Order Entry

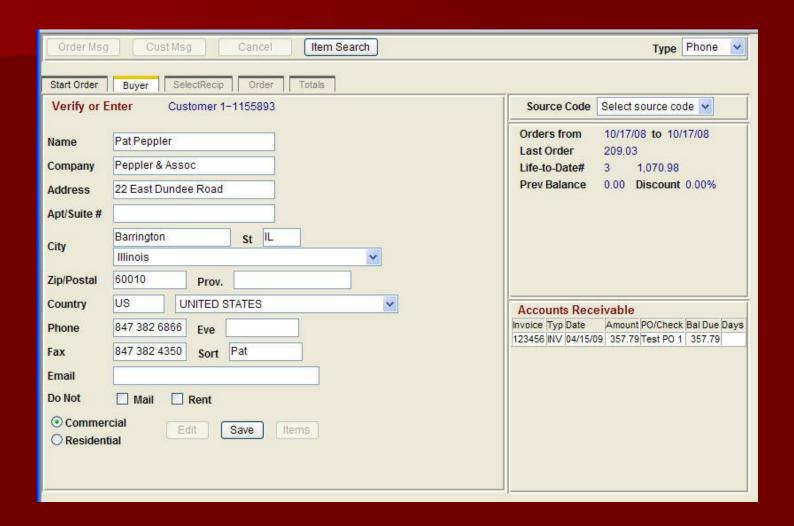
- Search existing customers and inquiries
- Add new customer/verify address
- Review previous orders and copy
- Multiple recipients per order
- Item details
- View all recipients and items with order totals

Search

| Order Msg Cust Msg Cancel Item Search Type Phone | | | | |
|--|-------------------|---------------|--------------|---|
| Start Order Buyer SelectRecip | Order Totals | | | |
| Customer Search | 2.551 | | | |
| | | | | |
| Name peppler (or) C | (or) Company | | (and/or) Zip | 60010 Find Clear |
| | | Far wasse was | 1 | |
| (or) Phone (or) Cus | st# | (or) FaxID | | (or) Email |
| | | | | /f |
| Search Results (5) for: Name=pepp | ler and Zip=60010 | | | Cust# 1-1155893 |
| Cust# Type Name | City | St | Zip | Name Pat Peppler |
| 1-1008804 RE Annie Peppler | BARRINGTON | | 60010 | Company Peppler & Assoc Add1 22 East Dundee Road |
| 1-127571 RE Marie Peppler | BARRINGTON | IL | 60010 | Add1 22 East Dundee Road Add2 |
| 1-1155895 RE Martha Peppler | BARRINGTON | IL | 60010 | |
| 1-1155893 RE Pat Peppler | Barrington | IL | 60010 | City, St Zip Barrington, IL 60010 |
| 1-1155890 RE Pat Peppler | Barrington | IL | 60010 | Province |
| | | | | Country US |
| | | | | Day 847 382 6866 |
| | | | | |
| | | | | Fax 40.47/00 to 05/00/00 |
| | | | | Orders from 10/17/08 to 05/06/09 |
| | | | | Last Order 861.95 |
| | | | | |
| | | | | Prev Balance 0.00 Discount 0.00% |
| New Buyer Select Order Search | | | | |

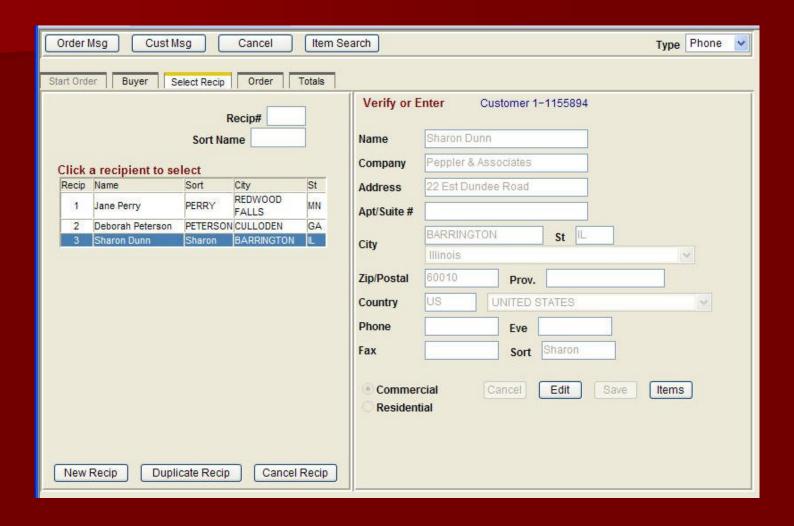
Add new customer/verify address

Click "Save" to verify the address. Delivery point validation is also checked, but may be bypassed for billing only addresses. Open invoices are also displayed.



