



USING THE DSDLINK SUPPLIER PORTAL

INTRODUCTION



Charlie Murphy
Senior Analyst
DSDLink Supplier eCommerce

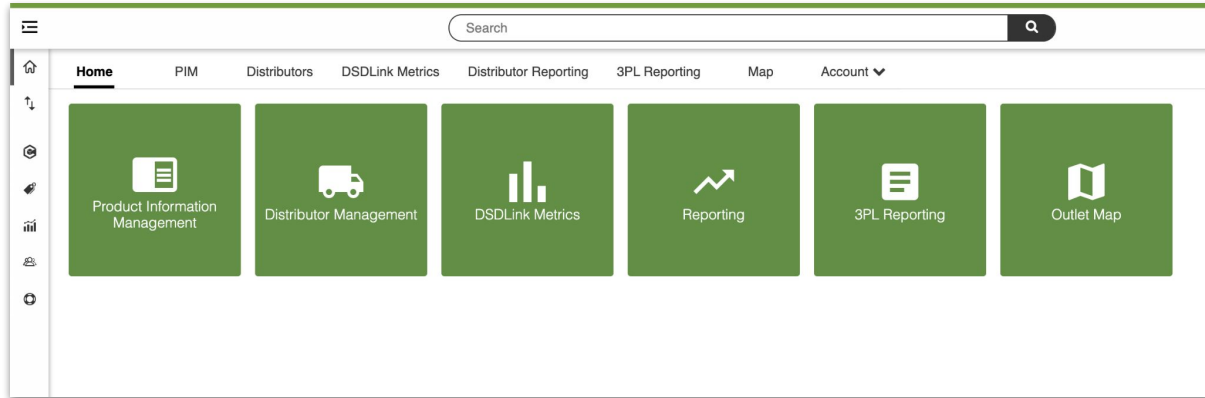
TOPICS



- What is DSDLink?
 - How to get there
- 3PL Reports
 - Bulk Invoice Print
 - Damaged Bottle AP
 - Distiller Extract
 - Distiller Invoice Register
 - Inventory Sum
 - Stock Inventory
- DSDLink Product Management
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 - Update metadata
- DSDLink Distributor Reporting
 - View distributor sales and inventory

WHAT IS DSDLINK?

WHAT IS DSDLINK?



DSDLink is a centralized platform that allows for easy reporting and communication between Suppliers, Distributors, and Retailers. Run sales and inventory reports, manage Product Information, and more. No more emailing spreadsheets back and forth, no more juggling logins for multiple sites. Just log in to DSDLink.com and see sales and inventory from all Encompass distributors the same day that the transactions take place.

HOW DO I ACCESS DSDLINK?

HOW DO I ACCESS DSDLINK?

Encompass Technologies Account Activation Inbox x



info@dSDLink.com via amazonses.com
to Charlie+logintest ▾



Login with

Username: CharlieST_2

or

Email: Charlie+logintest@encompass8.com

You have been invited to Encompass.

To access your new account, please click the button below to set your password for the first time.

Set Password
(One Time Use)

If you can not see the button above, copy this address and paste it into your browser to login to your account:

<https://dSDLink.com/QuickLink?MessageID=269139&QuickKey=44172e10fe8c6dcf0be1f10216836a5b>

You received this email to let you know about important changes to your Encompass Account.
2021 Encompass Technologies Inc., 420 Linden Street, Fort Collins, CO 80524, USA

You should have an email in your inbox from info@DSDLink.com inviting you to set your password. Follow the Set Password link.



HOW DO I ACCESS DSDLINK?

Charlie Login Test

Warning: Your password has expired. You must change your password before you can use the Encompass system normally. This updates your password for all Encompass systems.

Set Your Password

 New Password 

 Re-Enter New Password 

Set Password

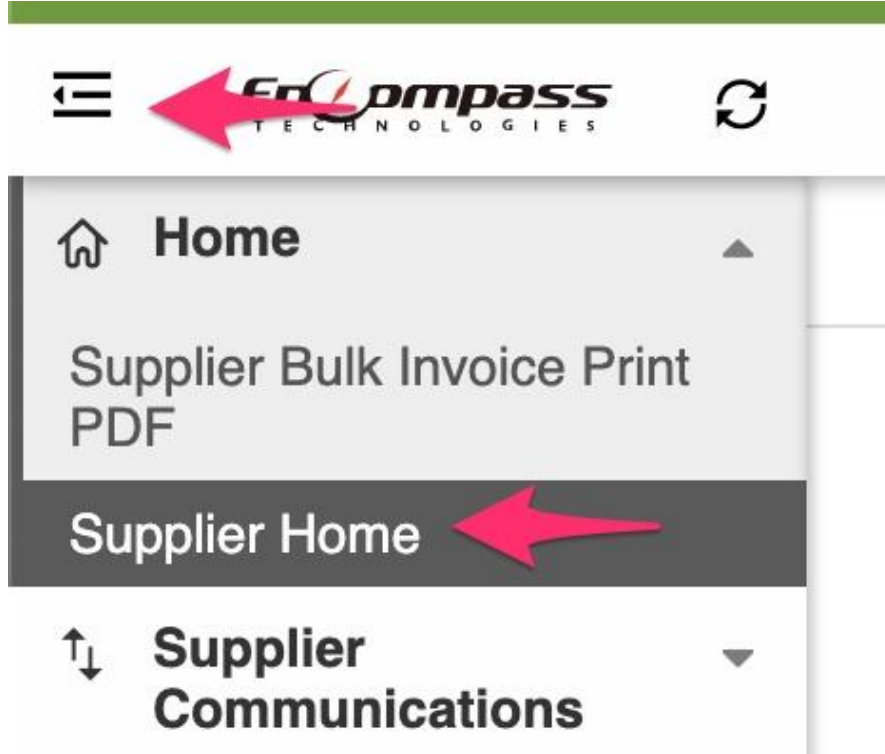
Continue With



Set your password. You will now be able to log into DSDLink with this email address and password.

