



# Changes to MyBusiness App

The process for distributors processing credits to retailers for product the distributors remove from stores they sell to will be changing. We will call these distributor "returns" from here on out for efficiency purposes.

The agreed upon new method will be slightly different for distributors than the current method and also different than the new way pushed to test flight last week.

The revised version will be deployed to test flight by Friday 4/21 in time for more testing before its released to distributors in the app store.

This version of the app will then be rolled out to users prior to suggested price change.



# MAJOR HIGHLIGHTS:

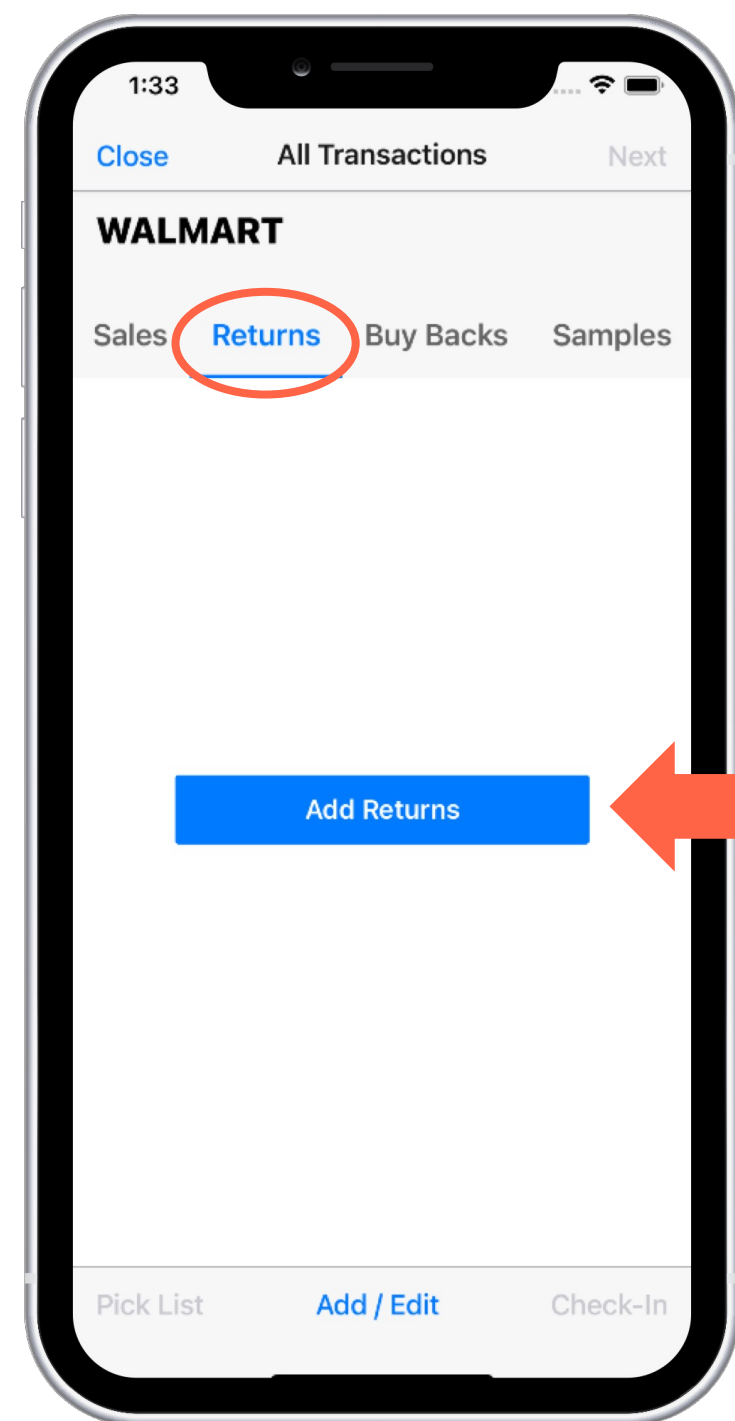
1. The 3-week period of time after a suggested price change where McKee is committing to absorbing cost differences in order to help support distributors during this transition in the old suggested price and the new suggested price
2. If a distributor is actively using special or distributor pricing for a retailer at the time the return is being initiated, the active special/distributor price for the product will be automatically applied on the return invoice
3. If promotions are active for a retailer at the time the return is being initiated, the promotional price for the product will be automatically applied on the return invoice
4. For (2) and (3), in the event the distributor sold the product under special pricing or promotional pricing and later the special pricing is inactive or the promotion ends, if the return is made after the special pricing has been deactivated by the distributor or the promotion ends that product will be returned by the distributor at the current listed SRP for that retailer (point #1 applies in this scenario).