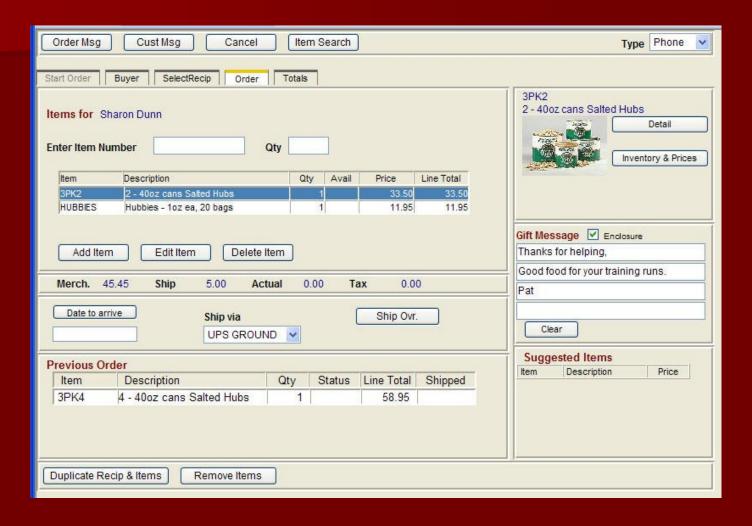
Select recipients from the address book

Addresses can be verified real time.



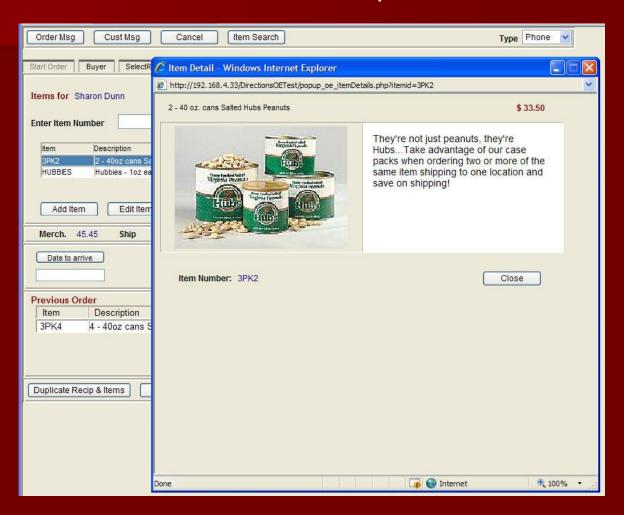
Add items

Each recipients' previous orders are displayed. One click can duplicate the recipient, items, and gift message.



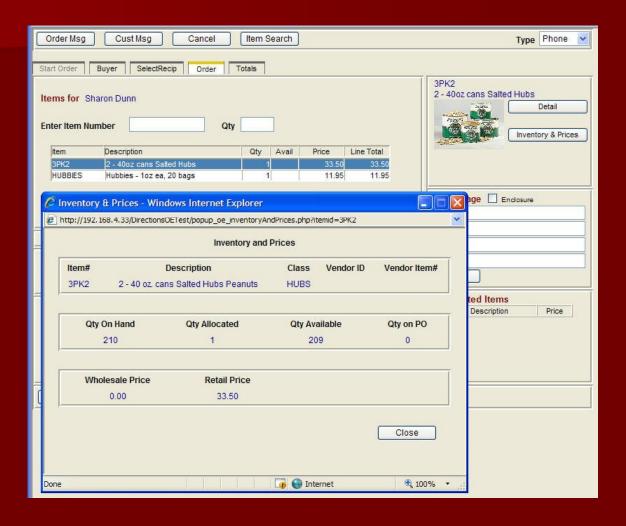
Item details

View the same images and information available on the web and display additional information available only for customer service.



And more item details

See item availability in multiple warehouses, or delivery time from the vendor.



View all recipients and items.

Real time payment authorization.

