# Sub-dealer Manual - Webtool

The sub-dealer's role are as follows:

1. Register new LoadCentral retailer accounts
2. Dispense initial LoadCentral credits (or load wallets)
3. Monitor sales levels of retailers
4. Monitor and replenish load wallet levels of retailers

I. Starting out as a sub-dealer

1. Open your web browser (MS Internet Explorer recommended) and go to the LoadCentral Webtool site http://loadcentral.net
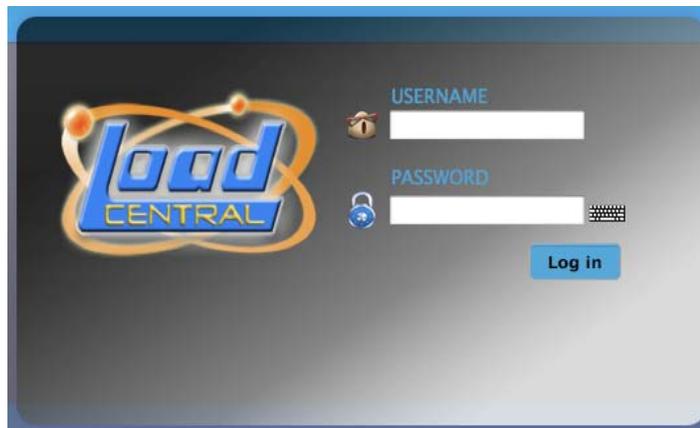
2. Log in to your sub-dealer account by keying in your assigned **username** and **password** and clicking on the **Sign in** button.
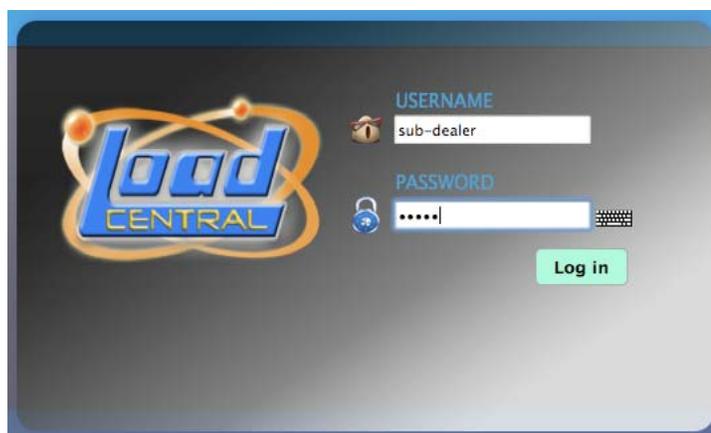
3. Once you have signed in to your sub-dealer account, change your passwords immediately by clicking on the **Change password and/or Second Level Password Link (shown in purple at the bottom of the choices).**

4. You will be directed to this screen:

Change Webtool / FL Password

Username:	subd_iren
Current Password:	
New Password:	
Verify New Password:	

Change FL Password

Change SL Password

Username:	subd_iren
FL Password:	
Current SL Password:	
New SL Password:	
Verify New SL Password:	

Change SL Password

Your sub-dealer account has two (2) passwords, namely the first-level (FL) password and the second-level (SL) password. Here are the functions of the passwords:

FL password – for signing in to the LoadCentral Webtool, or,
- for mobile phone activities (if a mobile phone is optionally registered)

SL password – for registering retailers under the sub-dealer account, or,
- for transferring load wallet to retailers under the sub-dealer account

5. Change your passwords in sequence, by changing the FL password first (at the upper portion of the screen) by populating the necessary fields. Your "current password", or FL password, is set at the default **123456. Make sure that your new password (to be keyed in twice) is no less than 6 alphanumeric characters long (e.g. subd_iren)** before clicking the "Change password" button. The phrase "Password for sub-dealer changed." will appear on top of the screen if done correctly. Otherwise, repeat the process as a typographical error has likely occurred.

6. Change your SL password by keying in your username, your **new FL password,** your current SL password (**123456)** and your new 6-character alphanumeric **SL** password. Click on the "Change SL password button" once the password has been entered into the last two fields. The phrase "SL Password for sub-dealer changed." will appear on top of the screen if done correctly.

Once done, click on the "Logout" button (near the top right of the screen) and log in again using your new FL password. You are now ready to register retailers.

