**Overview-** This SOP will provide Peet's business stakeholders a detailed view of what actions the RSR/ID's will need to take when capturing a photo(s) of their Proof of Delivery within the OmniTech Sales (OTS) application.

- A photo needs to be taken of any proof of delivery that is provided by a receiver of an account(DEX Copy, Store Stamp, or Signature for Delivery).
- Dex customers will need a copy of the DEX Document that was printed at the time of delivery to provide support for invoices disputed for payment.
- Non-DEX customers will need to capture an electronic signature from the receiver.
- For all Target stores a photo of the printed invoice with the store stamp on it (If the store stamps the back of your copy, you will need to take two images-front and back) which includes the PO# that is also entered on the invoice and the signature of the receiver
- All paperwork will be required to be retained for **<u>13 Rolling Periods</u>**.

#### To capture a photo of a required Proof of Delivery follow these steps:

Main Menu			<b>▲</b> 1
			Peets
			Service Account
			Inventory
			Communication
			Route Review
			Day End
	Rou Version	rte 15.15 5.6.21312.0001	
	•	•	

1. Tap Service Account

- 2. A list of All Accounts (stores) is displayed.
- The list can be displayed in alphabetic order or by account number.
- Change views by tapping on the Menu Dots, selecting Account List Sort Order, and choosing the desired viewing method.

Account Selection									<b>6</b> I
Code, Name or Address	₽₽	7	Number Name	MOLLIE STOP	NE'S MKT #02				
All Accounts			Address City/State	2435 Californ San Erancisco	ia St.				
BAYSIDE MARKET			Trane	actions	Alor	to	Notes	Supr	
120 Brannan St.		7	i alla	actions	Alei		Notes	Sulf	
DO NOT USE			Number			Statu	IS erv		Tota
DEFAULT		-	Created			Deliv	ci y		Coun
DSD Employee Take Home		_	<ul> <li>Invoices</li> </ul>						
		→'	22001522303			Post	ed		\$17.12
1400 Park Ave		_	8/12/2022 10:0	8 AM					0/2
MOLLIE STONE'S MKT #02		$\rightarrow$							
2435 California St.		1							
R J'S MARKET		-							
1425 Sansome St.		7							
RINCON MARKET		-							
00.11		→							
98 Howard St. SAFEWAY #0005									
SAFERAL BOSSS		<b>→</b>							
1335 Webster St									
SAFEWAY #1206		-							
350 Bay St.		1							
SAFEWAY #1711									
15 Marina Blvd		~							
SAFEWAY #2606		-							
		→							
TRANS IN LODING TO TRANSPORT									

## 3. Choose an account by tapping the **Arrow** icon next to the customer.

# 4. Tap **Invoice** from the menu.

Service Menu					▲ 1
Peets	Number Name Address City/State	BAYSIDE MARKET 120 Brannan St. San Francisco, CA, 94	107		
Invoice	Transa	ctions	Alerts	Notes	Surveys
Sales History	Number Created			Status Delivery	Total Count
Payment					
Мар					
Finish Stop					
				_	

5. Select product by **scanning** or **tapping** on the product name. Choose the desired quantity by case/each: tap **OK** or the **green checkmark.** 



#### 6. Repeat for each additional product.

() Ne	ew Invo	ice										FINALIZE INVOICE
Sales	Code or D	escriptio	n	_ 1	Az i≡	Number Name Address City/State	MOLLIE STO 2435 Califor San Francisc	NE'S MKT #02 nia St. xo, CA, 94115		Ref. Number		
IW12- 5101	BLACK CA	AT CLAS	S		-+			Sales			Return	IS
IW12-	EL DIABL	D			-	Item				Promo	Total	Quantity
51020	03					K10-CARAM 514841 Case / Each	EL BRULEE			None	0	0
51020	00				+	K10-BRAZIL 506955 Case / Each	MINAS			None	0	0
51064	47	(KA			+							
K10-E 5069	SRAZIL MI	NAS			+							
<b>K10-0</b> 51484	CARAMEL	BRULEE			+							
K10-0	DECAF ES	PECIAL			Q: 0 / 1							
KEY	Cle	ear	B	k	123							
A	В	 	D	E	F							
м	N	0	P	Q	R							
S	T	U	V	W	X	▲ ∇						¢17 10
Y	<u> </u>	Sp	ace	(	)K	- V						Ş١/.IZ
							•	•	-			

