

# **User Guide**

## Avery Dennison Web Ordering Solution for Williams Sonoma



Retail Branding and Information Solutions

#### September 2014

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## **Starting a Web Services Session**

1 Enter http://www.webservices.averydennison.com into your web browser

(Note: only FireFox 2 and higher, Google Chrome 7 and 8, and Internet Explorer 7 and higher are supported).

The login page will appear.

	1001 1001 100 10010 100 100 10010 010 100 10010 0110
Retail Branding and Information Solutions	
	Avery Dennison Web Services Login ATTENTION : We are performing scheduled system maintenance on Saturday, September 1, PM EDT to 11:00 PM EDT. The system will not be available during this time. We apologize fo inconvenience this may cause.
	Please Enter your Username and Password to Login
	Username
	Password
	Sign In <ul> <li>Register Customer Account and/or User Logon</li> <li>Modify Existing User Account (add new store, etc)</li> <li>Forgot Your Password?</li> </ul>

- 2 Enter your Username and Password.
- 3 Click Sign In.
- 4 Click the **Product Ordering** link.



After selecting **Product Ordering**, you'll be redirected to the Order Setup page.

## **Selecting Orders for Callout**

	ALLIAMS-SONOMA	Welcome TestVendor1 User12 Home   Contact Us   Contact Customer Service   User Guide   Exit to Webservices
Retail Branding and Information Solutions	Products Orders Account	
Home >		
Store WILLIAMS SONOMA *	1 Order Setup > 2 Edit Order > 3 Shipping &	Billing ) 4 Preview Language United States English 🔻 🕇
Q. Search		A
Search By :   Purchase	Order (PO) © Catalog © All Order	
Order Date		
order bace -	-	
	Reset	
Read about the latest improve	ements made to the site! English Chinese	
① This application supports IE7/	/firefox3.5/chrome5.0 and above. The application may	not work properly on other browsers.
Read about the latest improve	ments made to the site! English Chinese (Update	d November 2013)

- 1 Select a **Search** option
  - a **Purchase Order (PO)** allows you to search for all POs in the system by PO and/or Order Date.
  - b **Catalog** allows you to search for specific items from the catalog, or browse the catalog to locate the item(s) you wish to order.
  - c **All Order** allows you to search for all POs in the system by PO, Web Order No., Order Date, and Order Status.

After selecting an order type, the search fields will appear.

#### Purchase Order (PO) -

Search By : <ul> <li>Purcha</li> </ul>	ase Order (PO)	Catalog	All Order
PO Number			
Order Date 🔻			
	Reset S	Search	

#### Catalog –

Search By :	Purchase Order (PO)	Catalog	🔵 All Order
Customer Item	Reset Search	•	

#### All Order –

Search By : OPurchase	Order (PO) 🛛 🔘 Cat	alog 💿 All Order	
PO Number		Order Status ALL	Ŧ
Web Order Number		Copied From	
Order Date 🔻			
		Show 'Advanced Search' Always Reset Search	

- 2 Enter your search criteria into the fields provided.
- 3 Click Search.

## **Calling Out a Purchase Order**

		ILLIAMS-SONOM	A	Home   Contact Us   Conta	Welco act Customer Service   User (	me TestVendor1 User12 Guide   Exit to Webservices
Home >						
Store WILLIA	MS SONOMA Y	1 Order Setup ) 2 Edit Or	der ) 3 Shipping & Billing )	4 Preview	Language	United States English 🔻 🥇
्, Search						٨
Search	By :   Purchase (  PO Number vende  Order Date	Order (PO) © Catalog © All Ord	er			
Search R 3 Result	esults - Showing Par (s) Found vice Dureau	tial Matches	<b>1</b> 5 551			
	PO Number	▼ Order Status	Copied From			
0	vendoruser_1 🔊	Available for Callout				
	vendoruser 🔊	Available for Callout				
	vendoruser	Saved				
Order Ser	vice Bureau	<< <	1 > >>			

- 1 Click the **9** icon next to a PO to view and compare versions of the purchase order.
- 2 Select the PO(s) you would like to call out by clicking the radio button next to the PO Number(s).
  - a You are now able to call out multiple POs in one order. To do this, check the selection boxes of all the POs you'd like to include and proceed as usual.
- 3 Continue a **saved** order by clicking **Saved** in the **Order Status** column. You'll be taken to the page on which the order was last saved and can continue the ordering process as per usual.
- 4 Click **Order Service Bureau** to proceed.