# CREATING A RETURN

This tutorial describes how a distributor can create a "Return" for their business for products they remove from stores they sell to moving forward.

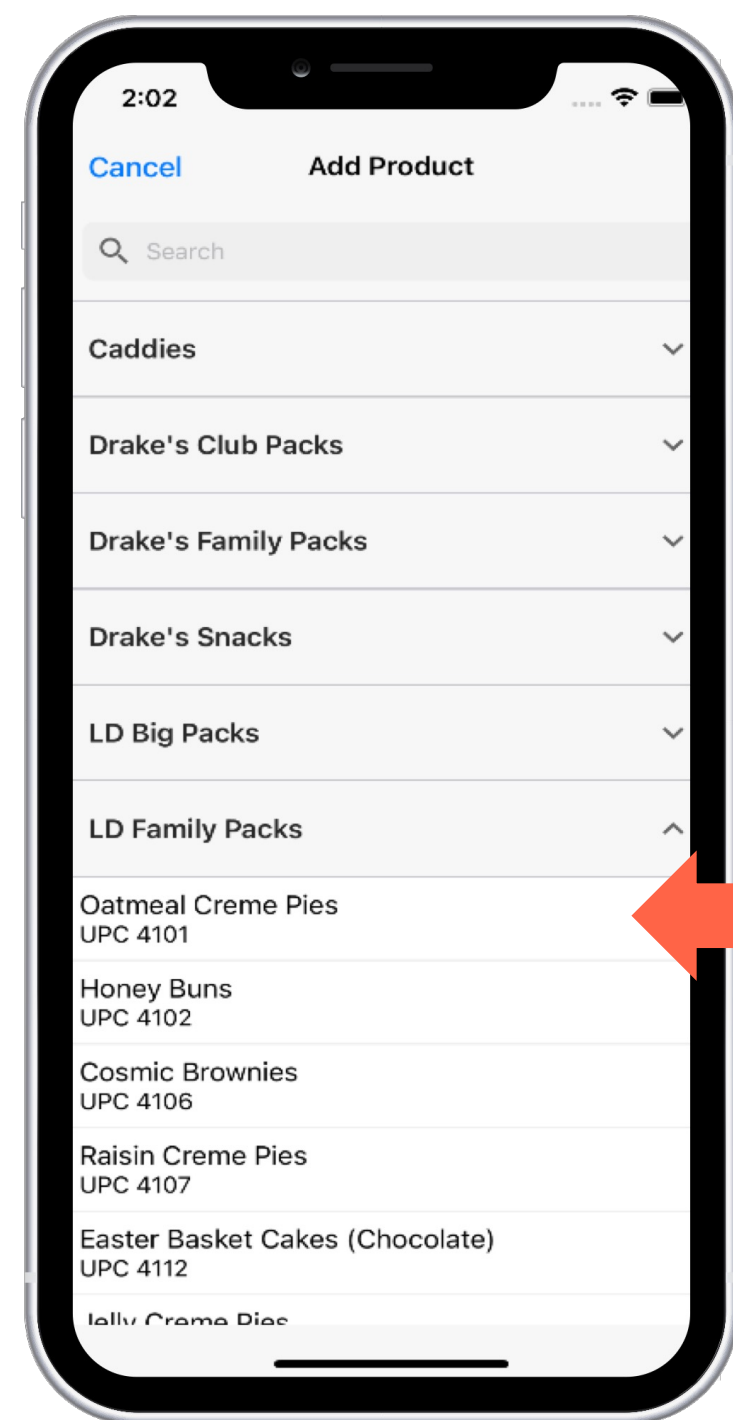
On the "All Transactions" screen, tap 'Returns.'

