



Runamok Wholesale Portal - User Guide

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Getting Set Up ([Return to Menu](#))

Access to our wholesale ordering portal is available only through invitation. Once our sales team has set you up with an account, you will receive an email inviting you to our wholesale portal:



You have been invited.

Dear B2B Test Account!

You have been invited by Runamok to use their Runamok Wholesale online ordering portal.

Runamok Wholesale is a B2B eCommerce portal which will help you streamline your ordering process by allowing you to browse products, request quotes, create orders and view past order history.

Click Accept Invitation below to create a password and finish setting up your account.

[Accept invitation](#)

www.runamok.dearportal.com

Once you receive this, simply click “Accept Invitation” and you will be taken to the portal. Once here, you can set your secure password. Combined with the email address that the invite was sent to, this is how you will access your account going forward.



Q Search



Home > Invitation

WELCOME TO RUNAMOK WHOLESAL B2B PORTAL

Please create a password. Passwords must be at least 8 characters in length and contain:

- a minimum of 1 lower case letter [a-z] and
- a minimum of 1 upper case letter [A-Z] and
- a minimum of 1 numeric character [0-9]

User Name: websales@runamokmaple.com

Proposed Role: Standard Role (create orders)

Password:



Repeat Password:



SUBMIT



Checking Your Business Information
([Return to Menu](#))

Once you're set up, you can navigate to your account in the top right of the window to view your addresses, change your password, view orders and more:

802.752.3756 Currency: USD Hello Test User ^

Search

MAPLE SYRUP HONEY COCKTAIL MIXERS + BITTERS GIFT BOXES + PAIRING PACKS POS MATERIALS

- My Addresses
- Change Password
- Hide prices
- All Orders
- Quick Order
- Bulk Order
- Price Lists
- Log off

BIRD-FRIENDLY MAPLE Habitats

Produced in Bird-friendly Habitats

BIRD-FRIENDLY MAPLE Habitats

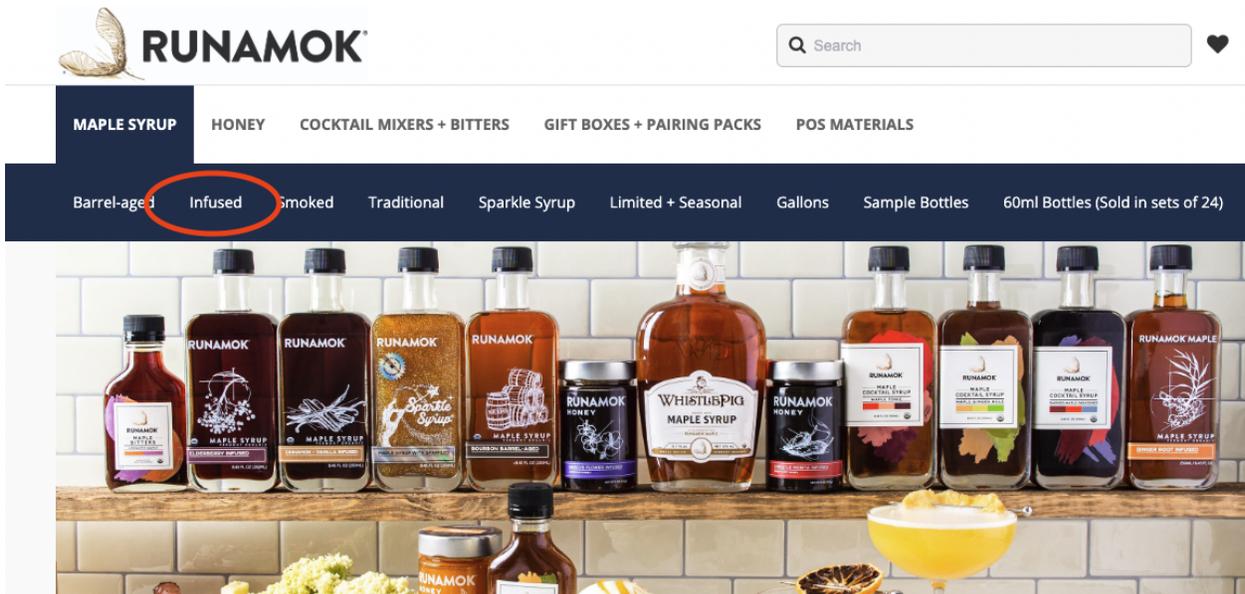
Behind the Superbook What Can You Do? Project



