

Manually Placing an Order

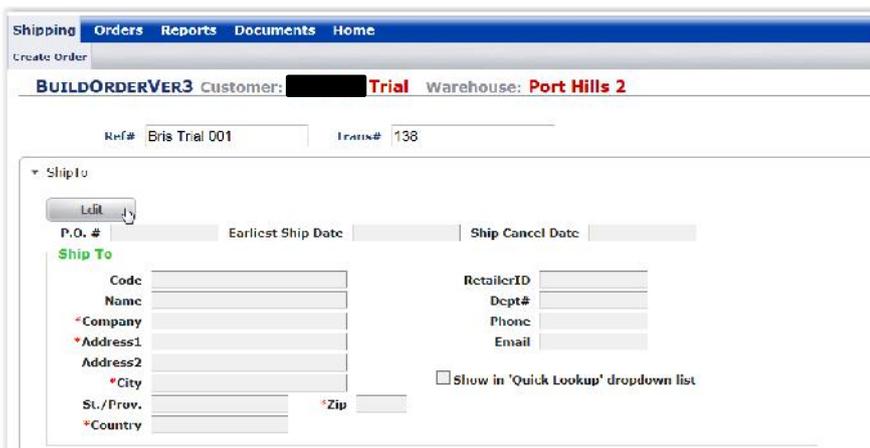
1. Select the shipping tab and then select 'Create Order'



2. Enter a Reference # in the REF# box and hit save. You can use any value you wish here.

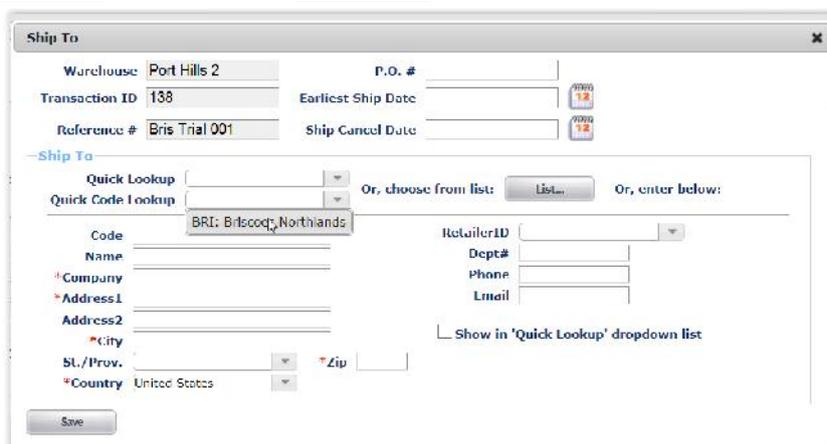


3. Select the Edit button



4. You can select a pre-loaded address from the Quick Code Lookup drop down box if these have been entered. See the FAQ for details on how to do this. Otherwise manually key the delivery address and any other relevant fields at this point in time.

IMPORTANT: Address fields **MUST NOT** contain comma's.



5. Select Save

Ship To ✕

Warehouse: P.O. #:

Transaction ID: Earliest Ship Date:

Reference #: Ship Cancel Date:

Ship To

Quick Lookup: Or, choose from list: Or, enter below:

Quick Code Lookup:

RetailerID:

Code: Dept#:

Name: Phone:

*Company: Email:

*Address1: Show in 'Quick Lookup' dropdown list

Address2:

*City:

St./Prov.: *Zip:

*Country:

6. Next Select "Line Items" from near the bottom of the page

BUILDORDERVER3 Customer: XXXXXXXXXX Trial Warehouse: **Port Hills 2**

Ref#: Trans#:

▼ ShipTo

P.O. #: Earliest Ship Date: Ship Cancel Date:

Ship To

Code: RetailerID:

Name: Dept#:

*Company: Phone:

*Address1: Email:

Address2:

*City: Show in 'Quick Lookup' dropdown list

St./Prov.: *Zip:

*Country:

▶ Carrier & Routing

▶ **Line Items**

7. Select "Quick Add"

▶ ShipTo

▶ Carrier & Routing

▼ Line Items

| SKU | Qualifier | Description | Qty | Order Unit | Available | Volume |
|-----|-----------|-------------|-----|------------|-----------|--------|
| 1 | | | | | | 0.00 |

8. In the text box that appears simply click on 'Search' to bring up the list of SKU's, then click on the word 'Available' **twice** at the head of the 4th column to sort the column by SKU's that are in stock or in the warehouse.

| | SKU | Qualifier | Description | Available | Qty |
|----|----------|-----------|------------------------|-----------|-----|
| 1 | 1046155 | | CHAIR WESTPORT FO... | 960.00 | |
| 2 | 1051564 | | CHAIR VISTA STEEL S... | 960.00 | |
| 3 | 1046153 | | LOUNGER WESTPORT... | 640.00 | |
| 4 | 1015819 | | CHAIR ZERO GRAVITY... | 575.00 | |
| 5 | 1046175 | | 3PCE DISTRO SET TO... | 320.00 | |
| 6 | 1051565 | | LOUNGER VISTA STEE... | 1920.00 | |
| 7 | 1040978 | | TABLE OSLO STEEL M... | 1680.00 | |
| 8 | 1046154 | | UMBRELLA WESTPOR... | 1600.00 | |
| 9 | 1026161 | | UMBRELLA BASE BLACK | 1400.00 | |
| 10 | 1040976 | | 3PCE RIO DISTRO SET | 0.00 | |
| 11 | 1040977 | | CHAIR OSLO STEEL M... | 0.00 | |
| 12 | 1046152A | | WESTPORT SETTING - ... | 0.00 | |
| 13 | 1046152B | | WESTPORT SETTING - ... | 0.00 | |
| 14 | 1051563A | | VISTA SETTING - STA... | 0.00 | |
| 15 | 1051563B | | VISTA SETTING - TAB | 0.00 | |