7. When finished, tap the **Finalize Invoice-Arrow** at the top of the screen to view the summary.

<b>G</b> Ne	w Invo	ice									FINALIZE INVOICE	1
Sales	Code or I	)escriptio	n	_ 1	Az ≔	Number Name Address City/State	MOLLIE S 2435 Cali San Franc	STONE'S MKT #02 ifornia St. cisco, CA, 94115	Ref. Number			
IW12- 5101	BLACK C	AT CLAS	s		+			Sales		Return	S	
IW12-	EL DIABL	0			-	Item			Promo	Total	Quan	ity
51020	3					K10-CARAM 514841 Case / Each	EL BRULEE		None	0		0
51020	0				+	K10-BRAZIL 506955	MINAS		None	0		0
<b>K10-</b> 51064	47	RRA			+	K10-ALMA T 510647	IERRA		None	0		0
K10-E 50695	BRAZIL M	INAS			+	Case / Each				0		$\mathcal{I}$
<b>K10-C</b>	ARAMEL	BRULEE			Q: 0 / 3							
K10-0	ECAF ES	PECIAL			Q:0/1							
KEY	CI	ear	B	3k	123							
Α	В	С	D	E	F							
G	H	1	J	K	L							
M	N	0	P	Q	R							
Y	Z	Sp	ace	- " C	OK	• 7					\$4	2.80
							•	٠				

# 8. Tap the **Continue-Arrow** again to finalize the invoice.

New Invoic	e					CONTINUE
Number Name Address City/State	MOLLIE STONE'S MKT #02 2435 California St. San Francisco, CA, 94115		Ref. Number			
	Sales			R	eturns	
Item		Quantity	Promo Price	Discount	Net Price	Extension
Sales Packaged Coffee 112				0 / 5 Quantity \$42.80 Extension		
<b>K10-CARAM</b> 514841 Each	IEL BRULEE	1	\$8.56	\$0.00	\$8.56	\$8.56
K10-BRAZIL 506955 Each	MINAS	3	\$8.56	\$0.00	\$8.56	\$25.68
K10-ALMA T 510647 Each	TERRA	1	\$8.56	\$0.00	\$8.56	\$8.56
Totals						\$42.80
		•	•			

9. When complete you can **Delay Invoice(s)** or **Post Invoice(s)** 

Note: If you are at a DEX location it will go to DEX screen, otherwise it will go to the next screen.

Invoice Summary		
Created PO Number	Status Order #	Total Count
- MOLLIE STONE'S MKT #02		
22001522304 8/12/2022	Open	\$42.80 0 View
	4 •	8

#### 10. DEX Accounts:

If you are ready to proceed, tap the **YES** button to start DEXing.

WARNING: If not ready, or unable, tap **NO** and it will finalize the invoice without DEXing.

lnvoice Summary			Delay Invoice(s) Dest Invoice(s)
Invoice # Created PO Number	Status Order #		Total Count
22049122701 8/15/2022	Open Perform DEX?		\$45.95 0 Viev
	Do you want to perform DEX? DUNS # - Comm ID Location # - Version -		
	No	Yes	]
	4 •		

DEX Maintenance			
voices			
volce No. 22049122701 atus Ready To Send pe Debit tal \$45.95	Supplier Information: Location Id 0		
		Send	Receive

# 11. Tap the **SEND** button to transmit the DEX to the store.

## 12. Tap the **RECEIVE** button to receive DEX data from the store.

Invoice3V Invoice3V Status Ready To Receive Uccation Id 0 Type Debit Total \$18.38		
Invoice No 23020021210 Supplier Information: Status Ready To Receive Location id 0 Total \$18.38		
Si	end Rec	eive
<b>∢ ● ∎</b>		

13. Once the DEX has been completed, OTS will bring the user back to the Customer Account Screen. There will be an indicator below the Invoice information that an Image was not attached to Invoice.

