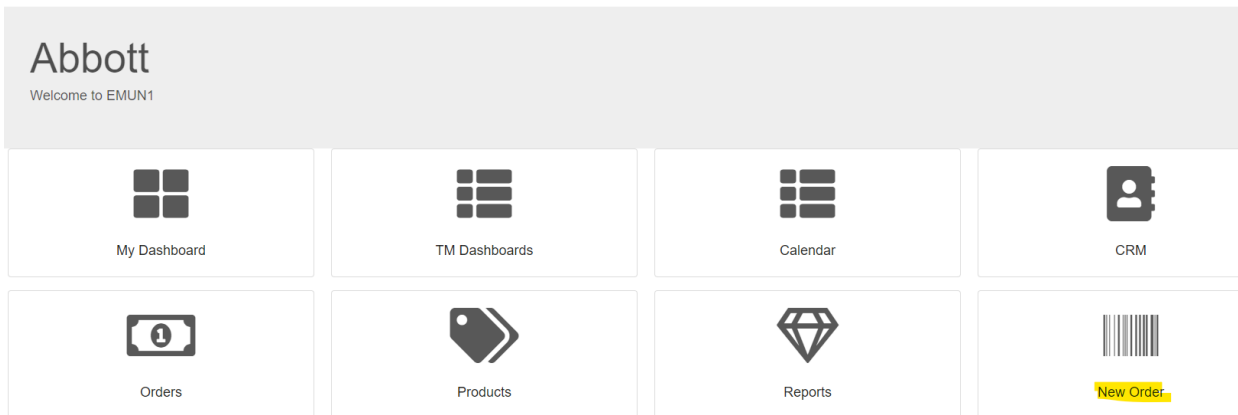


Create an Order

1. From the main screen, click on the **New Order** icon



2. Select your customer and Ship To location. Click on **Start Order**

You can search for customer by name, customer code, city, or zip. The more vague the search is, the longer your customer list will be.

Create Order...

Customer *

Search for customer...

Ship To *

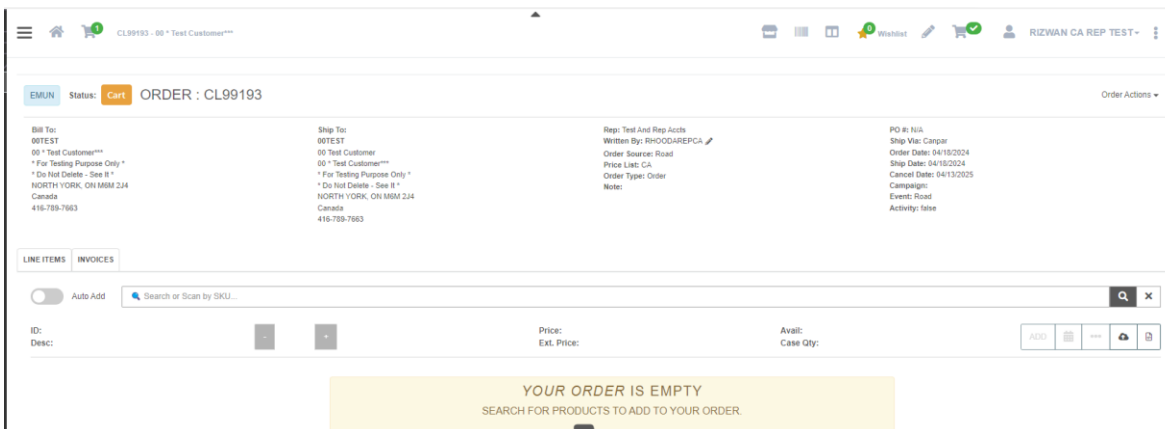
Select Ship Location

Order Source

Road



3. You will be taken to the Quick Order Entry screen once the order has been started. You can enter orders in multiple ways, from this screen, or the **SHOP VIEW**, or with a **CATALOGUE**