You will be redirected to the Item Assignment page.

## Assigning Items to an Order

For callout orders, you'll be required to assign items to the selected purchase order.

AVERY DENNISON*	ALLIAMS-SONOMA	Welcome TestVendor1 User12 Home   Contact Us   Contact Customer Service   User Guide   Exit to Webservices
Retail Branding and Information Solutions Home >	Products Orders Account	
Store WILLIAMS SONOMA	1 Order Setup > 2 Assign Items > 3 Edit Order > 4 Shipping & Billing > 5 Pr	review Language United States English • ?
Please select items for PO# p Instructions: Assign items to e	WTEST_235557_02 ch PO using the 'Quick Search' or 'Suggested items' to select items then click <b>Assign</b>	
Quick Search	Suggested Items from : Retail > Retail Assign	*
0 Item(s) selected for PO# PI Customer Item There are no Items selected Remove	HTEST_235517_03 Brand Sub-Brand Description I for Assignment. Select the Items and click on Assign button to assign Items. Gets Est Ore	æ]

1 Enter all or part of the item number into the **Suggested Items** field on the right hand side of the page. **Note:** this is a progressive search so the more you type, the fewer matches will appear, see the below example.



2 Select an item from the list and click **Assign**.

The selection will automatically appear in the selected items table.

	ALLIAMS-SONOMA	Welcome TestVendort User12 Home   Contact Us   Contact Customer Service   User Guide   Exit to Webservices
Retail Branding and Information Solutions Home >	Products Orders Account	
Store WILLIAMS SONOMA	1 Order Setup ) 2 Assign Items ) 3 Edit Order ) 4 Shipping & Billing ) 5	Preview Language United States English V
Please select items for PO# ps Instructions: Assign items to eac	rresr_235517_03 th PO using the 'Quick Search' or 'Suggested items' to select items then click <b>Assign</b>	
Quick Search	Suggested Items from : Retail > Retail	×
	Assign	
1 Item(s) selected for PO# PM	TEST_235517_03	
Customer Item Brand	Sub-Brand Description	
□ 3807 Retail	Retail Retail - Basic Adhesive Ticket (38	
Remove	On to Exit O	nder

3 If required, assign more items by following the above steps.

- 4 If your order includes multiple POs, assign items to the remaining POs on the order by doing one of the following.
  - a To assign different items to the next PO, select the PO from the drop down menu at the top of the page.
  - b To assign the same items to all POs, after the items appear in the selected items table, check the selection boxes and check the **Apply these items to All PO Numbers in order** selection box.
  - c To assign the same items that have been assigned to the current PO to the next PO, click **Assign Items to Next PO**.
- 5 Remove assigned items by checking the selection box and clicking **Remove**.
- 6 Once all required items have been assigned, click **Go to Edit Order**.

You'll be redirected to the Edit Order page.

## **Ordering Catalog Items**

		n. ALLIAN	IS-SONOM	Home   Contact Us   Contact Custo	Welcome TestVendor1 User12 mer Service   User Guide   Exit to Webservices
Home	>				
Store	WILLIAMS SO	NOMA *	1 Order Setup >	Edit Order ) 3 Shipping & Billing ) 4 Preview	Language United States English 🔻 🕇
Q,	Search				*
	Search By :	Purchase Order (PO)	e Catalog 💿 All Ord	M	
-	Customer Item	Reset Search	Browse Categories		
	21 Result(s) Order Service B	Found			
		Customer Item 🔻	Category1	Description	
		8307 Q	Retail	Small Item Ticket	
		8118 Q	Retail	Basic Adhesive Ticket (1-up on 3¿ roll)	
	0	8117 Q	DTC	Basic Adhesive Ticket (1-up on 3" roll)	
		8017 Q	Labers	Cold Room Sticker	
	0	7829 Q	Retail	Basic Adhesive Ticket (with no price)	
		5859(WE) C4	Recall	Permanent Adnesive Ticket (West Lim)	
	0	2007 ()	Retail	Permanent Auresive Ticket	
		3806 Q	DTC	Basic Adhasiya Ticket	
	0	3314 Q	Retail	Tx3cm Small Ticket	
	Order Service B	ureau			

1 Enter all or part of the **Customer Item** number into the free text box and click **Search**. Your results will appear in the table below the search fields. **Note:** this is a progressive search so the more you type, the fewer matches will appear, see the below example.

```
Customer Item 3

      131952 | Retail

      131953 | Retail

      131953 | Retail

      131955 | Retail

      131955 | Retail

      132342 | Retail

      3307 | Retail

      3310 | DTC

      3312 | DTC

      3313 | Retail
```

OR

2 Click on **Browse Categories** to select an item from the catalog. Making a selection from the catalog will cause it to appear in the results table.

