



# Metcash Ordering System

## Supplier Guide

This guide is designed to help you navigate the different functions when using the website, specifically to create your deals, as well as key and manage your retailer orders, and generate reporting that will help you manage all orders for your Metcash Food Expo.

Updated: 19<sup>th</sup> January 2023 TA

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## Introduction

Welcome to the Metcash Ordering System (MOS) Supplier Guide. This guide is designed to help you navigate the different functions when using the website and enable you to successfully generate sales activity at the Metcash Food Expo event.

Access to the Metcash Ordering System (MOS) is only available to registered Expo suppliers. Your access will show you all products available for your company to sell at Expo. New lines will need to be followed up with your trading teams to ensure the item codes are available for ranging at Expo.

Visit [www.metcashexpo.com](http://www.metcashexpo.com) for more information.

Expo deals must be the **best-case deal** available, i.e. better than promotional deals, with the knowledge that these deals will not stack against any other promotional offers or deals that you have submitted to your Metcash Trading Manager / MetProms.

Case deals entered in MOS will be offered to our independent retailers via a Deal Book (PDF and Excel) and can also be communicated via your field teams to ensure we drive maximum sales volumes at the event. Once orders are entered in MOS, we will ensure that the stock is ordered and dispatched to our retailers on the agreed drop dates. Any case deal subsidies passed through to our retailers will be claimed weekly after stock is dispatched to the retailers.

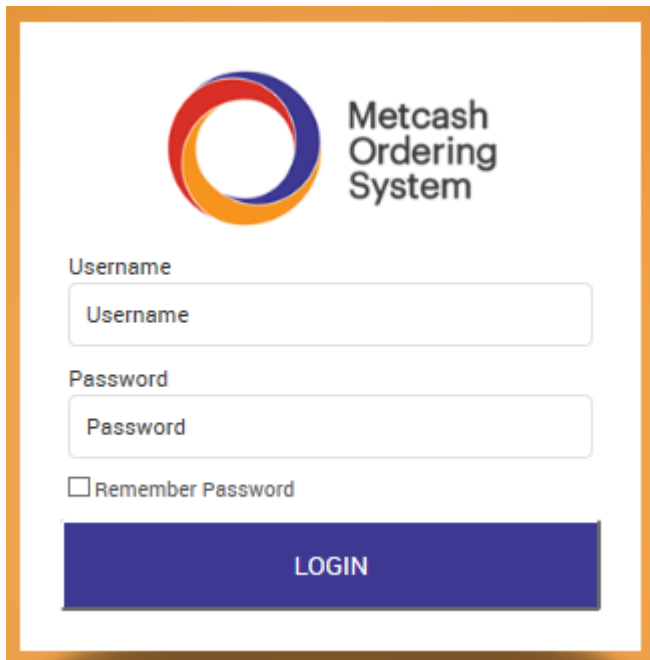
## Log In

### The Metcash Order System (MOS) is only supported in Google Chrome

Visit [www.metcashexpo.com](http://www.metcashexpo.com) and click the “Ordering System” button on the front page. This will provide further information regarding MOS and is also where you can login to Metcash Ordering System.

Enter your Username and Password and click Login. Your Username and Password can be found in the Expo Registration email.

**IMPORTANT** – Google Chrome is our supported browser (but should work using modern web browsers such as Edge and Firefox) and that support at least TLS v1.2 or later. The MOS website will not operate on Older / Out of Date web browsers that do not support TLS v1.2. If you have any issues accessing the MOS website, please contact your IT Support to ensure you have a web browser that supports TLS v1.2.



The screenshot shows the Metcash Ordering System login interface. At the top left is the Metcash Ordering System logo, which consists of a stylized 'O' made of overlapping red, blue, and yellow rings. To the right of the logo is the text 'Metcash Ordering System'. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'Username' and the 'Password' field contains the text 'Password'. Below these fields is a checkbox labeled 'Remember Password'. At the bottom of the form is a large blue button with the text 'LOGIN' in white capital letters.

For security reasons, MOS will timeout if not in use. Any information being loaded will be lost if the task has not been completed and the system times out.

## Dashboard

When you first login, you will be taken to your Dashboard. From here you can;

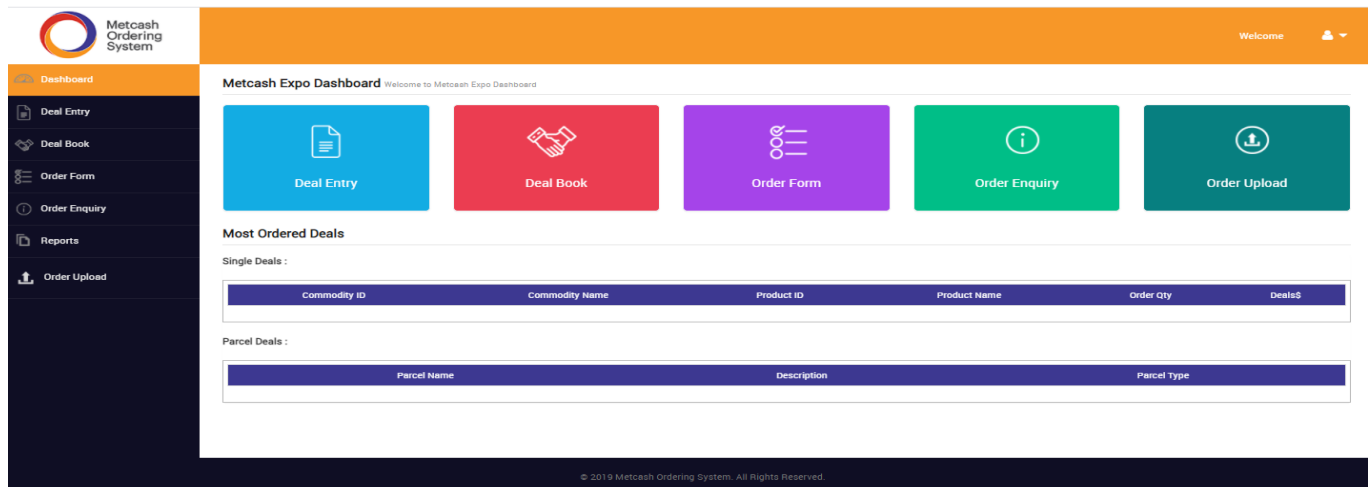
Enter deals “Deal Entry” – [click here](#) to find out more

View your deal book “Deal Book” – [click here](#) to find out more

Enter Orders “Order Form” – [click here](#) to find out more

View Orders “Order Enquiry” – [click here](#) to find out more


Upload orders via an excel template “Order Upload” – [click here](#) to find out more





The screenshot shows the Metcash Expo Dashboard. At the top left is the Metcash Ordering System logo. The main header is orange and contains the text "Metcash Expo Dashboard" and "Welcome to Metcash Expo Dashboard". Below the header is a navigation sidebar on the left with the following items: Dashboard, Deal Entry, Deal Book, Order Form, Order Enquiry, Reports, and Order Upload. The main content area features five large colored buttons: Deal Entry (blue), Deal Book (red), Order Form (purple), Order Enquiry (green), and Order Upload (teal). Below these buttons is a section titled "Most Ordered Deals" which contains two tables. The first table is for "Single Deals" and has columns for commodity ID, Commodity Name, Product ID, Product Name, Order Qty, and Deals\$. The second table is for "Parcel Deals" and has columns for Parcel Name, Description, and Parcel Type. At the bottom of the dashboard, there is a copyright notice: "© 2019 Metcash Ordering System. All Rights Reserved."


Once you have entered orders, your most popular deals will also show on the Dashboard.


Metcash Expo Dashboard Welcome to Metcash Expo Dashboard

  
**Deal Entry**

  
**Deal Book**

  
**Order Form**

  
**Order Enquiry**

  
**Order Upload**

### Most Ordered Deals

Single Deals :

Commodity ID	Commodity Name	Product ID	Product Name	Order Qty	Deals\$
16602	SLICED	4567	PRODUCT B	1	2.00
				5	3.00
				10	4.00
16602	SLICED	1234	PRODUCT A	3	2.00

Parcel Deals :

Parcel Name	Description	Parcel Type
Metcash Food Pallet Buys	Hot Offer! Buy in Full Pallet quantities to get our Best Ever Deals!	Pallet Buys
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match

## Managing Your Deals

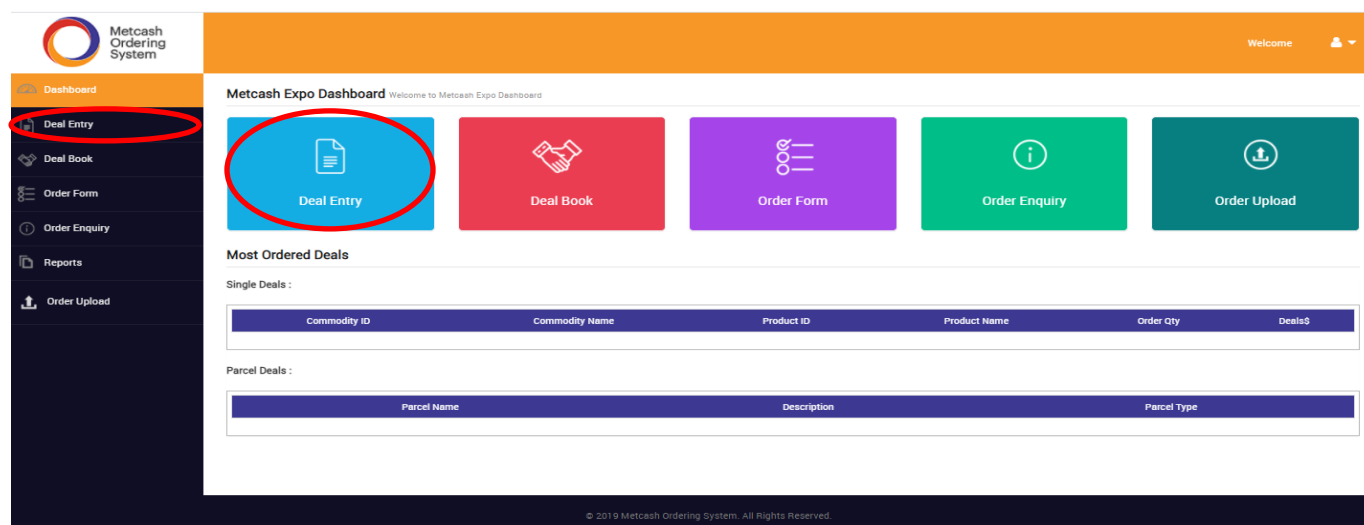
The first activity required is to load your deals into MOS. Key deal entry dates and information can be found on [www.metcashexpo.com](http://www.metcashexpo.com)

Our National Expo is a major selling event in the Metcash calendar; to maximise your volumes, it is important to offer the best deals available, and utilise the various volume-based bundles that are available for you in our MOS system.

Remember, Expo deals must be the **best case deal** available, i.e. better than promotional deals, with the knowledge that these deals will not stack against any other promotional offers or deals that you have submitted to your Metcash Trading Manager / MetProms.

### Deal Entry

To enter a deal, from the MOS Dashboard, click on the Deal Entry Icon or “Deal Entry” in the navigation pane on the left of the screen.

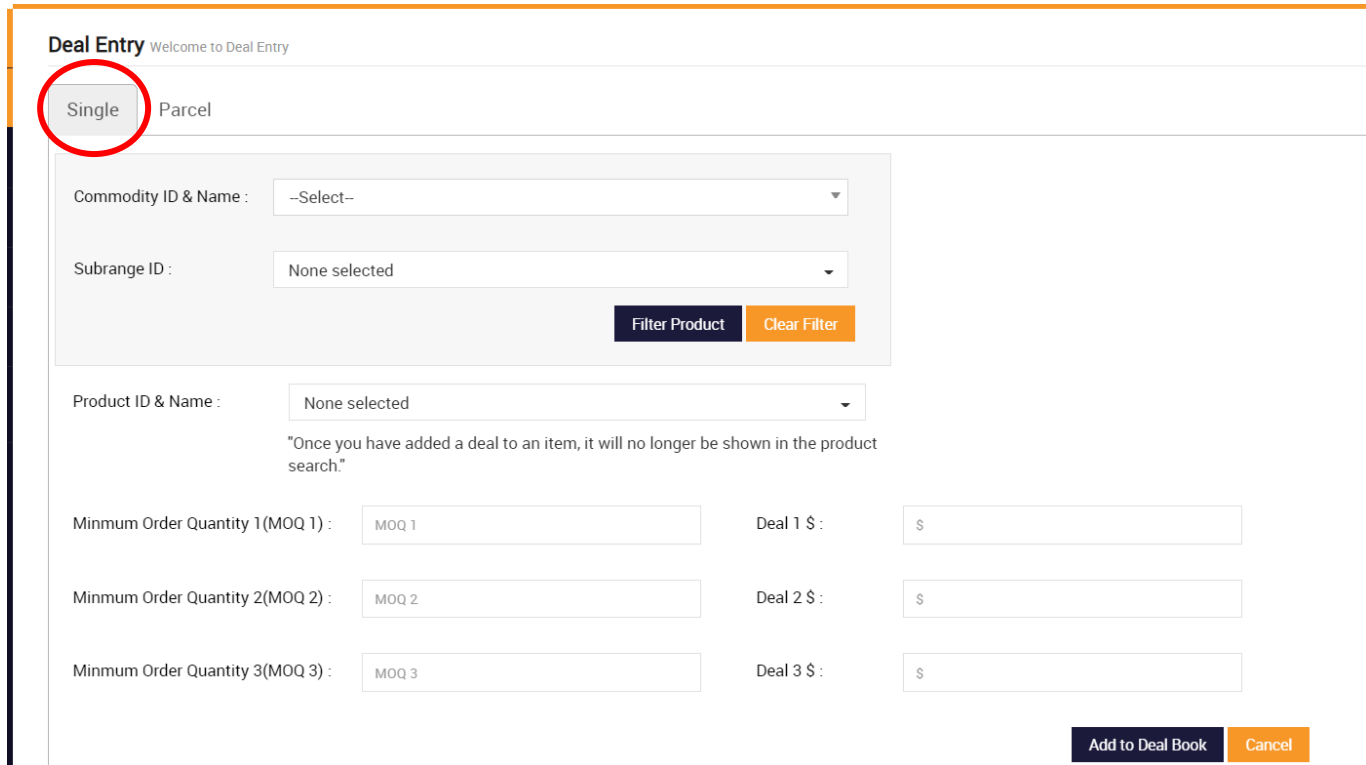


There are two type of deals: Single deals, which offer a discount for buying a certain number of cases of a single product, and Parcel deals, which can have a few extra conditions for retailers to meet in order to get the best case deal on offer. You can have both Single and Parcel Deals for the same product at the same time, which will allow you to market multiple potential offers on the same product. Each product can only be applied once to the “Single Deal” type, but you can add a product into as many “Parcel Deal” types as required.

**Deal Values are always to be loaded as a Case/Carton Value (\$), and not a unit or % value.**

## Single Deals

Once in the Deal Entry section of MOS, Single Deals are entered in the “Single” tab section



The screenshot shows the 'Deal Entry' interface with the 'Single' tab selected. The interface includes the following elements:

- Deal Entry** Welcome to Deal Entry
- Navigation tabs: **Single** (highlighted with a red circle) and Parcel
- Commodity ID & Name: --Select--
- Subrange ID: None selected
- Buttons: Filter Product (dark blue), Clear Filter (orange)
- Product ID & Name: None selected
- Text: "Once you have added a deal to an item, it will no longer be shown in the product search."
- Deal configuration table:

Minimum Order Quantity (MOQ)	Deal Price (\$)
MOQ 1	\$
MOQ 2	\$
MOQ 3	\$

Buttons: Add to Deal Book (dark blue), Cancel (orange)

A Single Deal means that the retailer will get access to the case deal if they purchase the minimum order quantity (MOQ) you have specified. Each product within the Single Deal type can have up to three MOQ / Case Deal combinations, allowing you to drive incremental volume by offering improved case deal conditions as the volume increases.

