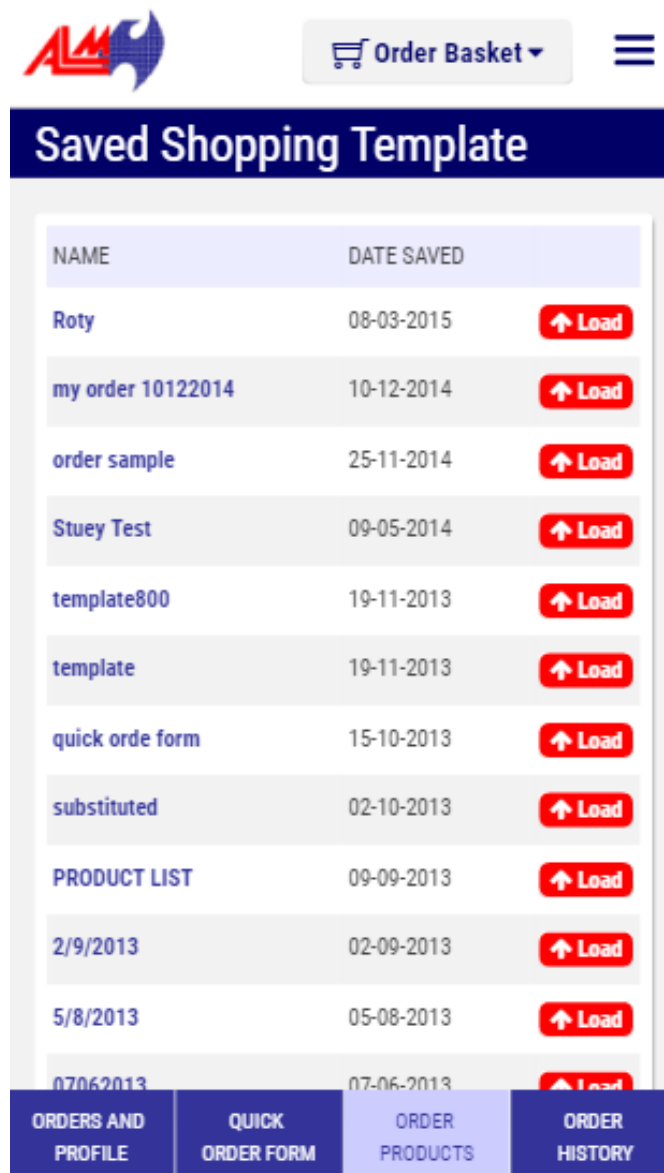
QUICK  
ORDER FORM

ORDER  
PRODUCTS

ORDER  
HISTORY

## Saved shopping templates













- Create your templates on the desktop version and  them in the mobile version
- Quantities are updated according to your last order
- Touch the  button to add the selected product line to the order basket



ALM

Order Basket

### Saved Shopping Template


NAME	DATE SAVED	
Roty	08-03-2015	 Load
my order 10122014	10-12-2014	 Load
order sample	25-11-2014	 Load
Stuey Test	09-05-2014	 Load
template800	19-11-2013	 Load
template	19-11-2013	 Load
quick orde form	15-10-2013	 Load
substituted	02-10-2013	 Load
PRODUCT LIST	09-09-2013	 Load
2/9/2013	02-09-2013	 Load
5/8/2013	05-08-2013	 Load
07062013	07-06-2013	 Load

ORDERS AND PROFILE   QUICK ORDER FORM   ORDER PRODUCTS   ORDER HISTORY



# Quick Order Form Page

If you know the product order code, the quick order screen allows fast data entry. Order products by entering the product code, quantity (cartons) and/or quantity (units). See below screenshots Customer portal (L) and Supplier portal (right)



Order Basket ▾

☰

Quick Order Form

20 Lines ▾

PRODUCT CODE	QTY CTNS	QTY UNITS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

Add all items to basket

ORDERS AND PROFILE

QUICK ORDER FORM

ORDER PRODUCTS

ORDER HISTORY



Order Basket ▾

☰

Quick Order Form

20 Lines ▾

PRODUCT	QTY CTNS	QTY UNITS	B/S	TOC (\$)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	✕

Add all items to basket

ORDER PRODUCTS

QUICK ORDER FORM

ORDER HISTORY

PRODUCT SEARCH

## Order Products Page

The Order Products page is where you will be able to search for products by code or description. You will also be able to Browse Products, Load a Saved Shopping Template and browse through the Aggregate Product List. See screenshots below: Customer portal (L) and Supplier portal (R).