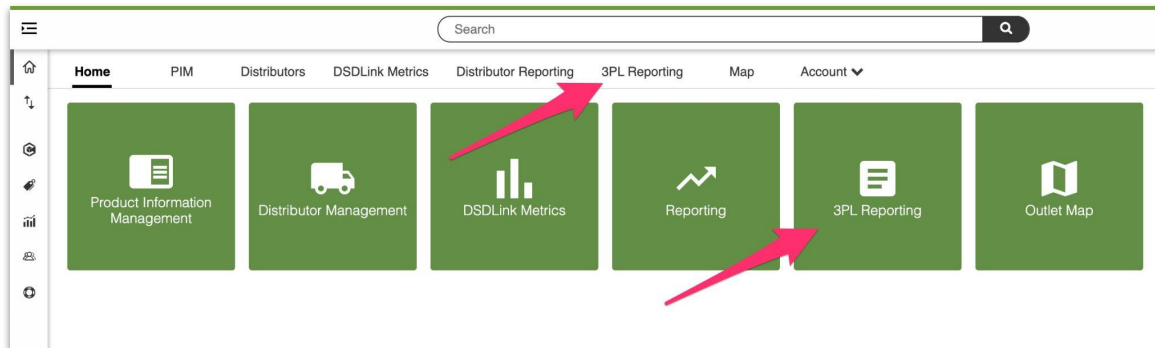
3PL REPORTS

3PL REPORTING: HOW TO GET THERE



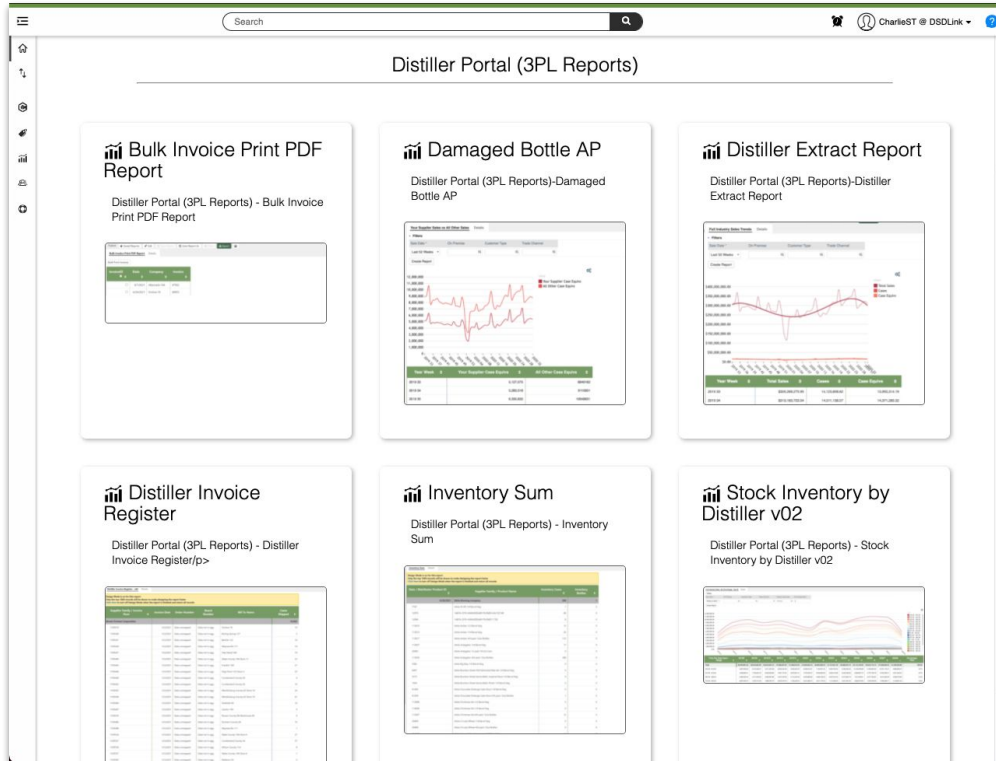
If you ever lose your way, click the menu button at the top left of the screen, then click the link for **Supplier Home**. This will take you back to the home screen of DSDLink.

3PL REPORTING: HOW TO GET THERE



From the home screen of DSDLink, you can access 3PL reports by clicking the **3PL Reporting** tile, or click **3PL Reporting** on the navigation bar at the top.

3PL DASHBOARD



You can access all 3PL reports from this dashboard. Click any of the tiles to be take to that individual report.

BULK INVOICE PRINT

To print invoices, click **Bulk Invoice Print PDF Report**.

Distiller Portal (3PL Reports)

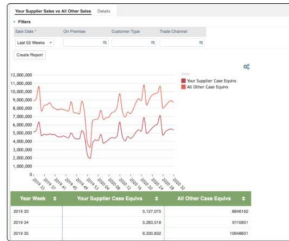
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



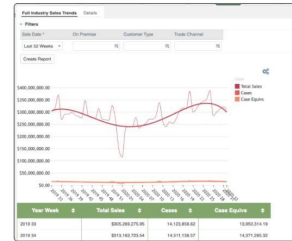
Damaged Bottle AP

Distiller Portal (3PL Reports)-Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Invoice Number	Invoice Date	Invoice Status	Invoice Amount	Invoice Type
10000000000000000000	2019-01-01	Open	10000000000000000000	Invoice
10000000000000000000	2019-01-01	Open	10000000000000000000	Invoice
10000000000000000000	2019-01-01	Open	10000000000000000000	Invoice

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Product Name	Quantity	Value
10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



BULK INVOICE PRINT

To start, enter a **Start Date** and **End Date**, then click **Create Report**.

The screenshot shows the DSDLink interface for generating a Bulk Invoice Print PDF Report. The main content area displays the message: "Start Date is required to run this report. End Date is required to run this report." A "Quick Edit" button is visible on the right side of the main area. A "Pinned Filters" dialog box is open, containing the following fields and options:

- Supplier**: A text input field with a dropdown menu icon.
- Start Date ***: A text input field with a "Required" label and a calendar icon.
- End Date ***: A text input field with a "Required" label and a calendar icon.
- Create Report**: A button to generate the report.

Below the "Create Report" button, the same error message is repeated: "Start Date is required to run this report. End Date is required to run this report."

BULK INVOICE PRINT

To change your filters, click **Quick Edit**, then **Pinned Filters** to expose the filters. Update your parameters, then click **Create Report**.