To make it easy to find the product that you want to place a deal on, you have the ability to search by:

- Commodity ID & Name

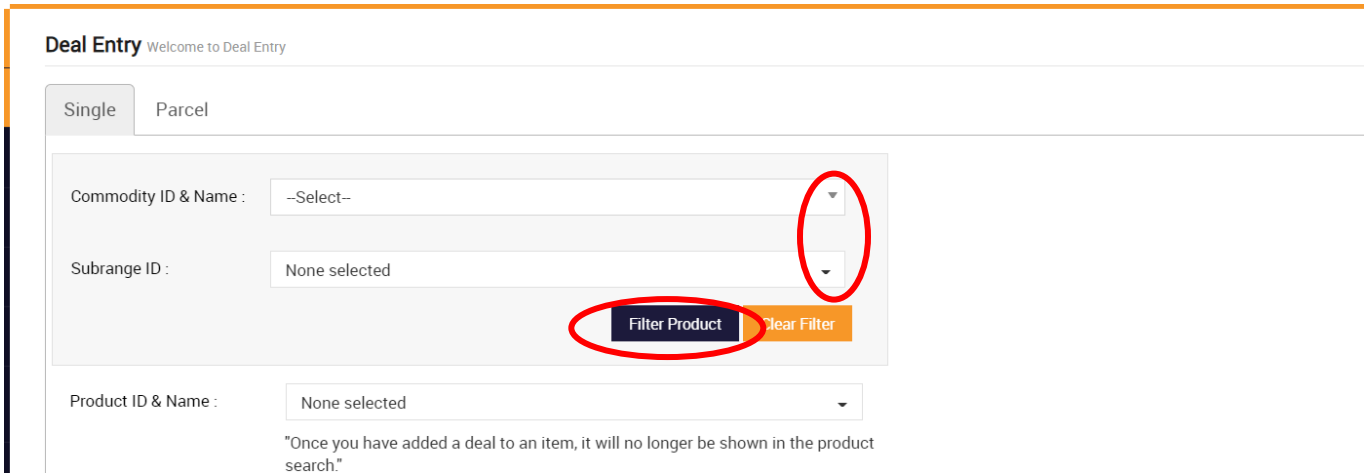
and/or

- Subrange ID

If you do not have these details for your range/products, please contact your Trading Team and they can provide you with this information.



Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” to select the desired Commodity or Subranges, then click on the “Filter Product” button.



**Deal Entry** Welcome to Deal Entry

Single Parcel

Commodity ID & Name : --Select--

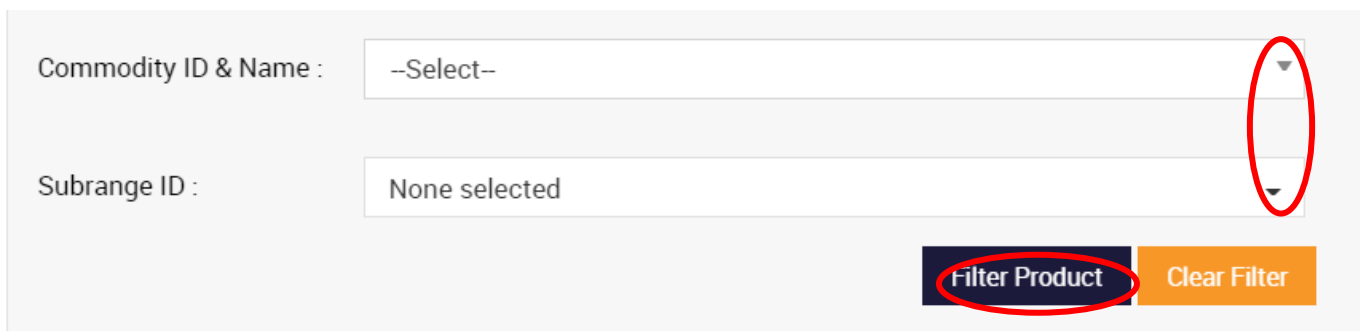
Subrange ID : None selected

Filter Product Clear Filter

Product ID & Name : None selected

\*Once you have added a deal to an item, it will no longer be shown in the product search.\*

To change your selection, click on the drop down arrow(s) and select a different Commodity or Subrange; or click on “Clear Filter” to start again.

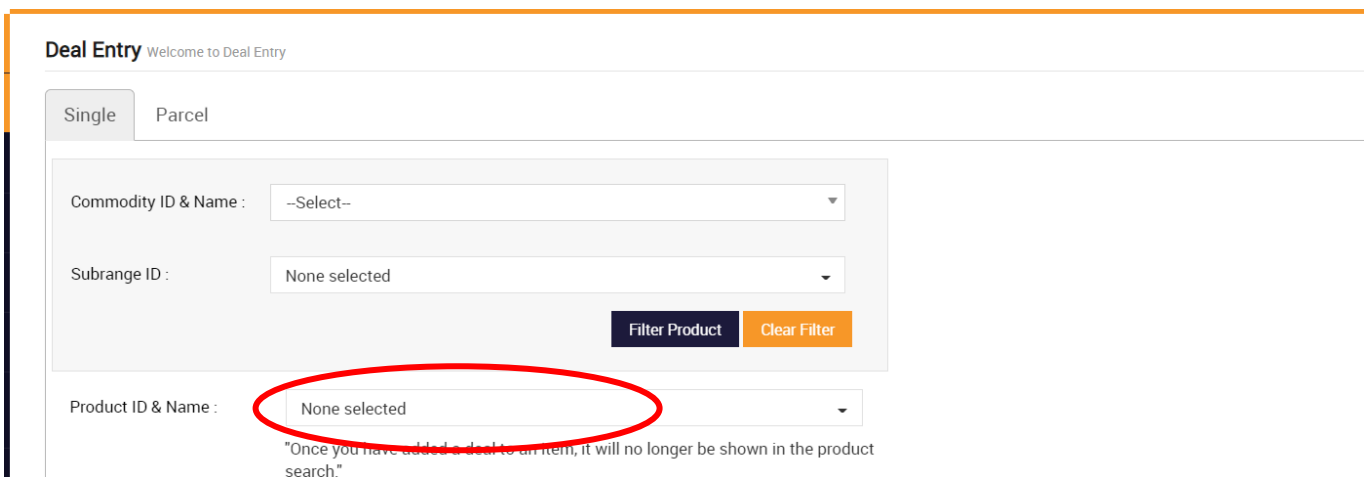


Commodity ID & Name : --Select--

Subrange ID : None selected

Filter Product Clear Filter

The products that appear in the “Product ID & Name” drop down will be restricted to the “Commodity & Name” and/or “Subrange ID” that you selected. If you are unable to find your product in the “Product ID & Name”, check that you have the correct “Commodity & Name” and/or “Subrange ID” selected.



**Deal Entry** Welcome to Deal Entry

Single Parcel

Commodity ID & Name : --Select--

Subrange ID : None selected

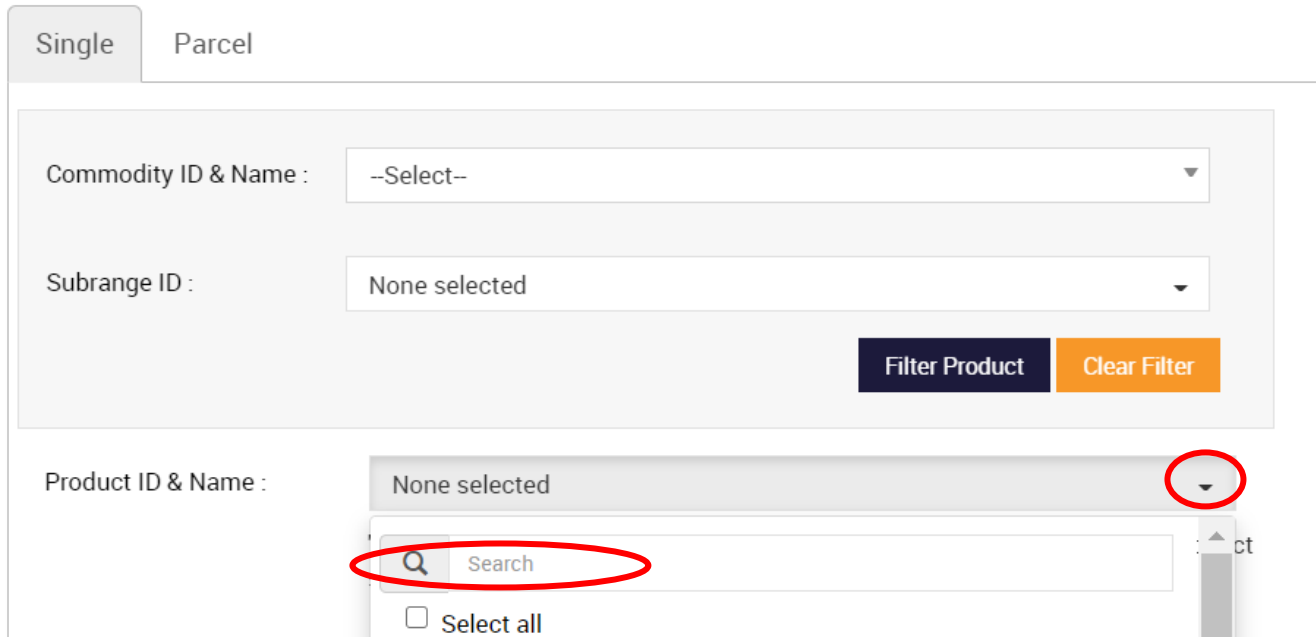
Filter Product Clear Filter

Product ID & Name : None selected

\*Once you have added a deal to an item, it will no longer be shown in the product search.\*

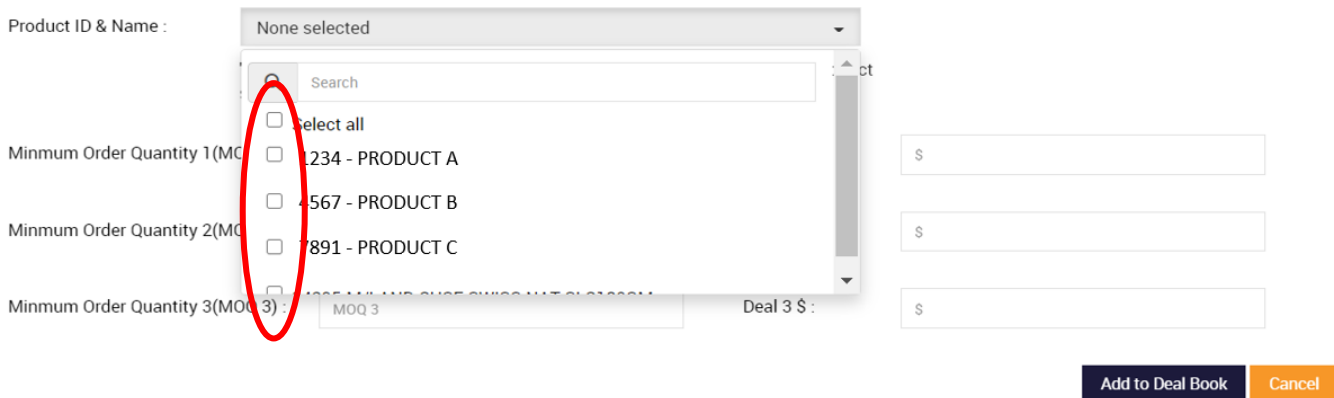
It is also possible to search for a product within the “Product ID & Name”, click on the drop down arrow and enter a Metcash Item code or product description in the search field.

## Deal Entry Welcome to Deal Entry



The screenshot shows the 'Deal Entry' interface. At the top, there are two tabs: 'Single' (selected) and 'Parcel'. Below the tabs, there are two dropdown menus: 'Commodity ID & Name' (set to '--Select--') and 'Subrange ID' (set to 'None selected'). To the right of these dropdowns are two buttons: 'Filter Product' (dark blue) and 'Clear Filter' (orange). Below these, there is a 'Product ID & Name' dropdown set to 'None selected'. A red circle highlights the dropdown arrow. Below this dropdown is a search box with a magnifying glass icon and the text 'Search', also circled in red. Below the search box is a 'Select all' checkbox.

Select a product by clicking on  next to the item code / product you want to place a deal on.



The screenshot shows the 'Deal Entry' interface with a dropdown menu open for 'Product ID & Name'. The dropdown menu contains a search box, a 'Select all' checkbox, and three product entries: '234 - PRODUCT A', '567 - PRODUCT B', and '891 - PRODUCT C'. Each product entry has a checkbox next to it. A red circle highlights the 'Select all' checkbox. To the right of the dropdown menu, there are three input fields for 'Minimum Order Quantity 1(MOQ 1)', 'Minimum Order Quantity 2(MOQ 2)', and 'Minimum Order Quantity 3(MOQ 3)'. Each input field has a '\$' symbol to its left. Below the input fields are two buttons: 'Add to Deal Book' (dark blue) and 'Cancel' (orange).

It is possible to select multiple products at once (e.g. all products in a sub range) and apply a deal to them all at the same time by clicking on  next to Select All, or the  next to each product you want to place a deal on.

Once you have selected the product(s) you wish to apply a deal to, enter the MOQ and Deal value that you want to apply to this product(s).

## Single Deal examples:

### Example 1:

1 Product (item) selected. The retailer will have the option of;

- Ordering minimum 1 case and receiving a \$2 case deal
- Ordering minimum 5 cases to receiving a \$3 case deal
- Ordering minimum 10 cases to receiving a \$4 case deal

Product ID & Name :

1 Items Selected

"Once you have added a deal to an item, it will no longer be shown in the product search."

Minimum Order Quantity 1(MOQ 1) :

1

Deal 1 \$ :

2

Minimum Order Quantity 2(MOQ 2) :

5

Deal 2 \$ :

3

Minimum Order Quantity 3(MOQ 3) :

10

Deal 3 \$ :

4

### Example 2:

3 Products (items) selected. The retailer will have the option of;

- Ordering minimum 1 case and receiving a \$2 case deal per product
- Ordering minimum 5 cases to receiving a \$3 case deal per product
- Ordering minimum 10 cases to receiving a \$4 case deal per product

**Note:** these products are not "linked/bundled" as a deal, by selecting the 3 products it is simply making it easier for you to enter the same MOQ and case deal to multiple products at once rather than having to enter the same MOQ/case deal combination multiple times.

Product ID & Name :

3 Items Selected

"Once you have added a deal to an item, it will no longer be shown in the product search."

Minimum Order Quantity 1(MOQ 1) :

1

Deal 1 \$ :

2

Minimum Order Quantity 2(MOQ 2) :

5

Deal 2 \$ :

3

Minimum Order Quantity 3(MOQ 3) :

10

Deal 3 \$ :

4

### Example 3:

3 Products (items) selected. The retailer will have the option of;

- Ordering minimum 1 case and receiving a \$2 case deal

Important to note that you do not need to enter all 3 minimum order quantities / case deals.

Product ID & Name :  "Once you have added a deal to an item, it will no longer be shown in the product search."

Minimum Order Quantity 1(MOQ 1) :	<input type="text" value="1"/>	Deal 1 \$ :	<input type="text" value="2"/>
Minimum Order Quantity 2(MOQ 2) :	<input type="text" value="MOQ 2"/>	Deal 2 \$ :	<input type="text" value="\$"/>
Minimum Order Quantity 3(MOQ 3) :	<input type="text" value="MOQ 3"/>	Deal 3 \$ :	<input type="text" value="\$"/>

**Remember** Each product can only be applied once to the “Single Deal” type, but you can add a product into as many “Parcel Deal” types as required.

To save the deal, click “Add to deal book” this will add the deal(s) to your deal book where the deals can be reviewed & edited if required.

Product ID & Name :  "Once you have added a deal to an item, it will no longer be shown in the product search."

Minimum Order Quantity 1(MOQ 1) :	<input type="text" value="MOQ 1"/>	Deal 1 \$ :	<input type="text" value="\$"/>
Minimum Order Quantity 2(MOQ 2) :	<input type="text" value="MOQ 2"/>	Deal 2 \$ :	<input type="text" value="\$"/>
Minimum Order Quantity 3(MOQ 3) :	<input type="text" value="MOQ 3"/>	Deal 3 \$ :	<input type="text" value="\$"/>

The message “Successfully Added to DealBook !” will appear at the top of your screen. All previous data will be removed, which allows you to now enter more Single Deals.

## Deal Entry Welcome to Deal Entry

Successfully Added To DealBook !

Single Parcel

Commodity ID & Name : --Select--

Subrange ID : None selected

Filter Product Clear Filter

After clicking on “Add to Deal Book”, you will be able to see a list of recently added Single Deals by scrolling to the bottom of the page. From here you can edit the single deal(s) by clicking on the Pencil icon, or delete by clicking on the Bin icon

Recently Added 5 Single Deals List :

Comm ID	Comm Name	Subrange ID	Product	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
478	SLICED	987	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	 

Show All Deals

## Viewing Your Single Item Deals

To view or edit deals that you have submitted to the Deal Book, you can click on “Show All Deals” at the bottom of the Deal Entry screen

Recently Added 5 Single Deals List :

Comm ID	Comm Name	Subrange ID	Product	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
478	SLICED	987	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	 

Show All Deals

Or return to the dashboard/home page, and click on Deal Book icon to view all committed deals on offer.