Service Menu				• T
Peets	Number Name RALPH'S #0680 Address 100 W. Carrillo City/State Santa Barbara,	) St. CA, 93101		
Invoice	Transactions	Alerts	Notes	Surveys
involce	Number		Status	Total
Invoice Summary	Created		Delivery	Count
Sales History	Invoices			
Payment	23020021210 7/21/2023 1:39 PM		Pending	<b>\$18.38</b> 0 / 2
Мар	23020020909 7/28/2023 8:44 AM		Sent	<b>\$870.02</b> 0 / 75
Finish Stop	23020020608 7/25/2023 8:41 AM		Sent	<b>\$1,977.88</b> 0 / 180
	23020020607 7/25/2023 8:39 AM		Sent	<b>(\$131.31)</b> 0 / 12
	23020020205 7/21/2023 8:27 AM		Sent	<b>\$368.40</b> 0 / 36
	23020019901 7/18/2023 5:51 AM		Sent	<b>\$401.76</b> 0 / 39
	23020019505 7/14/2023 9:26 AM		Sent	<b>\$1,368.48</b> 0 / 93
	23020019202 7/11/2023 5:48 AM		Sent	<b>\$902.32</b> 0 / 79
	23020019203 7/11/2023 5:48 AM		Sent	<b>(\$65.82)</b> 0 / 6
	4	•		

#### 14. To print and add an image. **Tap** and **hold** the invoice.

Service Menu				• F	
Peets	Number Name RALPH'S #0680 Address 100 W. Carrillo St City/State Santa Barbara, CA	A, 93101			
Invoico	Transactions	Alerts	Notes		
invoice	Number	Status		Total	
Invoice Summary	Created	Delivery		Count	
Sales History	Invoices				
Payment	23020021210 7/31/2023 1:39 PM	Pending		\$18.38 0 / 2	
Мар	23020020909 7/28/2023 8:44 AM	Sent		<b>\$870.02</b> 0 / 75	
Finish Stop	23020020608 7/25/2023 8:41 AM	Sent		<b>\$1,977.88</b> 0 / 180	
	23020020607 7/25/2023 8:39 AM	Sent		( <b>\$131.31</b> ) 0 / 12	
	23020020205 7/21/2023 8:27 AM	Sent		\$368.40 0 / 36	
	23020019901 7/18/2023 5:51 AM	Sent		<b>\$401.76</b> 0 / 39	
	23020019505 7/14/2023 9:26 AM	Sent		<b>\$1,368.48</b> 0 / 93	
	23020019202 7/11/2023 5:48 AM	Sent		<b>\$902.32</b> 0 / 79	
	23020019203 7/11/2023 5:48 AM	Sent		( <b>\$65.82</b> ) 0 / 6	
	•	• •			

15. A Popup mer	u will appear, tap	<b>Reprint</b> to prir	nt a copy of the i	invoice.
Service Menu				
Peets	Number Name RALPH'S #0680 Address 100 W. Carrillo St. City/State Santa Barbara, CA,	93101		
Invoice	Transactions	Alerts	Notes	Surveys
Invoice Summary	Number C	St	atus	Total Count
Soloo History	Number - 2302002121	10		
Deument	2 7 Reprint			\$18.38 0/2
Payment	2			\$870.02
мар	7 View			0/75
Finish Stop	2 Invoice Image			<b>\$1,977.88</b> 0 / 180
	<sup>2</sup> 7 Copy to Invoice		-	<b>(\$131.31)</b> 0 / 12
	2 Warnings			<b>\$368.40</b> 0 / 36
	23020019901 7/18/2023 5:51 AM	Se	ent	<b>\$401.76</b> 0 / 39
	23020019505 7/14/2023 9:26 AM	Se	ent	<b>\$1,368.48</b> 0 / 93
	23020019202 7/11/2023 5:48 AM	Se	ent	<b>\$902.32</b> 0 / 79
	23020019203 7/11/2023 5:48 AM	S	ent	(\$65.82) 0 / 6
	•	•	1	

# 16. Tap Invoice Image to take images of the invoice.

Service Menu			
Peets	Number Name RALPH'S #0680 Address 100 W. Carrillo St. City/State Santa Barbara, CA,	,93101	
Invoico	Transactions	Alerts	
invoice	Number	Status	Total
Invoice Summary	Number - 230200212	10	Count
Sales History	2		¢10.20
Payment	7 Reprint		0/2
Мар	2 View		<b>\$870.02</b> 0 / 75
Finish Stop	Invoice Image		<b>\$1,977.88</b> 0 / 180
	2 Copy to Invoice		<b>(\$131.31)</b> 0 / 12
	2 Warnings		<b>\$368.40</b> 0 / 36
	23020019901 7/18/2023 5:51 AM	Sent	<b>\$401.76</b> 0 / 39
	23020019505 7/14/2023 9:26 AM	Sent	<b>\$1,368.48</b> 0 / 93
	<b>23020019202</b> 7/11/2023 5:48 AM	Sent	<b>\$902.32</b> 0 / 79
	23020019203 7/11/2023 5:48 AM	Sent	(\$65.82) 0 / 6
	•	• =	

17. When the invoice is completed and finalized you will not be able to move forward until you capture an image of the store's invoice copy.

