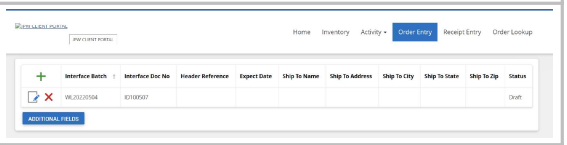
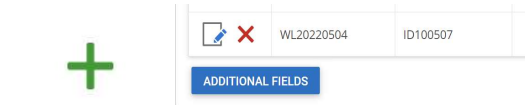
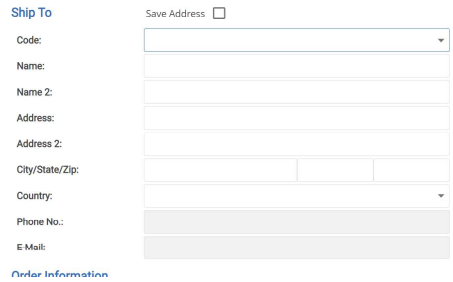
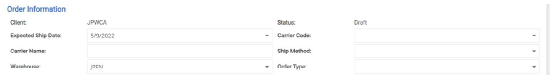
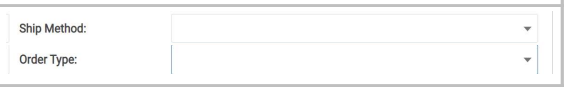
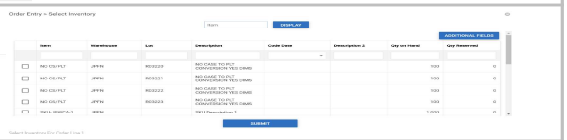
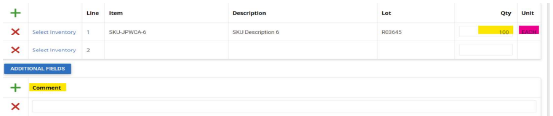
Order Entry

Step#	Instruction	
1	From the homepage select **ORDER ENTRY**	
2	Select the Green + sign to create a new order Or select the Edit button to adjust an order previously saved as draft.	
3	Fill in the **Ship-To** fields by either selecting a pre-saved code or filling in a new address. You have the option to save the address for future use when filling in the ship to fields by selecting the *SAVE ADDRESS* box	
4	Under **References** fill in the **SO#** [Sales Order] *used as FBA # for amazon replenishment orders* The remaining fields *Load, Seal, ISA, ARN* and *Trailer* are user-definable and can be revised upon request. (***Note:*** *this is not recommended as these fields copy over to certain reports such as the Vics BOL*)	
5	Under **Order Information** Select an *expected ship date* & enter the carrier info. *You can use the carrier Code field or dropdown to select a pre-saved carrier code which will fill in the carrier name.* *[Ask your CSR to add any missing carriers]*	
6	Leave the **Shipment Method** & **Order Type** blank unless directed otherwise by your CSR	
7	Next click *"Select Inventory"* to display inventory This opens the list view as seen in the next tab	
8	Select one or multiple products. Then Press SUBMIT	
9	Enter the ordered Qty in Eaches, not Cases. (if SKU has 10 Eaches per Case and you want to ship 10 cases of this you'd enter as 100 each) Comments left here will be printed on select reports (*Packing list, Vics Bol, or Picking ticket*)	
10	Press SUBMIT ORDER to submit. Or press SAVE AS DRAFT	This allows you to leave the page and revisit without losing progress