Metcash Expo Dashboard Welcome to Metcash Expo Dashboard

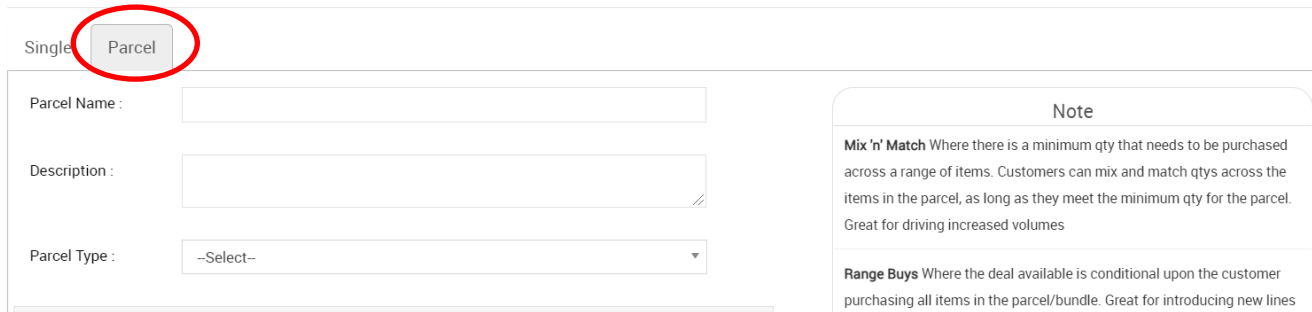


[Click here](#) to navigate to the Deal Book section of the guide

## Parcel Deals

Once in the Deal Entry section of MOS, Parcel Deals are entered in the “Parcel” tab section

Deal Entry Welcome to Deal Entry



The screenshot shows the 'Deal Entry' interface. At the top, there are two tabs: 'Single' and 'Parcel'. The 'Parcel' tab is selected and highlighted with a red circle. Below the tabs is a form with three input fields: 'Parcel Name', 'Description', and 'Parcel Type'. The 'Parcel Type' field is a dropdown menu with '-Select-' as the current selection. To the right of the form is a 'Note' section with two entries: 'Mix 'n' Match' and 'Range Buys', each with a brief description of the deal type.

A Parcel Deal allows you to add some conditions other than just minimum order quantity (MOQ) to a deal. A parcel deal is also known as a bundle deal.

You can create ‘parcels’ where a minimum order quantity will offer a retailer a deal, as long as the retailer meets another parcel condition, such as buying all products in the parcel, or a minimum carton quantity across the parcel.

These parcels can be a great way to drive new line distribution, or to ensure that retailers are in fact ranging a wider range. Certain parcels are also designed for you to generate orders in pallet or layer increments, and really aim to target those bulk buy items.

**Reminder: Deal Values are always to be loaded as a Case/Carton Value (\$), and not a unit or % value.**

There are the 3 types of parcels that you can create:

**Mix n Match** (minimum order quantity across the parcel)

Where there is a minimum quantity that needs to be purchased across a range of items. Retailers can mix and match quantities across the products in the parcel, as long as they meet the minimum quantity for the parcel.

**Drives volume but offers retailer flexibility on choosing their best sellers.**

**Range Buys** (minimum order quantity across all products)

Where the deal available is conditional upon the retailer purchasing all items in the parcel/bundle

**Drives distribution across a wider range, great for new lines or those items in a range that need a push.**

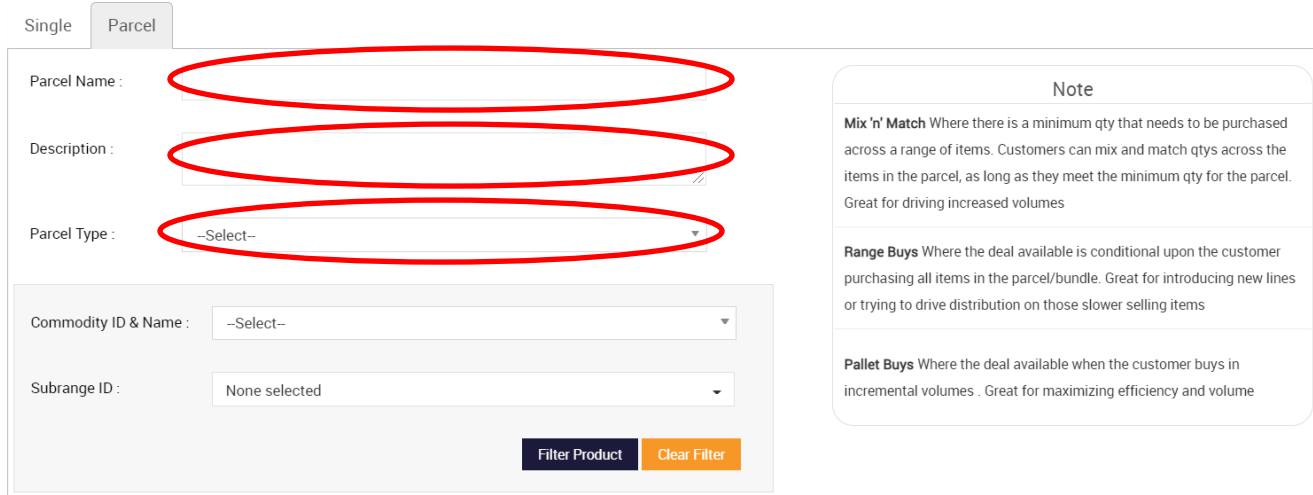
**Pallet Buys** (fixed incremental order quantity across all products)

Where the deal is conditional of fixed incremental item quantities needing to be ordered - Perfect for Pallet Buy quantities

**Drives volume and distribution, perfect for packaging up pallet quantities or controlling the execution when stock arrives in store.**

To create a Parcel you will need to enter a Parcel Name and Parcel Description. The parcel name and description will be visible in the Deal Book, and can therefore be used as a selling tool to retailers, e.g. Best Deal Ever, Buy 10 across the range of “xx”. The description can be a maximum of 250 characters (including spaces).

## Deal Entry Welcome to Deal Entry



Single **Parcel**

Parcel Name :

Description :

Parcel Type :

Commodity ID & Name :

Subrange ID :

**Note**

**Mix 'n' Match** Where there is a minimum qty that needs to be purchased across a range of items. Customers can mix and match qtys across the items in the parcel, as long as they meet the minimum qty for the parcel. Great for driving increased volumes

**Range Buys** Where the deal available is conditional upon the customer purchasing all items in the parcel/bundle. Great for introducing new lines or trying to drive distribution on those slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes. Great for maximizing efficiency and volume

### Mix 'n' Match Parcel Deal

Once you have named the parcel, and selected the parcel type, you will then need to select the products or ranges (this is the same search and filter functions as single deals)

To make it easy to find the product that you want to place a deal on, you have the ability to search by:

- Commodity ID & Name

and/or

- Subrange ID

If you do not have these details for your range/products, please contact your Trading Team and they can provide you with this information.

Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” to select the desired Commodity or Subranges, then click on the “Filter Product” button.

## Deal Entry Welcome to Deal Entry

Single **Parcel**

Parcel Name :

Description :

Parcel Type :

Commodity ID & Name :

Subrange ID :

**Note**

**Mix 'n' Match** Where there is a minimum qty that needs to be purchased across a range of items. Customers can mix and match qtys across the items in the parcel, as long as they meet the minimum qty for the parcel. Great for driving increased volumes

**Range Buys** Where the deal available is conditional upon the customer purchasing all items in the parcel/bundle. Great for introducing new lines or trying to drive distribution on those slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes. Great for maximizing efficiency and volume

The products that appear in the “Product ID & Name” drop down will be restricted to the “Commodity & Name” and/or “Subrange ID” that you selected. If you are unable to find your product in the “Product ID & Name”, check that you have the correct “Commodity & Name” and/or “Subrange ID” selected.

Commodity ID & Name :

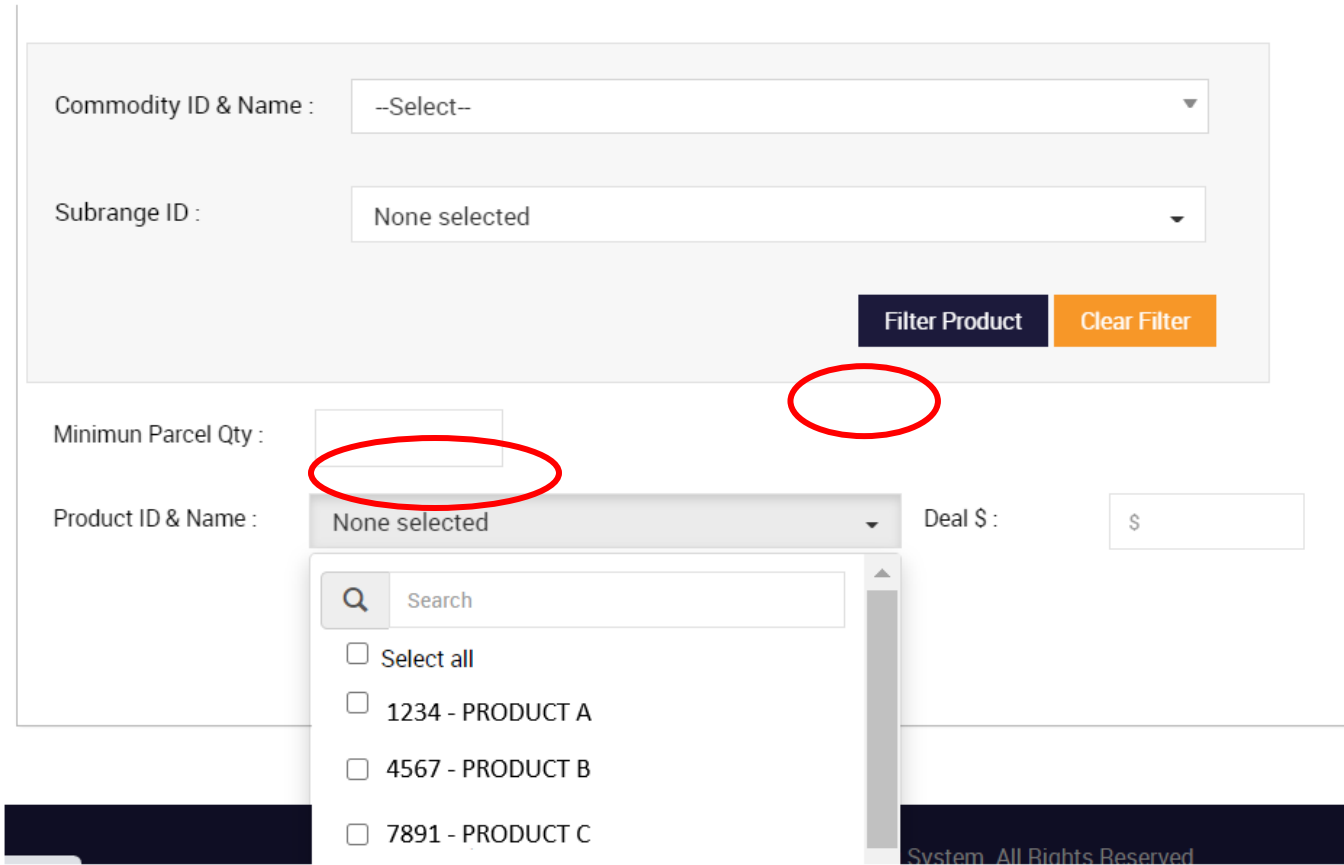
Subrange ID :

Minimun Parcel Qty :

Product ID & Name :  Deal \$ :

It is also possible to search for a product within the “Product ID & Name”, click on the drop down arrow and enter a Metcash Item code or product description in the search field.





The screenshot displays the MOS Supplier Guide interface. At the top, there are two dropdown menus: "Commodity ID & Name" (set to "--Select--") and "Subrange ID" (set to "None selected"). Below these are two buttons: "Filter Product" (dark blue) and "Clear Filter" (orange). A red circle highlights the "Filter Product" button. Below the filters, there is a "Minimum Parcel Qty" input field (circled in red) and a "Product ID & Name" dropdown menu (set to "None selected"). To the right of the product dropdown is a "Deal \$" input field (set to "\$"). Below the product dropdown, a search bar is visible with a magnifying glass icon and the word "Search". Below the search bar, there are three checkboxes: "Select all", "1234 - PRODUCT A", "4567 - PRODUCT B", and "7891 - PRODUCT C". A dark blue bar at the bottom of the interface contains the text "System All Rights Reserved".

It is possible to select multiple products at once (e.g. all products in a sub range) and apply a deal to them all at the same time by clicking on  next to Select All, or the  next to each product you want to place a deal on.

Once you have selected the product(s) you wish to apply a deal to, enter the MOQ and Deal value that you want to apply to the product(s). Then click on "Add to List"

Deal Entry Welcome to Deal Entry

Single | Parcel

Parcel Name : Metcash Food Mix n Match

Description : Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.

Parcel Type : --Select--

Commodity ID & Name : --Select--

Subrange ID : None selected

Filter Product

Minimum Parcel Qty : 10

Product ID & Name : 1234 - PRODUCT A Deal \$ : \$

Note

**Mix 'n' Match** Where there is a minimum qty that needs to be purchased across a range of items. Customers can mix and match qtls across the items in the parcel, as long as they meet the minimum qty for the parcel. Great for driving increased volumes

**Range Buys** Where the deal available is conditional upon the customer purchasing all items in the parcel/bundle. Great for introducing new lines or trying to drive distribution on those slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes . Great for maximizing efficiency and volume

A new line will be created for you to add more product(s)

Minimum Parcel Qty : 10

Product ID & Name : None selected Deal \$ : \$

Product ID & Name : 33082-M/LAND BUTTER PAT ORG 250GM Deal \$ : 10

Continue adding product(s) with case deals and clicking "Add to List" until all products you are wanting to be in the parcel are listed. **Note:** that the case deal amount does not need to be the same for each product.

Minimum Parcel Qty : 10

Product ID & Name : None selected Deal \$ : \$

Product ID & Name : 33082-M/LAND BUTTER PAT ORG 250GM Deal \$ : 10

Product ID & Name : 34520-BEGA CHSE COLBY E/MLT SLC250GM Deal \$ : 8

Product ID & Name : 34295-M/LAND CHSE SWISS NAT SLC180GM Deal \$ : 10

Here you can click on the  button to remove any unwanted products. The deal amount and Minimum Parcel Qty fields continue to be editable.

Once all products have been entered for this parcel, click on "Add to Deal Book". **Note;** Once added to the deal book you can still edit / delete the parcel deal at a later stage if required)

Minimum Parcel Qty :


Product ID & Name :  Deal \$ :  Add to List

Product ID & Name :  Deal \$ :  —

Product ID & Name :  Deal \$ :  —

Product ID & Name :  Deal \$ :  —

Add to Deal Book Cancel



The message “Successfully Added to DealBook !” will appear at the top of your screen. All previous data will be removed, which allows you to now enter more Parcel Deals.

## Deal Entry Welcome to Deal Entry

Successfully Added To DealBook!

Single  Parcel



Commodity ID & Name :

Subrange ID :


Filter Product Clear Filter

After clicking on “Add to Deal Book”, you will be able to see a list of recently added Parcel Deals by scrolling to the bottom of the page. You can edit the parcel deal(s) by clicking on the Pencil icon, or delete by clicking on the Bin icon

### Recently Added 5 Parcel Deals List :

Parcel Name	Description	Parcel Type	Options
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match	 

Show All Deals



### *Mix ‘n’ Match examples:*

The Mix ‘n’ Match deal has a Minimum Parcel Qty. There can be multiple products within the parcel deal and each product can have a different case deal. The retailer can order any combination of products from this parcel, so long as the order equals 10 cartons the order can be processed.

### Example 1:

The Minimum Parcel Qty is 10.

Retailer places an order for 10 cartons of Product A = 10 cartons ordered, therefore eligible for the case deal applied to that product

Minimum Parcel Qty :	<input type="text" value="10"/>				
Product ID & Name :	<input type="text" value="None selected"/>	Deal \$ :	<input type="text" value="\$"/>	<input type="button" value="Add to List"/>	
Product ID & Name :	<input type="text" value="1234 - PRODUCT A"/>	Deal \$ :	<input type="text" value="10"/>	<input type="button" value="-"/>	
Product ID & Name :	<input type="text" value="4567 - PRODUCT B"/>	Deal \$ :	<input type="text" value="8"/>	<input type="button" value="-"/>	
Product ID & Name :	<input type="text" value="7891 - PRODUCT C"/>	Deal \$ :	<input type="text" value="10"/>	<input type="button" value="-"/>	

### Example 2:

The Minimum Parcel Qty is 10.

Retailer places an order:

5 cartons of Product A

+

5 cartons of Product B

= 10 cartons ordered, therefore eligible for the case deals applied to those products

Minimum Parcel Qty :	<input type="text" value="10"/>				
Product ID & Name :	<input type="text" value="None selected"/>	Deal \$ :	<input type="text" value="\$"/>	<input type="button" value="Add to List"/>	
Product ID & Name :	<input type="text" value="1234 - PRODUCT A"/>	Deal \$ :	<input type="text" value="10"/>	<input type="button" value="-"/>	
Product ID & Name :	<input type="text" value="4567 - PRODUCT B"/>	Deal \$ :	<input type="text" value="8"/>	<input type="button" value="-"/>	
Product ID & Name :	<input type="text" value="7891 - PRODUCT C"/>	Deal \$ :	<input type="text" value="10"/>	<input type="button" value="-"/>	

### Example 3:

The Minimum Parcel Qty is 10.