\*Please note If you have multiple pages of Proof of Delivery documents, an image of each page will need to be taken.

Tap **Take Picture**.

😔 Invoice Image				TAKE PICTURE		
Invoice # Transaction Date Amount	23020021210 7/31/2023 \$18.38					
Images						
All						
		•	•			

# 18. NON-DEX ACCOUNT

Tap **Post Invoice(s)** to proceed.

🗲 Invoice Summary		
Invoice # Created PO Number	Status Order #	Total Count
BAYSIDE MARKET		
22001522301 8/11/2022	Open	\$41.68 0 View
	4 0	



20. Print out copies of the invoice.

SPrint Preview	PRINT SHARE PDF 🕤 CONTINUE
	Number to print - 1 +
Printed on: 8/11/2022 11:59:16 AM	Route: 15.15
COFFEE	User:
Invoice # 22001522301 (Final)	_
Reference Number: 0 Peets Coffee and Tea PO Box 884753 Los Angeles, CA 90088-4753 (510)594-3100	Terms: Net30 Days
Dept:	
Sold: BAYSIDE MARKET 120 Brannan St. San Francisco CA	
< ● ■	



22. When the invoice is completed and finalized you will not be able to move forward until you capture an image of the store's invoice copy. This includes DEX and NON-DEX (Target Store stamps and receiver scan)

\*Please note If you have multiple pages of Proof of Delivery documents, an image of each page will need to be taken.

Tap Take Picture.

🗲 Invoice Image		TAKE PICTURE	
Invoice # Transaction Date Amount	22022825601 9/13/2022 \$15.96		
Image			
	◀ ●		

23. Once the Camera is opened, please align the Store Copy in the sights of the Camera and once a clear image is visible press the **Checkmark**.

If you are not satisfied with the image you can tap on the **Refresh** icon in the middle to take a more legible photo.

			2.90	A COLOR OF COLOR OF COLOR	and the second se		4/23
Printed un: \$/13/2022 0.43.4	0.44	Routei 2	19.228	Arristed un: \$/13/2022 1.43	. 40 44	Route: 20	9.321
	Peets				Peets		
Invoi	ce # 2202282 (Final)	5601		Invo	ice # 22022825 (Final)	5601	
Reference Number: 0	Pesta Coffee and Tee PS See 864753 Cos Angeles, CA 90088-4757 C5101594-2100			Reference Russian's S	Posts Cuffee and Tes PC base BBATS3 Cos Angeles, CA 90088-4053	Term: Net3	G Days
Depti			1000	Depti	Construction of the		
Sald:				Sale			
42043 2010 51. W				ALSERISONS #1322			
LANCASTER, DA				LANCASTER, CA			
Questity UDR Base I	Price Discount	But Price	Extension	200.00	Price Discount	But Price	
	Salas				false		
15041 Elech	485 (785357024632) 8.56 0.58 Vertess (785357024687)	2.59	7.34	515047 £10-8-810 7 Exch	ANG (785357024632) 8.56 0.58	2.98	1.94
T Each	8.56 0.14	7.И	2.98	* 515046 K 10-8-CAPE T Each	4.56 0.54	7.58	2.58
17.12 Salas	1.15 Discussit	Quits	0120		1.16 Discusst	Ques	0/2.0
0.00 Returns	0.00 Deposit	Ler.	010	0.00 Returns	0.00 Deposit	Int	011
17.12 Sub Total	0.00 Taxes	Grand Iotali	11.96	17.12 Sub Total	0.00 Randling 0.00 Taxes	Grand Totali	15.9
1	0		1	~		2 0 1 2 1 2	
	-0		V.	^	•		