9. Populate the Qty column with what you wish to order. Click Add & Close (bottom right) once done.

| | SKU | Qualifier | Description | Available | Qty |
|----|----------|-----------|------------------------|-----------|------|
| 1 | 1046155 | | CHAIR WESTPORT FO... | 960.00 | 40 |
| 2 | 1051564 | | CHAIR VISTA STEEL S... | 960.00 | 28 |
| 3 | 1015819 | | CHAIR ZERO GRAVITY... | 751.00 | |
| 4 | 1046152A | | WESTPORT SLIDING ... | 80.00 | |
| 5 | 1040976 | | 3PCE RIO DISTRO SET | 6.00 | 8 |
| 6 | 1046175 | | 3PCE UMBRELLA SLI... | 320.00 | |
| 7 | 1026161 | | UMBRELLA BASE BLACK | 2660.00 | 1000 |
| 8 | 1046153 | | LOUNGER WESTPORT... | 740.00 | |
| 9 | 1051565 | | LOUNGER VISTA STEE... | 1910.00 | |
| 10 | 1040978 | | TABLE OSLO STEEL M... | 1628.00 | 12 |
| 11 | 1046154 | | UMBRELLA WESTPOR... | 1600.00 | |
| 12 | 1051566 | | MARKET UMBRELLA V... | 1600.00 | |
| 13 | 1040977 | | CHAIR OSLO STEEL M... | 0.00 | |
| 14 | 1046152B | | WESTPORT SETTING - ... | 0.00 | |
| 15 | 1051563A | | VISTA SETTING - STA... | 0.00 | |

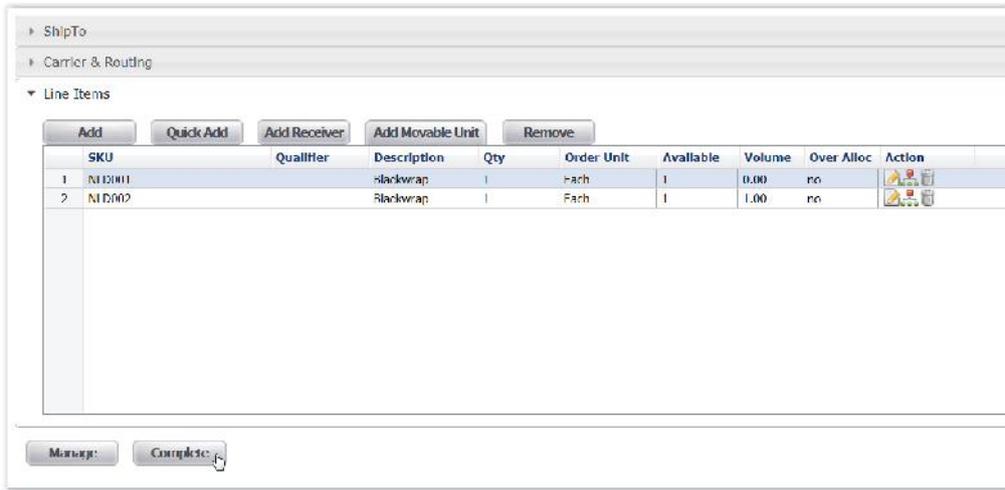
Buttons: Cancel, Copy Qty's, Stop All, Add, Add & Close, Help

10. Line items where there is not enough stock is available appear highlighted red and need to be adjusted before being completed. You do this by clicking on the small Pen and Paper icon in the Action Column.

| Line Items | | | | | | | | | | |
|---|---------|-----------|-------------------|------|------------|-----------|--------|------------|--------|--|
| <input type="button" value="Add"/> <input type="button" value="Quick Add"/> <input type="button" value="Add Receiver"/> <input type="button" value="Add Movable Unit"/> <input type="button" value="Remove"/> | | | | | | | | | | |
| | SKU | Qualifier | Description | Qty | Order Unit | Available | Volume | Over Alloc | Action | |
| 1 | 1046155 | | CHAIR WESTPO... | 40 | Each | 960 | 2.76 | no | | |
| 2 | 1051564 | | CHAIR VISTA ST... | 28 | Each | 960 | 1.87 | no | | |
| 3 | 1040976 | | 3PCE RIO BISTR... | 8 | Each | 6 | 2.90 | yes | | |
| 4 | 1026161 | | UMBRELLA BAS... | 1000 | Each | 2120 | 16.50 | no | | |
| 5 | 1040978 | | TABLE OSLO ST... | 12 | Each | 1628 | 0.54 | no | | |

11. Select 'Complete' to confirm and finish the order. This order will now be picked and despatched by Online staff.

IMPORTANT: If you do not select COMPLETE your order will not be submitted to be despatched by our Warehouse staff.



12. The order is now visible and available for our warehouse staff to pick and despatch. If desired notifications can be set up to inform your customers once the order has been picked, despatched and confirmed.