Retailer places an order:

3 cartons of Product A

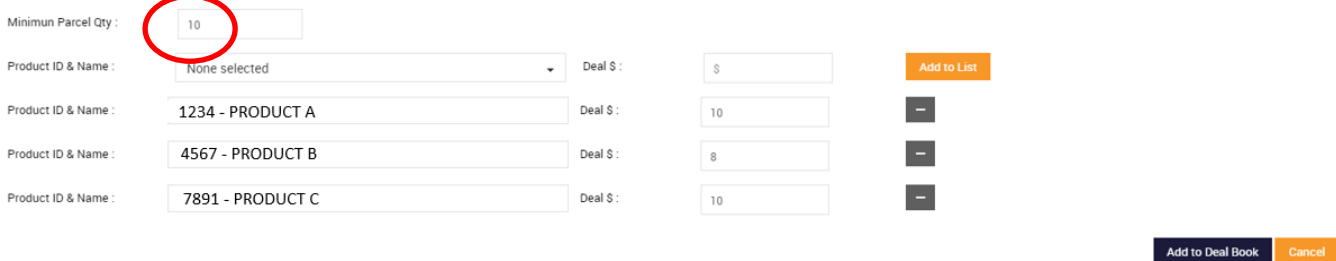
+

3 cartons of Product B

+

3 cartons of Product B

= 9 cartons ordered, therefore is **NOT** eligible for the case deals applied to those products as the parcels minimum order quantity of 10 cartons has not been met.



Product ID & Name	Deal \$	Action
None selected	\$	Add to List
1234 - PRODUCT A	10	-
4567 - PRODUCT B	8	-
7891 - PRODUCT C	10	-

Buttons: Add to Deal Book, Cancel

## Range Buys Parcel Deal

Once you have named the parcel, and selected the parcel type, you will then need to select the products or ranges (this is the same search and filter functions as single deals)

To make it easy to find the product that you want to place a deal on, you have the ability to search by:

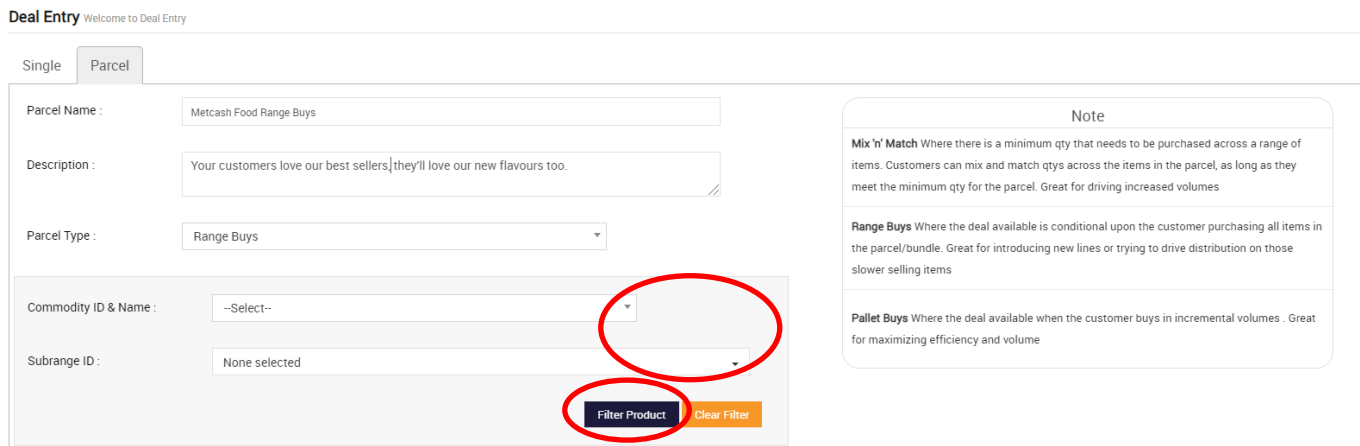
- Commodity ID & Name

and/or

- Subrange ID

If you do not have these details for your range/products, please contact your Trading Team and they can provide you with this information.

Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” to select the desired Commodity or Subranges, then click on the “Filter Product” button.



Deal Entry Welcome to Deal Entry

Single Parcel

Parcel Name: Metcash Food Range Buys

Description: Your customers love our best sellers they'll love our new flavours too.

Parcel Type: Range Buys

Commodity ID & Name: --Select--

Subrange ID: None selected

Buttons: Filter Product, Clear Filter

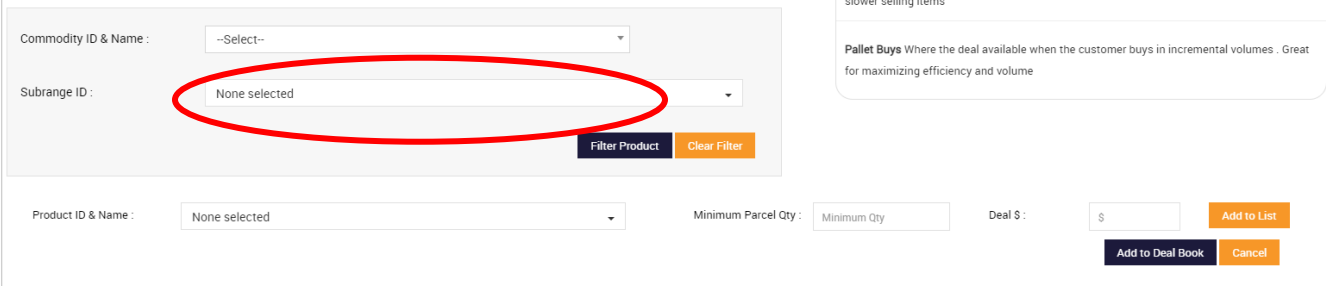
Note

**Mix n' Match** Where there is a minimum qty that needs to be purchased across a range of items. Customers can mix and match qties across the items in the parcel, as long as they meet the minimum qty for the parcel. Great for driving increased volumes

**Range Buys** Where the deal available is conditional upon the customer purchasing all items in the parcel/bundle. Great for introducing new lines or trying to drive distribution on those slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes. Great for maximizing efficiency and volume

The products that appear in the “Product ID & Name” drop down will be restricted to the “Commodity & Name” and/or “Subrange ID” that you selected. If you are unable to find your product in the “Product ID & Name”, check that you have the correct “Commodity & Name” and/or “Subrange ID” selected.



Commodity ID & Name : --Select--

Subrange ID : None selected

Filter Product Clear Filter

Product ID & Name : None selected

Minimum Parcel Qty : Minimum Qty

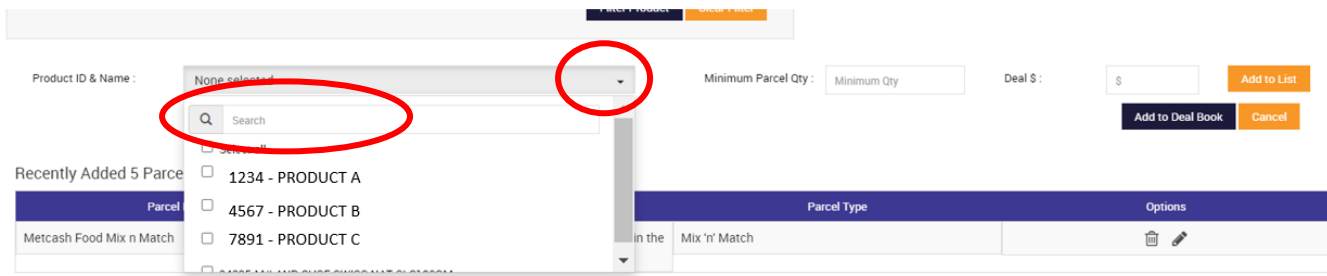
Deal \$ : \$ Add to List

Add to Deal Book Cancel

slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes . Great for maximizing efficiency and volume

It is also possible to search for a product within the “Product ID & Name”, click on the drop down arrow and enter a Metcash Item code or product description in the search field.



Product ID & Name : None selected

Minimum Parcel Qty : Minimum Qty

Deal \$ : \$ Add to List

Add to Deal Book Cancel

Recently Added 5 Parcel

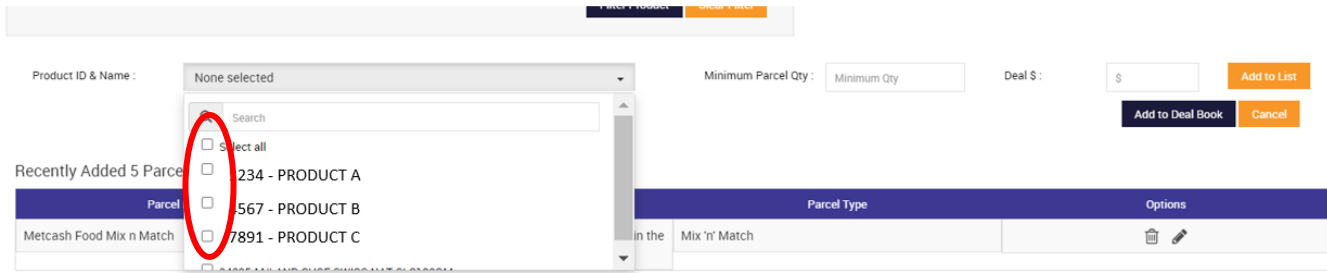
Parcel	Parcel Type	Options
Metcash Food Mix n Match	Mix 'n' Match	

1234 - PRODUCT A

4567 - PRODUCT B

7891 - PRODUCT C

It is possible to select multiple products at once (e.g. all products in a sub range) and apply a deal to them all at the same time by clicking on  next to Select All, or the  next to each product you want to place a deal on.



Product ID & Name : None selected

Minimum Parcel Qty : Minimum Qty

Deal \$ : \$ Add to List

Add to Deal Book Cancel

Recently Added 5 Parcel

Parcel	Parcel Type	Options
Metcash Food Mix n Match	Mix 'n' Match	

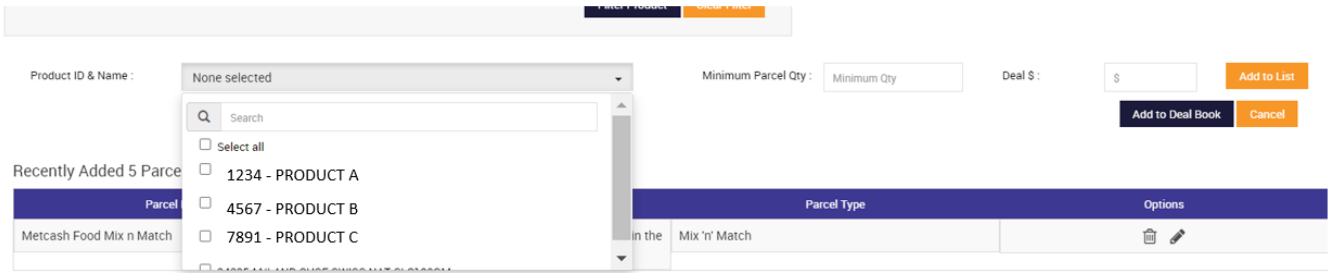
Select all

1234 - PRODUCT A

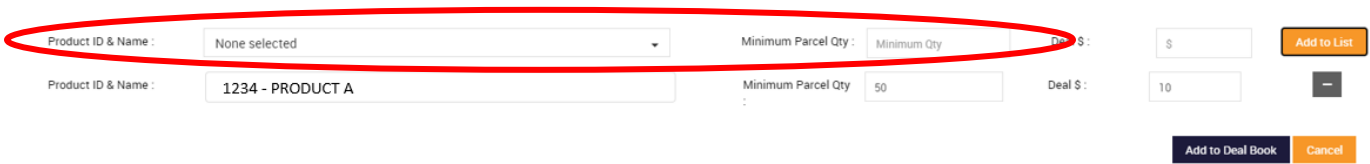
4567 - PRODUCT B

7891 - PRODUCT C

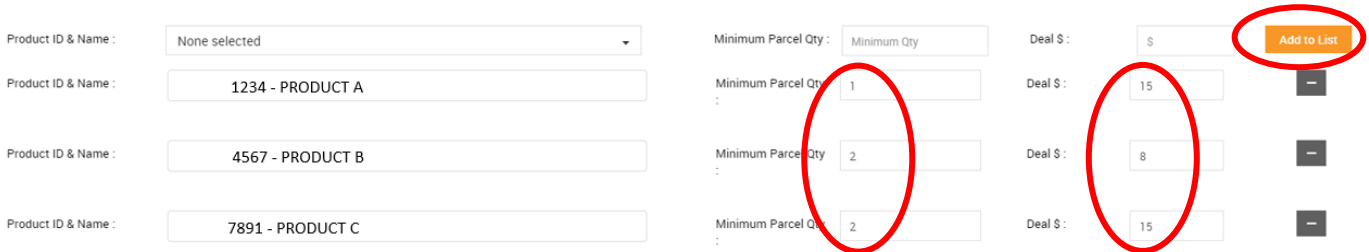
Once you have selected the product(s) you wish to apply a deal to, enter the MOQ and Deal value that you want to apply to the product(s). Then click on “Add to List”




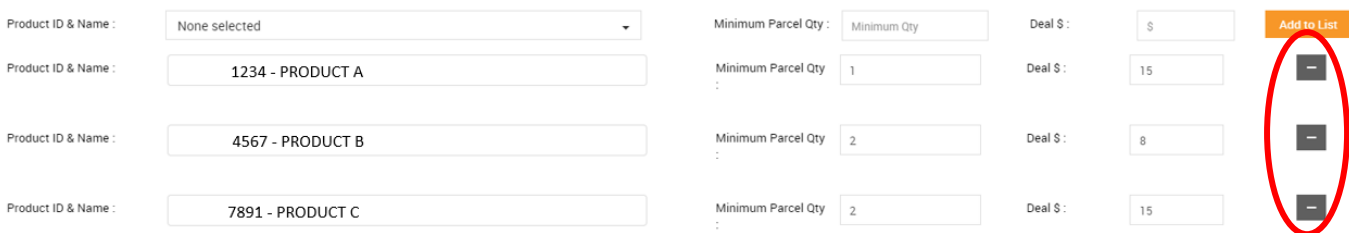
A new line will be created for you to add more product(s)



Continue adding product(s) with case deals and clicking “Add to List” until all products you are wanting to be in the parcel are listed. **Note;** that the MOQ and case deal amount does not need to be the same for each product.



Here you can click on the  button to remove any unwanted products. The deal amount and Minimum Parcel Qty fields continue to be editable.



Once all products have been entered for this parcel, click on “Add to Deal Book”. **Note;** Once added to the deal book you can still edit / delete the parcel deal at a later stage if required

Product ID & Name :	None selected	Minimum Parcel Qty :	Minimum Qty	Deal \$ :	\$	<a href="#">Add to List</a>
Product ID & Name :	1234 - PRODUCT A	Minimum Parcel Qty :	1	Deal \$ :	15	<a href="#">-</a>
Product ID & Name :	4567 - PRODUCT B	Minimum Parcel Qty :	2	Deal \$ :		<a href="#">-</a>
Product ID & Name :	7891 - PRODUCT C	Minimum Parcel Qty :	2	Deal \$ :	15	<a href="#">-</a>

[Add to Deal Book](#) [Cancel](#)

The message “Successfully Added to DealBook !” will appear at the top of your screen. All previous data will be removed, which allows you to now enter more Parcel Deals.

**Deal Entry** Welcome to Deal Entry

**Successfully Added To DealBook !**

Single Parcel


Commodity ID & Name : --Select--

Subrange ID : None selected

[Filter Product](#) [Clear Filter](#)

After clicking on “Add to Deal Book”, you will be able to see a list of recently added Parcel Deals by scrolling to the bottom of the page. You can edit the parcel deal(s) by clicking on the Pencil icon, or delete by clicking on the Bin icon

Recently Added 5 Parcel Deals List :

Parcel Name	Description	Parcel Type	Actions
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match	 

[Show All Deals](#)

### Range Buy examples:

#### Example 1:

This parcel has 3 products.



Retailer places an order;

1 carton of Product A

+

2 cartons of Product B

+

2 cartons of Product C

= All 3 products have been ordered with the required MOQ per product, the conditions of this deal type have been met, therefore order is valid

Product ID & Name :	None selected	Minimum Parcel Qty :	Minimum Qty	Deal \$ :	\$	Add to List
Product ID & Name :	1234 - PRODUCT A	Minimum Parcel Qty :	1	Deal \$ :	15	-
Product ID & Name :	4567 - PRODUCT B	Minimum Parcel Qty :	2	Deal \$ :	8	-
Product ID & Name :	7891 - PRODUCT C	Minimum Parcel Qty :	2	Deal \$ :	15	-

Add to Deal Book Cancel

### Example 2:

This parcel has 3 products.

