

Online Ordering Portal Guide



WELCOME TO OUR ONLINE ORDERING PORTAL

To setup your account you'll need an invoice from one of your recent deliveries:

1. Enter the **Internal Control No.**
2. The **Net Invoice** total
3. Provide your **Email**
4. Create a **Password**
5. Click **Register**

You're all set! Take a quick tour using the next few pages of this guide

Sign Up

Please provide an invoice number, your email, and a password you would like to use for logging in.

Invoice Number *

Net Invoice Total *

3 Email *

4 Password *

5 REGISTER

HOP & WINE BEVERAGE, LLC DISTRIBUTOR'S BEVERAGE INVOICE

4605 Brookfield Corp. Drive
Chantilly, VA 20151

T: 703-421-2337
F: 703-421-9463

1221 Kenilworth Avenue NE
Washington, DC 20019

P: 202-544-2337
F: 202-544-4377

1 Invoice No. **0000123**
Internal Control No. **0000123**

PO Number
Date of Invoice 10/03/2023

Scheduled Delivery Date
Tuesday, October 3, 2023

How Shipped Driver
Terms - COD
Salesperson -John Smith

ORDER TO

Retailer's License Number **ABC123**

Customer Number **ABC123** Phone

Licensee **ACCOUNT NAME** City/State/Zip **CITY, STATE, ZIP**

Street & No. **ACCOUNT ADDRESS** County **COUNTY**

NO. CASES / KEGS	NO. BOTTLES	GALLON	CODE	BRAND AND TYPE	TOTAL GALLONS	UNIT PRICE	UNIT DISCOUNT	DEPOSIT S CHARGE	EXTENDED PRICE
Item Subtotal									\$430.00
Delivery Window: ONLY TOTALS									Return Kegs
Note(s):									TOTAL DUE THIS INVOICE

2 \$430.00



1 Recent Orders

ORDER #	STATUS	ORDERED DATE	DELIVERY DATE		
1978714	DELIVERED	9/26/23, 3:56 PM	9/27/23, 1:26 PM	2 ORDER AGAIN	3 →
1978713	DELIVERED	9/26/23, 3:56 PM	9/27/23, 1:26 PM	ORDER AGAIN	→
1976379	DELIVERED	9/19/23, 3:30 PM	9/20/23, 1:58 PM	ORDER AGAIN	→
1973714	DELIVERED	9/5/23, 4:25 PM	9/6/23, 12:56 PM	ORDER AGAIN	→
1971192	DELIVERED	8/29/23, 3:43 PM	8/30/23, 2:10 PM	ORDER AGAIN	→
1971191	DELIVERED	8/29/23, 3:43 PM	8/30/23, 2:10 PM	ORDER AGAIN	→

[VIEW YOUR ORDER HISTORY](#)

- Home
- Orders
- Products **6****
- Promotions
- Overview
- Stats & Data

- My Shopping Cart
- Log Out

Balance Overview

Total Balance
\$0.00

4 Upcoming Delivery Dates

OCT 2023 < >

S	M	T	W	T	F	S
		3	4	5	6	7
8	9	10	11	12	13	14

5 John Smith #123
Primary Contact

PHONE 703-421-2337

EMAIL John.smith@hopandwine.com

[VIEW ALL CONTACTS](#)

License

- 1. Recent Orders** – will show the last 6 orders placed
- 2. Order Again** – click to add all products on an order to the shopping cart
- 3. Arrow →** – to see an order’s products, date, and price details

- 4. Delivery Dates** – the next ten scheduled delivery dates are listed
- 5. Contact Information** – email and phone # for assigned Account Manager
- 6. Products** – view products to order



1

2

3

- Home
- Orders
- Products**
- Promotions
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- My Shopping Cart**
- Log Out

4

CROOKED RUN HEART & SOUL IPA 24X16OZ 4PACK CAN ☆

Price: \$62.34 | In Stock
Cases per Pallet: 70
Retail UPC: 616906724591

Packs: Qty:

0 Case in cart

7

5

6

CROOKED RUN HEART & SOUL IPA KEG 15.5GAL ☆

Price: \$210.00 | In Stock
Cases per Pallet: 8

Pack: Qty:

0 Keg in cart

CROOKED RUN HEART & SOUL IPA SIXTEL 5.17GAL ☆

Price: \$100.00 | In Stock
Cases per Pallet: 20

Pack: Qty:

0 Keg in cart

Filters

Name A - Z

Name Z - A

Price Low - High

Price High - Low

General

- Favorites
- In Stock Only
- Recently Ordered (180 days)

Product Types

- Beer
- Cider
- Mead
- Non-Alcoholic: Beer
- Non-Alcoholic: Other
- Non-Alcoholic: Soda
- Non-Alcoholic: Water
- Wine