The screenshot shows the 'Order Products' page in the Customer portal. At the top, there is a logo on the left, an 'Order Basket' button with a dropdown arrow in the center, and a menu icon on the right. Below the header is a dark blue bar with the text 'Order Products'. Underneath this is a search section titled 'Search by code or description' with a text input field and a red 'Go!' button. Below the search section is a section titled 'Other ways to order online' which contains three options, each with a right-pointing arrow: 'Browse Products' (describing searching within categories), 'Load a Saved Shopping Template' (describing loading a previous list), and 'Aggregate Product List' (describing browsing past orders). At the bottom is a navigation bar with four buttons: 'ORDERS AND PROFILE', 'QUICK ORDER FORM', 'ORDER PRODUCTS' (highlighted in light blue), and 'ORDER HISTORY'.

The screenshot shows the 'Product Search' page in the Supplier portal. It has a similar header to the Customer portal with a logo, an 'Order Basket' button, and a menu icon. Below the header is a dark blue bar with the text 'Product Search'. Underneath is a search section titled 'Search by code or description' with a text input field and a red 'Go!' button. Below the search section is a section titled 'Browse Products' with a description: 'You can search within the categories and sub categories by the search facility on top the tables.' and a right-pointing arrow. At the bottom is a navigation bar with four buttons: 'ORDER PRODUCTS' (highlighted in light blue), 'QUICK ORDER FORM', 'ORDER HISTORY', and 'PRODUCT SEARCH'.

## Browse Products

You can browse products based on category and sub-category e.g. beer, confectionery and add items to the basket. See below screenshot – Customer portal (L).

Quick Path:

1. Browse products
2. Select category and product line
3. Input quantity desired and add product to basket

**Scotch Whisky**

Search by code or description

**Go!**

Please note: allowance column will now show discounts as a negative value e.g. \$-3.00

Scotch Whisky			
CODE 555584			
BLACK DOUGLAS SCOTCH 700ML <b>PR</b>			
PAK QTY	MIN ORD	CTN COST	ALLOWANCE
12	1	\$ 365.22	\$ -63.30 <b>i</b>
QTY CTNS	<input type="text"/>	QTY UNITS	<input type="text"/>
			<b>+ Add</b>
CODE 427252			
BLACK DOUGLAS SCOTCH 6PK1.125L			
PAK QTY	MIN ORD	CTN COST	ALLOWANCE
6	1	\$ 308.79	\$ 0 <b>i</b>

Code  Description  **Find**

**ORDERS AND PROFILE** **QUICK ORDER FORM** **ORDER PRODUCTS** **ORDER HISTORY**

## Aggregate Product List

Please note: you will not be able to view the aggregate product list when you are logged in as a customer in the supplier portal.

Browse through the products that have been ordered on your account in the past 90 days. You can order products from this list. Number of lines viewable can be set via the drop down menu. Currently there is no "Add all to basket button" on the Aggregate Product List and the Shopping Templates page, however we are in the process of providing an "add all" button for these pages.

**Aggregate Product List** 200 Lines

Search by code or description

Go!

Please note: allowance column will now show discounts as a negative value e.g. \$-3.00

Page 1 of 1

**Aperitifs - Spirit**

CODE	DESCRIPTION	PAK QTY	MIN ORD	CTN COST	ALLOWANCE	QTY CTNS	QTY UNITS
142190	PIMMS NO 1 CUP 700ML	6	1	\$ 183.04	\$-23.25		
581153	RICARD FRENCH APERITIF 700ML	6	1	\$ 238.98	\$ 0		

**Beer - Full Strength, International**

CODE	DESCRIPTION	PAK QTY	MIN ORD	CTN COST	ALLOWANCE	QTY CTNS	QTY UNITS
531580	333 PREMIUM EXPORT BTL 355ML	24	24	\$ 43.07	\$ 0		
247238	ALHAMBRA RESERVA1925 4PK 330ML	24	24	\$ 67.20	\$ 0		
511336	ANCHOR CALI LARGER 355ML	24	24	\$ 73.30	\$ 0		
574240	ANCHOR LIBERTY ALE 355ML	24	24	\$ 75.55	\$ 0		
574224	ANCHOR STEAM BEER 355ML	24	24	\$ 73.30	\$ 0		
318437	ASAHI SUPER DRY CAN 500ML	24	24	\$ 69.50	\$-5.00		