	Browse Categories •		
	DTC	•	8117
_	Labels	•	11642
t	Retail	•	3312
			3806
			3310

- 3 Select items from the table by checking the selection box(es).
- 4 Click Order Service Bureau to proceed.

You will be redirected to the **Edit Order** page.

## **Completing the Edit Order Page**

#### Callout Orders -

		0N*	<b>ALLIA</b>	MS-S	ONOMA		Home   Con	Welcon tact Us   Contact Customer Service   User G	ne TestVendor1 User12 vide   Exit to Webservices	
Retail B	randing and information	on Solutions	Produ	rts Ord	iers Account		_			
Home Store	≥ WILLIAMS SONO	MA ¥	1 Ord	er Setup 🕽	2 Assign Items ) 3 Edit Order ) 4 S (Total Items 2)	hipping & Billing ) S Preview		Language	nited States English 🔻	?
Web 0	Drder Number	: 12435568					<go as<="" td="" to=""><th>ssion Items XCancel Order GSave C I TI</th><td>nder @Add Items Ne</td><td>ext&gt;</td></go>	ssion Items XCancel Order GSave C I TI	nder @Add Items Ne	ext>
	PO#: PMTEST	_235517_03	I						0	1
Custo Remi Ra	omer Item : ove SKU TEMTYPE etail	380Z X	Des	cription :	Retail - Basic Adhesive Ticket (38	07)-with Implied item	Implied It	tems		
*	PO Quantity	Quantity to	o Order	SKU#*	SKU DESCRIPTION	VENDOR#		COUNTRY OF ORIGIN	CONCEPT/CHANNEL	R
0	468	468	483	040004	Debasiani Dura Alt Dilur Dura			110.4		2
Contact © 19	We SKU	Privacy Statement ennison Corporat	.) Investor Relati	ona.   Australia eserved.	enico.com		<u>≺Go to A</u>	ssign Items XCancel Order Save C		ext>

#### Catalog Orders -

				AMS-S	SONOMA			Home   Contact Us	Contact Customer Se	Welcome TestVend rvice   User Guide   Exit to !	or1 User12 Webservices
Netal Br	anding and informatio	n Solutions	Pre	ducts 0	rders Account	/					
ore	Z VILLIAMS SONO	MA ¥		1 Order 5	Setup 🕽 2 Edit Order	3 Shipping 8	k Billing ) 4 Preview (Total Items 2)		ι	anguage United States E	nglish • ?
em(: leb C	s) added succe order Number	ssfully 12435538						<go order="" set<="" td="" to=""><td>tup XCancel Ord</td><td>er 🖾 Save Order 🕀 Add</td><td>Litems Nex</td></go>	tup XCancel Ord	er 🖾 Save Order 🕀 Add	Litems Nex
Indi PO	cates Mandato Number:	ry Field									0
usti temi	omer Item : ove SKU PO Quantity	3307 X Copy SKI Quantity to 0	Descripti Is	on : Basi	ic Hangtag sku	VENDOR#	COUNTRY OF	CONCEPT *	RETAIL PRICE	SUGG RETAIL PRICE	OVERRID
	NZA				DESCRIPTION		ORIGIN®				
	N/A	1	1 Each					Select one			
A100.0	We SKU	Copy SKU	re.								
aste lema	omer Item : ove SKU PO Quantity	380Z X Copy SKI	Descript //s	tion : Bas	sic Adhesive Ticket	VENDOR#	COUNTRY OF	CONCEPT *	RETAIL PRICE	SUGG RETAIL PRICE	OVERRID
0	NZA				DESCRIPTION		ORIGIN*				
0	N/A	1	1 Each					Select one			
ema	ve SKU	Copy SKU	16								
otact D 19	Us.   Legal Notice.   96-2013 Avery De	Privacy Statement, I ennison Corporatio	Investor Rel	lations.   <u>Aven</u> d s Reserved.	Dennison.com			<go order="" se<="" td="" to=""><td>tup ¥Cancel Ord</td><td>er ⊒Save Order ⊛Ado</td><td></td></go>	tup ¥Cancel Ord	er ⊒Save Order ⊛Ado	

- 1 Items and POs may appear in different tabs on this page. Click each tab to view/edit information.
- 2 Enter information into the variable data fields for each tab. Required fields are marked with a red \*.
- 3 To enter content information, click the <u>Edit</u> link in the **Contents** column. This will cause the following pop-up to appear.