Retailer places an order;

1 carton of Product A

+

1 cartons of Product B

+

2 cartons of Product C

= All 3 products have been ordered but product B does not meet the MOQ requirement for this product, therefore is **NOT** valid

Product ID & Name :	None selected	Minimum Parcel Qty :	Minimum Qty	Deal \$ :	\$	Add to List
Product ID & Name :	1234 - PRODUCT A	Minimum Parcel Qty :	1	Deal \$ :	15	-
Product ID & Name :	4567 - PRODUCT B	Minimum Parcel Qty :	2	Deal \$ :	8	-
Product ID & Name :	7891 - PRODUCT C	Minimum Parcel Qty :	2	Deal \$ :	15	-

Add to Deal Book Cancel

### Example 3:

This parcel has 3 products.

Retailer places an order;

1 carton of Product A

+

2 cartons of Product B

= All 3 products have not been ordered, therefore the order is **NOT** valid

Product ID & Name :	None selected	Minimum Parcel Qty :	Minimum Qty	Deal \$ :	\$	Add to List
Product ID & Name :	1234 - PRODUCT A	Minimum Parcel Qty :	1	Deal \$ :	15	-
Product ID & Name :	4567 - PRODUCT B	Minimum Parcel Qty :	2	Deal \$ :	8	-
Product ID & Name :	7891 - PRODUCT C	Minimum Parcel Qty :	2	Deal \$ :	15	-

[Add to Deal Book](#) [Cancel](#)

## Pallet Buys Parcel Deal

Once you have named the parcel, and selected the parcel type, you will then need to select the products or ranges (this is the same search and filter functions as single deals)

To make it easy to find the product that you want to place a deal on, you have the ability to search by:

- Commodity ID & Name
- and/or
- Subrange ID

If you do not have these details for your range/products, please contact your Trading Team and they can provide you with this information.

Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” to select the desired Commodity or Subranges, then click on the “Filter Product” button.

Single **Parcel**

Parcel Name : Metcash Food Pallet Buys

Description : Hot Offer! Buy in Full Pallet quantities to get our Best Ever Deals!

Parcel Type : Pallet Buys

Commodity ID & Name : --Select--

Subrange ID : None selected

[Filter Product](#) [Clear Filter](#)

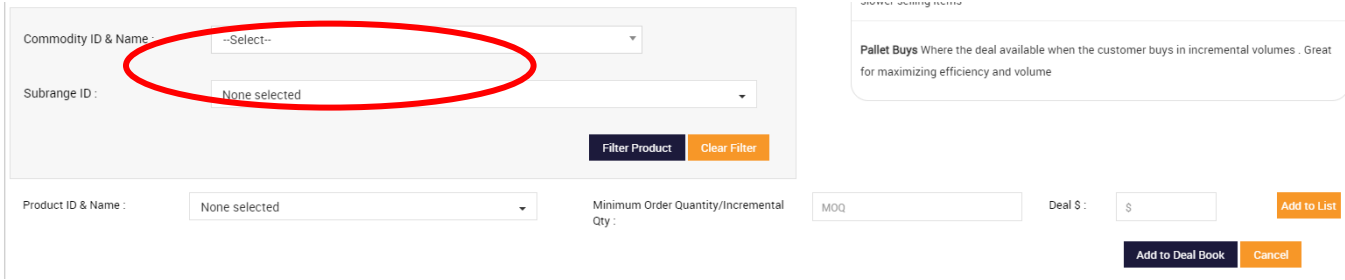
**Note**

**Mix 'n' Match** Where there is a minimum qty that needs to be purchased across a range of items. Customers can mix and match qties across the items in the parcel, as long as they meet the minimum qty for the parcel. Great for driving increased volumes

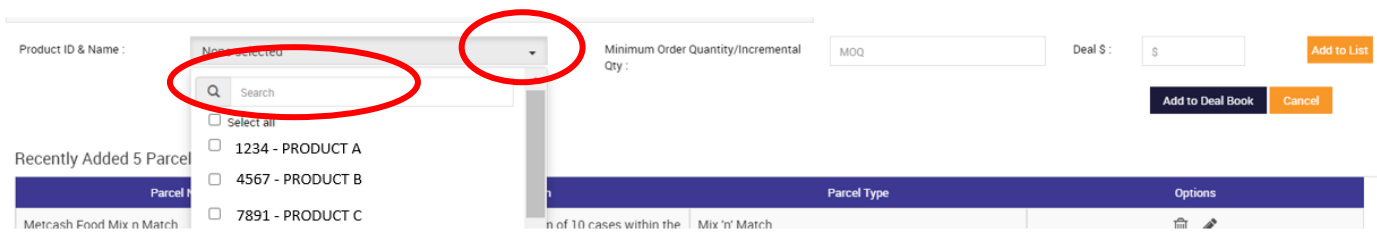
**Range Buys** Where the deal available is conditional upon the customer purchasing all items in the parcel/bundle. Great for introducing new lines or trying to drive distribution on those slower selling items

**Pallet Buys** Where the deal available when the customer buys in incremental volumes. Great for maximizing efficiency and volume

The products that appear in the “Product ID & Name” drop down will be restricted to the “Commodity & Name” and/or “Subrange ID” that you selected. If you are unable to find your product in the “Product ID & Name”, check that you have the correct “Commodity & Name” and/or “Subrange ID” selected.



It is also possible to search for a product within the “Product ID & Name”, click on the drop down arrow and enter a Metcash Item code or product description in the search field.



It is possible to select multiple products at once (e.g. all products in a sub range) and apply a deal to them all at the same time by clicking on  next to Select All, or the  next to each product you want to place a deal on.



Once you have selected the product(s) you wish to apply a deal to, enter the MOQ and Deal value that you want to apply to the product(s). Then click on “Add to List”

**Note;** for Pallet Buys deals, the MOQ’s should be by pallet layer, half pallet or full pallet quantities. i.e. if the product has a pallet quantity of 110 cartons and has 5 layers, the MOQ’s could be set as:

- 110 (1 pallet)
- 55 (1/2 pallet)
- 22 (1 layer of a pallet)

A new line will be created for you to add more product(s)

Continue adding product(s) with case deals and clicking “Add to List” until all products you are wanting to be in the parcel are listed. **Note** that the MOQ and case deal amount does not need to be the same for each product. The MOQ is dependent on the layer / pallet configuration for that product.

Product ID & Name	Minimum Order Quantity/Incremental Qty	Deal \$	Action
None selected	MOQ	\$	Add to List
1234 - PRODUCT A	110	18	-
4567 - PRODUCT B	110	24	-
7891 - PRODUCT C	112	18	-

Here you can click on the button to remove any unwanted products. The deal amount and Minimum Order Qty fields continue to be editable.

Product ID & Name	Minimum Order Quantity/Incremental Qty	Deal \$	Action
None selected	MOQ	\$	Add to List
1234 - PRODUCT A	110	18	-
4567 - PRODUCT B	110	24	-
7891 - PRODUCT C	112	18	-

Once all products have been entered for this parcel, click on “Add to Deal Book”. **Note;** Once added to the deal book you can still edit / delete the parcel deal at a later stage if required

Product ID & Name :	None selected	Minimum Order Quantity/Incremental Qty :	MOQ	Deal \$ :	\$	<a href="#">Add to List</a>
Product ID & Name :	1234 - PRODUCT A	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	18	<a href="#">-</a>
Product ID & Name :	4567 - PRODUCT B	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :		<a href="#">-</a>
Product ID & Name :	7891 - PRODUCT C	Minimum Order Quantity/Incremental Qty :	112	Deal \$ :	18	<a href="#">-</a>

[Add to Deal Book](#) [Cancel](#)

The message “Successfully Added to DealBook !” will appear at the top of your screen. All previous data will be removed, which allows you to now enter more Parcel Deals.

## Deal Entry Welcome to Deal Entry

Successfully Added To DealBook!

Single Parcel

Commodity ID & Name : --Select--

Subrange ID : None selected

[Filter Product](#) [Clear Filter](#)

After clicking on “Add to Deal Book”, you will be able to see a list of recently added Parcel Deals by scrolling to the bottom of the page. You can edit the parcel deal(s) by clicking on the Pencil icon, or delete by clicking on the Bin icon

Recently Added 5 Parcel Deals List :

Parcel Name	Description	Parcel Type	Actions
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match	<a href="#">Bin</a> <a href="#">Pencil</a>

[Show All Deals](#)

### *Pallet Buy examples:*

#### **Example 1:**

This parcel has 3 products.

Retailer places an order;

110 carton of Product A

+

110 cartons of Product B

+

112 cartons of Product C

= All 3 products have been ordered with the required MOQ per product, the conditions of this deal type have been met, therefore order is valid

Product ID & Name :	None selected	Minimum Order Quantity/Incremental Qty :	MOQ	Deal \$ :	\$	<a href="#">Add to List</a>
Product ID & Name :	1234 - PRODUCT A	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	18	-
Product ID & Name :	4567 - PRODUCT B	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	24	-
Product ID & Name :	7891 - PRODUCT C	Minimum Order Quantity/Incremental Qty :	112	Deal \$ :	18	-

### Example 2:

This parcel has 3 products.

Retailer places an order;

100 carton of Product A

+

110 cartons of Product B

+

112 cartons of Product C

= All 3 products have been ordered but product A does not meet the MOQ requirement for this product, therefore the order is **NOT** valid

Product ID & Name :	None selected	Minimum Order Quantity/Incremental Qty :	MOQ	Deal \$ :	\$	<a href="#">Add to List</a>
Product ID & Name :	1234 - PRODUCT A	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	18	-
Product ID & Name :	4567 - PRODUCT B	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	24	-
Product ID & Name :	7891 - PRODUCT C	Minimum Order Quantity/Incremental Qty :	112	Deal \$ :	18	-

### Example 3:

This parcel has 3 products.

Retailer places an order;

110 carton of Product A

+

112 cartons of Product C

= All 3 products have not been ordered, therefore the order is **NOT** valid

Product ID & Name :	None selected	Minimum Order Quantity/Incremental Qty :	MOQ	Deal \$ :	\$	<b>Add to List</b>
Product ID & Name :	1234 - PRODUCT A	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	18	-
Product ID & Name :	4567 - PRODUCT B	Minimum Order Quantity/Incremental Qty :	110	Deal \$ :	24	-
Product ID & Name :	7891 - PRODUCT C	Minimum Order Quantity/Incremental Qty :	112	Deal \$ :	18	-

## Viewing Your Parcel Deals



To view or edit deals that you have submitted to the Deal Book, you can click on “Show All Deals” at the bottom of the Deal Entry screen.

Minimum Parcel Qty :

Product ID & Name : None selected Deal \$ : \$ **Add to List**

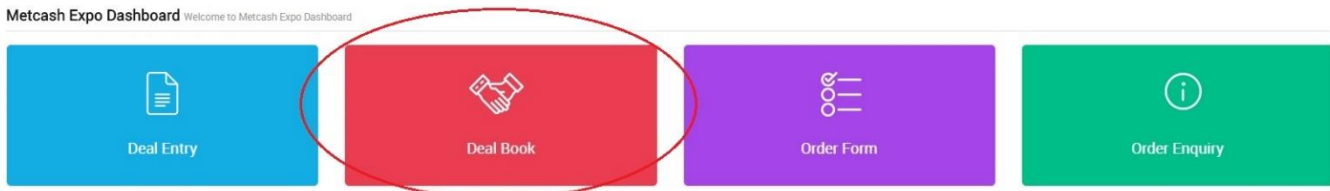
**Add to Deal Book** **Cancel**

Recently Added 5 Parcel Deals List :

Parcel Name	Description	Parcel Type	Options
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match	 

**Show All Deals**

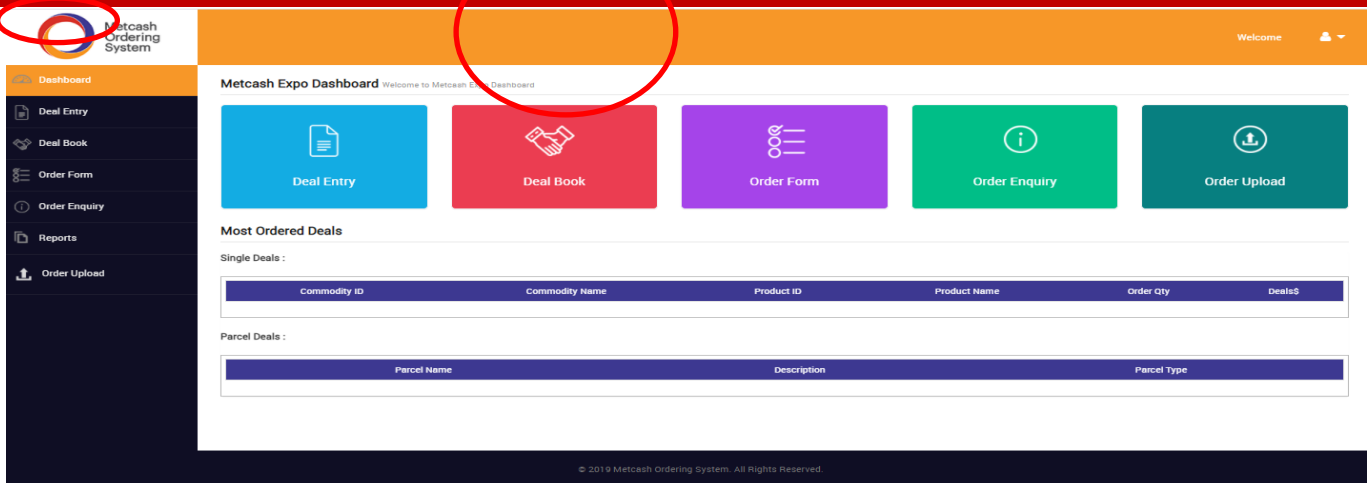
Or return to the dashboard/home page, and click on Deal Book icon to view all committed deals on offer.



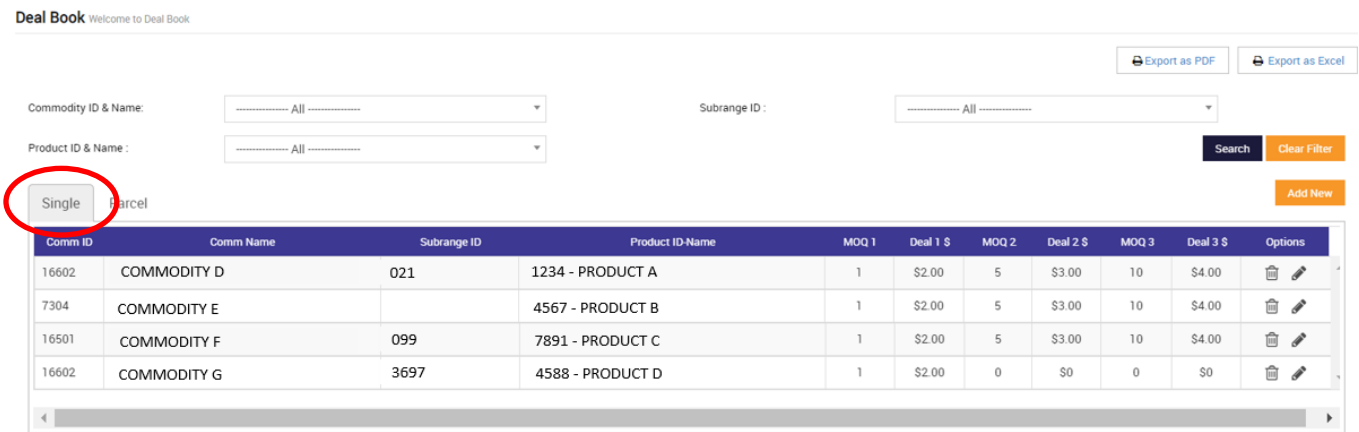
[Click here](#) to navigate to the Deal Book section of the guide

## Expo Deal Book

To view all deals that you have created, navigate to the Deal Book, either from the left-hand navigation menu, on the the Dashboard/Home Page.



Click on the Single or Parcel tab depending which deals you are wanting to review



As with deal entry, the Deal Book can be filtered to show only specific commodities, sub ranges, or items.

**Note;** Single Deals are listed alphabetically by Product ID-Name (i.e. product description) and Parcel Deals are listed alphabetically by Parcel Name.

Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” and/or “Product ID & Name” to select the desired Commodity, Subranges or Products, then click on the “Search” button.