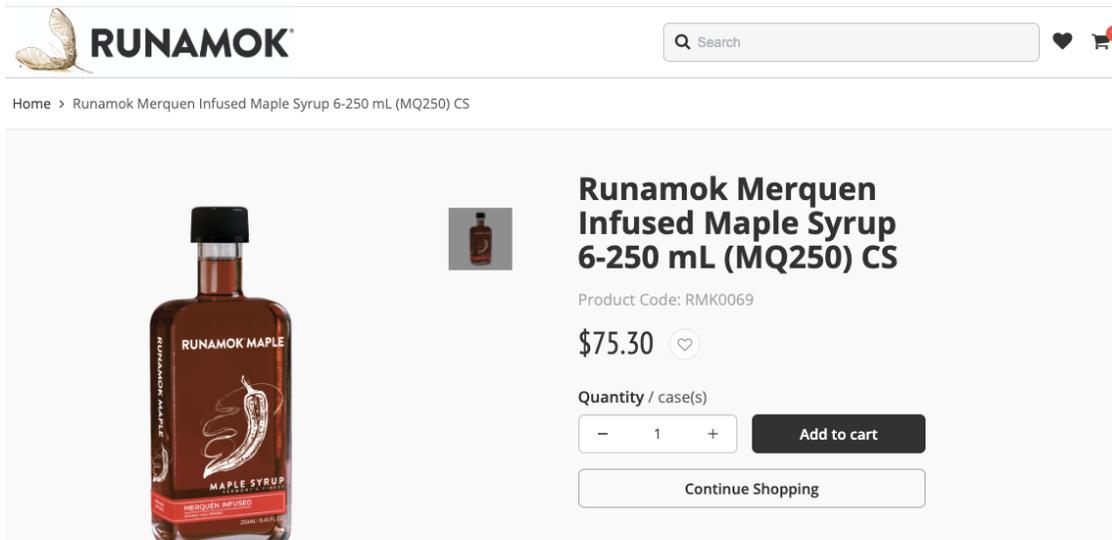
Placing an Order ([Return to Menu](#))

To place an order, use the menu to navigate to the product category.

For example, Maple Syrup -> Infused -> Merquen Infused Maple Syrup. All products are listed in case packs except for sample items, which are sold in individual units.

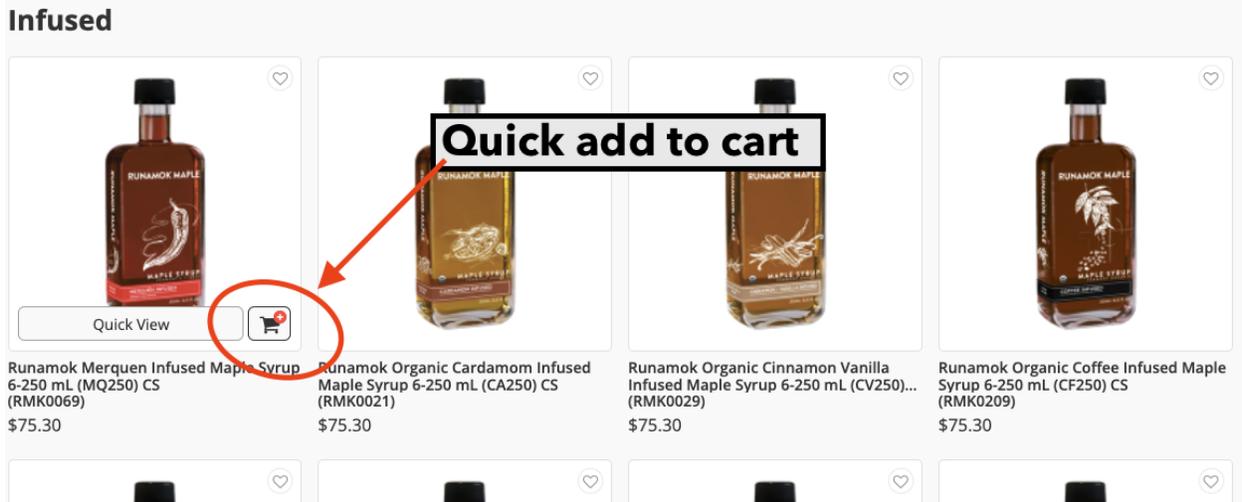


You can click directly on a product to read more information about it or add it to your cart:

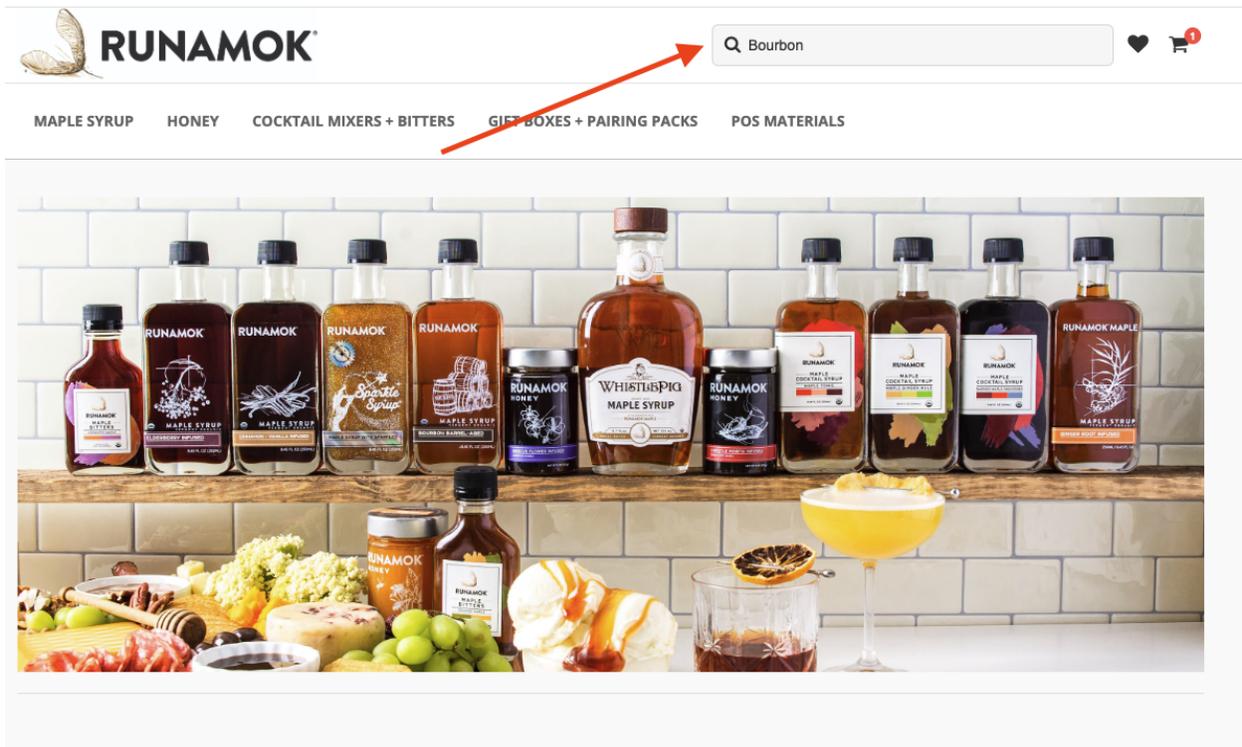




Or you can click the quick add to cart button to add the product to your cart:



You can also use the **search bar** to look up a specific product:





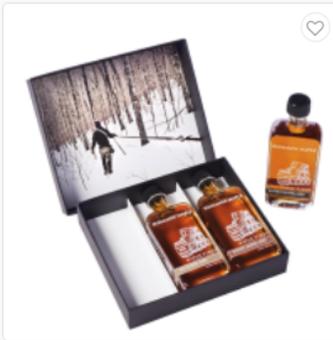
Purchasing Gift Boxes ([Return to Menu](#))

To purchase a gift box, navigate to the Gift Boxes + Pairing Packs portion of the menu, select Maple Syrup Gift Boxes and choose either Large or Small.