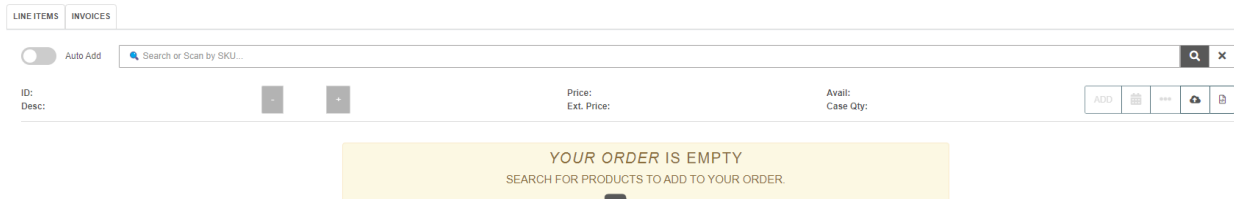
Quick Order Entry → page 2
Shop View Order Entry → page 3

Catalogue Order Entry → page 5
Check Out Process → page 7

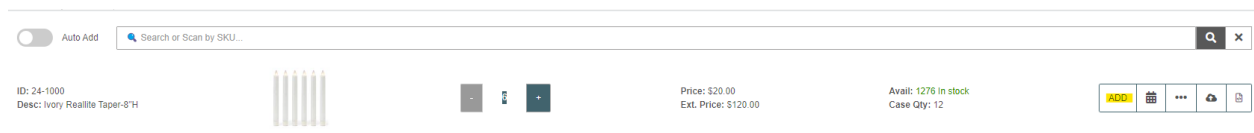
Create an Order

Quick Order Entry

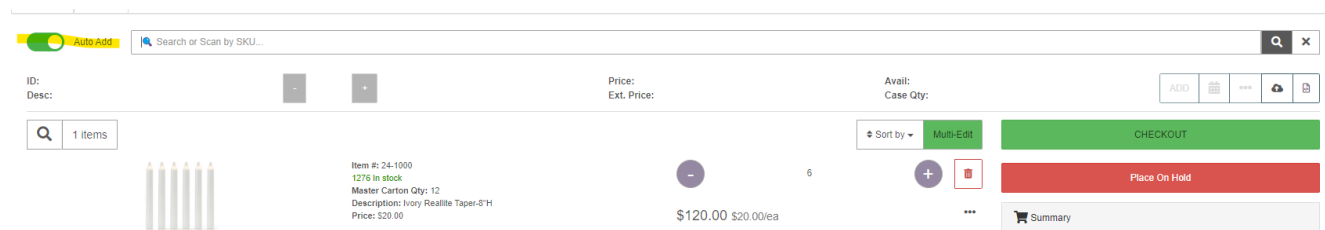
1. You can add items multiple ways:
 - a. Search by SKU (Full or Partial)
 - b. Search by UPC (Full or Partial)
 - c. Search by Description (Full or Partial)