Deal Book Welcome to Deal Book

[Export as PDF](#) [Export as Excel](#)

Commodity ID & Name:  Subrange ID:

Product ID & Name:

[Search](#) [Clear Filter](#) [Add New](#)

Single Parcel

Comm ID	Comm Name	Subrange ID	Product ID-Name	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
16602	COMMODITY D	021	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	
7304	COMMODITY E		4567 - PRODUCT B	1	\$2.00	5	\$3.00	10	\$4.00	
16501	COMMODITY F	099	7891 - PRODUCT C	1	\$2.00	5	\$3.00	10	\$4.00	
16602	COMMODITY G	3697	4588 - PRODUCT D	1	\$2.00	0	\$0	0	\$0	

You can create a PDF or Excel output file of your deals. This will allow you to see how your deals and descriptions will be shown in the Expo Book (i.e. see what the retailer will see). The PDF or Excel export will export ALL deals, regardless of which tab (Single or Parcel) you are viewing on the Deal Book page. Creating a PDF or Excel file is a great way to review all of your offers and share them with others in your team for them to review.

It is important that all of the deals are reviewed to ensure that your deals are correct, impactful, and packages are clearly communicated to enhance the offer.

Deal Book Welcome to Deal Book

[Export as PDF](#) [Export as Excel](#)

Commodity ID & Name:  Subrange ID:

Product ID & Name:

[Search](#) [Clear Filter](#) [Add New](#)

Single Parcel

Comm ID	Comm Name	Subrange ID	Product ID-Name	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
16602	COMMODITY D	021	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	
7304	COMMODITY E		4567 - PRODUCT B	1	\$2.00	5	\$3.00	10	\$4.00	
16501	COMMODITY F	099	7891 - PRODUCT C	1	\$2.00	5	\$3.00	10	\$4.00	
16602	COMMODITY G	3697	4588 - PRODUCT D	1	\$2.00	0	\$0	0	\$0	

To export as PDF, click on the “Export as PDF” button. When the download finishes, you’ll see it at the bottom of your Chrome window. Click the file to open it. From here you can choose to Save or Print the PDF file.

Deal Book Welcome to Deal Book

[Export as PDF](#) [Export as Excel](#)

Commodity ID & Name:

Subrange ID:

Product ID & Name:

[Search](#) [Clear Filter](#)

[Add New](#)

Single  Parcel

Comm ID	Comm Name	Subrange ID	Product ID-Name	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
16602	COMMODITY D	021	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	
7304	COMMODITY E		4567 - PRODUCT B	1	\$2.00	5	\$3.00	10	\$4.00	
16501	COMMODITY F	099	7891 - PRODUCT C	1	\$2.00	5	\$3.00	10	\$4.00	
16602	COMMODITY G	3697	4588 - PRODUCT D	1	\$2.00	0	\$0	0	\$0	

To export as Excel, click on the “Export as Excel” button. When the download finishes, you’ll see it at the bottom of your Chrome window. Click the file to open it.

Deal Book Welcome to Deal Book

[Export as PDF](#) [Export as Excel](#)

Commodity ID & Name:

Subrange ID:

Product ID & Name:

[Search](#) [Clear Filter](#)

[Add New](#)

Single  Parcel

Comm ID	Comm Name	Subrange ID	Product ID-Name	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
16602	COMMODITY D	021	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	
7304	COMMODITY E		4567 - PRODUCT B	1	\$2.00	5	\$3.00	10	\$4.00	
16501	COMMODITY F	099	7891 - PRODUCT C	1	\$2.00	5	\$3.00	10	\$4.00	
16602	COMMODITY G	3697	4588 - PRODUCT D	1	\$2.00	0	\$0	0	\$0	

You may get an alert pop up, click yes.

Microsoft Excel ✕

The file format and extension of 'DealBook\_37157\_(120321133945).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

[Yes](#) [No](#) [Help](#)

From here you can choose to Save or Print the Excel file.

PDF example is shown below. **Note**, the dates (as circled below) are the delivery window dates that can not be amended, these are agreed to with each Metcash DC to manage the order and delivery process effectively for Expo.

## SUPPLIER NAME

Exclusive 2021 Expo

### Deals

Date:	
Metcash Customer Number:	Phone:
Customer Name:	Customer Signature:
MF&G State (please circle): NSW VIC QLD SA WA	Email address for orders :

Comm Num	Sub Range	Item No	Product Description	Cart Qty	Deal 1		Deal 2		Deal 3		Order Qty			
					Min Qty	Deal \$	Min Qty	Deal \$	Min Qty	Deal \$	01/07/2021	01/08/2021	01/09/2021	01/10/2021
<b>Single Item Deals</b>														
1442	021	1234	PRODUCT A	12	1	2.00	5	3.00	10	4.00				
1239		4567	PRODUCT B	8	1	2.00	5	3.00	10	4.00				
5896	099	7891	PRODUCT C	24	1	2.00	5	3.00	10	4.00				
1287	3697	4588	PRODUCT D	6	1	2.00								
<b>Parcel Item Deals</b>														
Metcash Food Mix n Match Mix 'n' Match (Min. Order Qty: 10) Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.														
1442	021	1234	PRODUCT A	24	1	8.00								
1239	099	7891	PRODUCT C	12	1	10.00								
5896	3697	4588	PRODUCT D	6	1	10.00								
<b>Metcash Food Pallet Buys Pallet Buys (increments of: 110) Hot Offer! Buy in Full Pallet quantities to get our Best Ever Deals!</b>														
1442		1234	PRODUCT A	8	110	24.00								
1239	099	7891	PRODUCT C	24	112	18.00								
5896	3697	4588	PRODUCT D	12	110	18.00								
<b>Metcash Food Range Buys Range Buys Your customers love our best sellers, they'll love our new flavours too.</b>														
1442		1234	PRODUCT A	8	2	8.00								
1239	099	7891	PRODUCT C	24	2	15.00								
5896	3697	4588	PRODUCT D	12	1	15.00								

From the Deal Book page, you are able to easily navigate to the Deal Entry page by clicking on "Add New"

### Deal Book Welcome to Deal Book

[Export as PDF](#) [Export as Excel](#)

Commodity ID & Name:

Subrange ID:

Product ID & Name:

[Search](#) [Clear Filter](#)

[Add New](#)

Comm ID	Comm Name	Subrange ID	Product ID-Name	MOQ 1	Deal 1 \$	MOQ 2	Deal 2 \$	MOQ 3	Deal 3 \$	Options
16602	COMMODITY D	021	1234 - PRODUCT A	1	\$2.00	5	\$3.00	10	\$4.00	
7304	COMMODITY E		4567 - PRODUCT B	1	\$2.00	5	\$3.00	10	\$4.00	
16501	COMMODITY F	099	7891 - PRODUCT C	1	\$2.00	5	\$3.00	10	\$4.00	
16602	COMMODITY G	3697	4588 - PRODUCT D	1	\$2.00	0	\$0	0	\$0	

## Generating Retailer Orders

The Metcash Ordering System (MOS) allows you to enter the Expo orders you take from retailers. Metcash will then manage the delivery of all stock to retailers across the various release dates (delivery windows).

MOS is an online platform, meaning you can enter orders into the system from any location around the world. You no longer need to enter your pre-order forms (turn-in forms) at the event, these can be entered prior to the event. This allows you to focus more on selling at the event, as opposed to processing orders.

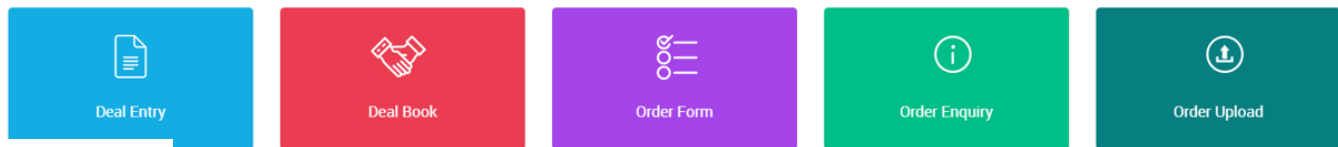
Key order entry dates and information can be found on [www.metcashexpo.com](http://www.metcashexpo.com)

Orders can be entered in two ways;

- Order Form (entering all order information online)
- Order Upload (uploading orders on a spreadsheet)

Once you have started entering orders, your most popular deals will show on the Dashboard under Top 5 Deals.

Metcash Expo Dashboard Welcome to Metcash Expo Dashboard



### Most Ordered Deals

Single Deals :

Commodity ID	Commodity Name	Product ID	Product Name	Order Qty	Deals\$
16602	SLICED	4567	PRODUCT B	1 5 10	2.00 3.00 4.00
16602	SLICED	1234	PRODUCT A	3	2.00

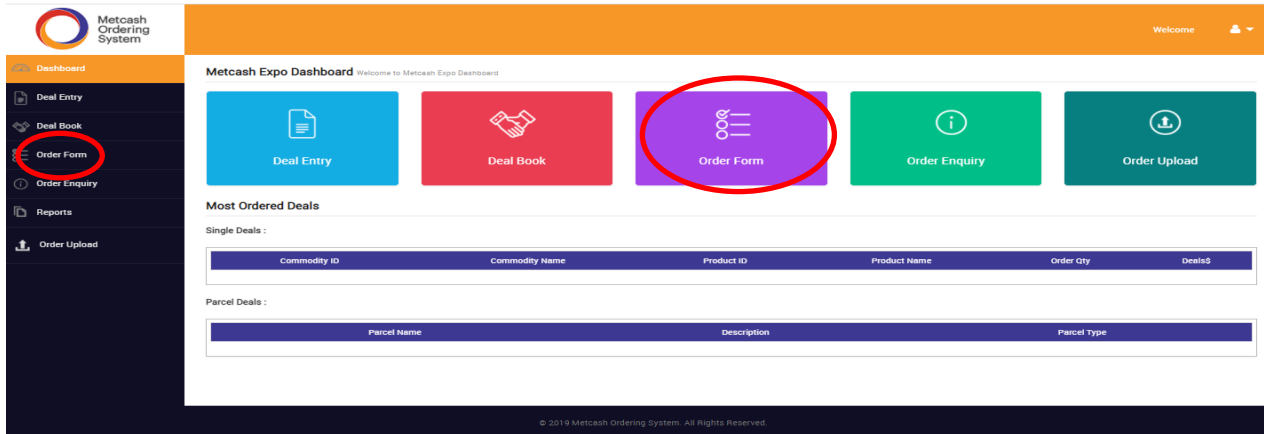
Parcel Deals :

Parcel Name	Description	Parcel Type
Metcash Food Pallet Buys	Hot Offer! Buy in Full Pallet quantities to get our Best Ever Deals!	Pallet Buys
Metcash Food Mix n Match	Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	Mix 'n' Match

## Order Entry via Order Form

**Note;** once an order is placed against a deal, that deal can no longer be edited from the Deal Entry page.

To enter orders into MOS, navigate to the Order Form, either from the left-hand navigation menu, on the Dashboard/Home Page.



A pop up will appear where you need to enter the store details.

### Select Store

Store ID - Store Name: \*

Email: \*

Attendee Name: \*

In the first field you can search for the store either by name or number.

Please note that store numbers begin with a number specific to the store's state/location;  
NSW=61, VIC =62, QLD = 63, WA = 64, SA = 65.

Store numbers should be a total of eight digits e.g. NSW store number = 61000001

**Note;** It is important that you accurately select the store details at the start of the order. Any error here may result in a complex redirection of stock after the event.

In the second field, ensure you enter the customers email address. This email address is used for multiple purposes during the order process and expo, so it must be correct.

In the third field, put the name of person (first and last name) placing the order (if the order is a turn in order please enter the name of the person that placed the order in store, as per your agreed and signed order form).

**Note;** It is important that you capture these details correctly and in full so that any queries about the order can be directed to the person from the store who placed the order.

Once Store, Email and Attendee details have been entered, click on “Submit”

### Select Store

Store ID - Store Name: \*

62219071 - F/GRC LEOPOLD SMKT (OLD)

Email: \*

teststore@iga.com.au

Attendee Name: \*

Samantha Smith

**Submit** **Back**

MOS allows you to place orders against the deals you have already created in the system. ‘Single’ deals and ‘Parcel’ deals each have their own tab on the Order Form.

Order Form Welcome to Order Form Test You Saved : \$ 0 0 - Items

Commodity ID & Name : ----- All ----- Subrange ID & Name : ----- All -----

Product ID & Name : ----- All ----- **Search** **Clear Filter**

**Single** **Parcel**

Product ID	Product Name	Deals \$	13/08/2018	27/08/2018	10/09/2018
123456	PRODUCT ONE	MOQ: 10 MOQ: 20 MOQ: 30	Qty 1 : 1.00 2.00 3.00	Qty 2 : 0	Qty 3 : 0

You Saved : \$ 0.00

**Add To Cart**

By default, all products will be displayed, listed in the same order as the Deal Book. You also have the option to search for products by:

- Commodity ID & Name
- Subrange ID & Name
- Product ID & Name

Click on the drop down arrows for “Commodity & Name” and/or “Subrange ID” and/or “Product ID & Name” to select the desired Commodity, Subranges or Products, then click on the “Search” button.

Commodity ID & Name :

Product ID & Name :

Subrange ID & Name :

Single Parcel

Product ID	Product Name	Deals \$	13/08/2018	27/08/2018	10/09/2018
123456	PRODUCT ONE	MOQ: 10 <input type="text" value="1.00"/> MOQ: 20 <input type="text" value="2.00"/> MOQ: 30 <input type="text" value="3.00"/>	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>

You Saved : \$ 0.00

Once you have found the product(s) you are looking for, enter the number of cases the retailer wants to order on each of the drop dates (i.e. order delivery date, week commencing). It is not required to have quantities for all delivery windows. A retailer can have their order placed against one delivery date.

Single Parcel

Product ID	Product Name	Deals \$	01/07/2021	01/08/2021	01/09/2021	01/10/2021
1234	PRODUCT A	MOQ: 1 <input type="text" value="2.00"/> MOQ: 5 <input type="text" value="3.00"/> MOQ: 10 <input type="text" value="4.00"/>	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>
4567	PRODUCT B	MOQ: 1 <input type="text" value="2.00"/> MOQ: 5 <input type="text" value="3.00"/> MOQ: 10 <input type="text" value="4.00"/>	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>

You Saved : \$ 0.00

You Saved : \$ 0.00

For single and parcel deals, if the MOQ is not met, a pop up will appear with an error message:

Your Order(s) Qty is less than MOQ. Do you want to continue ?

If you select OK, the system will ignore MOQs for the order you are currently entering.

**Note;** If an MOQ is 3 cartons for one product and the retailer orders 1 carton each across 3 delivery windows, the total ordered cartons is 3 and therefore the MOQ requirement is met.

You can adjust the deal values in order to give a **better** deal, however, you must not give a worse deal than has been advertised to our retailers. As you type, MOS will automatically calculate the retailer's savings\* based on the deal values and the total order quantity across the dates.

Product ID	Product Name	Deals \$	01/07/2021	01/08/2021	01/09/2021	01/10/2021
1234	PRODUCT A	MOQ : 1 2.00 MOQ : 5 3.00 MOQ : 10 4.00	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>
4567	PRODUCT B	MOQ : 1 2.00 MOQ : 5 3.00 MOQ : 10 4.00	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>

[Add To Cart](#)

You Saved : \$ 0.00

\*The product costs in MOS are based on New South Wales pricing, and whilst they are updated regularly, they are not live. As such, dollar values for orders in MOS reports will always be approximate.

Once you have entered the quantities, click the “Add To Cart” button.

For single deals you can enter orders for multiple products and add them all to the cart in one go.

Product ID	Product Name	Deals \$	01/07/2021	01/08/2021	01/09/2021	01/10/2021
1234	PRODUCT A	MOQ : 1 2.00 MOQ : 5 3.00 MOQ : 10 4.00	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>
4567	PRODUCT B	MOQ : 1 2.00 MOQ : 5 3.00 MOQ : 10 4.00	Qty 1 : <input type="text" value="0"/>	Qty 2 : <input type="text" value="0"/>	Qty 3 : <input type="text" value="0"/>	Qty 4 : <input type="text" value="0"/>

[Add To Cart](#)

You Saved : \$ 0.00

Parcel deals must be added to the cart one at a time.



Single Parcel

Parcel Name	Product ID	Product Name	MOQ	Deals \$	01/07/2021	01/08/2021	01/09/2021	01/10/2021
Metcash Food Mix n Match Mix 'n' Match Our best sellers! Order a minimum of 10 cases within the parcel to qualify for the deal.	33082	PRODUCT A	10	8.00	Qty 1: 0	Qty 2: 0	Qty 3: 0	Qty 4: 0
	34520	PRODUCT B		10.00	Qty 1: 0	Qty 2: 0	Qty 3: 0	Qty 4: 0
	34295	PRODUCT C		10.00	Qty 1: 0	Qty 2: 0	Qty 3: 0	Qty 4: 0
You Saved : \$ 0.00 <a href="#">Add To Cart</a>								
Metcash Food Pallet Buys Pallet Buys Hot Offer! Buy in Full Pallet quantities to get our Best Ever Deals!	11564	PRODUCT A	110	24.00	Qty 1: 110	Qty 2: 0	Qty 3: 0	Qty 4: 0
	33082	PRODUCT B	112	18.00	Qty 1: 0	Qty 2: 0	Qty 3: 0	Qty 4: 0
	34520	PRODUCT C	110	18.00	Qty 1: 0	Qty 2: 0	Qty 3: 0	Qty 4: 0
You Saved : \$ 2640.00 <a href="#">Add To Cart</a>								

## Viewing the cart and completing the order

Once you have finished adding products to the order, you will need to view the Cart by clicking on the “Items” button in the top right corner of the page.