Cache Age: 3 Minutes [Regenerate](#) **Bulk Invoice Print PDF Report** Details

Bulk Print Invoices

InvoiceID	Date	Company	Invoice
<input type="checkbox"/>	6/1/2021	Fletcher 159	86828
<input type="checkbox"/>	6/1/2021	Hendersonville 43	86792
<input type="checkbox"/>	6/1/2021	Waxhaw 124	86815
<input type="checkbox"/>	6/1/2021	Woodfin 171	86836
<input type="checkbox"/>	6/1/2021	Lincolnton 56	86797
<input type="checkbox"/>	6/1/2021	Indian Trail 180	86843
<input type="checkbox"/>	6/1/2021	Waxhaw 124	86813
<input type="checkbox"/>	6/1/2021	Forest City 168	86832
<input type="checkbox"/>	6/1/2021	Wingate 181	86848
<input type="checkbox"/>	6/1/2021	Granville County 38 Store 2	86869
<input type="checkbox"/>	6/1/2021	Greensboro 40	86785
<input type="checkbox"/>	6/1/2021	Marshville 190	86859
<input type="checkbox"/>	6/1/2021	Caswell County 16	86777

Quick Edit

Pinned Filters

Filters

Supplier

Start Date *

6/1/2021

End Date *

6/1/2021

Create Report

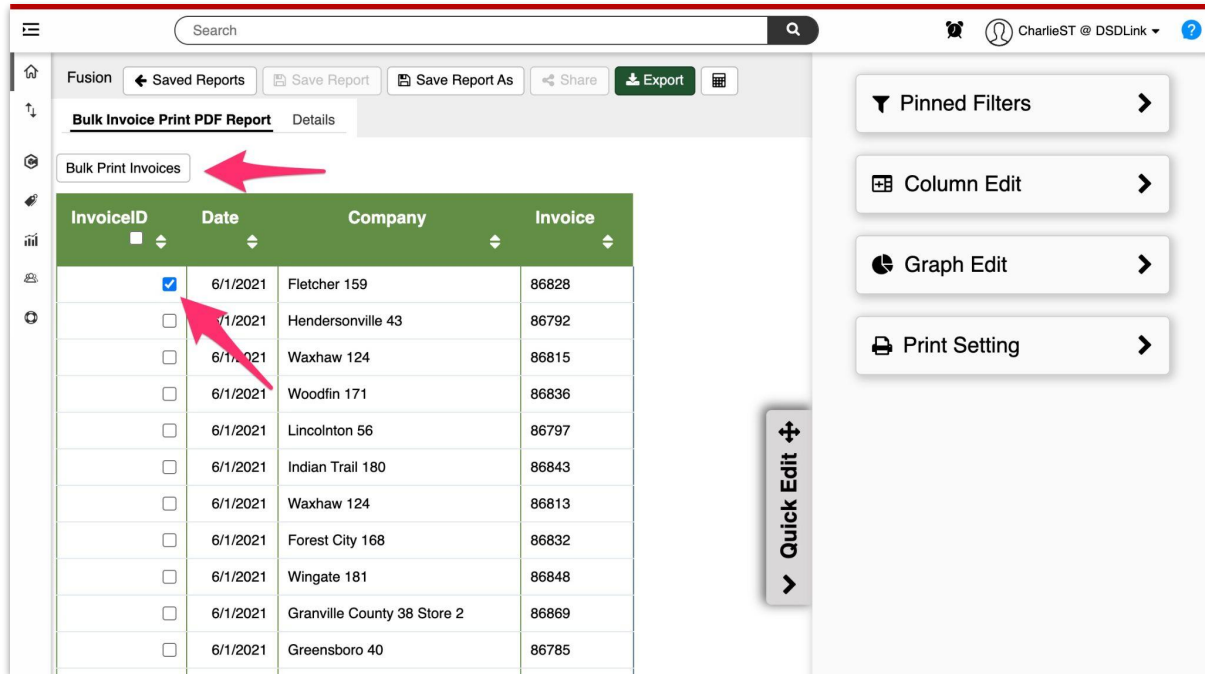
Column Edit

Graph Edit

Print Setting

BULK INVOICE PRINT

Select an Invoice you would like to print, then click **Bulk Print Invoices**.



The screenshot displays the DSDLink interface. At the top, there is a search bar and user information for 'CharlieST @ DSDLink'. Below this, a navigation bar includes 'Fusion', 'Saved Reports', 'Save Report', 'Save Report As', 'Share', and 'Export'. The main content area features a 'Bulk Invoice Print PDF Report' header and a 'Bulk Print Invoices' button, which is highlighted with a red arrow. Below the button is a table with the following columns: InvoiceID, Date, Company, and Invoice. The first row of the table is selected, indicated by a blue checkmark in the 'InvoiceID' column, and is also highlighted with a red arrow. To the right of the table is a 'Quick Edit' button. On the far right, a sidebar contains several utility buttons: 'Pinned Filters', 'Column Edit', 'Graph Edit', and 'Print Setting', each with a right-pointing arrow.

InvoiceID	Date	Company	Invoice
<input checked="" type="checkbox"/>	6/1/2021	Fletcher 159	86828
<input type="checkbox"/>	6/1/2021	Hendersonville 43	86792
<input type="checkbox"/>	6/1/2021	Waxhaw 124	86815
<input type="checkbox"/>	6/1/2021	Woodfin 171	86836
<input type="checkbox"/>	6/1/2021	Lincolnton 56	86797
<input type="checkbox"/>	6/1/2021	Indian Trail 180	86843
<input type="checkbox"/>	6/1/2021	Waxhaw 124	86813
<input type="checkbox"/>	6/1/2021	Forest City 168	86832
<input type="checkbox"/>	6/1/2021	Wingate 181	86848
<input type="checkbox"/>	6/1/2021	Granville County 38 Store 2	86869
<input type="checkbox"/>	6/1/2021	Greensboro 40	86785

BULK INVOICE PRINT

From here, you can download the PDF, or print the document. Click **Back** to return to the report.

