

# Lucky 7 Beverage

## Online Ordering Instructions

If you are logging on for the first time use the email address you provided us and the temporary password, you should have received from NOW COMMERCE. They are the service provider that manages the site. You will have to reset the password the first time you log in. This username and password will be what you use to login in the going forward.

Keep in mind the case packs when you order. To order partial cases just enter .75, .50, .25 or the equivalent for the bottles you need.

### Place Order Using Item Numbers

1. Once you have logged in select **PLACE ORDER**.
2. Next enter your desired item number in **SEARCH ITEM #** and press **ENTER**.
  - a. The desired item will appear below. Enter your desired **QTY** and press **TAB**.  
Once you press **TAB** the pricing will appear to the right of the **QTY**. The item is now in your cart.
3. Go back to **SEARCH ITEM #** and enter another item and press **ENTER** again.
  - a. Follow the same steps listed in 2a.
4. Repeat steps above for all desired items.
5. Select **REVIEW ORDER** when you are done.
6. Choose from the following choices.
  - a. **MEMO** if you want to leave us a note with your order.
  - b. **ADD ITEM TO ORDER** if you missed something.
  - c. **SUBMIT ORDER** if you are finished.
  - d. **SAVE DRAFT** if you want to come back later.
  - e. **CANCEL ORDER** if you want to start over.
7. Once you have submitted your order you will get an order confirmation and you're all done.

### Ordering Using the Reorder

1. When you place your order please use the **REORDER** option. This will bring up the items you most frequently order.
2. Enter your desired quantities for the items you see here. You can add items not listed at this time during a later step.

- a. After entering your quantities press the **TAB** button to move to the next **QTY** box. Do not hit the ENTER button, don't hit the back arrow in the browser when you're placing your order. The system will randomly add items to the order and cause problems.
3. Once you have finished entering your quantities for your order, select **REVIEW ORDER**.
    - a. At this time, you can look over the items and quantities you have entered and make the necessary adjustments.
      - i. Option 1 Select **SUBMIT ORDER** without additional items.
      - ii. Option 2 Select **ADD NEW ITEM** to add an item not listed originally. You can now find the item you would like to add and enter the desired quantity. **REVIEW ORDER** again and then you can **SUBMIT ORDER**.
      - iii. **MEMO**, if you have a message you want to leave us with your order please enter it here.