



SOUTHWEST TRADERS

Southwest Traders Product Show
2023
Vendor Negotiation Instruction
Guide

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Vendor negotiation portal



Welcome to the Southwest Traders Product Show 2023 Vendor Negotiation Portal Instruction Guide.

This instruction guide will help you:

- Set-up access to the Vendor Negotiation Portal.
- Navigate the allowance request and approval process.
- Create and respond to comments related to specific allowances.
- Request samples for the show.
- Locate important notes regarding due dates and pre-show information.

Getting started



Welcome to the Southwest Traders 2022, hosted by Southwest Traders. Please see below for login details to your event portal.

Your UserID: ktest

Please click the link to setup your password: [Set your password](#)

After you have setup your password you will be prompted to login immediately with your above User ID and your new password. Next time you login you can go directly to your portal by clicking here: [Login to Client Portal](#). Once logged in be sure to check out the Summary tab for event specific notes and training materials.

Thanks!

Southwest Traders Product Show 2022

- Once you have registered for the show, you will receive an email invitation from swtproductsshow@southwesttraders.com with your registration details and additional show information.
- To begin, select the “set your password” link and follow the steps located in the email.

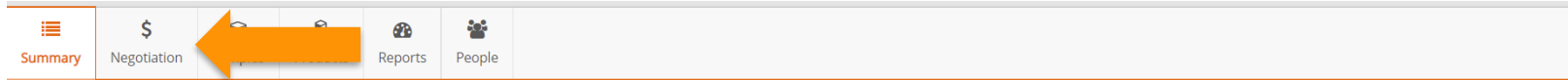
Terms & Conditions



The screenshot shows a dark-themed interface for the Perenso Trade Show Client Portal. At the top, the Perenso logo is displayed. Below it is a button labeled 'Client Portal'. The main heading is 'Terms and Conditions'. A white box contains the following text: 'Participation and Allowance Agreement is governed by, and incorporated into the terms of the formal agreement between Southwest Traders and the Supplier. In the event of a conflict in terms between the formal agreement and this form, the terms in this form will apply for the term of the Allowance Period. Event: "Temecula, CA, October 28th-29th 2021 TRADE SHOW" Southwest Traders will not be responsible for repays on errors or mistakes made by the vendor or broker. BE SURE TO DOUBLE CHECK YOUR ALLOWANCE TYPES AND AMOUNTS VERY CAREFULLY.' Below this text is a checkbox labeled 'I Agree to the Terms and Conditions' which is currently unchecked. An orange 'Continue' button is positioned below the checkbox. At the bottom of the screen, the text 'Terms and Conditions' and 'Copyright © 2021 Softech Computing Pty Ltd' is visible.

- Once you login, you are required to read and accept the terms and conditions before you can proceed.
- This is a one-time process that occurs after your initial login.
- After reading the terms, check the box to agree and press continue.

Summary tab overview



Show Summary

We encourage all vendors to offer generous show specials as an incentive for the customers to purchase your product. The show specials are only available to customers who attend the show. To simplify the process we will only accept dollars and cents off. **Please DO NOT offer a percentage off your product or offer buy one get one free.** All vendors should offer show specials to help promote their products. We are running show specials for 16 weeks after the show. The specials will run from April 25th, 2022 through August 14th, 2022. For all questions, please reach out to Alicia Reyes for assistance. Aliciar@southwesttraders.com. All show specials must be entered into Perenso and approved by Southwest Traders by April 1st, 2022

Samples -

1. Ship samples directly to Southwest Traders.
 - a. Label the pallet "**Product show inventory**" or label all cases very clearly and ship them to our 27565 Diaz Road, Temecula CA, 92590
 - b. This product can arrive between **April 1st-April 8th- NOTHING LATER WILL BE ACCEPTED.**
2. We can pull inventory from our warehouse given permission to bill you for all product selected
 - a. If this is chosen, the full list needs to be in to Teri Happ by **April 5th, 2022.**
 - b. Any late requests will not be processed.
3. Bring the samples yourselves

Warehouse Address: 27565 Diaz Road, Temecula , CA 92590

[Click HERE for training on how to navigate the portal.](#)

Vendor Name	Total Products	Locked Products	Unlocked Products	Allowances Awaiting My Approval	Allowances Waiting on Others	New Comments
Perenso Test Vendor (999999999)	1 View Products	0 View Products	1 View Products	0 View Allowances	1 View Allowances	0 View Comments

The summary tab will provide important show information in the blue box. Please be sure to read the information regarding dates, samples, and more.

You will see the following information:

- Locked products, meaning products that will be orderable at the show.
- Unlocked products, meaning not currently in the show.
- View items that are awaiting your approval.
- New comments from the buyer.
- To begin, select the blue Unlocked Products hyperlink or the Negotiation tab.