Search

CharlieST @ DSDLink

← Back

20210630_202718127_3102.pdf

1 / 6 | 89%

LB&B Associates
404 East Tryon Road
Raleigh, NC 27610

Fletcher 159
37 Rockwood Road
Fletcher, NC 28732
159
Tony Patterson

Date	Invoice	Load Sheet	Vendor	PO Number	Route	Customer	Deliveryman
6/1/2021	1117411	827			Off Day Default	159	Default
ID	QTY	PRODUCT	PRICE	DISC	NET	TOTAL	
49712	1 / 0		\$71.48		\$71.48	\$71.48	
62401	1 / 0		\$157.94		\$157.94	\$157.94	
51768	1 / 0		\$42.50		\$42.50	\$42.50	
23673	2 / 0		\$86.23		\$86.23	\$172.46	
44201	1 / 0		\$29.62		\$29.62	\$29.62	
65240	1 / 0		\$84.35		\$84.35	\$84.35	
27017	1 / 0		\$126.21		\$126.21	\$126.21	
66064	1 / 0		\$81.14		\$81.14	\$81.14	
65457	1 / 0		\$77.89		\$77.89	\$77.89	
21983	1 / 0		\$47.60		\$47.60	\$47.60	
46978	1 / 0		\$61.37		\$61.37	\$61.37	
46557	1 / 0		\$174.49		\$174.49	\$174.49	
27094	1 / 0		\$71.48		\$71.48	\$71.48	
31526	1 / 0		\$87.58		\$87.58	\$87.58	
49129	1 / 0		\$100.39		\$100.39	\$100.39	
49369	1 / 0		\$87.13		\$87.13	\$87.13	

DAMAGED BOTTLE AP

To view a report of Breakage over a given period, click **Damaged Bottle AP**.

Distiller Portal (3PL Reports)

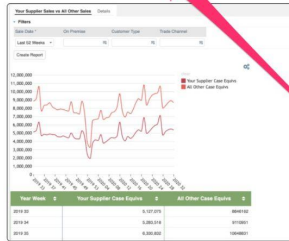
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



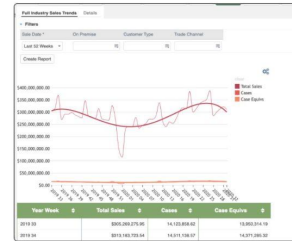
Damaged Bottle AP

Distiller Portal (3PL Reports) - Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Invoice #	Invoice Date	Invoice Type	Invoice Status	Invoice Amount	AP to Date	AP to
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10/01/2023	10/01/2023
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10/01/2023	10/01/2023
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10/01/2023	10/01/2023

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Item	Quantity	Value	Unit
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



DAMAGED BOTTLE AP

Enter your **Start Date** and **End Date**, then click **Create Report**.

You will see breakage by type, as well as a dollar amount of the breakage.

Fusion ← Saved Reports Edit Save Report Save Report As Share Export

Damaged Bottle AP Details

Supplier Family / Supplier / Distributor Product ID	Product Name	Ext Price By Supplier / Ext Price by Product	Unit Price	Num Units	Num Units	Num Units	Num Units	Num Units	Num Units	Num Units
				13.00	72.00	33.00	12.00	41.00	103.00	-453.00
		\$0		13.00	72.00	33.00	12.00	41.00	103.00	-453.00
		\$0.00	\$0.00			24.00	12.00	15.00	72.00	-332.00
		\$0.00	\$0.00							-7.00
		\$0.00	\$0.00						1.00	-8.00
		\$0.00	\$0.00							-22.00

DISTILLER EXTRACT

Distiller Portal (3PL Reports)

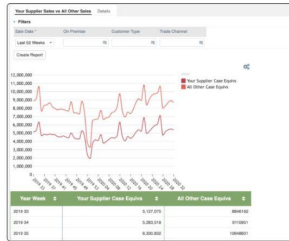
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



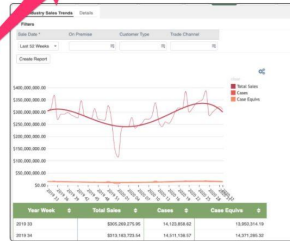
Damaged Bottle AP

Distiller Portal (3PL Reports)-Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Invoice #	Invoice Date	Invoice Type	Invoice Status	Invoice Amount	Case No.
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10000000000000000000
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10000000000000000000
10000000000000000000	10/01/2023	Standard	Open	10000000000000000000	10000000000000000000

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Product	Quantity	Value
10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



To export Sales by Product and Customer to analyze or import into your own ERP system, click **Distiller Extract Report**.

DISTILLER EXTRACT

Search

CharlieST @ DSDLink

Fusion

← Saved Reports

Save Report

Save Report As

Distiller Extract Report

Start Date is required to run this report.
End Date is required to run this report.

Quick Edit

Pinned Filters

Filters

Distributor Location

LBB: Raleigh, N

Supplier

Start Date *

6/1/2021

End Date *

6/1/2021

Order Lookup

Create Report

Start Date is required to run this report.
End Date is required to run this report.

Enter your **Start Date** and **End Date**, then click **Create Report**.

DISTILLER EXTRACT

The screenshot shows a web application interface for a 'Distiller Extract Report'. At the top, there is a search bar and a user profile for 'CharlieST @ DSLink'. Below the search bar, there are navigation buttons: 'Saved Reports', 'Save Report', 'Save Report As', 'Share', and 'Export'. A red arrow points to the 'Export' button, which has opened a dropdown menu with the following options: 'Export to Excel (XLSX)', 'Comma Delimited (CSV)', 'Export to Google Drive', 'Print (PDF)', and 'Web Query View'. The main content is a table with the following columns: 'Supplier Family / Supplier Num', 'Location / Invoice Num', 'Order Num', 'Distributor Product ID', 'Date', 'Customer Board Number', 'Units Shipped', and 'Extended Price'. The table contains 10 rows of data, all with a 'Date' of 6/1/2021. A 'Quick Edit' sidebar is visible on the right side of the table.

Supplier Family / Supplier Num	Location / Invoice Num	Order Num	Distributor Product ID	Date	Customer Board Number	Units Shipped	Extended Price
	LBB: Raleigh, NC						
48	1117432	64807		6/1/2021	006	6.00	\$132.65
48	1117432	65191		6/1/2021	006	24.00	\$187.14
48	1117432	24100		6/1/2021	006	12.00	\$106.44
48	1117432	31270		6/1/2021	006	24.00	\$111.00
48	1117432	31269		6/1/2021	006	12.00	\$93.00
48	1117432	21379		6/1/2021	006	120.00	\$61.00
48	1117432	23061		6/1/2021	006	12.00	\$80.00
48	1117432	31279		6/1/2021	006	6.00	\$94.01
48	1117432	31266		6/1/2021	006	12.00	\$93.57

Export Sales by Product and Customer to analyze or import into your own ERP system.