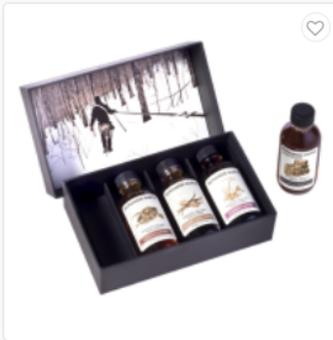
MAPLE SYRUP HONEY COCKTAIL MIXERS + BITTERS **GIFT BOXES + PAIRING PACKS** POS MATERIALS

Cocktail Mixers Gift Box Maple Syrup Gift Boxes Maple Syrup Pairing Packs

Maple Syrup Gift Boxes



Runamok Large Gift Box
(Runamok Large Gift Box)



Runamok Small Maple Gift Box
(Runamok Small Maple Gift Box)

On the product page, enter the quantity you're looking to purchase. Please note, our MOQs still apply within the portal, so you must order at least 3 large gift boxes or 6 small gift boxes:



Runamok Large Gift Box

Product Family Code: Runamok Large Gift Box

\$48.95 

Matrix List

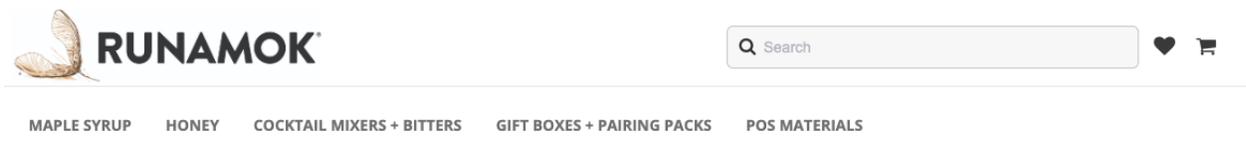
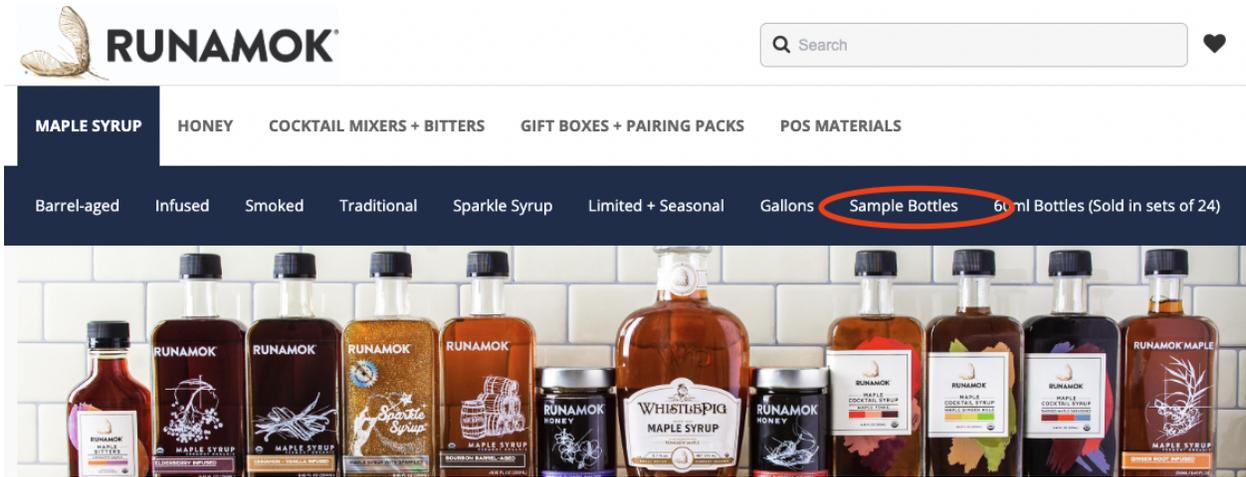
	EACH
BEST SELLERS	<input type="text" value="3"/>
INFUSED GIFT BOX	<input type="text"/>
OPRAH'S FAVORITE	<input type="text" value="3"/>
BARREL-AGED GIFT BOX	<input type="text"/>

 **Add to cart** Total selected: **\$293.70 / 6 item(s)**



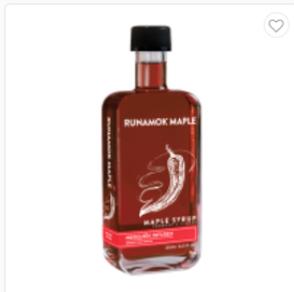
Purchasing Samples ([Return to Menu](#))