Negotiation tab



Summary **Negotiation** Samples Products Reports People

All Allowances Unlocked (1) Awaiting my Approval (0) Waiting on Others (1) New Comments (0) Locked (0)

Search By: ProductID, EAN, MPC, Descrip
Keywords: Keywords
Status: < All >
Delivery Group: < All >
Allowance Type: < All >

Brand: < All >
Category: < All >
Show Products: With and Without Allowances

Sort By: Description
Ascending
Results Per Page: 30

Search

With selected... 0 Products selected.

<input type="checkbox"/>	Description	SWT Product ID	Manufacturer ID	UPC	Brand	Size	Pack	Net Weight	Status	Vendor Allowance	Comments	More Info
<input type="checkbox"/>	test	test							Wait - Buyer	\$ 2.00 BG	0	

Utilize the Negotiation tab to manage and approve your allowances.

You will be able to:

- View items/products listed in your booth.
- Request allowance amounts.
- View and reply to comments.

Allowances



Summary **Negotiation** Samples Products Reports People

All Allowances Unlocked (1) Awaiting my Approval (0) Waiting on Others (1) New Comments (0) Locked (0)

Search By: ProductID, EAN, MPC, Descrip
Keywords:
Status: < All >
Delivery Group: < All >
Allowance Type: < All >
Brand: < All >
Category: < All >
Show Products: With and Without Allowances
Sort By: Description
Results Per Page: Ascending 30
Search

With selected... 0 Products selected.

	Description	SWT Product ID	Manufacturer ID	UPC	Brand	Size	Pack	Net Weight	Status	Vendor Allowance	Comments	More Info
<input type="checkbox"/>	test	test							Wait - Buyer	\$ 2.00 BG	0	

- To search for specific product, you can use the “search by” dropdown near the top of the page to search for a specific description, product ID, manufacturer product code, and brand.
- After you have entered your search criteria, click on the search button.
- To enter the allowance for your products, locate the current allowance column and enter in the allowance amount.
- Once you have entered the amount, your changes will automatically save and be sent to the buyer for approval.
- When the buyer approves your product, it will automatically be approved to be orderable at the show and you will be able to see this on your vendor report.

Comments



The screenshot shows a web application interface for 'Southwest Traders, Inc.' with a 'Negotiation' tab selected. A 'Comments' pop-up window is open, displaying 'No comments' and a text input field with 'Submit' and 'Close' buttons. Below the pop-up is a table of allowances. An orange arrow points to a grey circle icon in the 'Comments' column of the table.

	Description	Product ID	Manufacturer ID	Brand	Size	Status	Pack	Vendor Allowance	Comments	More Info
<input type="checkbox"/>	Test Apple	11111			12oz	<input type="checkbox"/> Approve	1	\$ 15.00 BG		
<input type="checkbox"/>	Test Strawberry	22222			24 oz	<input type="checkbox"/> Approve	1	\$ 5.00 EA		

- You can add comments to allowances by clicking on the grey circle under the comment's column.
- A pop-up box will appear for you to make comments to a buyer. The buyer can also enter and reply to your comments.

Samples



Summary Negotiation **Samples** Products Interactions Reports People

Search By: Description | keywords | Brand: < All > | Category: < All > [Search]

Reference Number:

Description	Product ID	Manufacturer ID	Brand	Size	Pack	Day 1	Day 2	Notes
Test Strawberry	22222	-	-	24 oz		0	0	
Test Apple	11111	-	-	12oz	1	0	0	

[Save Changes]

- On the samples tab, you can request samples from the distributors for the show.
- To search for a specific item, utilize the “search by” fields.
- Enter the quantity for each day of the show under “Day 1” and “Day 2”
- **You MUST enter notes to the request the delivery method:**
 - You can ship directly to Southwest Traders prior to the show
 - Or you can have it pulled from Southwest Traders inventory and delivered to the show.

NOTE: sample request due dates and shipping information are available on the Summary Tab, in the blue section at the top of the page.

Reports



Summary Negotiation Samples Products Interactions **Reports** People

Select a Report



Report	Category	Sub-Category
Vendor Agreement	Allowances and Negotiations	Agreement
Vendor Product Samples	Show Data	Samples

Report Options

[Reload Report](#)

[Print Report](#)



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Southwest Traders 2022

4/14/2022 - 4/15/2022

Vendor TC Agreement



Vendor Number: 999999999

Address: test

Vendor Name: Perenso Test Vendor

Phone:

test CO test

Email:

Terms and Conditions:

- Your agreement report will be available on the reports tab.
- Click on the report you wish to view, and the report will run.
- Once the report is available, you can either print the report or download it to your device.

Need help?

Show support is available via email, phone and chat

Please be sure to include the show name to help expedite your request

showsupport@perenso.com

720-773-9775

Click this button to chat anywhere in the portal

