



# Lipari 2020 Virtual Selling Show Ordering Guide



**Please note: The Perenso platform is designed for use with modern and secure internet browsers.  
Please view using Google Chrome, Mozilla Firefox, Microsoft Edge, Safari or  
Opera. Internet Explorer does not meet the requirements.**

# Introduction

## Ordering Portal



---

Welcome to the Ordering Portal Instruction Guide

This instruction guide will help you:

- Set-up access to the Ordering Portal
- View order Summary
- Filter orders
- Create and edit orders
- View & download reports
- **Customer Order Timing:** Monday, April 20, 2020 – Friday, May 1, 2020 at 11:59 PM EST

### Ship Weeks:

- **Week 1:** May 25, 2020
  - **Week 2:** June 1, 2020
  - **Week 3:** June 8, 2020
  - **Week 4:** June 15, 2020
  - **Week 5:** June 22, 2020
  - **Week 6:** June 27, 2020
  - **Week 7:** July 7, 2020
  - **Week 8:** July 13, 2020
-


# Getting Started

## Invitation Email



### Lipari Spring 2020 Virtual Selling Show!



showsupport@perenso.com  
To  Stevie Chavez



Wed 4/15/2020 3:27 PM

Hi Perenso Test Attendee,

Welcome to the Lipari Spring 2020 Virtual Selling Show!

Please select the link below to set your password and use the User ID provided to login to the Virtual Selling Show Portal.

**This link contains CONFIDENTIAL Customer or Sales Representative information that should NOT be shared with anyone other than the invited user. If additional authorizations are needed, please contact the appropriate Regional Sales Manager for assistance.**

Set your Password: [Set your password](#)

User ID: **ptest**

Virtual Selling Show Portal: [Login to Ordering Portal](#)

Please contact [showsupport@perenso.com](mailto:showsupport@perenso.com) with any questions!

Thank you!

*\*The link to set your password will expire 5 days after you receive this email\**

- Select the link to [set your password](#) and use your User ID to login.

# Login



Enter your User ID Here.

Enter your newly created Password Here.

LIPARI  
2020 SPRING  
VIRTUAL SELLING SHOW

Ordering Portal

User ID

Password

Log In

[Forgot your Password?](#)

Perenso  
Trade Show

Copyright © 2020 Softech Computing Pty Ltd

# Orders Tab

## Ordering a single product



Lipari Foods - 2020 Lipari: 4/20/2020 - 5/1/2020 | Show Active

Ordering Portal v9.1.1.1091  
Logged in as Perenso



Orders



My Accounts



Reports



Order for ALICES PLACE - All Customers

Due to the current situation with the world-wide pandemic and possible unforeseen product availability or price adjustments, Lipari Foods reserves the right to make any necessary changes.

[Click Here: 2020 NEW ITEM CATALOG](#)

\* 2020 History is 4/19/2020 - 5/1/2020 Orders - 2019 History is last year's show ship period Orders \*

- Customer Order Timing: Monday, April 20, 2020 - Friday, May 1, 2020 at 11:59 PM EST

- Ship Weeks: Pricing honored pre-Memorial week, beginning May 18th.

|                         |                         |
|-------------------------|-------------------------|
| o Week 1: May 25, 2020  | o Week 2: June 1, 2020  |
| o Week 3: June 8, 2020  | o Week 4: June 15, 2020 |
| o Week 5: June 22, 2020 | o Week 6: June 27, 2020 |
| o Week 7: July 6, 2020  | o Week 8: July 13, 2020 |

Please note: the Perenso platform is designed for use with modern and secure internet browsers. Please view using Google Chrome, Mozilla Firefox, Microsoft Edge, Safari or Opera. Internet Explorer does not meet the requirements.

- When you first login, you will find all of the important show information at the top of your screen.
- View the *New Item Catalog* by selecting the **Red** link.

# Orders Tab

## Product Filters/Search Options



- You have the option to search for a specific item by using the “Search By” options.

- Or you have the ability to search by one of the Custom Filters, Categories, Brands or Vendors.

