## **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

			Warehouse: Po	ort Hills 2
Ref#	Bris Trial 001	Irans# 138		2
hipto				
Lait ty				
P.O. #	Earliest Ship De	ate	Ship Cancel	Date
Ship To				
Code	1		RetailerID	
			-	
Name	10		Dept#	
Name *Company	•		Phone	
Name *Company *Address1			Phone Email	
Name *Company *Address1 Address2			Phone Email	
Name *Company *Address1 Address2 *City			Dept# Phone Email	. Lookup' dropdown list
Name *Company *Address1 Address2 *City St./Prov.		Zip	Dept# Phone Email	. Lookup' dropdown list

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.

Warehouse	Port Hills 2		P.O. #	23		
Transaction ID	138	Earliest	Ship Date	12		
Reference #	Bris Trial 001	Ship Ca	ncel Date	12		
Ship To						
Quick Lo	okup [	*	Or shown from Bate	the	Or outer helen	
Quick Code Lo	ookup (	*	or, choose from lise	Libian	or, enter below:	
Code	BRI: Brisco	oq <sub>2</sub> Northlands	Retailer1D	(	Ŧ	
Name			Dept#			
*Company			Phone			
*Address1			Lmail			
Address2					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
*City			L Show in	Quick Lookup	dropdown list	
SL/Prov.		* *Zip				
*Country L	Inited States	*				

## 5. Select Save

Warehouse	Port Hills 2		P.O. #				
Transaction ID	138	Earlie	st Ship Date		12		
Reference #	Bris Trial 001	Ship	Cancel Date		12		
Quick L Quick Code L	ookup (		• Or, choos	e from list:	List	Or, enter below:	
	Modify			RetailerID		<b>T</b>	
Code	BRI			Phone	(13.352.5122		
*Company	Briscoes Northlands Briscoes Northlands			Email	malcolm.leask	(@or	
*Address1	11 Langdons Road						
Address2	Papanui			Show in '	Quick Lookup	' dropdown list	
*City	Christchurch						
St./Prov.		- *Z	ip 9999				
*Country	New Zealand	-					

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

Ref#	Bris Trial 0	D1 -	Frans#	138		
ipTo						
Edit						
P.O. #		Earliest Ship Date	2		Ship Cano	el Date
hip To						
Code	BRI			ì	RetailerID	
Namo	Briscoes No	rthlands			Dept#	
*Company	Rriscoes No	orthlands			Phone	03 352 5122
*Address	11 Langdor	is Road			Email	malcolm.leask@or
Address	2 Papanui					
*City	Christchurc	h		S	now in 'Qui	ck Lookup' dropdown list
St./Prov		*Zi	p 9999			
*Country	New Zealar	id :				
rriar & Douti	ng					
	ig					
c Items	)					

## 7. Select "Quick Add"

•	Line I	Items	9						
		Add	Quick Add	Add Receiver	Add Movable Unit	R	emove		
		SKU	4m)	Qualifier	Description	Qty	Order Unit	Available	Volum
	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 4<sup>th</sup> 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	
1	1015849		CHAIR ZERO GRAVITY	576.00	
5	1046175		3PCE BISTRO 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	10461528		WESTPORT SETTING	0.00	
11	1051563A		VISTA SETTING STA	0.00	
15	10515638		VISTA SETTING - TAB	0.00	

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

	SKU	Qualilier	Description	Available	Qty		30
1	1046155		CHAIR WESTPORT FO	959.00	40		^
2	1051564		CHAIR VISTA STEEL S	960.00	28		
3	1015849		CHAIR ZERO GRAVITY	761.00			
1	1046152A		WESTPORT SETTING	60.00			
5	1040976		<b>3PCF RIO BISTRO SET</b>	5.00	8		
6	1016175		3PCL DISTRO SET TO	320.00			
1	1026464		UMURELLA DASE BLACK	2660.00	1000		
8	1046153		LOUNGER WESTPORT	240.00			
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 OSI O STEEL M	0.00			
14	1046152B		WESTPORT SETTING	0.00	3		V
1%	10515784		VISIA STUNK STA	0.00			
	Cancel					Copy Qitys Ship All Add Add& Glos	e
elp							(F

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.

	Add	Quick Add	Add Receiver	Add Movable Unit		Remove				
	SKU		Qualifier	Description	Qty	Order Unit	Available	Volume	Over Alloc	Action
1	1046155			CHAIR WESTPO	40	Each	960	2./6	no	2250
2	1051564		-	CHAIR VISTA ST	28	Fach	960	1.85	110	2.5.6
Э	1040976			JPCE RIO BISTR	8	Each	6	2.93	yes	
1	1026464			UMBRELLA BAS	1000	Each	2420	16.50	no	2.2.1
5	1040978			TABLE OSLO ST	12	Each	1628	0.54	no	2.88

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.

e Ite	ems dd	Quick Add	Add Receiver	Add Movable Unit	R	lemove				
- D	SKU		Qualifier	Description	Qty	Order Unit	Available	Volume	Over Alloc	Action
1	NEDUCT			Blackwrap	1	Fach	1	0.00	no	1.2.0
2	NI D002			Blackwrap	1	Fach	1	1.00	no	<b>入</b> 見前

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.