



Welcome to Retailer Portal

Instant access to review invoices and payment status with a simple click

Getting started with Retailer Portal

Access is restricted to officers or agents that duties justify their need to access confidential information.

1. To request an invitation and link to the portal - email AR@PepsiNEW.com with the following information:
 - Company name
 - Account number(s)
 - Your name and telephone number
2. Pepsi NEW will create a user profile for you to login. Your email address will be your user name. When the user profile is created, you will receive a welcome email with your login credentials.
3. The welcome email will include the URL to the portal. Bookmark that URL for future reference. We recommend using Chrome, Firefox or Safari to access the URL.

If you would like multiple users to have access to Retailer Portal or you need to make changes to an existing user, please contact us at AR@PepsiNEW.com.

You can use any type of device (smart phone, tablet, or PC) to access Retailer Portal. In this document, pictures are of Retailer Portal when used on a larger screen (like a PC); if you are using Retailer Portal on a smaller device (like a smart phone or tablet), the screen and buttons may look a little different.

If you have any questions as you get started with Retailer Portal, please contact us at AR@PepsiNEW.com.

Logging into Retailer Portal

Click on link in the welcome email, visit our website (www.PepsiNEW.com) and click the **Retailer Online** button or type in the URL <https://apps.vtinfo.com/retailer-portal/login>

Sign in using your email address and the password from the welcome email.

The screenshot shows a sign-in form titled "Retailer Portal Sign In". It contains two input fields: "Email Address" and "Password". Below the fields are two links: "Remember Me" (with a checkbox) and "Forgot Password?". At the bottom is a blue "Sign In" button.

Reviewing your account balance

Your account balance is displayed on the home page. To view an aging of what you owe and the invoices making up that amount, click or tap Account Balance (1).

The screenshot shows the account home page for 'Pepsi-Cola Bottling of Northeast WI'. At the top right, it says 'MISC CHARGES-A/R MANAGER (00101) TEST'. On the left, there's a contact card with the Pepsi logo and details: Phone: (920)336-3111, Email: AR@pepsinew.com, Website: www.pepsinew.com, Sales Rep: HOUSE ROUTE (99). In the center, there's a banner that says 'Enjoy an ice cold beverage. Welcome to Pepsi N.E.W'. On the right, there's a summary section with 'Account Balance: \$1,374.82' (marked with a red 1), 'Next Delivery: Sat 2/23/2019', and 'Recent Orders' including Invoice #563430 (\$642.99) and Invoice #563429 (\$700.03).

On the Account Balance page, you can:

- 1 Click or tap **Totals** to view the amount you own broken out by the age of the invoices and the type of invoice.
- 2 Click or tap **Invoices** to view the open invoices.
- 3 From the Invoices tab, you can click or tap the **Page** icon to view a PDF of the invoice (if available).
- 4 Click or tap the **invoice number** to view the order details.
- 5 From the order details, you can tap the **Page** icon to view a PDF of the invoice (if available).

The screenshot shows the 'TOTALS' tab of the account balance page. It features a table with columns for 'Type', 'Total Balance', and five aging categories: '0 to 30 Days', '31 to 60 Days', '61 to 90 Days', 'Over 90 Days', and 'Past Due'. A red 1 is placed above the 'TOTALS' tab.

Type	Total Balance	0 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Past Due
Default	\$1,374.82	\$1,343.02 (97.69%)	\$31.80 (2.31%)	\$0.00 (0%)	\$0.00 (0%)	\$31.80

The screenshot shows the 'INVOICES' tab. It lists three invoices with columns for 'Invoice Number', 'Invoice Date', 'Type', 'Total', 'Paid', and 'Balance'. A red 2 is above the 'INVOICES' tab. The second invoice, #563429, is selected, and a detailed view is shown below. This view includes a 'Page' icon (red 3) next to the invoice number, the invoice number itself (red 4), and a detailed table of items (red 5).

Invoice Number	Invoice Date	Type	Total	Paid	Balance
555218	Jan 3, 2019		\$31.80	\$0.00	\$31.80
563429	Feb 15, 2019		\$700.03	\$0.00	\$700.03
563430					

Thu 1/3/2019 Invoice 555218			
Item	Quantity	Price	Extended Price
MISC DELIVERY FEE (Misc) Product ID: 00919	1	\$12.05	\$12.05

Other tips for navigating in Retailer Portal

- 1 To return to the main Retailer Portal page, tap or click the **Home icon**.
- 2 If you have access to multiple retailers, tap or click the retailer name and select the retailer you want to enter an order for.
- 3 To sign out or change your password, tap or click your user name or the arrow icon and select an option from the menu.

The screenshot shows the Retailer Portal interface for Pepsi-Cola Bottling of Northeast WI. The header includes a home icon, the retailer name, and a user name 'MISC CHARGES-A/R MANAGER (00101)' with a dropdown arrow. The main content area is divided into three sections: contact information, account information, and a central promotional banner. The contact information section includes the Pepsi logo, phone number (920)336-3111, email AR@pepsinew.com, website www.pepsinew.com, and sales rep HOUSE ROUTE (99). The account information section includes DBA: MISC CHARGES-A/R MANAGER (00101), phone 0, delivery day Saturday, and address. The central banner features the text 'Enjoy an ice cold beverage.' and 'Welcome to Pepsi N.E.W.' with a Pepsi logo. The right sidebar displays the account balance as \$1,374.82, the next delivery date as Sat 2/23/2019, and a list of recent orders with invoice numbers and amounts.

Recent Orders		(View More)
Invoice #563430	\$642.99	
Delivered on 2/15/19		
Invoice #563429	\$700.03	
Delivered on 2/15/19		
Invoice #563429	\$700.03	
Delivered on 2/15/19		

Content on Retailer Portal will continue to grow over time. We thank you for your interest.

Questions?

Contact us at

AR@PepsiNEW.com or

800-236-2652 ext 351