Search By: Product ID or Description

Keywords:

[Edit Selected](#)

Only Show Ordered Products

14236 Products Found

Custom Filter

[History "Current Order Guide" Order Guide](#)

[All Items](#)

[New Items](#)

Categories

- 111 - Deli
- 125 - Bakery
- 135 - Packaging
- 141 - Specialty Grocery
- 145 - Specialty
- 155 - Foodservice
- 165 - Confections
- 175 - Dairy
- 176 - Frozen

Brands

- 1891 HORMEL
- A2 MILK COMPANY
- ACQUA PANNA
- ACTIVE LIFE DLY
- ACTIVFIT
- ADVANCE-PIERRE
- AGRIFORM
- AHMAD TEA
- AL DENTE
- ...

Vendors

- 5 GENERATION BAKERS\* (1992)
- 700000 CANADA INC (PRINT 7551)

| <input type="checkbox"/> | Description                    | P |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | *U* BISCUIT SAUSAGE EGG CHEESE | 2 |
| <input type="checkbox"/> | *U* COFFEE CAKE CRM CHEESE     | 2 |
| <input type="checkbox"/> | *U* CUPCAKE BIRTHDAY SS 2CT    | 2 |
| <input type="checkbox"/> | *U* CUPCAKE CHOC SS 2CT        | 4 |
| <input type="checkbox"/> | *U* CUPCAKE ORANGE SS 2CT      | 4 |
| <input type="checkbox"/> | *U* DANISH APPLE CINNAMON SS   | 6 |
| <input type="checkbox"/> | *U* DANISH BERRIES & CHS SS    | 6 |
| <input type="checkbox"/> | *U* DANISH CREAM CHEESE SS     | 6 |
| <input type="checkbox"/> | *U* DING DONGS 2CT SS          | 4 |
| <input type="checkbox"/> | *U* DONUT CHOCOLATE SS 6CT     | 4 |
| <input type="checkbox"/> | *U* DONUT CRUNCH SS 6CT        | 4 |
| <input type="checkbox"/> | *U* DONUT DOUBLE CHOC SS 6CT   | 2 |
| <input type="checkbox"/> | *U* DONUT GLAZED SS 6CT        | 6 |
| <input type="checkbox"/> | *U* DONUT POWDER SUGAR SS 6CT  | 4 |



Total Order: 10 Cases



Products

Search By: Product ID or Description      Keywords:        clear

1 Products Selected      Showing: 50 100 500

| <input type="checkbox"/>            | Description                    | Product ID | UPC          | Pack | Size    | Brand     | Show Price | Allowance | Allowance Unit | Order                                                                                        | 2019 History | 2020 History | More Info            |
|-------------------------------------|--------------------------------|------------|--------------|------|---------|-----------|------------|-----------|----------------|----------------------------------------------------------------------------------------------|--------------|--------------|----------------------|
| <input checked="" type="checkbox"/> | *U* BISCUIT SAUSAGE EGG CHEESE | 262608     | 075900047622 | 1    | 4.5 OZ  | BOB EVANS | \$1.63     | \$1.00    | Cases          | <input type="text" value="10"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* COFFEE CAKE CRM CHEESE     | 269535     | 888109012489 | 8    | 2.89 OZ | HOSTESS   | \$10.93    | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* CUPCAKE BIRTHDAY SS 2CT    | 267447     | 888109012106 | 6    | 3.27 OZ | HOSTESS   | \$8.23     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* CUPCAKE CHOC SS 2CT        | 462671     | 888109010010 | 6    | 3.17 OZ | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* CUPCAKE ORANGE SS 2CT      | 462739     | 888109010072 | 6    | 3.38 OZ | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* DANISH APPLE CINNAMON SS   | 608683     | 888109010508 | 6    | 5 OZ    | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* DANISH BERRIES & CHS SS    | 608666     | 888109010539 | 6    | 5 OZ    | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* DANISH CREAM CHEESE SS     | 608717     | 888109010522 | 6    | 5 OZ    | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* DING DONGS 2CT SS          | 485315     | 888109010027 | 6    | 2.55 OZ | HOSTESS   | \$8.08     | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* DONUT CHOCOLATE SS 6CT     | 462824     | 888109050023 | 10   | 3 OZ    | HOSTESS   | \$13.38    | \$1.00    | Cases          | <input type="text" value="0"/> <input type="checkbox"/>                                      | -            | -            | <a href="#">View</a> |

Only Show Ordered Products

14236 Products Found

Custom Filter

History "Current Order Guide"  
Order Guide  
All Items  
New Items

Categories

- 111 - Deli
- 125 - Bakery
- 135 - Packaging
- 141 - Specialty Grocery
- 145 - Specialty
- 155 - Foodservice
- 165 - Confections
- 175 - Dairy
- 176 - Frozen

Brands

- 1891 HORMEL
- A2 MILK COMPANY
- ACQUA PANNA

- Find the product you'd like to order, enter the desired Quantity in the Order column and click the green checkmark.