			Valu	ues must ad	d up to 10
	Part		Fiber	Percent	
t	Start typing or paste value 👻 🗣	×	Please enter	0.96	
			Start typing or paste value	%	ж
Ada Sta	litional Wording rt typing or paste value	ж			

- a Enter the **Part** by clicking on the down arrow in the drop down menu, or manually entering the part.
- b Enter the **Fiber** as above.
- c Enter the **Percent** into the % free text box.
- d If more than one fiber or part is required, click the + icon next to the drop down to make a new field appear.
- e To remove a field click the **x** icon next to the field you'd like to remove.
- f Repeat the above steps as many times as required until all parts and fibers have been entered.
- g If required, select an Additional Wording from the drop down menu.
- h When finished, click **Save & Close** to save your changes and close the window.
- 4 To enter care instructions, click the <u>Edit</u> link in the Care Instructions column. This will cause the following pop-up to appear.



- a Select the required instructions by clicking on them (on the right of the window), or selecting from the drop down menu.
- b The selected instructions (if they have images associated with them) will appear at the top in the **Current Selection** field.

cWhen finished, click **Save & Close** to save your changes and close the window.

4 Once all data has been entered and/or verified, click **Next** to proceed.

### **Completing the Shipping and Billing Page**

1 Confirm that your shipping and billing addresses are correct.



2 Use the **Edit Address** or **Add Address** buttons to edit or add address information. One of the following pop-ups will appear. Complete the fields and click **Save** to save your changes or **Cancel** to cancel them.

Edit Address –

	Edit Address	×
Nickname	TestVendorUAT011350950967125	
Organization * LastName	TestVendorUAT15	
* Street address	7 Bishop Street Framingham	
* City:	Natick	
* Country/Region:	United States 🔻	
* State/Province:	Massachusetts 🔻	
* Zip Code/Pin Code:	01721	
* Phone number:	508545768	
Fax number:		
	Save Cancel	

#### Add Address –

	Add Address	>
* Nickname		
Organization		
* LastName		
* Street address		
* City:		
* Country/Region:	۲	
* State/Province:		
* Zip Code/Pin Code:		
* Phone number:		
Fax number:		
	Save Cancel	

3 Depending upon the fulfillment center(s) available for the PO and items in the order, you'll be taken to either the **Order Level** or **Item Level** tab.

#### Order Level –

Order Level Selections It	em Level Selections	
PO Number	PMTEST_235517	_03
Fulfillment Center	UNITED STATES (	Greensboro,NC) 🔻
Customer Reference # *		
Shipping Method *	Ground V	
Consolidator Information	Bill My Account	]
	Account # Pleas	e enter account number
	Shipping Carrier	Please Select 🔻
	Other	Other Carrier
Packing Instructions		
Sampling Instructions		/ Select Draw Down Type
Attachment Ship Mark File	Add Attachment	Shipmark

#### Item Level –

Order Level Selectio	ins Item Lev	vel Selections			
Customer Referen	ce # *				
PO Number	Customer Iten	Fulfillment Center	Shipping Method *	Bill My	Account #
PMTEST_235517_03	3807	UNITED STATES (Greensboro,NC)	▼ Ground	•	Please enter account numbe
PMTEST_235517_03	11642RTL Implied Item	UNITED STATES (Greensboro,NC) V	Ground	•	Please enter account number
	Item				

- 4 Complete the information as required at either the **Order Level** (if it is the same for all items/POs in the order) or the **Item Level** (if it is different for some items/POs in the order).
  - a Enter a reference number into the **Customer Reference** field. The customer reference number can be anything that you choose; it is to help you identify your order.
  - b Select a **Shipping Method**. Using the drop down menu, select the shipping method desired (Ground, Air, etc).
  - c If you would like the shipping charges billed directly to your account with a shipping carrier, check the **Bill My Account** selection box, select the carrier name and enter your account number.
  - d Enter any special shipping instructions in the **Shipping Instructions** field.
- 5 Click **Next** at the bottom of the page.

You will be directed to the **Order Preview** page.

