

1. ProGrocery version 3.0 was deployed on April 11, 2020. This document highlights the main changes made from the previous version and where to find the most used tools.
2. The static menu in version 2 is gone and replaced with a side menu (click ProGrocery logo). You'll now find the following sections in the side menu: Offers, Brand management, surveys, and instructions. Most of the sections are self-explanatory.
3. The "Offers" section contains all the retailers you manage brands via KeHE Distributors. Click on the name of a retailer to view all your offers, calendars, and pull reports,

The screenshot displays the ProGrocery web application interface. The top navigation bar includes the ProGrocery logo on the left and the user's email address, aaron.blake@tuttle-farm.com, with a dropdown arrow on the right. A side menu is open on the left, listing various sections: OFFERS (with a 'Create offer' button), BRAND MANAGEMENT, MENU, and INSTRUCTIONS. The 'OFFERS' section is currently selected, and a search bar for offers is visible. The main content area shows a table of offers with columns for Amount, Auth, BOI, and MCB. A 'Draft CDFs' button is located above the table. A 'Request brand' button is at the bottom of the page.

| Amount  | Auth   | BOI             | MCB             |
|---------|--------|-----------------|-----------------|
| 65 / 0  | UNAUTH |                 |                 |
| 3 / 0   | UNAUTH |                 |                 |
| 5 / 0   | UNAUTH |                 |                 |
| 3 / 2   | AUTH   |                 |                 |
| 14 / 10 | AUTH   | \$1.18 - \$1.85 | \$0.45 - \$1.32 |
| 2 / 1   | AUTH   | \$3.52          |                 |

1. When you click on a retailer listed in the side menu you will be directed to a page that contains all the offer information pertaining to that retailer.
2. There are now four tabs that contain all offer information for each retailer: Portfolio, Status, Calendars, and Reports.
3. The “Portfolio” tab is, as it sounds, where you can find a list of the brands you manage at a particular retailer. From here you can one-click offers.

The screenshot displays the ProGrocery interface for the H-E-B retailer. The top navigation bar includes the ProGrocery logo and the user's email, aaron.blake@tuttle-farm.com, with a dropdown arrow. Below the navigation, the breadcrumb trail reads OFFERS / H-E-B / PORTFOLIO. The main heading is H-E-B, and the active tab is Portfolio. The interface features a filter bar with 'CDF' (dropdown), 'Period 10' (dropdown), and 'Draft CDFs' (button). A search bar labeled 'Search brand or product' is also present. The main content is a table with the following data:

| <input type="checkbox"/> Brand          | Amount  | Auth   | BOI             | MCB             |           |
|---|---------|--------|-----------------|-----------------|-----------|
| > <input type="checkbox"/> BARLEANS     | 65 / 0  | UNAUTH |                 |                 | Draft CDF |
| > <input type="checkbox"/> QUESO BLANCO | 3 / 0   | UNAUTH |                 |                 | Draft CDF |
| > <input type="checkbox"/> TALK O TEXAS | 3 / 0   | UNAUTH |                 |                 | Draft CDF |
| > <input type="checkbox"/> TUTTLE FARM  | 14 / 10 | AUTH   | \$1.18 - \$1.85 | \$0.45 - \$1.32 | Draft CDF |
| > <input type="checkbox"/> TUTTLE FLORA | 2 / 1   | AUTH   | \$3.52          |                 | Draft CDF |

At the bottom of the page, there is a 'Request brand' button.

1. You can select the type of offer you want to draft by clicking on the offer type.
2. If the offer submission window for a period is open you will be able to click on “Draft CDF” to one-click draft an offer.

The screenshot shows the ProGrocery web application interface. The browser address bar displays the URL: staging2.progrocery.net/offers/HEB/portfolio/39812ca5-f3f2-4b71-9553-25e7288e900e. The page title is "H-E-B" and the user is logged in as "aaron.blake@tuttle-farm.com" (Broker). The navigation menu includes "Portfolio", "Status", "Calendars", and "Reports".

The main content area features a filter dropdown menu with the following options:

- Coupon
- ✓ CDF
- EDLC

The dropdown is currently set to "Period 10" and "Draft CDFs". A search bar is available with the placeholder text "Search brand or product".