II. Registering retailers

1. Once you have signed in again, click on the "Register a retailer" link.

SubDealer's Webtool

Register A Retailer

View All Retailers

View All Products

Change Passwords

2. Populate all fields with asterisks (*) such as Last name, First Name, address, etc. For those without email addresses, key in xyz@yahoo.com.

	Retailer Registration.
(*) Required fields to be completed	
	– Basic Account Information –
*Last Name :	
*First Name :	
*Middle Initial :	
Age :	
	– Account Contact Information –
*Address :	
*City :	
*Province :	
Business Name :	
Business Address :	
Business Phone Number :	
Home Phone Number :	
Mobile Phone Number :	
	– Identification Information –
*ID Type :	– Select – For verification purposes when password reset is requested.
*ID Number :	
User Notes :	(You may enter up to 500 characters.)
	300 characters left

3. Key in your desired **username (e.g. retailer1 or 09181234567)** for the retailer. A **static IP address** can be provided in the appropriate field so that the specific LoadCentral retailer account can only be accessed through the said IP address (**best option for security purposes**). **If and only if** you wish to open the account in other locations with internet access, select **"Dynamic"** from the **"Web IP Address Type field".** [*.*.*.*] should appear in the Web IP Address field**.** Enter your SL Password and click on the "Register New Retailer" button. If successful, a confirmation message will appear near the top of the screen. Otherwise, correct all wrong or missing entries in the required fields.

– Account Information –	
*Email Address :	retailer1@yahoo.com
*Username :	retailer1 Mobile No. (0918xxxxxxx) or AlphaNumeric.
Web IP Address Type :	Dynamic
Web IP Address :	124.349.33.1
*Retailer's Account Name :	retailer1
*Your Second Level (SL) Password:	••••••
	Register New Retailer

III. Transferring LoadCentral Credits (Load wallet) to the retailer

1. Sign in to your LoadCentral sub-dealer account. Click on the "View all retailers" link.

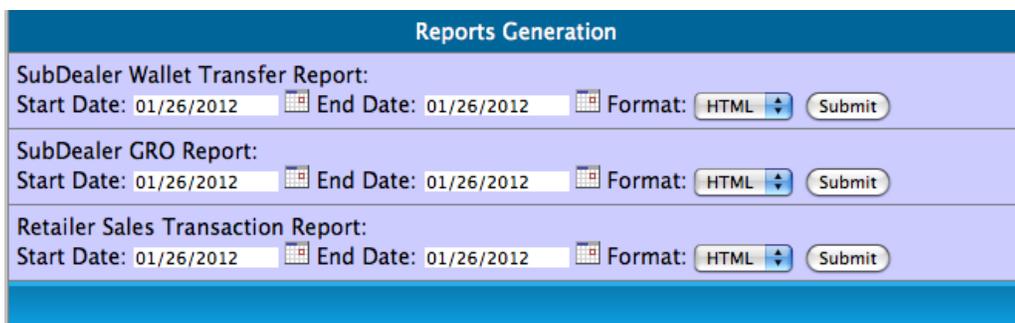| SubDealer's Webtool |
|---|
| Register A Retailer |
| View All Retailers |
| View All Products |
| Change Passwords |

1. 2.   Identify the retailer you want to reload. Key in the amount you want to transfer to your retailer (e.g. 3000 pesos), input your **SL Password,** then click reload. A confirmation message will appear on top once all fields have been

filled out correctly. You may **DELETE** inactive accounts to your discretion. Note that account will be deleted upon clicking "OK" on the pop-up window.

	Username	Account Name	Wallet Information	Reload Wallet		
1	retailer1	retailer1	Wallet Bal.: 0.00	Amount : 300 SL Password : ••••• Reload	Account Info	delete

IV. Monitoring your sub-dealer account and your retailers

A variety of monitoring tools have been placed in the sub-dealer account. Just sign in to your account and you will see them at the middle down to the bottom of the sub-dealer home screen.