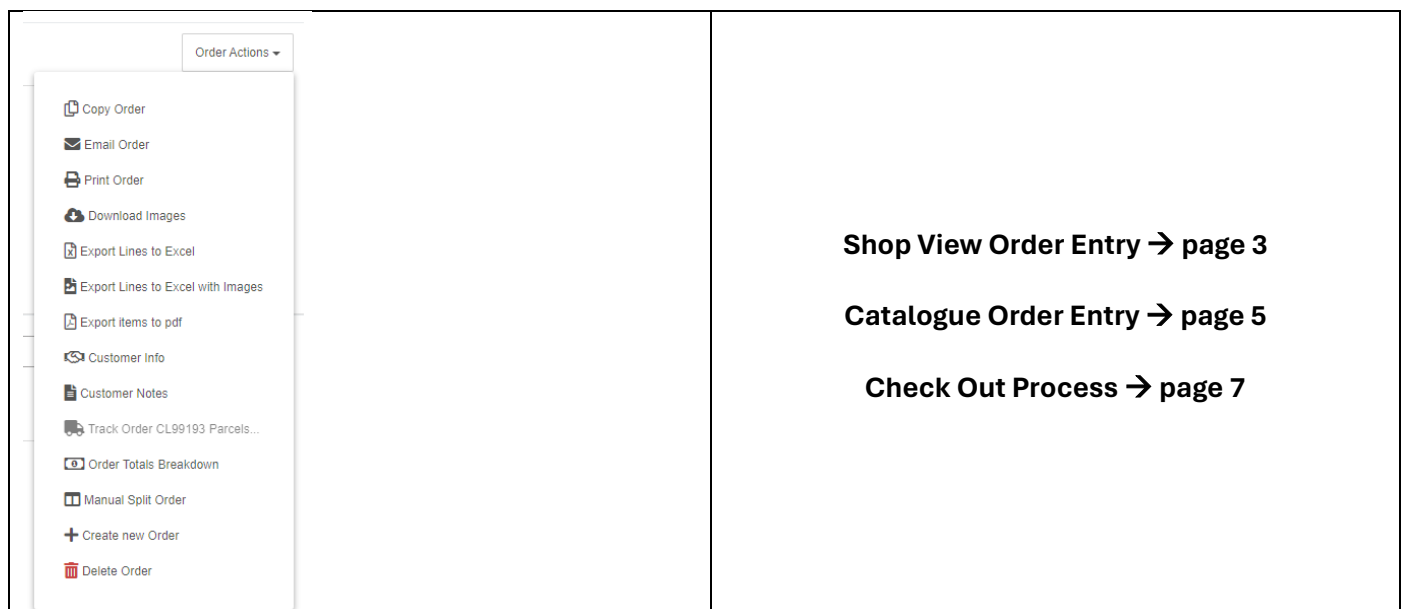
2. When you bring up a product, you get the option to change the ordered quantity and manually add the line to the order



3. If you toggle 'Auto Add' to on, the item you bring up will be added to the order automatically. You still have the ability to change the ordered quantity



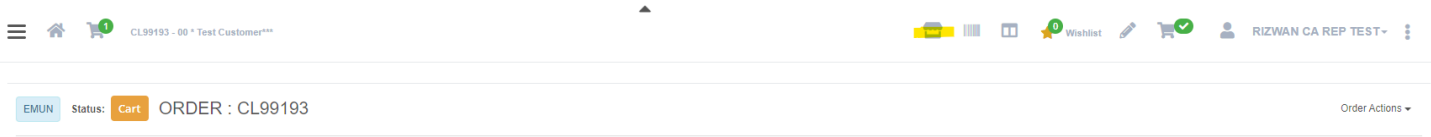
4. Continue to add items to the order until you are read to check out
5. The **Order Actions** on the top right side will give you additional options – print order, email order, export to excel, split order, delete order, etc



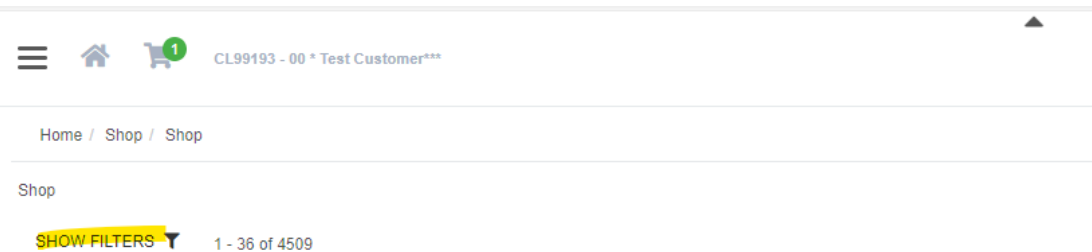
Create an Order

SHOP VIEW ORDER ENTRY

1. Once your order is started, you will be taken to the quick order entry screen. From there you can browse to the Shop View entry screen by clicking on the **SHOP** icon at the top of the screen



2. Click on **SHOW FILTERS** to open up the search feature



<p>Shop</p> <p>HIDE FILTERS ▾ 1 - 36 of 4509</p> <p>Product Lists ▾</p> <p>Your Lists ▾</p> <p>Order History ▾</p> <p>Featured ▾</p> <p>Stock Status ▾</p> <p>Price ▾</p> <p>Brands ▾</p> <p>Search This Category ▲</p> <p>Search for an item... 🔍</p>	<ol style="list-style-type: none">1. Products Lists – Any lists assigned to the customer2. Your Lists – All lists that you, the rep, have access to3. Order History – Previous items the customer has ordered4. Featured – Best Sellers/New Launch/On Sale5. Stock Status – Filter by different stock statuses, In Stock/Arriving in X weeks/Limited Quantities6. Price – Set a price range of products you are looking for7. Brands – Filter on a specific brand/artist8. Search – Various methods, using either Full or Partial methods<ul style="list-style-type: none">SKUUPCDescriptionKeywords
--	--