The table below lists the offers:

| Brand        | Amount  | Auth   | BOI             | MCB             |           |
|--------------|---------|--------|-----------------|-----------------|-----------|
| BARLEANS     | 65 / 0  | UNAUTH |                 |                 | Draft CDF |
| QUESO BLANCO | 3 / 0   | UNAUTH |                 |                 | Draft CDF |
| TALK O TEXAS | 3 / 0   | UNAUTH |                 |                 | Draft CDF |
| TUTTLE FARM  | 14 / 10 | AUTH   | \$1.18 - \$1.85 | \$0.45 - \$1.32 | Draft CDF |
| TUTTLE FLORA | 2 / 1   | AUTH   | \$3.52          |                 | Draft CDF |

A "Request brand" button is located at the bottom of the page.

1. If multiple submission windows are open, click on period selector to change periods..

The screenshot shows the ProGrocery web application interface. The browser address bar displays the URL: staging2.progrocery.net/offers/HEB/portfolio/39812ca5-f3f2-4b71-9553-25e7288e900e. The page header includes the ProGrocery logo, a user profile for aaron.blake@tuttle-farm.com (Broker), and navigation links for OFFERS, H-E-B, and PORTFOLIO. The main content area is titled H-E-B and features a Portfolio tab. A search bar is present with the text "Search brand or product". A dropdown menu for "Period 10" is open, showing a list of periods from 03 to 10 for the year 2020. The "Period 10" option is selected. The background shows a table with columns for Brand, Period, Month, Start - End, and Draft CDFs. Brands listed include BARLEANS, QUESO BLANCO, TALK O TEXAS, TUTTLE FARM, and TUTTLE FLORA.

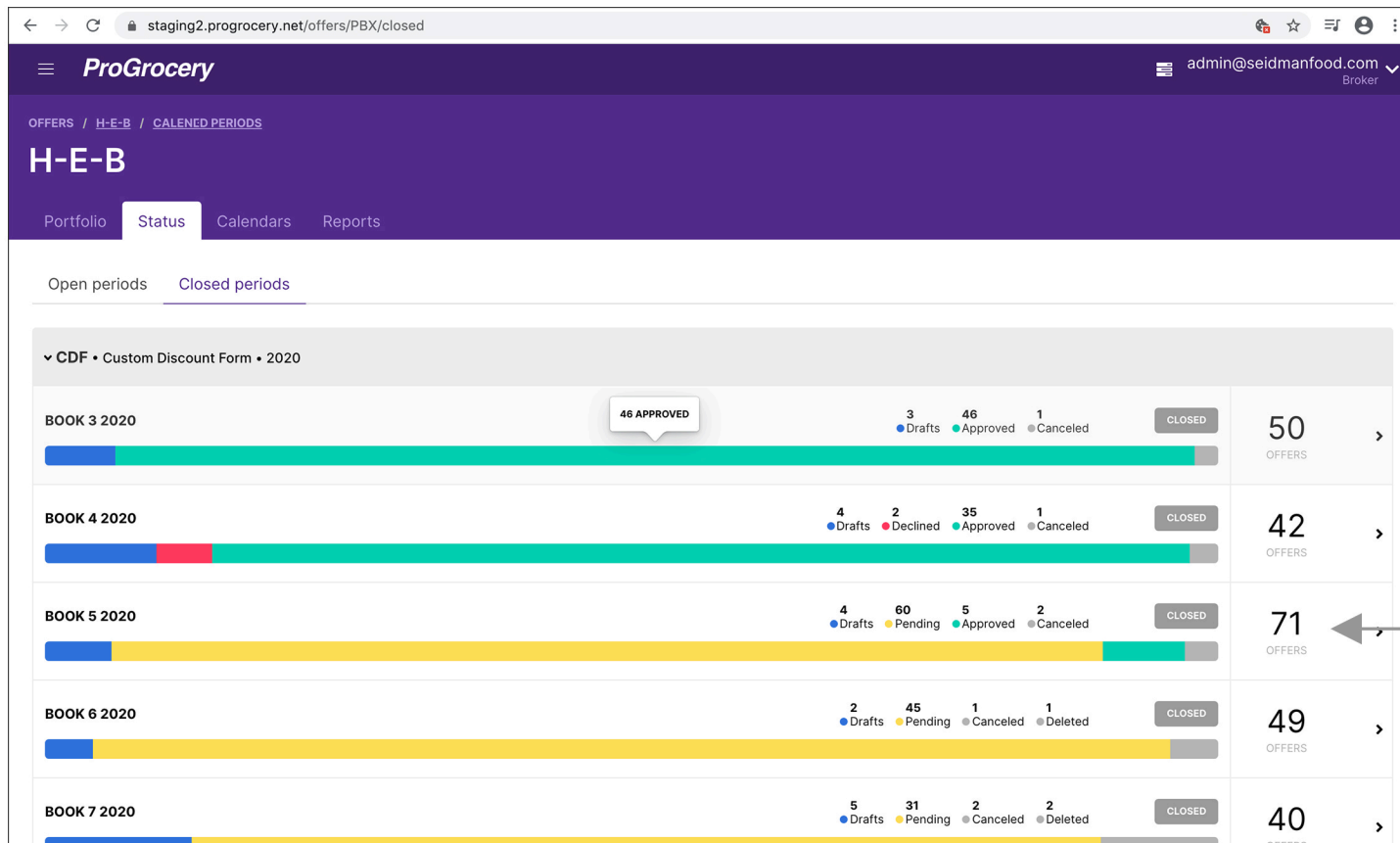
| Brand        | 2017 | 2018 | 2019 | 2020 | OI            | MCB             | Draft CDFs |
|--------------|------|------|------|------|---------------|-----------------|------------|
| BARLEANS     |      |      |      |      |               |                 | Draft CDF  |
| QUESO BLANCO |      |      |      |      |               |                 | Draft CDF  |
| TALK O TEXAS |      |      |      |      |               |                 | Draft CDF  |
| TUTTLE FARM  |      |      |      |      | 1.18 - \$1.85 | \$0.45 - \$1.32 | Draft CDF  |
| TUTTLE FLORA |      |      |      |      | 3.52          |                 | Draft CDF  |