Example of an image that is not acceptable and will need to be retaken



# 24. To delete an image to retake, select the image and tap the **DELETE** option, confirm by tapping **Yes**.

- molec maye					
Invoice # Transaction Date Amount	22022825 9/13/2022 \$15.96	601 2		2	
Select Reason					
					Image
					mage
	•				
CInvoice Image	22022825	601			
mvoice #	22022023	601			
Transaction Date Amount	9/13/2022 \$15.96	2			
Transaction Date Amount Select Reason	9/13/2022 \$15.96	2			
Transaction Date Amount Select Reason	9/13/2022 \$15.96	Confirm			
Transaction Date Amount Select Reason All	9/13/2022	Confirm Are you sure you want to pe selected picture(s)?	rmanently delete the		Image
Transaction Date Amount Select Reason All	9/13/2022	Confirm Are you sure you want to pe selected picture(s)?	rmanently delete the Yes		Image
Transaction Date Amount  Select Reason  All  C	9/13/2022	Confirm Are you sure you want to pe selected picture(s)? No	rmanently delete the Yes		Image
Transaction Date Amount  Select Reason  All	9/13/202; \$15.96	Confirm Are you sure you want to pe selected picture(s)? No	rmanently delete the Yes		Image
Transaction Date Amount  Select Reason  All  Select Reason	9/13/202; \$15.96	Confirm Are you sure you want to pe selected picture(s)? No	rmanently delete the Yes		lmage

25. Once you are satisfied with the image(s) press **Continue** and then tap **Yes** to are you sure you wish to post the pictures.

					TAKE PICTURE	DELETE		
nvoice # Transaction Date Amount	2202282560 9/13/2022 \$15.96	1						
Image								
All								
12								Imag
	4			•				
Invoice Image					TAKE PICTURE		CONTINUE	
voice # ransaction Date mount	2202282560 9/13/2022 \$15.96	1						
		Post						
Image All		Post Are you si	ure you wish	h to post the pi	ctures?			Imag
Image All		Post Are you se	ure you wish No	h to post the pi	ctures? Yes			Imag
Image All		Post Are you se	ure you wish No	h to post the pi	ctures? Yes			Imag
Image All		Post Are you se	ure you wish No	h to post the pi	ctures? Yes			Imag
Image All		Post Are you se	ure you wish No	h to post the pi	ctures? Yes			lmag
Image All		Post Are you se	ure you wish No	h to post the pi	ctures? Yes			Imag

26. On the Service Account screen, an **image icon** appears indicating Proof of Delivery image was captured.



27. When complete you will see a **green checkmark** indicating you have completed that customer.

Account Selection						III 📥 I
ode, Name or Address	↓A S	Number Name	SAFEWAY #2656			
All Accounts		Address City/State	2858 Vista Blvd. Sparks NV 89434			
DSD Employee Take Home			ransactions	Alerts	Notes	Surveys
1400 Park Ave		Number			Ctatua	
RALEY'S 102		Created			Delivery	Cor
2895 North Mccarran Blvd		7				
RALEY'S 110		Invoices				
		22049122	701		Posted	\$45
2389 Wingfield Hills Rd.		8/15/2022	11:40 AM			t
RALETS 115		22049101	304		Sent	\$55
1075 No. Hills Blvd		1/13/2022	27:16 AM			0
SAVE MART #559		22049101	004		Sent	\$90
9750 State Route 445		1/10/2022	7:36 AM			07
SAFEWAY #1517						
800 W Williams		•				
SAFEWAY #2656						
	-	→				
SAFEWAT #4100		•				
400 Dartmouth A		-				
WINCO #017		>				
2855 Northtowne Lane						
SMITH'S #344						
175 Lemmon Dr		7				
			◀	•		

28. If an image needs to be Added or Removed, it can be done by accessing the account and tapping and holding the invoice number until a menu screen pops up. Tap on Invoice Image.



- 29. Once on the Proof of Delivery Image screen
- **Tap** on the **Take Picture** icon to add additional images.
- **Tap** the box to the left of the image, a checkmark will be indicated beside the image you want to remove can **Tap** the **Delete** icon.

🗲 Invoice Image		TAKE PICTURE	
Invoice # Transaction Date Amount	22022825601 9/13/2022 \$15.96		
Select Reason			
			Image
	•		

#### **Legible Photos Requirements**

#### All photos need to be close and legible. Good Examples:



	-				
service and the second second second					
seattle in the seattl					
and the second s					
Concept American					
concerns and desired and dealers				-	
the second second second second	1.00			-	
second and second standards			100.0		
the second second second second second					
summer summer and sufficiently	2 2 2				
	17. mar 1. mar				
					darage of the
					Real Property lies
And an and an and a state of the state of th					
	-				
2893 1-1					
2001 L1 X		0		2	

**Bad Examples:** 

