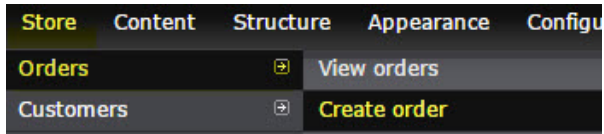


At times, you may need to create an order on behalf of your customer. The instructions below guide you through doing so for both existing customers and new customers.



- Search for an existing customer.
- Create a new customer account.
- No customer account required.

CUSTOMER SEARCH 2

Enter full or partial information in one

First name

Last name

E-mail

Username

Search 3

Select customer 4

RYAN Quinn <ryan@bookweb.org> (rqinn)

Create order 5

Ship to: a First name Last name Company Street address City State/Province: - None - Country: United States Postal code Phone number	Tax-Exempt information: b Organization name: Tax exempt number: Street address: City: Country: United States State/Province: Alabama Postal code: Phone number:	
Bill to: c First name Last name Company Street address	Customer info: Customer number: 3 Primary e-mail: ryan@bookweb.org	Payment: d Payment method: Pay at Store

Products: 8

Add product

This order contains

Search by name or model/SKU (* is the wi

9780679805274

Select Search Close

----- Book Products -----
Oh, the Places You'll Go! (Hardcover)
----- Custom Products -----

Search by name or model/SKU (* is the wildca

9780679805274

Select Search Close

Oh, the Places You'll Go!

Qty *

1

Add to order Cancel

9 Shipping quote:

Get shipping quotes

UPS Overnight Shipping: \$35.95

Pick up At Event: \$0.00

UPS 2-Day Shipping: \$22.95

UPS Ground Shipping: \$8.95

Gift Card/Certificate: \$0.00

In-store pickup: \$0.00

Apply to order

Submit changes

The order is now placed and can be processed as normal.

NEW CUSTOMER

- Search for an existing customer.
- Create a new customer account.
- No customer account required.

NEW CUSTOMER DETAILS

Customer e-mail address

ryan@bookweb.org

E-mail account details to customer

Create order

5

a

Ship to:

First name
Last name
Company
Street address
City
State/Province: - None -
Country: United States
Postal code
Phone number

b

Tax-Exempt information

Organization name:
Tax exempt number:
Street address:
City:
Country: United States
State/Province: Alabama
Postal code:
Phone number:

c

Bill to:

First name
Last name
Company
Street address

d

Customer info:

Customer number: 3
Primary e-mail: ryan@bookweb.org

Payment:

Payment method
Pay at Store

Products: **6**

Add product

This order contains:

Search by name or model/SKU (* is the wildca

9780679805274

Select Search Close

----- Book Products -----
Oh, the Places You'll Go! (Hardcover)
----- Custom Products -----

Search by name or model/SKU (* is the wildca

9780679805274

Select Search Close

Oh, the Places You'll Go!

Qty *

1

Add to order

Cancel

7 Shipping quote:

Get shipping quotes **a**

- UPS Overnight Shipping: \$35.95
- Pick up At Event: \$0.00
- UPS 2-Day Shipping: \$22.95
- UPS Ground Shipping: \$8.95
- Gift Card/Certificate: \$0.00
- In-store pickup: \$0.00

Apply to order **b**

Submit changes **8**

The order is now placed and can be processed as normal.