Code Description Find

ORDERS AND PROFILE QUICK ORDER FORM ORDER PRODUCTS ORDER HISTORY

### Please note:



The code and description bar at the bottom of the page is a 'sub search' of the current list. The search bar at the top of the page is the 'global search'. For example: You enter "beer" in the product search at the top of the page and then search "Bavaria" in the description field at the bottom of the page to show only products with Bavaria in the description.

## Placing an Order

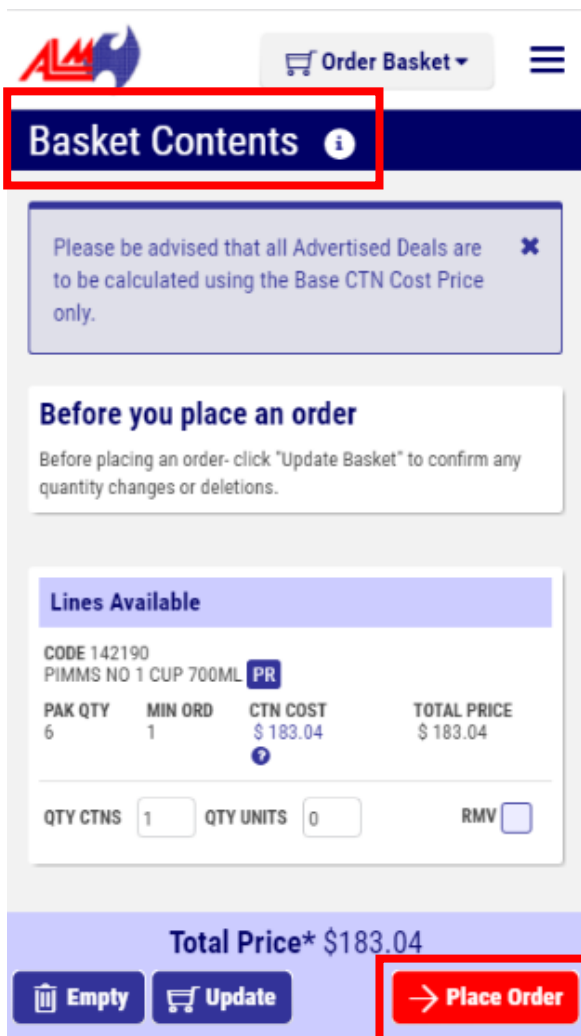
You can place an order through the Quick Order Form, Order History, Saved Shopping Templates and the Order Products page (Browse Products, Shopping Template & Aggregate Shopping List).

If you log out, lose connection or time out of the session, your current order basket will be saved. When you log back in, you will receive a pop-up notification asking if you would like to continue with the saved order basket.

Quick Path:

1. Add items to basket
2. Click on  Order Basket ▾
3. Click on 
4. You will be taken to the 'Basket Contents' page and after placing the order you will be at the 'Confirm Order' page.

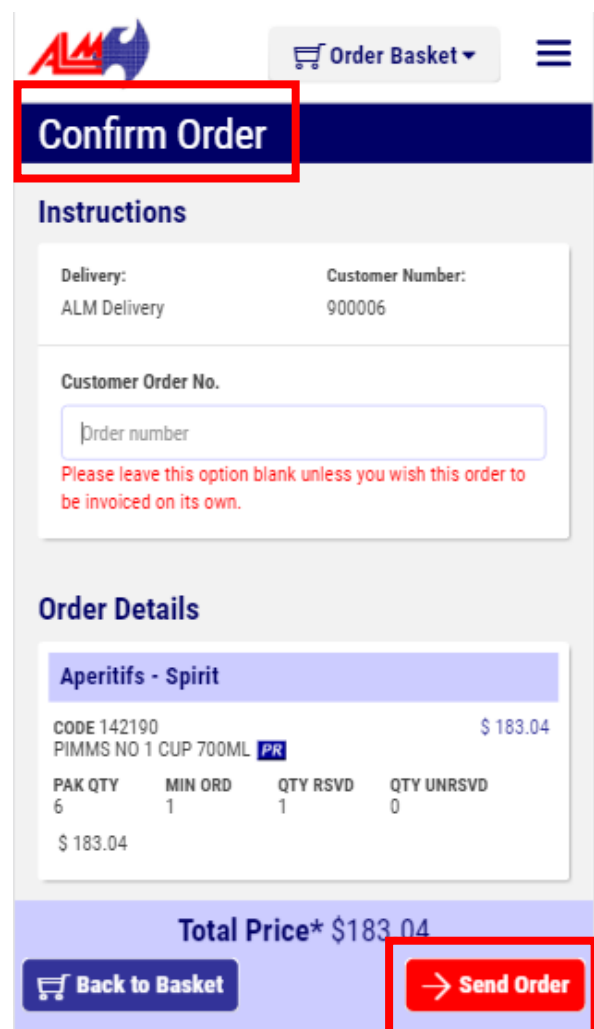
Once the order has been confirmed, you can  and you will be presented with the 'Order Received' page.