1. The “Status” tab is the second tab, which has two sub-sections. The first, and the one that shows by default when you open the tab, is “Open periods.”

The screenshot displays the ProGrocery web application interface. The browser address bar shows the URL `staging2.progrocery.net/offers/HEB/open`. The application header includes the ProGrocery logo, a user profile for `aaron.blake@tuttle-farm.com` (Broker), and navigation tabs for `OFFERS / H-E-B / OPEN PERIODS`. Below the header, the `H-E-B` section is visible, with sub-tabs for `Portfolio`, `Status` (selected), `Calendars`, and `Reports`. Under the `Status` tab, there are two sub-sections: `Open periods` (selected) and `Closed periods`. An arrow points from the text in the first list item to the `Open periods` sub-section. The `Open periods` section displays a table of offers:

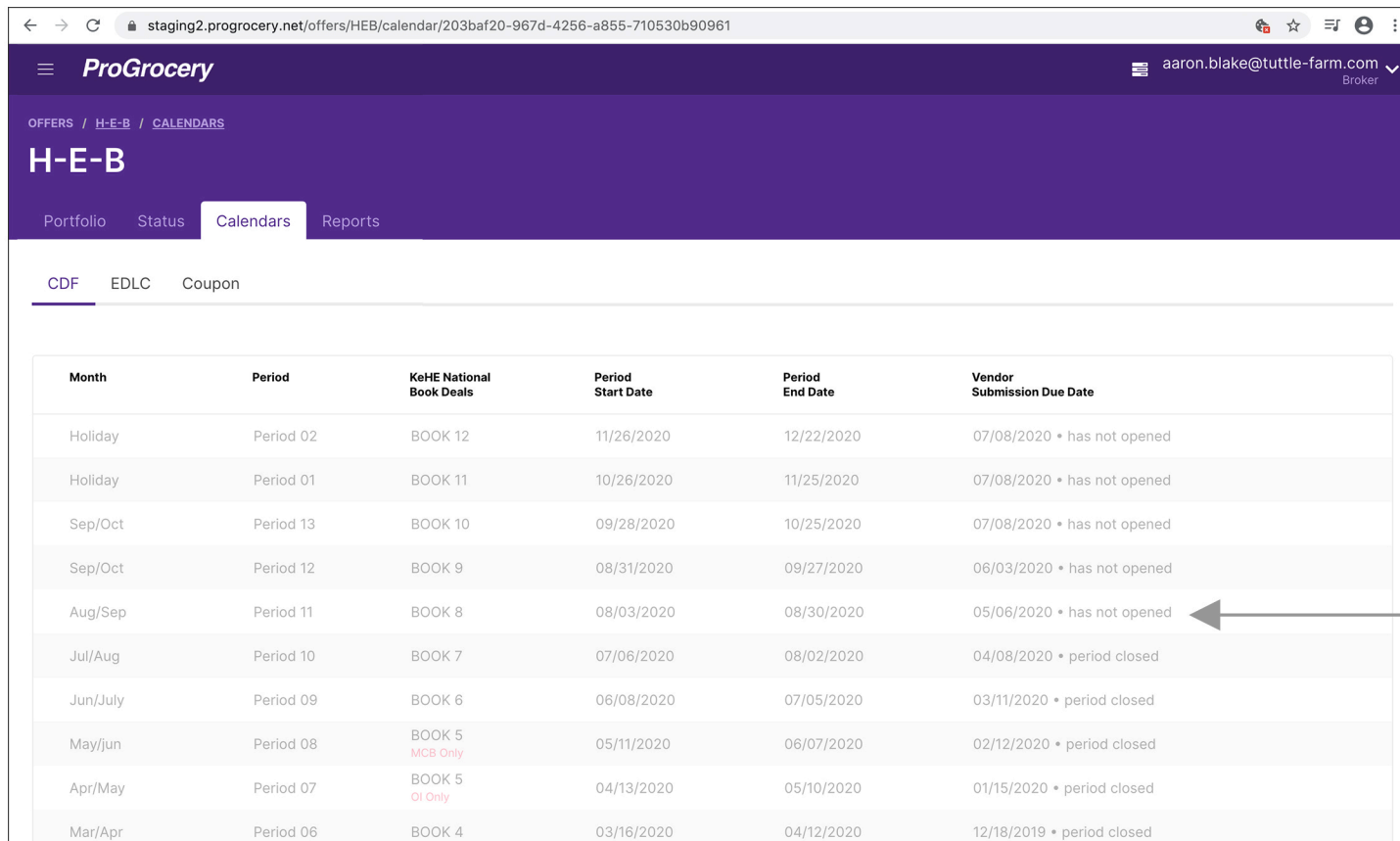
| Offer Name                | Year | Duration                     | Offer Count |
|---------------------------|------|------------------------------|-------------|
| EDLC • Every Day Low Cost | 2020 | 279 DAYS 14:03:28            | 0 OFFERS    |
| CID • Coupon              |      |                              |             |
| BOOK 8 (Period 11) 2020   | 2020 | 20 DAYS 15:03:28 (1 Pending) | 1 OFFERS    |
| BOOK 9 (Period 12) 2020   | 2020 | 48 DAYS 15:03:28             | 0 OFFERS    |
| BOOK 10 (Period 13) 2020  | 2020 | 76 DAYS 15:03:28             | 0 OFFERS    |

1. The other "Status" sub-tab, "Closed periods", shows you all offers submitted in the past by offer type, year, and book/period. Click anywhere on the book/period status bar to view the complete list of offers for the book/period.