DISTILLER EXTRACT

Search

CharlieST @ DSDLink

Distiller Extract Report

Supplier Family / Supplier Num	Location / Invoice Num	Order Num	Distributor Product ID	Date	Product Name
48	LBB: Raleigh, NC 1117432		64807	6/1/2021	
48	1117432		65191	6/1/2021	
48	1117432		24100	6/1/2021	
48	1117432		31270	6/1/2021	
48	1117432		31269	6/1/2021	
48	1117432		21379	6/1/2021	
48	1117432		23061	6/1/2021	
48	1117432		31279	6/1/2021	
48	1117432		31266	6/1/2021	
48	1117432		46973	6/1/2021	

Quick Edit

Pinned Filters

Filters

Distributor Location

LBB: Raleigh, N

Supplier

Start Date *

6/1/2021

End Date *

6/1/2021

Order Lookup

Invoice Num

Order Num

Create Report

Click **Quick Edit**, then **Order Lookup** to search for a specific Invoice Num or Order Num. This search allows partial matches, so a search of **1117** would match both **1117432** and **4111732**.

DISTILLER EXTRACT

The screenshot displays the 'Distiller Extract Report' interface. The main table has the following columns: Supplier Family / Supplier Num, Location / Invoice Num, Order Num, Distributor Product ID, Date, Product Name, and Customer Board Number. A 'Quick Edit' button is located on the right side of the table. A 'Column Edit' panel is open on the right, showing a list of columns that can be added to or removed from the report, including Parent, Child, Additional Group By, and Order Bys.

Supplier Family / Supplier Num	Location / Invoice Num	Order Num	Distributor Product ID	Date	Product Name	Customer Board Number
48	LBB: Raleigh, NC 1117432		64807	6/1/2021		006
48	1117432		65191	6/1/2021		006
48	1117432		24100	6/1/2021		006
48	1117432		31270	6/1/2021		006
48	1117432		31269	6/1/2021		006
48	1117432		21379	6/1/2021		006
48	1117432		23061	6/1/2021		006
48	1117432		31279	6/1/2021		006
48	1117432		31266	6/1/2021		006
48	1117432		46973	6/1/2021		006
48	1117432		46975	6/1/2021		006
48	1117432		46957	6/1/2021		006
48	1117432		63646	6/1/2021		006
48	1117426		24096	6/1/2021		016

Click **Quick Edit**, then **Column Edit** to change the format of the report, including adding or removing columns, and change the order by which the report is sequenced.

DISTILLER EXTRACT

Design Mode is on for this report
Only the top 1000 records will be shown to make designing the report faster
[Click Here](#) to turn off Design Mode when the report is finished and return all records

Sometimes, you may encounter a warning stating that **Design Mode** has been enabled for a certain report. This can happen when changes have been made to allow for faster load times while in the design phase of a report. Use the **Click Here** link to disable **Design Mode** and return all possible records.

DISTILLER INVOICE REGISTER

Distiller Portal (3PL Reports)

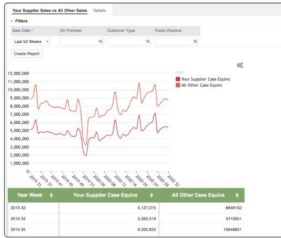
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



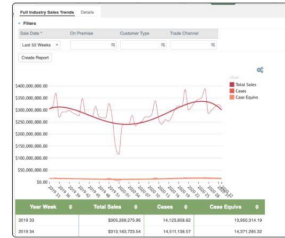
Damaged Bottle AP

Distiller Portal (3PL Reports)-Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Invoice Number	Invoice Date	Invoice Amount
1000000001	2018-01-01	1000000000.00
1000000002	2018-01-02	1000000000.00
1000000003	2018-01-03	1000000000.00

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Product Name	Quantity	Value
Product A	1000	1000000.00
Product B	2000	2000000.00
Product C	3000	3000000.00

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



To view a list of invoices by Retailer, with case totals, click **Distiller Invoice Register.**



DISTILLER INVOICE REGISTER

Start Date is required to run this report.
End Date is required to run this report.

Quick Edit

Pinned Filters

Filters

Distributor Location *

LBB: Raleigh, N

Supplier

Start Date *

6/1/2021

End Date *

6/1/2021

Order Lookup

Invoice Num

Order Num

Create Report

Start Date is required to run this report.
End Date is required to run this report.

Enter your **Start Date** and **End Date**, then click **Create Report**. This report also allows you to search for individual orders, as well as change the format, export to Excel/.csv, and change the sort order.

DISTILLER INVOICE REGISTER

Supplier Family / Invoice Num	Order Number	Date	Customer Board Num	Bill To Name	Cases Shipped
					94,501.00
1117315	ADD-ON	6/1/2021	190	Marshville 190	0.00
1117321	ADD-ON	6/1/2021	190	Marshville 190	8.00
1117324	ADD-ON	6/1/2021	181	Wingate 181	8.00
1117327	ADD-ON	6/1/2021	159	Fletcher 159	2.00
1117333	ADD-ON	6/1/2021	181	Wingate 181	7.00
1117339	ADD-ON	6/1/2021	037	Granite Falls 37	2.00
1117345	ADD-ON	6/1/2021	159	Fletcher 159	11.00
1117354	ADD-ON	6/1/2021	181	Wingate 181	4.00
1117357	ADD-ON	6/1/2021	082	Person County 82	7.00
1117360	ADD-ON	6/1/2021	125	Lenoir City 125 Store 1	17.00
1117363	ADD-ON	6/1/2021	145	Cherryville 145	5.00
1117366	ADD-ON	6/1/2021	190	Marshville 190	1.00
1117372	ADD-ON	6/1/2021	183	Burnsville 183	1.00
1117384	ADD-ON	6/1/2021	043	Hendersonville 43	0.00
1117393	ADD-ON	6/1/2021	100	Tryon 100	3.00
1117402	ADD-ON	6/1/2021	040	Greensboro 40	45.00
1117405		6/1/2021	115	Triad Municipal 115 Store 1	132.00
1117408		6/1/2021	135	Rutherfordon 135	67.00
1117411		6/1/2021	159	Fletcher 159	39.00
1117414		6/1/2021	171	Woodlin 171	56.00
1117417		6/1/2021	168	Forest City 168	88.00
1117420		6/1/2021	063	Monroe 63	112.00
1117423		6/1/2021	025	Curruck County 25 Store 2	125.00
1117426		6/1/2021	016	Caswell County 16	71.00
1117429		6/1/2021	022	Concord 22 Warehouse 99	126.00

A list of invoices by Retailer, with case totals.

