

A New Sales Report Option on the Dot Expressway®



We are excited to announce a new sales report option on the Dot Expressway® website! In addition to our existing sales report which lists customer sales summarized by item, we have designed a second sales report that includes the following additional information:

- **Dot Invoice Number & Date**
- **Customer PO Number**
- **Distributor Buying Group Affiliation**
- **Broker Salesman Number**

Once you submit the report on the Dot Expressway® website, it will be e-mailed directly to you in Excel format. You can then modify and sort the report whichever way works best for you.

Go to www.dotfoods.com to login. If you do not currently have a login, click on *New User* and fill out the registration form to obtain a username and password.

After logging in, click on *Sales History* and then choose *Submit Supplier Sales Report*:

- 1. Select a date range**
- 2. Select a product line**
- 3. Select either "all buying groups" or 1 buying group**
- 4. Select whether to include/exclude freight charges**
- 5. Verify the e-mail address**

We hope this new reporting option is helpful to you! Please contact the Dot Expressway Help Desk at 888-433-2320 if you have any questions.