Reports Generation

SubDealer Wallet Transfer Report:
Start Date: 01/26/2012   End Date: 01/26/2012   Format: [HTML ▼] (Submit)

SubDealer GRO Report:
Start Date: 01/26/2012   End Date: 01/26/2012   Format: [HTML ▼] (Submit)

Retailer Sales Transaction Report:
Start Date: 01/26/2012   End Date: 01/26/2012   Format: [HTML ▼] (Submit)

The sub-dealer may generate reports within a chosen start date and a chosen end date. The sub-dealer may choose these dates by clicking on the small calendar icons below the "Start Date" and "End Date" fields. Each report may be generated in HTML or EXCEL format for ease of saving into the computer. These reports are described next.

1. **Retailer Sales Transaction report** – shows all the sales transactions of the selected retailer/s within a chosen start date and end date.
2. **SubDealer GRO summary report** – shows the GRO of the sub-dealer from all of the retailers registered under the sub-dealer account.
3. **SubDealer Wallet Transfer report** – shows all the load wallet or credits **received** and **dispensed** by the sub-dealer within a chosen start date and end date.

The sub-dealer's earnings is computed as the difference between the sub-dealer discount and the retailer discount. For example:

Product	Sub-dealer	Retailer
X	11.5	10.45
Y	12	10.5

For product X, the sub-dealer will earn a gross retailer override (GRO) of 1.05% (11.5 – 10.45). The GRO adds to the sub-dealer's load wallet every time any of his/her retailers sells a product to a customer.

The sub-dealer may also generate a list of its retailers with load wallet balances less than a specified amount, or register several retailers at the same time.

V. Reloading the Sub-dealer Load Wallet

For the fastest and most efficient wallet reloading, The sub-dealer can send funds to LoadCentral through any of the following payment methods**:**

1. **Bank Deposits (Metrobank, BDO and BPI)**

Account Name   :   Uniwiz Trade Sales, Inc.
Bank/Branch   :   **Metrobank**– Legaspi Village, Makati Branch
Account. #   :   Savings Account # **055-3-0555-17640**

Account Name	:	Uniwiz Trade Sales, Inc.
Bank/Branch	:	**Banco De Oro** - Salcedo Branch Makati City
Account. #	:	Savings Account # **002530013337**

Acct Name	:	Uniwiz Trade Sales, Inc.
Bank/Branch	:	**BPI** – Pasay Road
Account #	:	Current Account # **9661 014633**

2. Smart Money Transfer   > Smart Money # 5577 5113 2164 6117

A notice of the fund transfer or deposit must be made by the sub-dealer by sending a text message or calling the LoadCentral office so verification can be made prior to loading of the credit. Loading time is between fifteen (15) minutes to two (2) hours.

Prepare the following information:

For bank deposits	For Smart Money / G cash
* Amount Deposited	* Reference Number
* Bank name and Branch	* Date and time
* Branch Code (BDO and BPI only)	* Amount
* Date and Time of Deposit	* LoadCentral Username
* LoadCentral Username	* Sub-dealer's name
* Sub-dealer's Name	

Send this information to the LoadCentral Deposit Verification team:

SMS-based verification	:	0928-5083355
Landline-based verification	:	(02)441-5356, 441-5357
GTalk Account	:	**lc.verUniwiz@gmail.com**

Upon receipt of the correct deposit details or fund transfer details, deposit verification and loading will take a minimum of 30 minutes and a maximum of **2 hours. Alternatively (only for bank deposit verification), the sub-dealer may write the sub-dealer's name and their LoadCentral-registered username on their BPI, BDO or Metrobank deposit slip, and send it to:**

Fax	**:**	**(02) 9213886 (attn: Janice Virtudazo)**
Scanned copy through Email	**:**	**janice@loadcentral.com.ph, or**
		jillian@loadcentral.com.ph

Deposit verification schedules are as follows:

Monday to Friday	:	9:00 am to 5:00 pm
Saturdays	:	9:00 am to 12:00 noon

VII. Customer Service support, the sub-dealer can contact LoadCentral through:

Text Hotline	**:**	**0928-5067310**
Landline	**:**	**(02) 441-5356, 441-5357**
Email	**:**	**help@loadcentral.com.ph**
Google Talk	**:**	**new.acct.lc@gmail.com**

LoadCentral highly encourages the sub-dealers to set up their own Google Talk accounts. Instant messaging is one of the most efficient ways for the Customer Service team to assist the sub-dealers with their LoadCentral concerns.

Customer Service Support schedules are as follows:

Monday to Saturday	:	9:00am to 10:00pm
Sunday	:	10:00am to 6:00pm