Tap the "Add Returns" button to begin the Return invoice process.



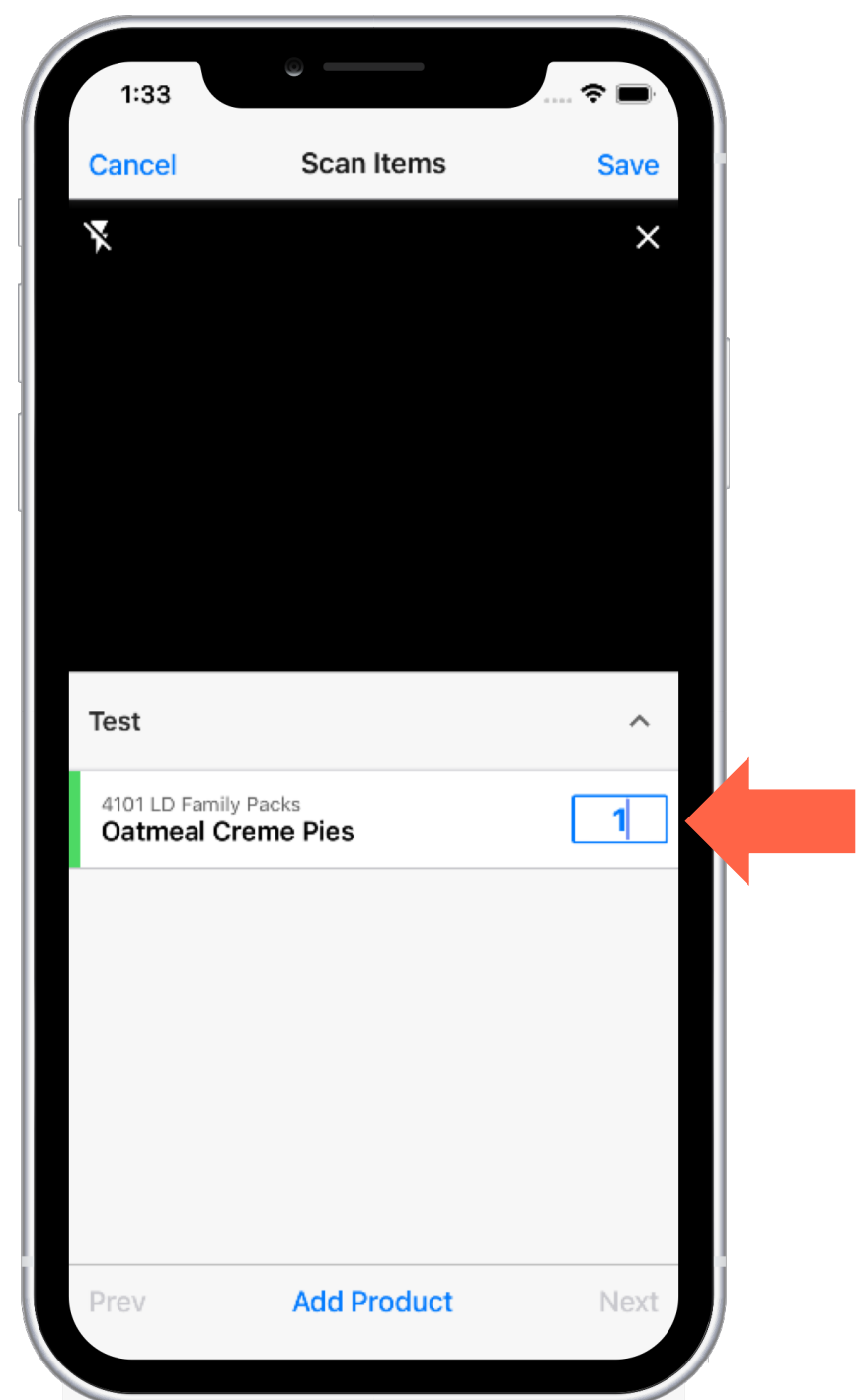
# CREATING A RETURN

On the "Add Product" screen, you can scan the product you would like to return, or choose a product from the list.