Order Form Welcome to Order Form Test You Saved : \$ 1.00 [Items](#)

Commodity ID & Name :  Subrange ID & Name :

Product ID & Name :  [Search](#) [Clear Filter](#)

Single Parcel [Add To Cart](#)

Product ID	Product Name	Deals \$	13/08/2018	27/08/2018	10/09/2018
11564	PRODUCT A	MOQ: 10 1.00	Qty 1: 5	Qty 2: 2	Qty 3: 4

When viewing the cart, you can change the order type to cash if you have agreed to pay the retailer a cash or cheque rebate or leave it as claim, meaning that Metcash will pass the rebate to the retailer and you will receive a claim at the end of the week of dispatch.

You can also remove any products or parcels which have been added by mistake or which you need to reenter the quantities for. From the cart you can either return to the Order Form to add more products, or you can place the order.

## My Cart

Total Items : 1	Total Cartons : 11	Total Deals : \$ 11.00	Order Type : Claim	
Product / Parcel	13/08/2018	27/08/2018	10/09/2018	Price
Product ID : 123456 Product Name : PRODUCT ONE	5	2	4	\$ 99.00
Total :				\$ 99.00

[Back To Orders](#) [Place Order](#)

From the cart you can either return to the Order Form to add more products, by clicking on “Back to Orders”, or you can place the order by clicking on “Place Order”.

## My Cart

Total Items : 1	Total Cartons : 11	Total Deals : \$ 11.00	Order Type : Claim	
Product / Parcel	13/08/2018	27/08/2018	10/09/2018	Price
Product ID : 123456 Product Name : PRODUCT ONE	5	2	4	\$ 99.00
Total :				\$ 99.00

[Back To Orders](#) [Place Order](#)

**Once placed, an order is committed to the system and will need Metcash Admin Support to either delete or change.**

Once the order is placed, you will be prompted to email a confirmation to the retailer.

Enter the emails addresses for the store (Email) and for your copy (Vendor Email) and click “Send”.

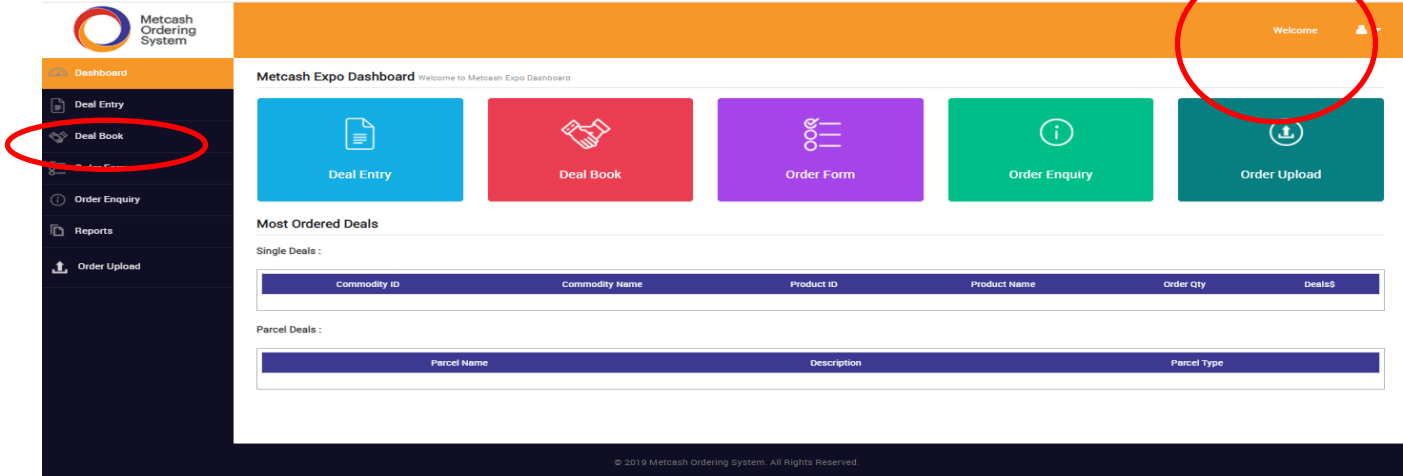
## Send Email

StoreCode : 61000001	StoreName : SUPA IGA EXAMPLE	OrderPlacedBy : Mr Example	Email : abc123@examplestore.com	Vendor Email : abc123@examplesupplier.com	<a href="#">Send</a>
----------------------	------------------------------	----------------------------	---------------------------------	-------------------------------------------	----------------------

[Cancel](#)

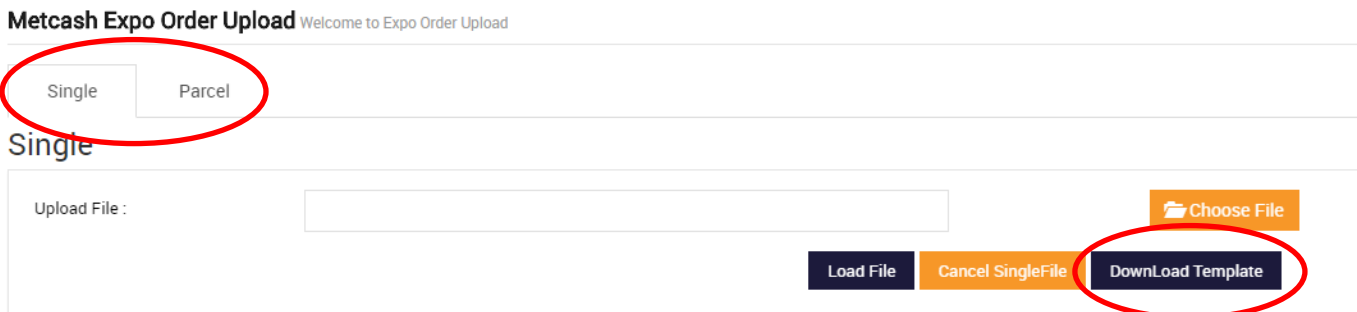
## Order Upload

Orders can be uploaded via an Excel spreadsheet downloaded from MOS. To download the template, navigate to the Order Upload page, either from the left-hand navigation menu, on the Dashboard/Home Page.



## Downloading the order template

There are separate templates for Single and Parcel deals. To download the template, select the Single or Parcel tab and click the download template button.



When the download finishes, you'll see it at the bottom of your Chrome window. Click the file to open it.

## Adding order(s) to the template

Once you have downloaded the template, open it in Microsoft Excel. You will see a list of your deals is already on the template.

Vendor C	Customer Code	Customer Email	Item N	Product Description	Min Q	Deal	Min Q	Deal	Min Q	Deal	01/07/20	01/08/20	01/09/20	01/10/20	Order Place	Order T	Order Placed Date(dd/mm/yy)
37157			1234	PRODUCT A	10	2.00	1	3.00	15	4.00							
37157			5678	PRODUCT B	1	2.00	15	3.00	10	4.00							
37157			91011	PRODUCT C	1	2.00	15	3.00	10	4.00							
37157			12131	PRODUCT D	3	2.00	10	10	10	10							

You **must** add:

- The Customer Code I.e. Store number (remember these are 8 digits – [see note on state prefixes](#))
- The Customer email address
- The number of cases ordered on each date
- The name of the person who placed the order
- The Order Type (whether it is Cash or Claim)
- The date the order was placed (which could be earlier than the date you are uploading it)
- All Parcel deals must have all the above fields entered against each product; however, the quantity can be zero (0) so long as the other parcel conditions have been met.

Vendor C	Customer Code	Customer Email	Item #	Product Description	Min Qty	Deal	Min Qty	Deal	Min Qty	Deal	01/07/20	01/08/20	01/09/20	01/10/20	Order Place	Order Ty	Order Placed Date(dd/mr)
37157	6100001	teststore@tga.com	1234	PRODUCT A	10	2.00	1	3.00	5	4.00	5	3	3	4	Samantha Smith	Claim	7/07/2021
37157	6100001	teststore@tga.com	5678	PRODUCT B	1	2.00	5	3.00	10	4.00	3	2	1	6	Samantha Smith	Claim	7/07/2021

You can copy the deals down and include multiple stores in one file. MOS will then split out the orders when you upload the file.

Data integrity is key to using the Upload Form.

**Do not** add tabs/worksheets to the beginning of the excel file. The first tab in the upload document must be the order form. The tab can be renamed but must not be repositioned.

**Do not** delete or add any columns

**Do not** enter Retailer Codes that are not Metcash Store Numbers

**Do not** change Item Numbers or Product Descriptions

You **can** remove rows from the data file if there are no orders being placed against it.

When you are finished adding information, save the excel file.

## Uploading the order

To upload the file, first click the “Choose File” button on the relevant tab (single or parcel) of the Order Upload screen and select your file. Then click on “Load File” and it will be uploaded.

## Metcash Expo Order Upload Welcome to Expo Order Upload

Single Parcel

Single

Upload File :  Choose File

Load File Cancel SingleFile DownLoad Template

## Metcash Expo Order Upload Welcome to Expo Order Upload

Single Parcel

Single

Upload File :  Clear Change

Load File Cancel SingleFile DownLoad Template

“Uploaded file content is different” message will appear if there are errors with the upload file. Such as;

- Template formatting was changed
- An old template is being used
- A parcel file is being uploaded under the single tab
- A single file is being uploaded under the parcel tab

Upload File :  Choose File

Load File Cancel SingleFile DownLoad Template

Uploaded file content is different

“Errors: XX” message may appear. Click on the “+” to expand the data to see what line(s) have errors.

Single **Parcel**

Parcel

Upload File :  Choose File

Load ParcelFile Cancel ParcelFile DownLoad Parcel Template

**ERRORS:13** +

You can now see the line(s) that has the error and what is causing the error.

The section in red (error log) indicates the errors and what you are required to fix in your upload file before the orders in error can be processed.

If you have errors, the recommendation is to go back to your original upload document and fix the errors. In MOS cancel all uploads by clicking on “Cancel Parcel Errors” in the ERRORS section and

**ERRORS:13**

Errors : Email ParcelError File Download ParcelError File Cancel Parcel Errors

StoreId	Parcel Name	Parcel Type	Product Code	Product Description	MOQ	Deal	01/07/2021	01/08/2021	01/09/2021	01/10/2021	Order Placed By	Order Type	Order Placed Date
62104208	Metcash Food Mix n Match	Mix 'n' Match	33082	PRODUCT A	10	8.00	0	4	0	0	Tasha	Cash	21/06/2021

Also “Cancel Parcel/Single Save” at the bottom of the orders page.

Store ID : 64101257 Name : OLD YARRUMBA SERVICE STN Order Placed By : Jasper Order Type : Claim Order Placed Date : 20/06/2021

StoreId	Parcel Name	Parcel Type	Product Code	Product Description	Quantity to be Delivered				MOQ	Deal	Total Qty	Total Deal \$	Unit Price \$	Net Amount \$
					01/07/2021	01/08/2021	01/09/2021	01/10/2021						
64101257	Metcash Food Range Buys	Range Buys	11564	PRODUCT A	0	3000	0	0	2	0	3000	0	71.64	214920.00
64101257	Metcash Food Range Buys	Range Buys	33082	PRODUCT B	0	0	400	0	2	0	400	0	91.96	36784.00
64101257	Metcash Food Range Buys	Range Buys	34520	PRODUCT C	0	0	3	30	1	0	33	0	51.56	1701.48
64101257	Z Metcash Food A Mix n Match	Mix 'n' Match	34520	PRODUCT D	0	0	100	0	2	2.00	100	200.00	51.56	4956.00
Total:											3533	200.00		258361.48

Save Parcel Cancel Parcel Save

Once you have cancelled everything, re upload your order file that now has the errors fixed.

There is an option to email or download the Error File to use it to fix errors and upload this file with errors corrected. Note these files will only have the error orders/lines, not the whole order upload file and the Row Number details in the red error log section refer to the original upload document, not the error file.

**ERRORS:13**

Errors :

Email ParcelError File Download ParcelError File Cancel Parcel Errors

StoreId	Parcel Name	Parcel Type	Product Code	Product Description	MOQ	Deal	01/07/2021	01/08/2021	01/09/2021	01/10/2021	Order Placed By	Order Type	Order Placed Date
62104208	Metcash Food Mix n Match	Mix 'n' Match	33082	PRODUCT A	10	8.00	0	4	0	0	Tesha	Cash	21/06/2021
5000727	Metcash Food Mix n Match	Mix 'n' Match	33082	PRODUCT B	10	8.00	0	3	0	0	Tyler	Claim	20/06/2021
88899955	Z Metcash Food A Mix n Match	Mix 'n' Match	34520	PRODUCT C	2	2.00	0	0	100	0	Tyga	Claim	20/06/2021
64101257	Metcash Food Mix n Match	Mix 'n' Match	34295	PRODUCT D	10	10.00	4	4	4	4	Jasper	0	20/06/2021
62104208	Metcash Food Mix n Match	Mix 'n' Match	34295	PRODUCT E	10	10.00	0	0	6	0	Tesha	Cash	21/06/2021
65000727	Metcash Food Mix n Match	Mix 'n' Match	34295	PRODUCT F	10	10.00	4	4	4	4	Tyler	Claim	20/06/2021

Row Number : 14 - Customer Email cannot be empty  
 Row Number : 25 - Customer Code '5000727' does not exist/Invalid.  
 Row Number : 45 - Customer Code '88899955' does not exist/Invalid.  
 Row Number : 70 - Order type cannot be empty.  
 Row Number : 54 Order Type 'Cash' does not match with 'Claim'.

-----  
 Order for Parcel with type 'Mix 'n' Match', Name 'Metcash Food Mix n Match' and Code '62104208Metcash Food Mix n Match' marked invalid.  
 Order for Parcel with type 'Mix 'n' Match', Name 'Metcash Food Mix n Match' and Code '5000727Metcash Food Mix n Match' marked invalid.  
 Order for Parcel with type 'Mix 'n' Match', Name 'Z Metcash Food A Mix n Match' and Code '88899955Z Metcash Food A Mix n Match' marked invalid.  
 Order for Parcel with type 'Mix 'n' Match', Name 'Metcash Food Mix n Match' and Code '64101257Metcash Food Mix n Match' marked invalid.  
 Order for Parcel with type 'Mix 'n' Match', Name 'Metcash Food Mix n Match' and Code '65000727Metcash Food Mix n Match' marked invalid.  
 Order for Parcel with type 'Pallet Buys', Name 'Metcash Food Pallet Buys' and Code '64101257Metcash Food Pallet Buys' marked invalid.

**Note;** orders that have no errors will be able to be processed. Scroll to the bottom of the page and select “Save Single” or “Save Parcel” if you want to process these orders. A key watch out is that these orders must be removed from any subsequent order file upload documents to avoid them being processed twice.

Store ID : 64101257 Name : OLD YARRUMBA SERVICE STN Order Placed By : Jasper Order Type : Claim Order Placed Date : 20/06/2021

StoreId	Parcel Name	Parcel Type	Product Code	Product Description	Quantity to be Delivered				MOQ	Deal	Total Qty	Total Deal \$	Unit Price \$	Net Amount \$
					01/07/2021	01/08/2021	01/09/2021	01/10/2021						
64101257	Metcash Food Range Buys	Range Buys	11564	PRODUCT A	0	3000	0	0	2	0	3000	0	71.64	214920.00
64101257	Metcash Food Range Buys	Range Buys	33082	PRODUCT B	0	0	400	0	2	0	400	0	91.96	36784.00
64101257	Metcash Food Range Buys	Range Buys	34520	PRODUCT C	0	0	3	30	1	0	33	0	51.56	1701.48
64101257	Z Metcash Food A Mix n Match	Mix 'n' Match	34520	PRODUCT D	0	0	100	0	2	2.00	100	200.00	51.56	4956.00
Total:											3533	200.00		258361.48

Save Parcel Cancel Parcel Save

Once the file has been successfully uploaded, MOS will show you a preview of the order(s). Ensure that you check the Deal\$ and/or Total Deal \$ Columns to see that a deal value has been applied. If a Single deal does not meet the MOQ, this column will be 0, however an order will still be created.