Create an Order

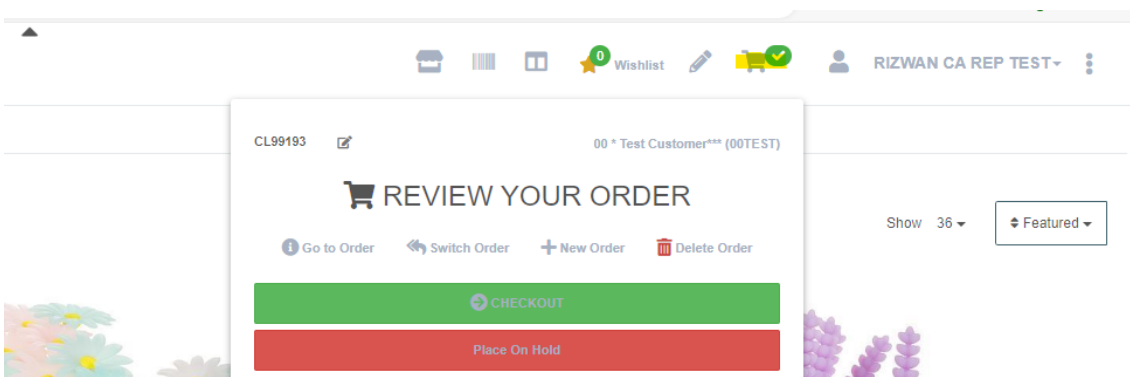
3. Click on the Shopping Cart icon below the product to add the product to the order



4. Once the product is added, you have the option to change the ordered quantity



5. Continue to add items to the order until you are read to check out, by click the shopping cart icon on the top right and selecting CHECK OUT