INVENTORY SUM

Distiller Portal (3PL Reports)

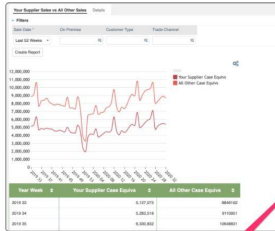
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



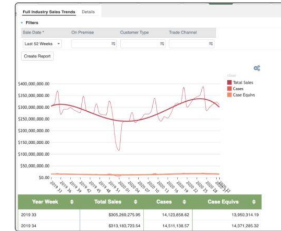
Damaged Bottle AP

Distiller Portal (3PL Reports)-Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



To view a snapshot of current inventory, click **Inventory Sum**.

INVENTORY SUM

Search

CharlieST @ DSDLink

Inventory Sum Details

Date / Distributor Product ID	Supplier Family / Product Name	Inventory Cases	Inventory Bottles
6/30/2021		1893	23
43297		0	0
43296		0	0
620701		0	0
20841		0	0
63042		108	9
21435		0	0
20175		0	0
920175		0	0
63023		0	0
19627		0	0
63043		106	0
63041		1	0
63018		991	4
20701		0	0
19995		0	0
63040		191	0
20709		0	0
63027		106	0
63022		70	6
63021		848	11
63019		1526	7
21396		0	0
33819		72	3
122940		0	0
22940		18	5

Quick Edit

A snapshot of current inventory.
This report does not require any filters.

STOCK INVENTORY BY DISTILLER

Distiller Portal (3PL Reports)

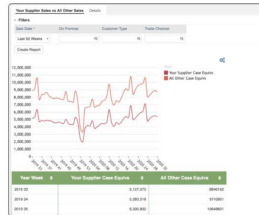
Bulk Invoice Print PDF Report

Distiller Portal (3PL Reports) - Bulk Invoice Print PDF Report



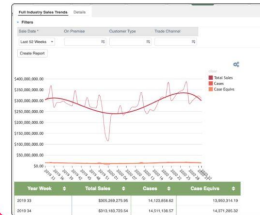
Damaged Bottle AP

Distiller Portal (3PL Reports)-Damaged Bottle AP



Distiller Extract Report

Distiller Portal (3PL Reports)-Distiller Extract Report



Distiller Invoice Register

Distiller Portal (3PL Reports) - Distiller Invoice Register

Inventory Sum

Distiller Portal (3PL Reports) - Inventory Sum

Stock Inventory by Distiller

Distiller Portal (3PL Reports) - Stock Inventory by Distiller



To view an inventory report over a given period of time, click **Stock Inventory by Distiller**.

STOCK INVENTORY BY DISTILLER

Supplier Family / Distributor Product ID	Start Date / Product Name	End Date / Package	Begin Balance Cases	Receipts	Shipments	Adjustments	End Balance Cases
	6/29/2021	6/30/2021	48,737.08	0.00	0.00	0.00	48,737.08
43297		*12/750ML	0.00	0.00	0.00	0.00	0.00
43296		*6/1.75L	0.00	0.00	0.00	0.00	0.00
620701		*6/750ML	0.00	0.00	0.00	0.00	0.00
20841		*12/750ML	0.00	0.00	0.00	0.00	0.00
63042		12 pack 750ml PET Bottles	108.75	0.00	0.00	0.00	108.75
21435		*120/50ML	0.00	0.00	0.00	0.00	0.00
20175		12 pack 750ml PET Bottles	0.00	0.00	0.00	0.00	0.00
920175		*6/750ML	0.00	0.00	0.00	0.00	0.00
63023		12 pack 750ml PET Bottles	0.00	0.00	0.00	0.00	0.00
63043		*12/750ML	106.00	0.00	0.00	0.00	106.00
63041		*12/750ML	1.00	0.00	0.00	0.00	1.00
63018		*6/1.75L	991.67	0.00	0.00	0.00	991.67
19995		*12/750ML	0.00	0.00	0.00	0.00	0.00
63040		*12/750ML	191.00	0.00	0.00	0.00	191.00
20709		*12/750ML	0.00	0.00	0.00	0.00	0.00
63027		*12/750ML	106.00	0.00	0.00	0.00	106.00
63022		*12/750ML	70.50	0.00	0.00	0.00	70.50
63021		12 pack 375ml Bottles	848.92	0.00	0.00	0.00	848.92
63019		12 pack 750ml Bottles	1,526.58	0.00	0.00	0.00	1,526.58
21396		4/20 pack 50ml Bottles	0.00	0.00	0.00	0.00	0.00
122940		*6/750ML	0.00	0.00	0.00	0.00	0.00
22040		*6/750ML	18.83	0.00	0.00	0.00	18.83

Inventory over a given date range, along with the transactions in and out of the warehouse. Note that this report can only run for the last 45 days, and will not run for dates prior to 6/29/2021. If you attempt to run this report for dates older than 45 days, the system will automatically run the report for 45 days.

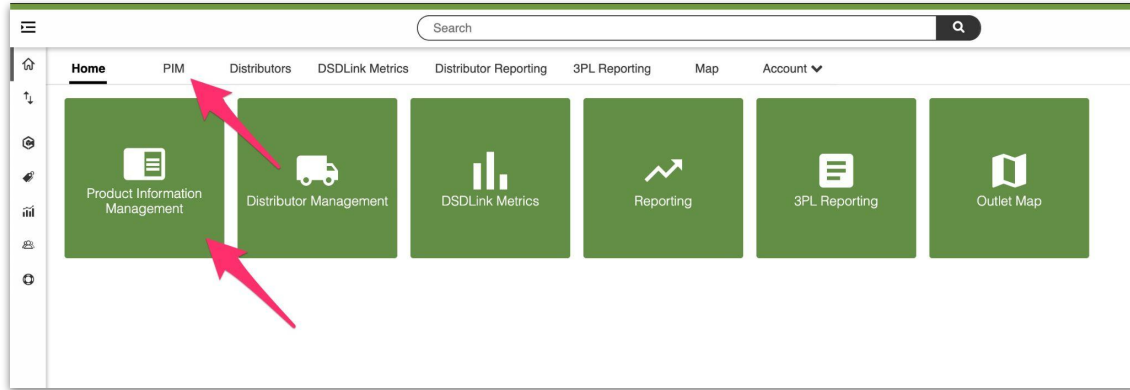
HOW TO LOG OFF

The screenshot shows the DSDLink user interface. At the top right, the user profile 'CharlieST @ DSDLink' is visible. A red arrow points to the user profile icon. Below the profile, a dropdown menu is open, listing several options: Session Settings, Change Password, Linked Accounts, Switch Site, Show Default Dashboards, and Log Off. A second red arrow points to the 'Log Off' option. Below the menu, a 'Performance' section is visible, showing system information such as Version: 21.05.105, Web: ECP-21-05-A-Pro, DB: MYSQL30, DW: PRODUCTION2, Server Time: 0.33 sec, Browser Render: 2663.96 sec, and Internet Speed: 10+ Mbps. The date and time '6/30/2021 8:06 PM' are displayed at the bottom of the performance section. In the background, the '3PL Reporting' section is visible, with a red arrow pointing to the '3PL' link under 'Jump To Category'.