# Multi-Ordering

## Same Quantity of Multiple Items



Products Selected

Showing: 50 100 500

| <input type="checkbox"/>            | Description                    | Product ID | UPC          | Pack | Size    | Brand     | Show Price | Allowance | Allowance Unit | Order | 2019 History | 2020 History | More Info            |
|-------------------------------------|--------------------------------|------------|--------------|------|---------|-----------|------------|-----------|----------------|-------|--------------|--------------|----------------------|
| <input type="checkbox"/>            | *U* BISCUIT SAUSAGE EGG CHEESE | 262608     | 075900047622 | 1    | 4.5 OZ  | BOB EVANS | \$1.63     | \$1.00    | Cases          | 10    | -            | -            | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | *U* COFFEE CAKE CRM CHEESE     | 269535     | 888109012489 | 8    | 2.89 OZ | HOSTESS   | \$10.93    | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* CUPCAKE BIRTHDAY SS 2CT    | 267447     | 888109012106 | 6    | 3.27 OZ | HOSTESS   | \$8.23     | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | *U* CUPCAKE CHOC SS 2CT        | 462671     | 888109010010 | 6    | 3.17 OZ | HOSTESS   | \$8.08     | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |
| <input type="checkbox"/>            | *U* CUPCAKE ORANGE SS 2CT      | 462739     | 888109010072 | 6    | 3.38 OZ | HOSTESS   | \$8.08     | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | *U* DANISH APPLE CINNAMON SS   | 608683     | 888109010508 | 6    | 5 OZ    | HOSTESS   | \$8.08     | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | *U* DANISH BERRIES & CHS SS    | 608666     | 888109010539 | 6    | 5 OZ    | HOSTESS   | \$8.08     | \$1.00    | Cases          | 0     | -            | -            | <a href="#">View</a> |

- Check the boxes for the items you would like to order
- Click 'Edit Selected'



# Multi-Order

## Applying a Quantity



\*U\* COFFEE CAKE CRM CHEESE (269535) Pack: 8 Size: 2.89 OZ , \*U\* DANISH APPLE CINNAMON SS (608683) Pack:  
6 Size: 5 OZ and 1 others

- See the products you are placing a Quantity for, here.

| Customer                | Total Qty | 2019 History | 2020 History |
|-------------------------|-----------|--------------|--------------|
| ALICES PLACE (89584000) | 0         | -            | -            |

| Delivery Date    | Notes | New Qty              | Current Qty |
|------------------|-------|----------------------|-------------|
| Show Ship Period |       | <input type="text"/> | 0           |


|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| ← | 0 | C |

Update and Close Cancel

- Enter the desired Quantity using the keypad and click 'Update and Close'

# Saving Your Order



Orders My Accounts Reports 

## Order for ALICES PLACE - All Customers

Due to the current situation with the world-wide pandemic and possible unforeseen product availability or price adjustments, Lipari Foods reserves the right to make any necessary changes.

[Click Here: 2020 NEW ITEM CATALOG](#)

\* 2020 History is 1/19/2020 - 3/14/2020 Orders - 2019 History is last year's show ship period Orders \*

- Customer Order Timing: Monday, April 20, 2020 – Friday, May 1, 2020 at 11:59 PM EST

- Ship Weeks: Pricing honored pre-Memorial week, beginning May 18th.

|                         |                         |
|-------------------------|-------------------------|
| o Week 1: May 25, 2020  | o Week 2: June 1, 2020  |
| o Week 3: June 8, 2020  | o Week 4: June 15, 2020 |
| o Week 5: June 22, 2020 | o Week 6: June 27, 2020 |
| o Week 7: July 6, 2020  | o Week 8: July 13, 2020 |

Please note: the Perenso platform is designed for use with modern and secure internet browsers. Please view using Google Chrome, Mozilla Firefox, Microsoft Edge, Safari or Opera. Internet Explorer does not meet the requirements.