Quick Order Entry → page 2

Catalogue Order Entry → page 5

Check Out Process → page 7

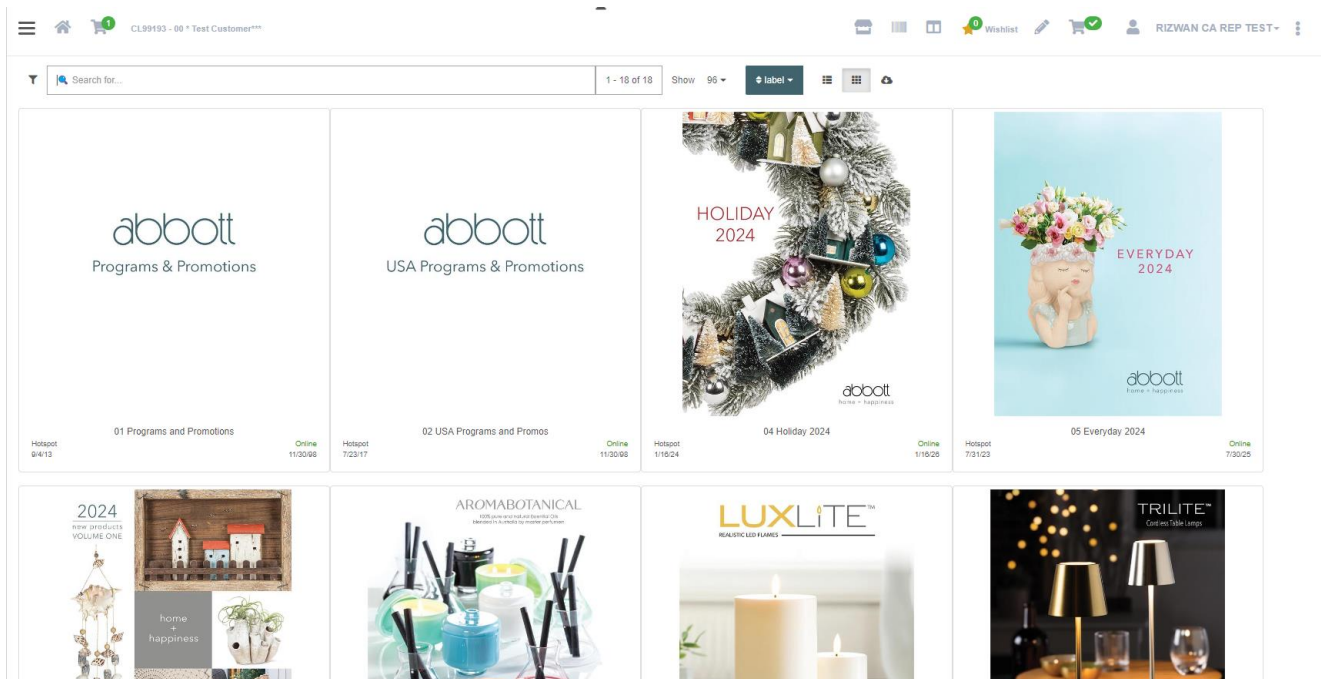
Create an Order

CATALOGUE ORDER ENTRY

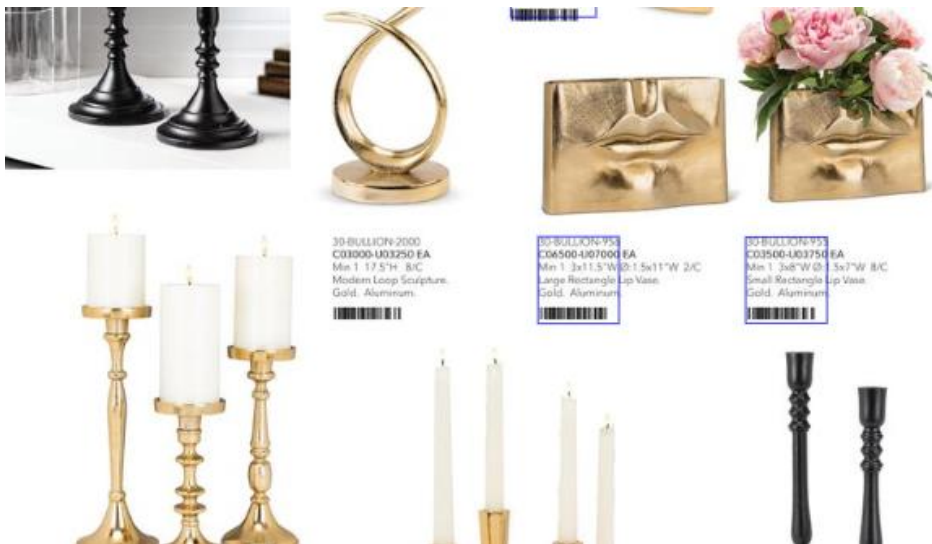
1. Once your order is started, you will be taken to the quick order entry screen. From there you can browse to the Shop View entry screen by clicking on the **CATALOGUE** icon at the top of the screen



2. Pick the catalogue you would like to order from. Note that the catalogue pages are in the same order as the printed catalogue and the catalogue on abbottcollection.com



3. Once you click on your catalogue, hit the left and right arrow keys to flip pages
4. If the product has a BLUE square around the product details, it is available to be added to the order. If there is no BLUE square, then the product is not available



Create an Order

- When you click into a product, you get the detailed product page. You can see more details about the product, change order quantities, and add the product to the cart

Add 30-BULLION-1420



Chunky Heart-Gold-4"W

Item #: 30-BULLION-1420
UPC: 063713528575

\$6.00 EA CAD

Minimum Qty: 4
Available: 0 Arriving in 3 weeks
Stock Status: Arriving in 3 weeks
Expected Delivery Date: 05/05/24

Buy Local

- 4 + Add And Close

Details

Dimensions

Width: 3.75"
Length: 4"
Height: 0.6"