To Log Off, click your username at the top left, then in the drop down menu, click Log Off.

DSDLINK PRODUCT MANAGEMENT

PRODUCT INFORMATION MANAGEMENT (PIM)



To access the Product Information Management tool (PIM), click the **Product Information Management** tile on Supplier Home. Or, click the **PIM** link on the top toolbar.

PRODUCT INFORMATION MANAGEMENT (PIM)

The screenshot displays the DSDLink PIM interface. The top navigation bar includes 'Home', 'PIM', 'Distributors', 'DSDLink Metrics', 'Distributor Reporting', '3PL Reporting', 'Map', and 'Account'. A search bar is located at the top right. The main content area is divided into a left sidebar and a main panel. The sidebar lists various products, including 'Grand Teton 100 Vodka', 'Catamount Single Barrel Bourbon Whiskey', 'Gamekeeper Wheat Mash Whiskey', 'Grand Teton Born And Bred Vodka', 'Grand Teton Colter's Run Bourbon Whiskey', 'Grand Teton Distillery Vodka', 'Grand Teton Moonshine Blended Whiskey', and 'Grand Teton Moonshine Raspberry'. Each product entry has an 'Active' status indicator. The main panel shows the 'Identity' section for 'Grand Teton 100 Vodka'. It includes fields for Brand Name, Brand Family, Alcohol By Volume (50.00%), Appellation, Segment (Spirits), Style Family (Vodka), Style (Vodka), Country (United States), Region, and Status (Active). A description reads: '100 proof vodka that is still just as smooth as the original! Clear color. Mild aromas of vanilla nut fudge, maple sugar, and magic marker with a silky, crisp, dry-yet-fruity medium body and a overtone pineapple, banana yogurt, white pepper, and ink finish. A wild and woody vodka for adventurous cocktails.' Awards listed include '2015 Silver - Beverage Testing Institute'. There is a 'Logo' image of the vodka bottle with an 'Edit' button. At the bottom of the main panel, there are 'Save Changes', 'Cancel', and 'Delete' buttons. Below the main panel, there are sections for 'Sell Sheet' and 'Products', each with an 'Edit' button.

Add new Brands and Products to the Global Product catalog for all Encompass distributors to access and download. Reduce the hassle of new item forms and the risk of bad data due to miskeying of information when transferring the data to the Distributors ECP system.

BRAND MANAGEMENT

Identity


Brand Name	Brand Family	
Grand Teton Colter's Run Bourbon Whiskey	Grand Teton Distillery	
Alcohol By Volume	Appellation	
44.00%		
Segment	Style Family	Style
Spirits	Whiskey/Whisky	American Whiskey
Country	Region	Status
United States		Active

Description

Colter's Run Bourbon comes from the Grand Teton Distillery in Idaho. It is distilled in small batches from a mashbill of corn and rye before being aged for almost 3 years. The bourbon is bottled at 88 proof with the barrel and bottle number included on each label.

[Save Changes](#) [Cancel](#) [Delete](#)

Logo







[Edit](#)

Sell Sheet

[Edit](#)

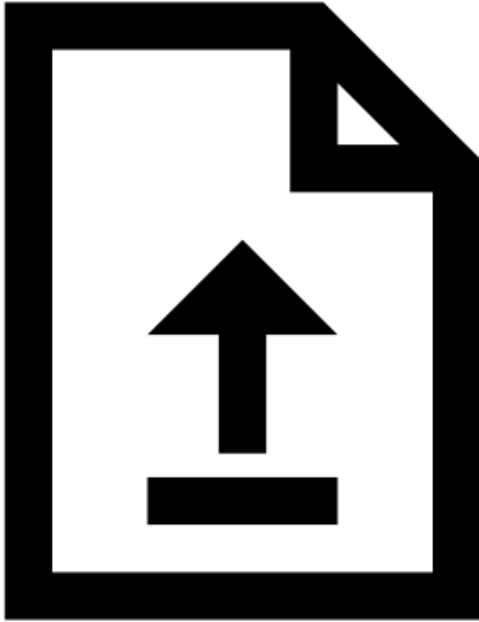
Add new Brands to the Global Product catalog for all Encompass distributors to access and download. Includes data like Style, ABV, Logos, Sell Sheets, and more.

PRODUCT MANAGEMENT

Product Name			Image 
Grand Teton Colter's Run Bourbon Whiskey 6 pack 750ml Bottles			
Supplier Product Number	Package	Status	
	6 pack 750ml Bottles	Active	
Case UPC	Carrier UPC	Unit UPC	
			
8-52961-00417-3	1-08-52961-00417-0	1-08-52961-00417-0	
Seasonal Start Month	Seasonal Start Day	Seasonal End Month	Seasonal End Day
Code Date Type	Code Date Format	Shelf Life (Days)	
Born on Date	DDMMYY	1825	
Cases Per Pallet	Cases Per Layer	Case Weight (Lbs)	
70	14	32	
Case Height (Inch)	Case Width (Inch)	Case Length (Inch)	
10.1	13.1	10.1	
<input type="button" value="Save Changes"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	

Manage SKUs in the Global Products database so that distributors can download these Products. Includes information like Package, UPCs, Logos, and Dimensions.