To purchase samples, navigate to the product type in the menu (e.g. Maple Syrup) and select the 'Sample Bottles' option. These are sold in individual units at a discounted price:

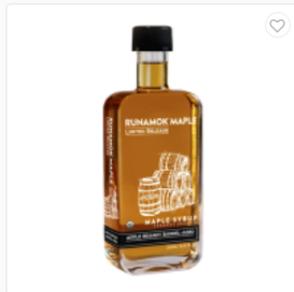


Home > Sample Bottles

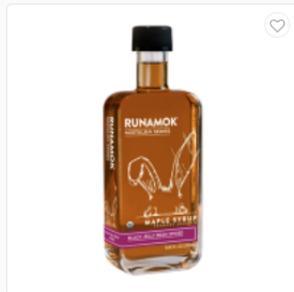
Sample Bottles



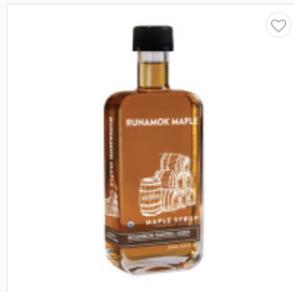
Runamok Merquen Infused Maple Syrup
1-250 mL (MQ250) SS
(RMK0068)
\$6.28



Runamok Organic Apple Brandy Barrel-Aged Maple Syrup 1-250 mL (AB250) SS
(RMK0004)
\$6.28



Runamok Organic Black Jelly Bean Spiced Maple Syrup 1-250 mL (JB250) SS
(RMK0394)
\$6.28



Runamok Organic Bourbon Barrel-Aged Maple Syrup 1-250 mL (BR250) SS
(RMK0012)
\$6.28



Checking Out
[\(Return to Menu\)](#)

Once you have added all your items to your cart, select your cart and 'Checkout':

Home > Shopping Cart

PRODUCT	QTY	PRICE	TOTAL
^ Runamok Large Gift Box	6	\$48.95	\$293.70
Runamok Organic Barrel-Aged and Infused Large Gift Box (OPRAH) Add comments	- 3 +	\$48.95	\$146.85 ×
Runamok Organic Best Sellers Large Gift Box (LGBBS) Add comments	- 3 +	\$48.95	\$146.85 ×
Runamok Merquen Infused Maple Syrup 6-250 mL (MQ250) CS Add comments	- 1 +	\$75.30	\$75.30 ×

Shopping Cart 7 Items in Cart

Total **\$369.00**

[Checkout](#)

[Continue shopping](#)

Once in the checkout stage, please ensure the following are correct:

1. Your billing and shipping addresses are up to date
2. The products and quantities in your cart are accurate



Shipping Method:
[\(Return to Menu\)](#)

When you reach the shipping option, the preferred shipping method is pre-selected for you. As we are calculating shipping costs based on order size and customer location, this cost will be confirmed by our team once the order is received.

Please note: To ensure the best shipping rates, please make sure your order is at least \$250.00

Payment Method:

Orders placed on our portal are confirmed by our sales team, so no immediate payment is accepted. Once approved, the payment method that is established on your account will apply.



Home > Checkout

Checkout

Step 1: Account & Billing Details



Step 2: Delivery Details



Step 3: Shipping Method



Please select the preferred shipping method to use on this order.

- Shipping costs will be added by our sales team and confirmed when your order is processed. Please note: For the best shipping rates, your order minimum should be \$250.

Step 4: Payment Method



Please select the preferred payment method to use on this order.

- Established payment method will apply

Before Tax	\$220.20
Shipping	\$0.00
Tax	\$0.00

Total **\$220.20**

Confirm Order

Cancel



Confirming Order:
([Return to Menu](#))

Once you have confirmed your products, quantities and billing/shipping information, it's time to confirm the order.

1. Enter any specific Purchase Order numbers at this time
2. Enter your preferred contact phone number
3. Enter your preferred delivery date
4. Add in any additional notes about the order. If you're using a seasonal promotional code, this is the spot to add that in.

Step 5: Confirm Order

Enter your PO# here

Discount code? Special requests? Add those notes in this section.

