

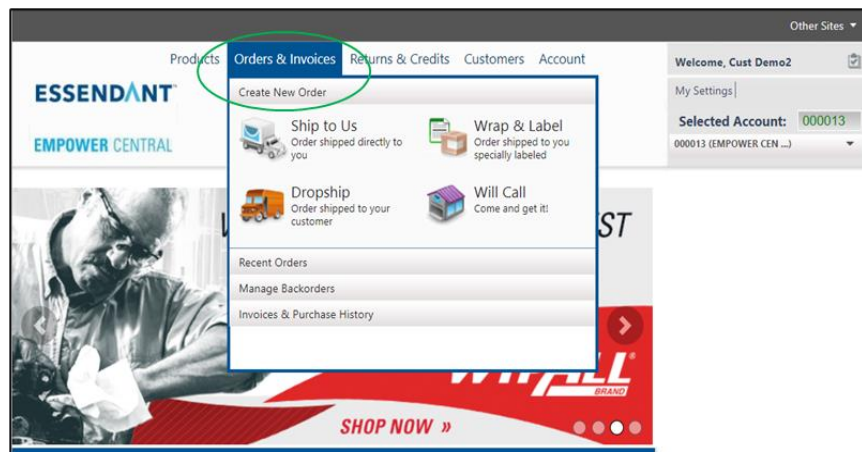
ORDER ENTRY

Find information regarding how to create and place an order, as well as how to view orders after they have been submitted.

Beginning An Order

There are multiple ways to begin an order:

- From the Home Page, you can start an order from top navigation **Order & Invoices** menu, as shown below
- You can start an order from the order panel with the **+ New Order** button. Note, the order panel will only appear if you have recently placed an order
- While you are checking stock, you can add an item to an order directly from the **Product Detail** page
- You can also start a new order from the **Shopping List** or **Purchase History** pages




Creating a Ship to Us Order

After selecting the 'Ship to Us' option from the Orders and Invoice menu:

- 1 Select appropriate ship from /pick up facility
- 2 Insert purchase order
- 3 Click continue to begin adding items


Creating a Drop Ship Order

After selecting the 'Drop Ship' option from the Orders and Invoice menu:

- 1 Select appropriate ship from facility
- 2 Insert Purchase order number
- 3 Use fields provided to insert full drop ship address
- 4 More fields are available for additional customer information
- 5 If the 'Add Address' button is selected, it will add the information to your customer address book. For future orders, enter the customer name, select the search icon  to find customer, and add to order
- 6 Click 'Continue' to begin adding items to the order

Creating a Wrap & Label Order

After selecting the 'Wrap & Label' option from the Orders and Invoice menu:

- 1 Select appropriate ship from facility
- 2 Insert Purchase order number
- 3 To pick up this W&L order, Click the will call box
- 4 use fields provided to insert wrap & label information (to look up a previously saved address, select the  icon)
- 5 Click continue to begin adding items

Edit Order: 25D2467 | Ship To Us

Account: 000013
 Name: EMPOWER CENTRAL DEMO ACCT
 Address 1: DO NOT FILL OR SHIP
 Address 2:
 City: DEERFIELD State: IL Zip: 00000

Order-Ship-From
 Ship From: CHI/STL
 Alternate Facility:
 Facility:

PO #: TEST
 Order Release Date: 2024-01-30

Tracking

Instructions & Labels ▶

Save Changes | Quick Order | Finish Order | Print Order | Review Order | Save Order to List | Hold Order | Cancel Order

Line Items (1) Total Net Extended Price: **\$557.60**

30 Items/Page showing 1-1 of 1 items - page 1 / 1

Item #	Qty	Unit	Notes	More Details ▶	\$27.88/ 1 CT ▶	\$95.22 List Price	\$557.60 Ext Price	Item	Update	Remove Item	Save Item to List
UNV18103	20	CT									

View Suggested Replacements ▶

Item # Qty Unit Notes Add to Order

Item #	Qty	Unit	Notes
	0		

Order Summary Total Service Charges: **\$0.00** Total Including BackOrders: **\$557.60**

		Total Cubic Feet	19.75				
		Total Weight	306.76				
Lines		Net Extended Price	List Extended Price				
Order #	Status	Entered	Shipped				
CHI	CHICAGO	25D2467	Unfinished	2	1	\$557.60	\$1,904.40

Save Changes | Finish Order | Print Order | Review Order | Hold Order | Cancel Order

After starting your order and clicking Continue, the system will assign an order number and bring you to this page.

To add items to your order:

- 1 Insert Item and Quantity and press enter.
- 2 Select 'update Item' if changes are made to the quantity or fill facility
- 3 Continue Adding items as needed
- 4 To complete the order, click 'Finish Order'
 --- Select 'Print Order' if you would like to print PDF of your order detail
 ---- Select 'Review Order' if you would like to review the entire order before finishing it
- 5 Select 'Hold Order' if you are not ready to submit your order or would like to add additional items later;
 Orders placed on hold must be released/finished before cutoff to ensure it is processed the same day
 -- Note: If you do not finish your order by the end of day, the system will automatically place the order
- 6 Select 'Cancel Order' if you no longer wish to place the order
- 7 Select 'Save Item to List' if you wish to save individual items to a shopping list
- 8 Select 'Save Order to List' if you wish to save the entire order to a Shopping list

Reset Password | Return to Solutions Central | Log Out

Products **Orders & Invoices** Returns & Credits Customers Account

Welcome, Customer Demo

My Settings
 Selected Account: 000013
 000013 (II Drop Ship)

Order Inquiry Search: enter PO# or Order#

Filter Order by

Date: From MM/DD/YYYY To MM/DD/YYYY

Status: All Unfinished Cancelled Processing Finished On Hold

Type: All Ship To Us Dropship Wrap & Label Will Call

Primary Ship From: All Facilities Specific Facility

Account: Selected Account: - 000013 All Accounts

Apply Clear

showing 1-2 of 2 entries: 1

Order#	PO#	Shipped To	Account	Status	Type	Facility	Cutoff	Created By	Last Updated	Updated By	Amount
25D277K	TEST PO	EMPOWER CENTRAL	000013	Cancelled	Ship To Us	CHI	Jan 31, 20;	Kristy Knel	Jan 30, 2024	Kristy Knel	\$0.00
25D2467	TEST	EMPOWER CENTRAL	000013	Cancelled	Ship To Us	CHI	Jan 31, 20; Customer		Jan 30, 2024	Customer	\$790.10

showing 1-2 of 2 entries: 1

Select 'Recent Orders' through the 'Orders & Invoices' menu in the top navigation.

- 1 Search by PO# or order # in the Search box
- 2 View orders across all accounts or the current selected account
- 3 Filter by order status to more easily search
- 4 Once the order has been found, click the order or Po link to access the order

Note:

- Only orders in a **Finished, On hold or Unfinished status can be modified**. Orders in any other status are actively being processed.
- Orders placed up to 72 hours prior will appear.
- The cutoff time in the order detail table will turn **Yellow** when the order is within 30 minutes of cutoff and **Red** when the order has missed cutoff.