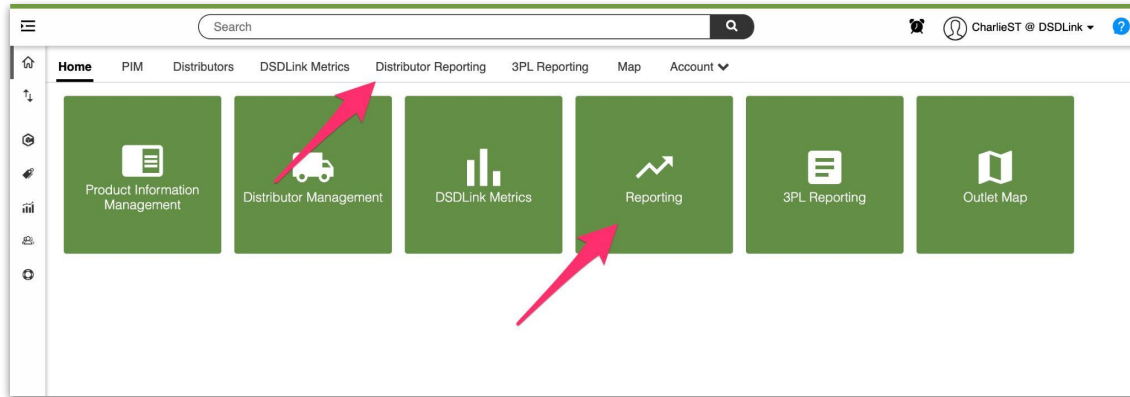
PRODUCT MANAGEMENT



DSDLink also supports Brand and Product management via automatic file imports. For more information, contact our Support Team.

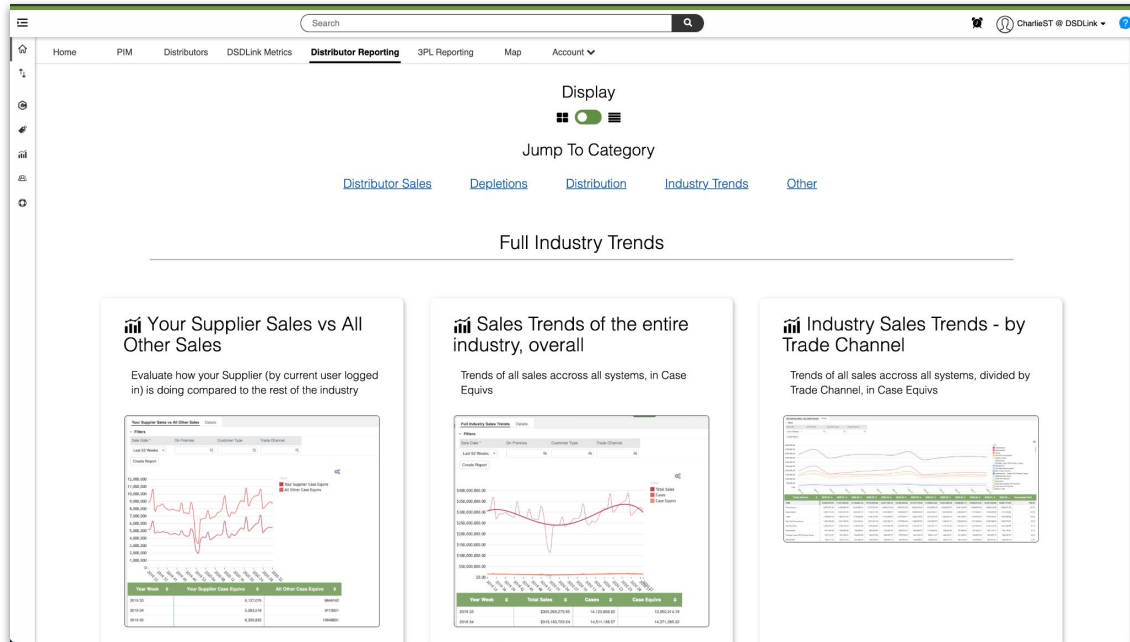
DSDLINK DISTRIBUTOR REPORTING

DISTRIBUTOR REPORTING



To navigate to Distributor Reporting, navigate to **Supplier Home** and click the **Reporting** tile, or click **Distributor Reporting** on the toolbar at the top.

DISTRIBUTOR REPORTING



Along with LB&B reports you also have access to an ever-expanding library of reports with access to distributor data across the entire Encompass network. Includes same-day sales and inventory reporting, as well as trends across the industry. For more information, contact Encompass Support.

QUICK RECAP

QUICK RECAP

1. Access reports specific to LB&B in the 3PL Reporting dashboard in DSDLink.
2. Edit, sort, and export reports out of DSDLink.
3. Use the DSDLink PIM to upload Brands and Products manually, or with a bulk upload.
4. DSDLink Distributor Reporting gives you same-day access to sales and inventory reports across the Encompass network.

FAQ

FAQ

Q: How do I set my password?

A: Follow the link in your email to set your password.

Q: I'm lost. How do I start over?

A: Click the Menu button at the top left of the screen, then click Supplier Home.

Q: How do I access LB&B Reports?

A: From Supplier Home, click 3PL reporting.

Q: How do I make changes to a report?

A: Click Quick Edit on the left side of the screen.

Q: How do I export a report?

A: Click the Export button at the top of the screen and select your desired format.

FAQ

Q: How do I set my password?

A: Follow the link in your email to set your password.

Q: In which US states is Encompass used.

A: Encompass is used by wholesalers in all 50 states, as well as several international markets.

Q: How do Suppliers manage their users in DSDLink?

A: Suppliers are able to add, update, and delete their users using the Account > User Management link in DSDLink.

Q: Can a supplier have multiple users with individual log-ins?

A: Absolutely. We encourage one login per user.

Q: Why am I not seeing all of my products in a report?

A: If you are not seeing the data you would expect, please send a screenshot to Support@encompass8.com, along with a description of what is missing.

FAQ

Q: Are returns included in the Distiller Extract Report?

A: Yes, this report will include all invoice data.

CALL TO ACTION

CALL TO ACTION

Use the email sent from info@DSDLink.com to set your password. Then, you will be able to log into DSDLink.com using that email address and password. Once logged in, you can access all of the reports and tools discussed in this webinar.

Can't log in? Contact our Support team for assistance.

HELP RESOURCES

ONLINE HELP



+



You will be emailed:

1. A recording of this webinar
2. A PDF of these slides

ONLINE HELP



NEED HELP?

Please contact Support at (970) 449-8000 or
support@dSDLINK.com





Q&A





THANK YOU!