Metcash Expo Order Upload Welcome to Expo Order Upload

Single

Parcel

Single

Upload File:  Choose File

Load File
Cancel SingleFile
DownLoad Template

Orders :

Vendor ID :37157      Name : FONTERRA BRANDS

---

Store ID : 62219071    Name : F/GRC LEOPOLD SMKT (OLD)    Order Placed By : Samantha Smith    Order Type : Claim    Order Placed Date : 12/03/2021

Product ID	Product Name	Description	Quantity to be Delivered				Total Qty	Deal \$	Total Deal \$	Unit Price \$	Net Amount \$
			01/07/2021	01/08/2021	01/09/2021	01/10/2021					
34520	PRODUCT A	PRODUCT A	10	0	0	0	10	4.00	40.00	51.56	475.60
Total:							10		40.00		475.60

Save Single
Cancel Single Save

Once you are ready to commit the orders to the system, click on the “Save Single” or “Save Parcel” button. If you click on the “Cancel Single Save” or “Cancel Parcel Save”, this will delete the upload, you can amend the order in Excel, save the Excel file and reupload to MOS.

Orders :

Vendor ID :99999      Name : EXAMPLE PTY

---

Store ID : 61000001    Name : SUPA IGA EXAMPLE    Order Placed By : John Smith    Order Type : Claim    Order Placed Date : 08/07/2018

Product ID	Product Name	Description	Quantity to be Delivered			Total Qty	Deal \$	Total Deal \$	Unit Price \$	Net Amount \$	
			13/08/2018	27/08/2018	10/09/2018						
234567	PRODUCT TWO	PRODUCT TWO	20	30	50	100	3.00	300.00	10.00	700.00	
Total:							100		300.00		700.00

Save Single
Cancel Single Save

You will then be prompted to send a confirmation email to the retailer. Enter the emails addresses for the store (Email) and for your copy (Vendor Email) and click Send.

Send Email

StoreCode: 61000001	StoreName: SUPA IGA EXAMPLE	OrderPlacedBy: Mr Example	Email: abc123@examplestore.com	Vendor Email: abc123@examplesupplier.com	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #333; color: #fff; border-radius: 5px;">Send</span>
---------------------	-----------------------------	---------------------------	--------------------------------	------------------------------------------	------------------------------------------------------------------------------------------------------------------------------

Cancel

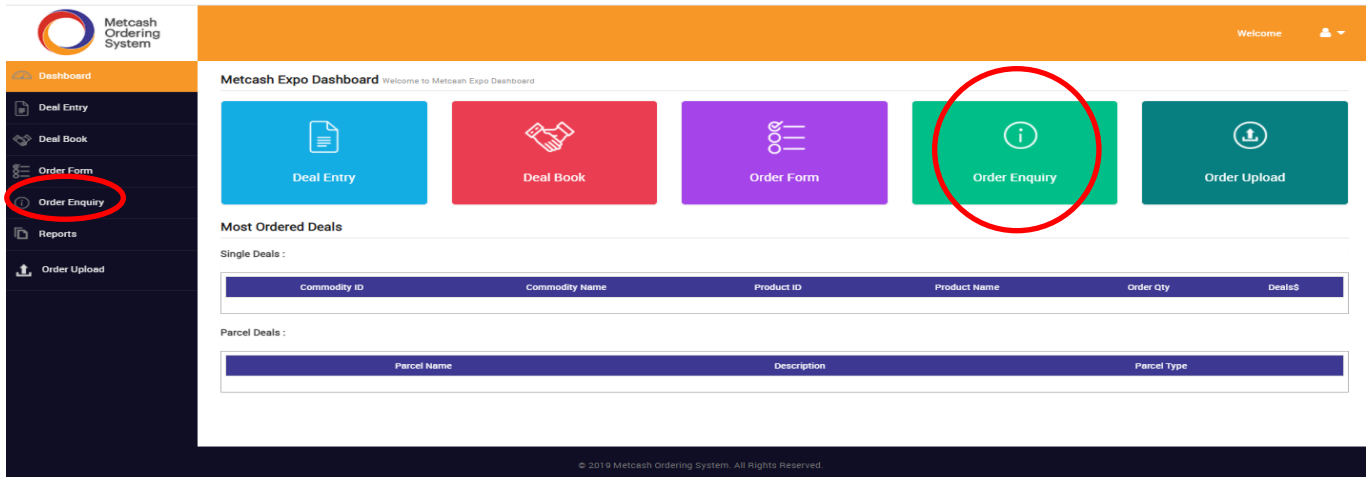


## Order Review

Orders placed are stored in the system and can be viewed at any point. It is also possible to Export reports on your orders from the system.

## Order Enquiry Screen

To view orders into MOS, navigate to the Order Enquiry page, either from the left-hand navigation menu, or the Dashboard/Home Page.



By default, all your orders will be displayed, in the order that they were placed.

You can filter to see orders by store, status of the order, or by the order number to limit the number of orders displayed. Clicking on the down arrows, then click "Search".

Order Enquiry Welcome to Order Enquiry

Confirmed Orders : 8      In-Review Orders : 0      Unconfirmed Orders : 1

Store ID & Store Name :       Status :       Order ID :

Product ID & Name :

Order ID	Store ID	Store Name	Order Placed by	Total Cost \$	Total Deal \$	Order Type	Status	Action
1	62219071	IGA MACQUARIE PARK	Samantha Smith	242.80	15.00	Claim	Unconfirmed	<input type="button" value="View"/>
2	62219071	IGA MACQUARIE PARK	Samantha Smith	198.24	8.00	Claim	Confirmed	<input type="button" value="View"/>

The status of all orders will be 'Confirmed' unless you have contacted Metcash support to allow one to be edited.

Order Enquiry Welcome to Order Enquiry

Confirmed Orders : 8      In-Review Orders : 0      Unconfirmed Orders : 1

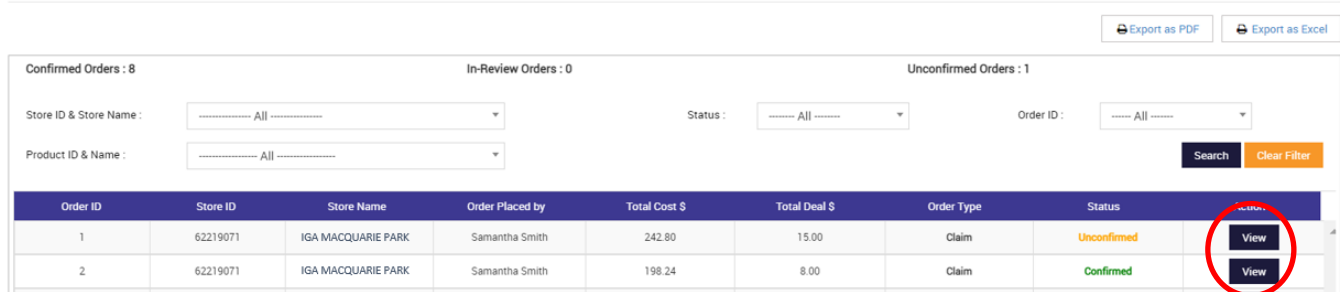
Store ID & Store Name :       Status :       Order ID :

Product ID & Name :

Order ID	Store ID	Store Name	Order Placed by	Total Cost \$	Total Deal \$	Order Type	Status	Action
1	62219071	IGA MACQUARIE PARK	Samantha Smith	242.80	15.00	Claim	Unconfirmed	<input type="button" value="View"/>
2	62219071	IGA MACQUARIE PARK	Samantha Smith	198.24	8.00	Claim	Confirmed	<input type="button" value="View"/>

You can click on 'View' to see more detail about an order. If the order has been made editable by Metcash support, this is also where you can make any necessary amendments.

Order Enquiry Welcome to Order Enquiry



Confirmed Orders : 8      In-Review Orders : 0      Unconfirmed Orders : 1

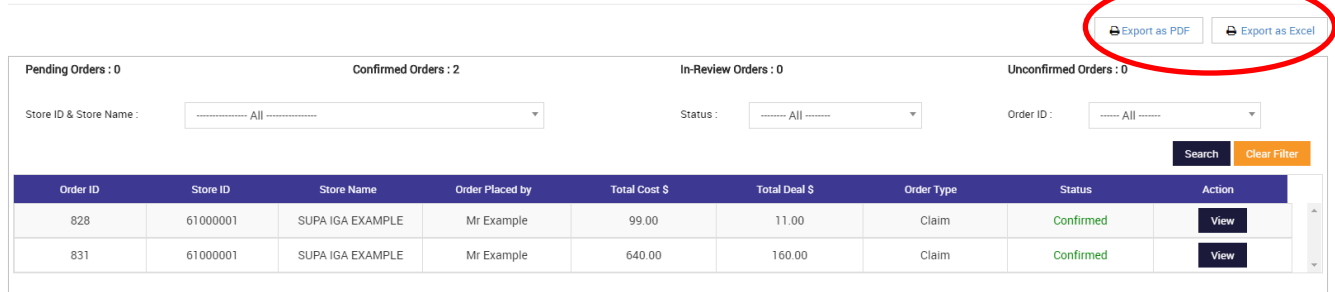
Store ID & Store Name :       Status :       Order ID :

Product ID & Name :

Order ID	Store ID	Store Name	Order Placed by	Total Cost \$	Total Deal \$	Order Type	Status	Action
1	62219071	IGA MACQUARIE PARK	Samantha Smith	242.80	15.00	Claim	Unconfirmed	<input type="button" value="View"/>
2	62219071	IGA MACQUARIE PARK	Samantha Smith	198.24	8.00	Claim	Confirmed	<input type="button" value="View"/>

You can export the information for orders you are viewing either as a PDF or in Excel format. The export will download the orders based on the search filters you have applied. If there are no filters applied, all reports will be exported.

Order Enquiry Welcome to Order Enquiry



Pending Orders : 0      Confirmed Orders : 2      In-Review Orders : 0      Unconfirmed Orders : 0

Store ID & Store Name :       Status :       Order ID :

Order ID	Store ID	Store Name	Order Placed by	Total Cost \$	Total Deal \$	Order Type	Status	Action
828	61000001	SUPA IGA EXAMPLE	Mr Example	99.00	11.00	Claim	Confirmed	<input type="button" value="View"/>
831	61000001	SUPA IGA EXAMPLE	Mr Example	640.00	160.00	Claim	Confirmed	<input type="button" value="View"/>

To export as PDF, click on the "Export as PDF" button. When the download finishes, you'll see it at the bottom of your Chrome window. Click the file to open it. From here you can choose to Save or Print the PDF file.

To export as Excel, click on the "Export as Excel" button. When the download finishes, you'll see it at the bottom of your Chrome window. Click the file to open it.

If you need to amend or cancel an order, you will need to contact Metcash support via email at [MOS@metcash.com](mailto:MOS@metcash.com).

[Export as PDF](#) [Export as Excel](#)

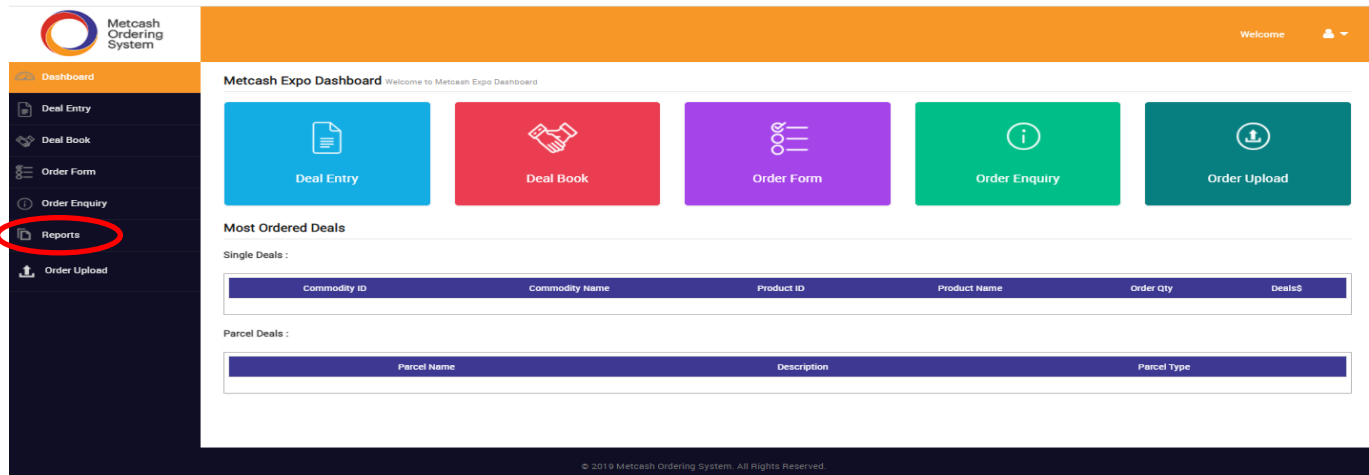
Pending Orders : 0      Confirmed Orders : 2      In-Review Orders : 0      Unconfirmed Orders : 0

Store ID & Store Name :       Status :       Order ID :

Order ID	Store ID	Store Name	Order Placed by	Total Cost \$	Total Deal \$	Order Type	Status	Action
828	61000001	SUPA IGA EXAMPLE	Mr Example	99.00	11.00	Claim	Confirmed	<input type="button" value="View"/>
831	61000001	SUPA IGA EXAMPLE	Mr Example	640.00	160.00	Claim	Confirmed	<input type="button" value="View"/>

## Reporting

To run report in MOS, navigate to the Reports page from the left-hand navigation menu.



The screenshot shows the Metcash Expo Dashboard. The left-hand navigation menu is visible, with the 'Reports' item circled in red. The main content area displays several dashboard cards: Deal Entry, Deal Book, Order Form, Order Enquiry, and Order Upload. Below these cards, there are sections for 'Most Ordered Deals', 'Single Deals', and 'Parcel Deals', each with a table structure.

You can download reports on the orders you take from the system which include data on what has been ordered, by which retailers, which deal the product was ordered through, and the dollar values of the order and discount\*. The reports are in Excel format, so you can manipulate them to extract information as you require.

**\*The product costs in MOS are based on New South Wales pricing, and whilst they are updated regularly, they are not live. As such, dollar values for orders in MOS reports will always be approximate.**

On the reports screen there are various filters which you can apply to restrict which orders appear on the report. To download a report including all your orders, click on 'Download' without setting any filters. When the download finishes, you'll see it at the bottom of your Chrome window. Click the file to open it.

### Metcash Expo Reports Welcome to Expo Reports

Store ID & Name:  Status:

State:  Time:

From Date:  To Date:

Delivery Date:



You may get an alert pop up, click yes.

Microsoft Excel



The file format and extension of 'Order Summary\_37157\_(120321191712).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

The report will open and here you can view all the orders based on your filter search. This is a great report to check that orders have been entered as you expected.

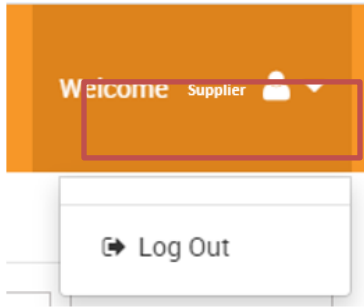
Report MOS 2021-Order Summary Report Date : 12/03/2021

Order Number	Order Status	Sta to	Customer Number	Customer Name	Order Placed By	Vendor Number	Vendor Name	Drop Date Into Store	Item Number	Item Desc	Sub Flange Number	Commodity Number	Commodity Name	Order Type	Deal Type	Parcel Name	Ctns Ordered(QTY)	Deal Value Per Ctn \$	Gross Ctn Value \$	Net Ctn Value \$	Extended Deal Value \$	Extended Gross Order Value \$	Extended Net Order Value \$
1	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	3	6156	48156	3	6156	48156
1	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	3	6156	48156	3	6156	48156
1	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	2	3	6156	48156	6	63310	9710
2	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	2	6156	48156	2	6156	48156
2	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	2	6156	48156	2	6156	48156
2	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	2	6156	48156	2	6156	48156
2	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	1	2	6156	48156	2	6156	48156
2	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	0	4	6156	47160	40	5863	4763
3	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	8	3	6156	48156	24	44248	39848
8	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34520	PRODUCT A		6285	86802	SUCED	Clam	SingleD	8	3	6156	48156	24	44248	39848
8	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34290	PRODUCT B		6895	86802	SUCED	Clam	SingleD	0	0	2314	2314	0	2314	2314
9	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34290	PRODUCT B		6895	86802	SUCED	Clam	SingleD	3	2	2314	2314	6	7020	6402
11	Confirmed	MC	62218071	FIGRCL LEOPOLD	Samantha	3787	SUPPLIER NAME	10/07/2021	34290	PRODUCT B		6895	86802	SUCED	Clam	SingleD	1	0	2314	2314	0	2314	2314

If you need to amend or cancel an order, you will need to contact Metcash support via email at [MOS@metcash.com](mailto:MOS@metcash.com).

## Logging Out

To exit your secure website click on the drop down on the Welcome "Supplier" icon in the top right hand corner of all pages, select Logout, and you will return to the login page.



## Contact Us

For ongoing MOS Support, please contact us at [MOS@metcash.com](mailto:MOS@metcash.com)