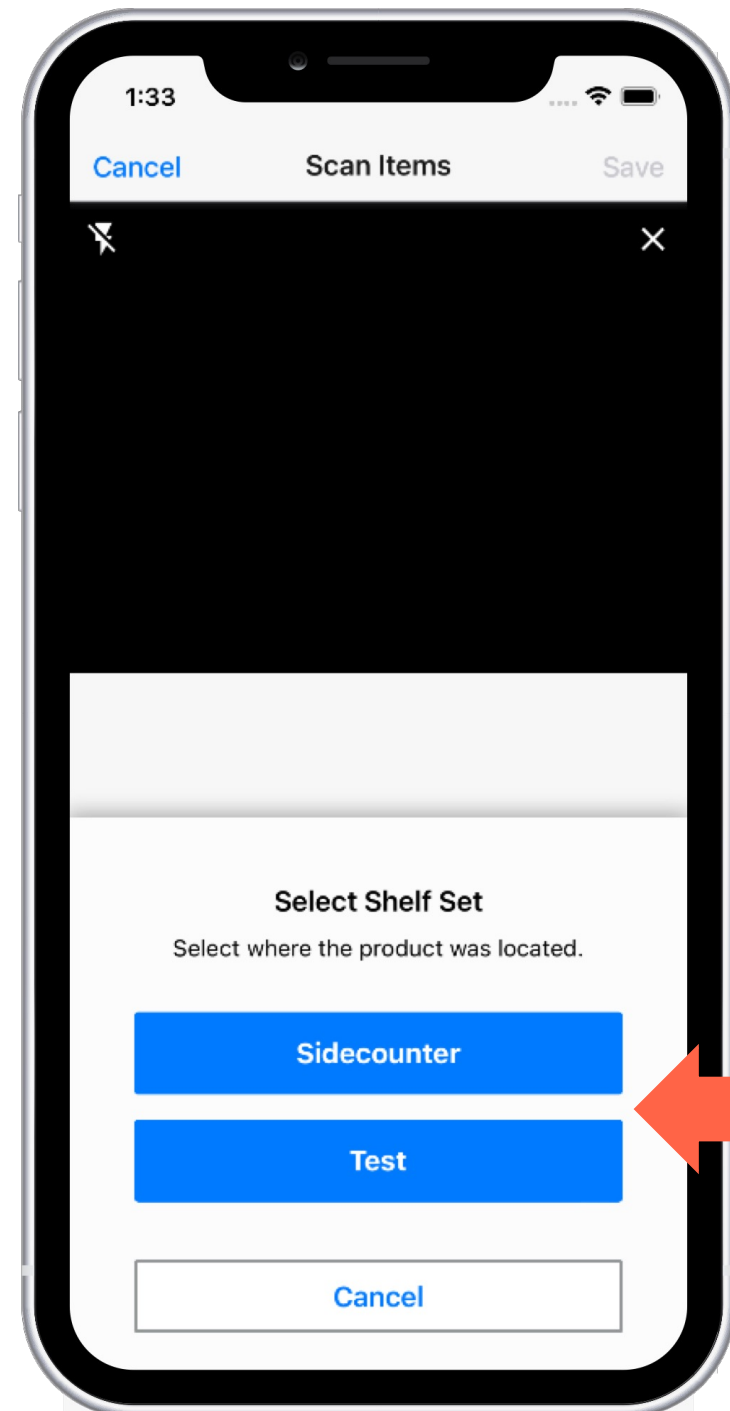
# CREATING A RETURN

Edit the product quantity field with the number of units you are returning to your business from the specific retailer.



# CREATING A RETURN

If you have a product on more than one shelf set, you will be asked to select which shelf set the product was located.