Purchase Order #

Contact Phone

Preferred Delivery Date

Add Notes About Your Order

Enter preferred delivery date

Shipping \$0.00

Discount \$0.00

Total \$369.00

Confirm Order

Cancel

Once complete, confirm your order here. Once confirmed, you can no longer edit your order.

DESCRIPTION	QTY	PRICE	TOTAL
Runamok Large Gift Box	6	\$48.95	\$293.70
Runamok Merquen Infused Maple Syrup 6-250 mL (MQ250) CS	1	\$75.30	\$75.30

[Add comments](#)

Information
Contacts
Terms and Conditions
About us

My Account
My Addresses
All Orders
Quick Order

Contact Information
Address: 293 Fletcher Road, Fairfax, VT, 05454, United States
Contact name: Sales
Email: sales@runamok.com

Once you have confirmed all the above, you can go ahead and confirm the order. Once the order is confirmed, you can no longer edit it. Any changes to the order at this point will need to be made by our sales team.



Checking the Status of an Order ([Return to Menu](#))

If you're curious as to where your order stands in our queue, you can navigate to your account in the top right and select "All Orders". From here you can see if the order has been authorized, shipped, what your past orders contained, and place quick reorders.

802.752.3756 Currency: USD

Hello (Wholesale T...) Test User ▾



Home > Orders

All Orders View

<input type="checkbox"/>	ORDER	DATE	TOTAL	NOTES	STATUS	FULFILMENT	INVOICE	
<input type="checkbox"/>	SO-49249	04/22/2022	\$1,024.40	This is a test order.	Unpaid	Not Available	INV-49124	<input type="button" value="Reorder"/>



Placing a 'Quick Order'
([Return to Menu](#))

Navigate to the 'Quick Order' option in the top right of your screen.

RUNAMOK Search

Home > Quick Order

Quick Order

Search for Products

- Runamok Organic Sugarmaker's Cut Pure Maple Syrup 6-750 mL (SC750) CS (RMK0107)**
\$122.70
- Runamok Organic WhistlePig Rye Whiskey Barrel-Aged Maple Syrup 6-37... (WHP0016)**
\$97.50
- Runamok Organic Cheese Pairing Collection (CHZ) CS (RMK0138)**
\$88.02
- Runamok Organic Cocktail Pairing Collection (CTC) CS (RMK0204)**
\$88.02
- Runamok Organic Ice Cream Pairing Collection (ICE) CS (RMK0135)**
\$88.02
- Runamok Organic Pantry Favorites Pairing Collection (PNT) CS (RMK0144)**
\$88.02
- Runamok Organic Smoke and Barrels Pairing Collection (SB) CS (RMK0147)**
\$88.02
- Runamok Organic Tea Pairing Collection (TEA) CS (RMK0150)**
\$88.02

Showing 8 of 131

[Load More](#)

Upload CSV file

[Download template](#) | [Download product code samples](#)

[Choose file](#) [Upload](#)

- My Addresses
- Change Password
- Hide prices
- All Orders
- Quick Order**
- Bulk Order
- Price Lists
- Log off



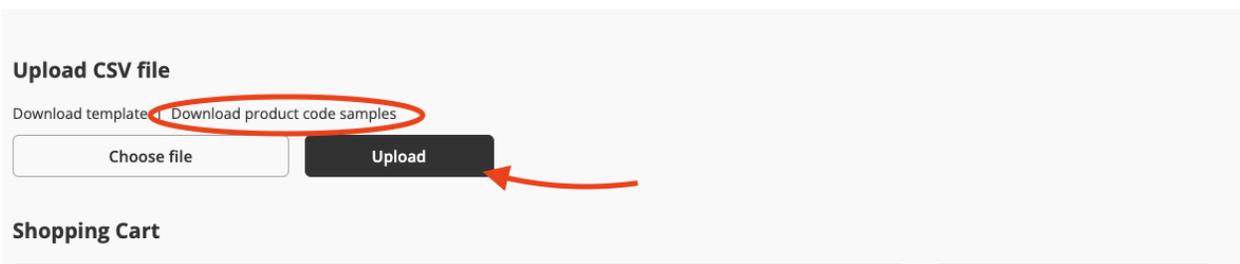
From here you have two options.

1. Quickly add your products from the catalogue screen: Toggle through the list of products and select the 'add to cart' button on the bottom right of each product image.