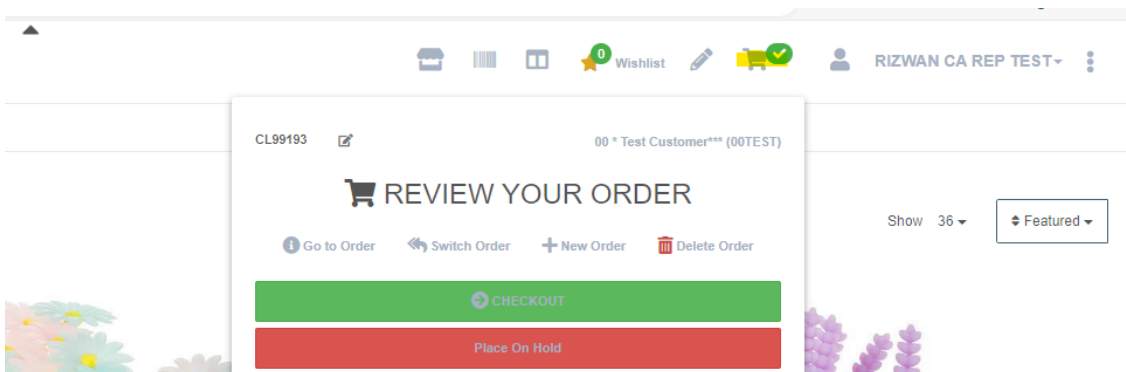
Specs +

Features +

- The squares around the item will turn GREEN once the product has been added to the cart



- Continue to add items to the order until you are read to check out, by click the shopping cart icon on the top right and selecting CHECK OUT



Quick Order Entry → page 2

Shop View Order Entry → page 3

Check Out Process → page 7

Create an Order

CHECK OUT PROCESS

Once you get to the check out screen you can validate your billing and shipping locations. You will also enter in the email, ship dates, PO, promotions, etc

Order#: CL99193

Address Info

Billing Address (#00TEST) 00TEST 00 * Test Customer*** * For Testing Purpose Only * * Do Not Delete - See It * NORTH YORK, ON M8M 2J4 Canada 416-789-7663	Shipping Address (#00TEST) 00TEST 00 * Test Customer*** * For Testing Purpose Only * * Do Not Delete - See It * NORTH YORK, ON M8M 2J4 Canada 416-789-7663	Change
---	--	--------

Order Info

Email Confirmation Enter email addresses to receive order confirmation...	Contact/BUYER
Ship Date 04/19/2024	Cancel Date 04/13/2025
PO # Your Purchase Order Number	
Ship Via CA - Canpar	
Note Note	

Back to Order	Place On Hold
Summary	
Total Items	12
Total Qty	18
Cart Total	\$317.00
Shippable Total	\$225.00
Open Total	\$317.00
Place Order	
Delete Order	
Continue Shopping	
Promotions	

- Email confirmation – you can pick from the customer contacts, or enter in a new email address to the order confirmation email. You can have multiple addresses listed
- Ship Date – this is the date that the customer would like their order delivered. Abbott will determine how far in advanced the order needs to be shipped to meeting the delivery requirements
- Cancel Date – this is the last possible date we can ship out the order to the customer. Default is roughly 1 year from the day the order was started
- PO – enter the customers purchase order number if they have one
- Note – these are order specific notes, no foam chips, call for cc, merge with back order, etc
- Promotions
 - Promotions are based on order date, product, order value, and shipping dates
 - Please refer to the promotion detail sheet for information regarding active promotions

Bases on your order and shipping criteria, if your order qualifies for a promotion, it will be listed on the right-hand side. You will only see the promotions, the customer qualifies for. Click on APPLY beside the promotion to add it to the order

Summary	
Total Items	12
Total Qty	18
Cart Total	\$317.00
Shippable Total	\$225.00
Open Total	\$317.00
Place Order	
Delete Order	
Continue Shopping	
Promotions	
CA Holiday Promo 01: CA Promo 01 - Under \$750 - No Program	Apply
100%	

- Click on PLACE ORDER to complete and submit the order
- Click on PLACE ON HOLD to put the order on hold
- Click on DELETE ORDER to delete the order
- Click on CONTINUE SHOPPING or BACK TO ORDER to go back to the Quick Order Entry screen to add more items to the Order