Total Order: 30 Cases



- There will be a running total of cases ordered at the top of the Order screen.
- Be sure to click the flashing ‘*Save Order*’ button at the top when you have completed your order.

# Finalizing and Submission

## *Submitting Your Order*



Order Saved

The order has been successfully saved

 [View Summary](#)

 [Log Out](#)

[Back to Browsing](#)

- When you see this pop-up, your final order has been submitted.
- From here, you can [View your Order Summary](#), [Log Out](#) or go [Back to Browsing](#) and change/add to your orders.

# My Accounts

## My Accounts Tab Summary



Lipari Foods - 2020 Lipari: 4/20/2020 - 5/1/2020 | Show Active Ordering Portal v9.1.1.1091  
Logged in as Perenso

Orders **My Accounts** Reports Perenso

### Customers

Search By  
Keywords  Search

|  | Customer #   | Name         | Address              | Booths Visited | Last Booth | Leads |
|--|--------------|--------------|----------------------|----------------|------------|-------|
|  | (1) 89584000 | ALICES PLACE | 208 S MAIN ST ELBURN | 0              |            | 0     |

- The “My Accounts” tab will allow you to view a snapshot of details for your account and each attendee listed under your account
- Click the blue **arrow** to view attendee details

| Customer #   | Name          | Address                   | Booths Visited | Last Booth | Leads       |
|--------------|---------------|---------------------------|----------------|------------|-------------|
| (1) 89584000 | ALICES PLACE  | 208 S MAIN ST ELBURN      | 0              |            | 0           |
| First Name * | Last Name *   | Email Address *           |                |            |             |
| Perenso      | Test Attendee | stevie.chavez@perenso.com |                |            | Not Arrived |

# Reports Tab

## Report Tab Summary



Orders My Accounts **Reports**

Select a Report

Perenso

| Report Name                                     | Category | Sub-Category |
|-------------------------------------------------|----------|--------------|
| <a href="#">Customer Summary Report- Lipari</a> | Orders   | Customer     |
| <a href="#">Group Summary - Lipari</a>          | Orders   | Customer     |
| <a href="#">Order Guide - Lipari</a>            | Orders   | History      |

- Choose the report you would like to run by clicking on the blue **report name**.

Orders My Accounts **Reports**

Perenso

Customer Summary Report- Lipari > Pick a Different Report

Report Options

- Reload Report
- Email Report
- Print Report

2020 Lipari  
2020 SPRING VIRTUAL SELLING SHOW  
Customer Summary Report  
Customer: 89584000 ALICES PLACE  
Generated: 4/16/2020 3:51:19 PM

PDF XLS XLSX RTF DOCX MHT HTML Text CSV

| Item Description               | UPC          | Pack | Size    | Image | Item # | *MKT | Rebate Type | Order QTY | Show Allowance | Approximate Savings | Last Modified |
|--------------------------------|--------------|------|---------|-------|--------|------|-------------|-----------|----------------|---------------------|---------------|
| 1/1 BISCUIT SAUSAGE EGG CHEESE | 075900047622 | 1    | 4.5 OZ  |       | 262608 |      | CS          | 10        | \$1.00         | \$10.00             | Per...        |
| 1/1 COFFEE CAKE CRM CHEESE     | 888109012489 | 8    | 2.89 OZ |       | 269535 |      | CS          | 5         | \$1.00         | \$5.00              | Per...        |
| 1/1 CURCAKE CHOC SS 2CT        | 888109010010 | 6    | 3.17 OZ |       | 462671 |      | CS          | 5         | \$1.00         | \$5.00              | Per...        |
| 1/1 DANISH BERRIES & CHS SS    | 888109010539 | 6    | 5 OZ    |       | 608666 |      | CS          | 5         | \$1.00         | \$5.00              | Per...        |
| 1/1 DANISH APPLE CINNAMON SS   | 888109010508 | 6    | 5 OZ    |       | 608683 |      | CS          | 5         | \$1.00         | \$5.00              | Per...        |

Approximate Savings for Customer: \$30.00

- Use the drop down to select the report format you'd like to save it in.
- Choose to either print or email your report.
- You can save the report to your computer by using the **icon** at the top of the report.

# Show Support

---



Need Help? Show support is available via e-mail and phone. Please be sure to include **Lipari 2020** to help expedite your request.

[showsupport@perenso.com](mailto:showsupport@perenso.com)

**720-721-3286**

---