-or-

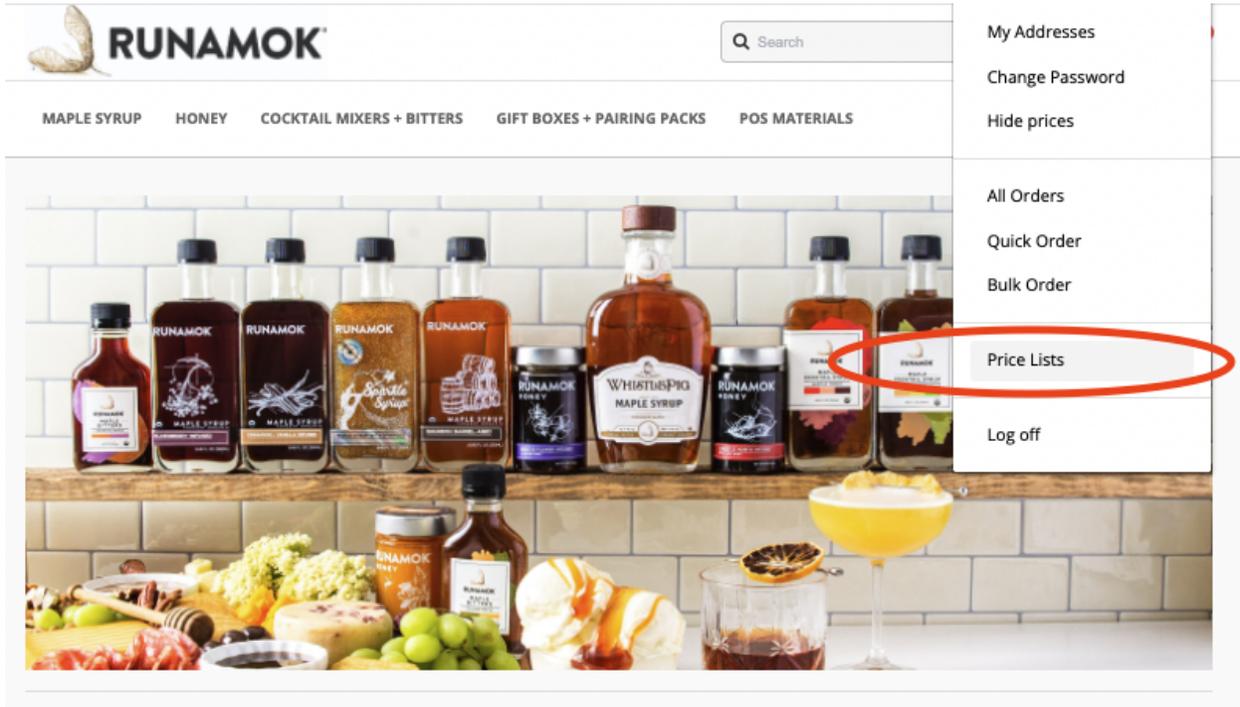
2. Place a bulk order: Click "Download product code samples", which will download a spreadsheet of our products. Remove the products/rows that you are not planning to order, enter the quantities for the products you *are* planning to order, and download the file as a .CSV file. Upload that file to the portal and your bulk order will be added to cart:





Price Lists
([Return to Menu](#))

You may notice the 'Price Lists' option in your account settings:



This is a feature that is currently not set up on our wholesale ordering portal. If you're in need of our updated price list, please contact our sales team or navigate to the [Wholesale Customer Hub](#) within the wholesale portion of our website. This page will have all the most up to date collateral items.



Resetting your Password ([Return to Menu](#))

Forgot your password or need to change your password? Navigate to our portal homepage and click 'forgot password'. From here you will be emailed with steps to reset your password.

802.752.3756

Sign In



Login

[Forgot password?](#)

Login

If you want to **change** your password, navigate to your account information and select 'Change Password':

802.752.3756

Currency: USD

Hello (Wholesale T...) Test User ^



Search

MAPLE SYRUP HONEY COCKTAIL MIXERS + BITTERS GIFT BOXES + PAIRING PACKS POS MATERIALS



My Addresses
Change Password
Hide prices

All Orders
Quick Order
Bulk Order

Price Lists

Log off