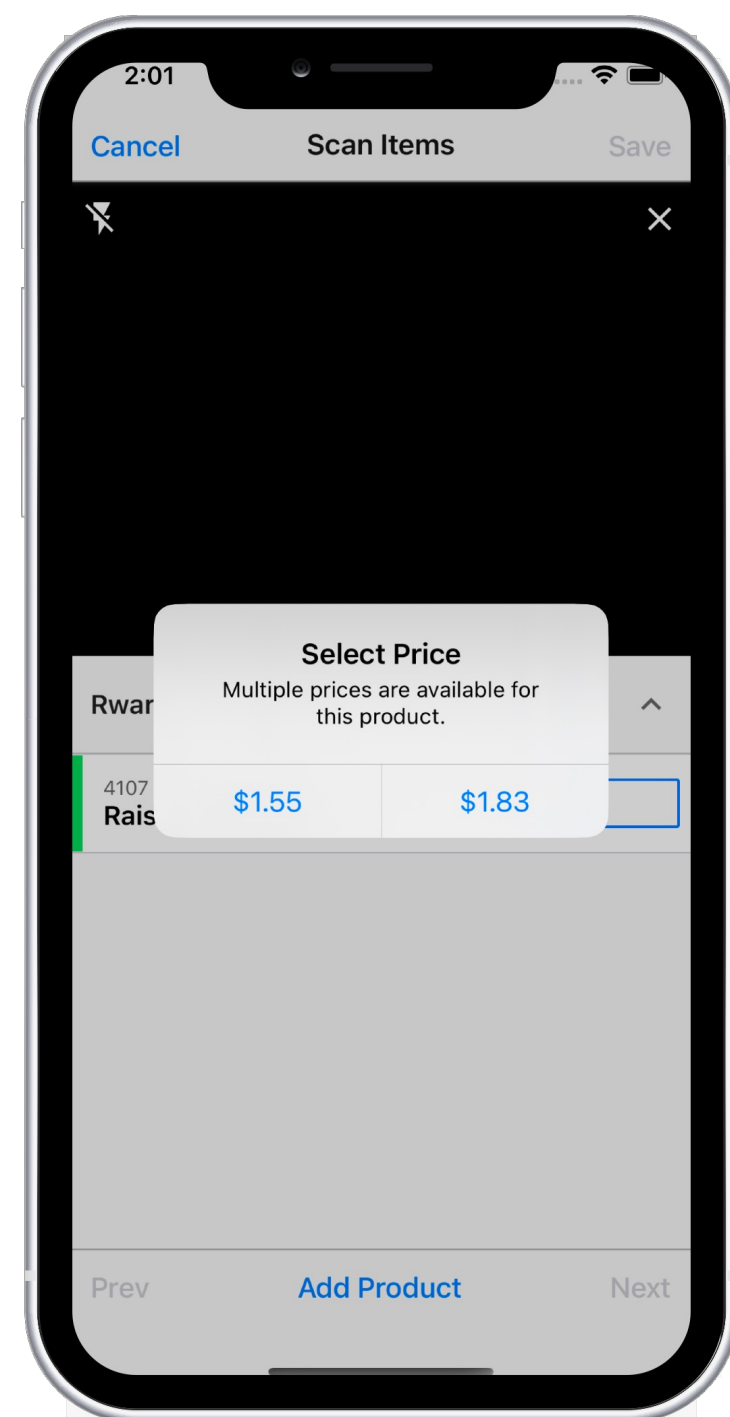
# CREATING A RETURN

If the product you have selected has had a change in suggested wholesale price **in the last 3 weeks**, you are prompted to choose a price. After 3-weeks the product will automatically return at the then-current suggested wholesale price.

If there are discrepancies between the chosen price and what the retailer expects to receive during this 3-week period, in order to best support distributors during this transition McKee Foods will absorb that difference.

If special/distributor pricing or promotions are active for the retailer at the time of the distributor's return, there will be no option for the distributor to pick a price and the return will be made at the active special price or promotional price automatically.

If there is a need to continue to return product at a different price than the suggested wholesale price after the 3-week period has ended, then special pricing will need to be set up by the distributor for that retailer.



# CREATING A RETURN

The invoice review screen shows the distributor the details for the invoice.