CODE	PAK QTY	MIN ORD	CTN COST	TOTAL PRICE
142190 PIMMS NO 1 CUP 700ML <span>PR</span>	6	1	\$ 183.04	\$ 183.04

QTY CTNS:  QTY UNITS:  RMV ☐

Total Price\* \$183.04



Instructions

Delivery: ALM Delivery Customer Number: 900006

Customer Order No.  
  
Please leave this option blank unless you wish this order to be invoiced on its own.

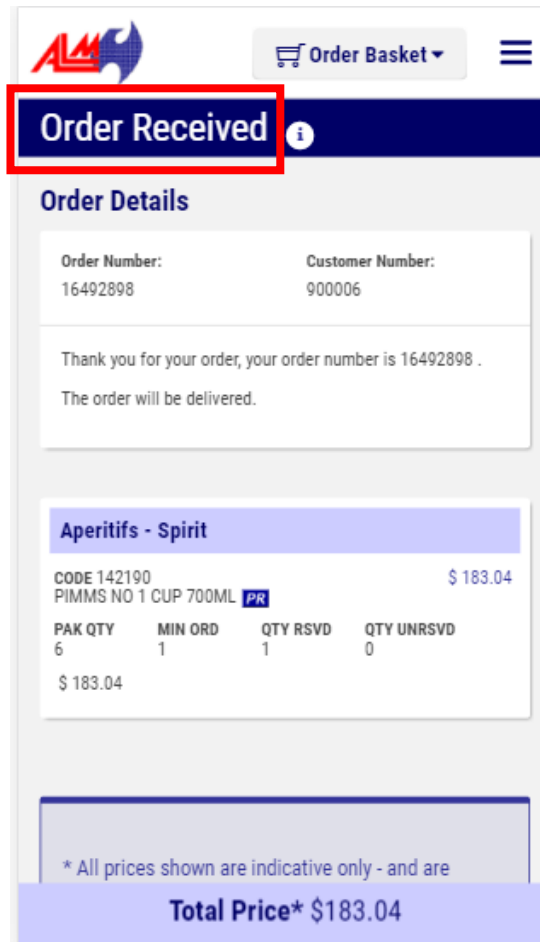
Order Details

Aperitifs - Spirit

CODE	PAK QTY	MIN ORD	QTY RSVD	QTY UNRSVD	TOTAL PRICE
142190 PIMMS NO 1 CUP 700ML <span>PR</span>	6	1	1	0	\$ 183.04

Total Price\* \$183.04

**Note:** If you want invoices merged, please leave the Customer Order No. field in the 'Confirm Order' page blank as this will create two separate invoices.



## Promotions / Parcel Buys / QDA's / Bonus Stock

A **PB** after a product indicates that a Parcel Buy deal is available for that product. Click on the icon to view additional details and other products in Parcel Buy

A **PR** after a product indicates that it's on promotion. If you click on the icon it will show the promotional period.

A **QDA** after a product indicates that there is a Quantity Discount Allowance on this product. Click on the icon for pricing details and start date.

A **BNS** after a product indicates that there is a Bonus Stock Offer for this product. Click on the icon for bonus details.

For all support issues relating to the ALM Mobility website – please contact us at [almnationalretailsupport@almliquor.com.au](mailto:almnationalretailsupport@almliquor.com.au)