Style

Package Type

Brand Families

8

CROOKED RUN RASPBERRY EMPRESS SOUR ALE KEG 15.5GAL ☆

Price: \$220.00 | In Stock
Cases per Pallet: 8

Pack: Qty:

0 Keg in cart

CROOKED RUN RASPBERRY EMPRESS SOUR ALE SIXTEL 5.17GAL ☆

Price: \$110.00 | In Stock
Cases per Pallet: 20

Pack: Qty:

0 Keg in cart

CROOKED RUN TWIST OF FATE HAZY IPA 24X16OZ 4PACK CAN ☆

Price: \$67.14 | In Stock
Cases per Pallet: 70

Pack: Qty:

0 Case in cart

CROOKED RUN TWIST OF FATE HAZY IPA 5.17GAL ☆

Price: \$120.00 | In Stock
Cases per Pallet: 20

Pack: Qty:

0 Keg in cart

- 1. **Search box** – use to find specific products
- 2. **Sort Icon** – select how the page will be sorted
- 3. **Funnel Icon** – select how to filter the product list
- 4. **Product Image** – click to see additional product details
- 5. **Packs** – select to order case or alternative package
- 6. **Qty** – enter your quantity selection
- 7. **Add to Cart** – click to add product to cart
- 8. **My Shopping Cart** – click to checkout



- Home
- Orders
- Products
- Promotions
- Overview
- Stats & Data

















[My Shopping Cart](#)[Log Out](#)

Shopping Cart (8)

1

PROMO CHECK

Search

	Crooked Run Heart & Soul IPA 24x16oz 4PACK CAN \$62.34 per Case Weight: 75 lbs. Discounts: \$0.00 Deposits: \$0.00 per Case	3	
	Crooked Run Heart & Soul IPA KEG 15.5gal \$210.00 per Keg Weight: 170 lbs. Discounts: \$0.00 Deposits: \$30.00 per Keg	1	
	Crooked Run Heart & Soul IPA SIXTEL 5.17gal \$100.00 per Keg Weight: 60 lbs. Discounts: \$0.00 Deposits: \$30.00 per Keg	1	
	Crooked Run Raspberry Empress Sour Ale 24x16oz 4PACK CAN \$67.14 per Case Weight: 100 lbs. Discounts: \$0.00 Deposits: \$0.00 per Case	4	
	Crooked Run Raspberry Empress Sour Ale KEG 15.5gal \$220.00 per Keg Weight: 170 lbs. Discounts: \$0.00 Deposits: \$30.00 per Keg	1	
	Crooked Run Raspberry Empress Sour Ale SIXTEL 5.17gal \$110.00 per Keg Weight: 60 lbs. Discounts: \$0.00 Deposits: \$30.00 per Keg	1	
	Crooked Run Twist Of Fate Hazy IPA 24x16oz 4PACK CAN \$67.14 per Case Weight: 50 lbs. Discounts: \$0.00 Deposits: \$0.00 per Case	2	
	Crooked Run Twist Of Fate Hazy IPA SIXTEL 5.17gal \$120.00 per Keg Weight: 60 lbs. Discounts: \$0.00 Deposits: \$30.00 per Keg	1	

Summary

Delivery Date

10/11/2023



Place your order before 4:00 PM on Tuesday
for your next scheduled delivery

TOTAL	\$1,499.86
Subtotal	\$1,349.86
Freight	\$0.00
Deposits	\$150.00
Discounts	\$0.00
Sales Tax	\$0.00

[CONTINUE SHOPPING](#)[PROCEED TO CHECKOUT](#)

1. Review **Order Details**:

- Verify products and quantities
- Adjust spinners to increase/decrease quantities
- Use the trash can to remove an item

2. Review price **Totals**

3. Click on **Process to Checkout** or click **Continue Shopping** to exit the cart



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Review

Delivery Options

Store: Cue Club Cafe **5** PO Number

4 Delivery Notes

Item Review

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	Crooked Run Raspberry Empress Sour Ale SIXTEL 5.17gal \$110.00 per Keg	1	

Summary

Delivery Date: 10/11/2023 **6** 

TOTAL	\$1,499.86
Subtotal	\$1,349.86
Freight	\$0.00
Deposits	\$150.00
Discounts	\$0.00
Sales Tax	\$0.00

[CONTINUE SHOPPING](#)

7 [PLACE YOUR ORDER](#)

Shopping Cart Page Overview cont.

4. Enter any **Delivery Notes** (optional)
5. Enter **PO Number** (optional)
6. Set the **Delivery Date**
7. Click on **Place Your Order** to send the order