1. The “Calendar” tab is the third tab, which has up to three sub-sections. The first, and the one that shows by default when you open the tab, is “CDF.” This is the official CDF calendar with official submission deadlines.

**Note: All CDFs are due at 12:00 p.m. (noon) CST.**



| Month    | Period    | KeHE National Book Deals | Period Start Date | Period End Date | Vendor Submission Due Date  |
|----------|-----------|--------------------------|-------------------|-----------------|-----------------------------|
| Holiday  | Period 02 | BOOK 12                  | 11/26/2020        | 12/22/2020      | 07/08/2020 • has not opened |
| Holiday  | Period 01 | BOOK 11                  | 10/26/2020        | 11/25/2020      | 07/08/2020 • has not opened |
| Sep/Oct  | Period 13 | BOOK 10                  | 09/28/2020        | 10/25/2020      | 07/08/2020 • has not opened |
| Sep/Oct  | Period 12 | BOOK 9                   | 08/31/2020        | 09/27/2020      | 06/03/2020 • has not opened |
| Aug/Sep  | Period 11 | BOOK 8                   | 08/03/2020        | 08/30/2020      | 05/06/2020 • has not opened |
| Jul/Aug  | Period 10 | BOOK 7                   | 07/06/2020        | 08/02/2020      | 04/08/2020 • period closed  |
| Jun/July | Period 09 | BOOK 6                   | 06/08/2020        | 07/05/2020      | 03/11/2020 • period closed  |
| May/jun  | Period 08 | BOOK 5<br>MCB Only       | 05/11/2020        | 06/07/2020      | 02/12/2020 • period closed  |
| Apr/May  | Period 07 | BOOK 5<br>OI Only        | 04/13/2020        | 05/10/2020      | 01/15/2020 • period closed  |
| Mar/Apr  | Period 06 | BOOK 4                   | 03/16/2020        | 04/12/2020      | 12/18/2019 • period closed  |