## Submitting an Order

On this page, you will have the opportunity to review your order before submitting it.

	nd information	Solutions Products	Orders	Account /	_	_			
8 >									Email 🖾   Pri
WILLIA	MS SONG	MA • 1 Order	Setup 🕽 2 As:	sign Items ) 3 E	dit Order ) 4 Ship	ping & Billing > 5	Preview	Language U	nited States English 🔹
				(To	tal Items 2)			Show Images: 1	No Images 🔻
eb O	rder N	umber: 12435568							
fer Infor	mation: E						Ship To: Edit	Bill To: Edit	0.71
rcnase O fillment	Type: Sen	ice Bureau	SI Ad	count Number: N	VA		INC.	in And Down Testvend	
fillment	Center: Uf	ETED STATES (Greensboro.NC)	Sh	hipping Carrier: N	/A		inci	TestVendor1	
itomer H	ms: N/A	* KC_test	Pa	cking Instruction	ns: N/A		TestVendor1	8 Bishop St Framingham 8	lassachusetts
shipment Consolidated: No Sampling Ins Attachment Film 0					ons: N/A		DES PLAINES Illinois	United States	
Attachment Pile: 0					United States 500-303-4402				
							508-383-4482		
Expand	All								
Expand	I All	NITED STATES (Greensboro,NC)							
Expand	All t Centeri U Item	NITED STATES (Greensbore,NC) Description	Total Quantity	Shipping Instructions	Packing Instructions:	Sampling Instructions:	Freight Termss N/A Shipping Method: Ground Shipping Carrier N/A	Pricing does not include other factors that effect f Refer to official invoice () navment amount remire	shipping/handling and final invoice amount. sent separately) for fin d to Avery
Expand Hillment	Centeri U Items	NITED STATES (Greensboro.NC) Description Retail - Dasic Adhesive Ticket (3007)-with Implied Rem	Total Quantity 402	Shipping Instructions N/A	Packing Instructions: N/A	Sampling Instructions: N/A	Freight Termss IVA Shipping Hethod: Ground Shipping Carrier: IVA Account Number: IVA	Pricing does not include other factors that effect f Refer to efficial invoice ( payment amount require Dennison.	shipping/handling and final invoice amount. sent separately) for fin d to Avery
Expand Millment T	Centeri U Items 3007 Edit 21642RTL Implied Jiem	NITED STATES (Greensbore.NC) Description Retail - Basic Adhesive Ticket (2007)-with Imoled Item Retail - Before Food Label (11642)	Total Quantity 403 403	Shipping Instructions N/A N/A	Packing Instructions: N/A N/A	Sampling Instructions: N/A N/A	Freight Terms: N/A Shipping Hethod: Ground Shipping Carrier: N/A Account Number: N/A	Pricing doen not include other factors that effect 1 Refer to efficial invisio: o payment annunk require Dennison.	shipping/handling and final invoice amount. sent separately) for fin d to Avery
Expand Millment	All Centers U Item 3007 <u>Eda</u> 11642RTL Implied Item	NITEO STATES (Greensborn,NC) Description Retail - Basic Adhesive Ticket (2007)-with Impled Rem Retail - Bett Birder Food Label (11642)	Total Quantity 403 483	Shipping Instructions N/A N/A	Packing Instructions: N/A N/A	Sampling Instructions: N/A N/A	Freight Termss IV/A Shipping Method: Ground Shipping Carrier: IV/A Account Number: IV/A	Pricing dawn net include ather factors that effect Refer to efficial invoice ( payment anseun requires Dennison.	shipping/handling and linal invoice amount. sent separately} for fin d to Avery
Expand Millment T	All Centeri U Rem 3007 Edit 11642RTL Implied Ibern	NITEO STATES (Oreanshore,JJC) Description Retail Gasc Adhesive Toket (2007)-ruth Ingues Rem Ratail - Best Before Food Label (13642)	Total Quantity 402 483	Shipping Instructions N/A N/A	Packing Instructions: N/A N/A	Sampling Instructions: N/A N/A	Pedghi Taemsi IVA Ghipalag Hethad: Grund Shipalag Carrier IVA Account Number: IVA	Printing does not include other factors that offset the factor is an offset payment annual require Densition.	shipping/handling and inal invoice amount. and separately) for fin d to Avery
Expand Millment T	All Tem 3007 Edit 21642RTL Implied Tem	NTED STATES (Greenshow, NC) Description Retail - Space Advance Tocket (207)-unth Impiles Rem (2042) (2042)	Total Quantity 402 403	Shipping Instructions N/A N/A	Packing Instructions: N/A N/A	Sampling Instructions: N/A N/A	Preight Termst IVA Shipping Hethad: Groud Shipping Carrier IVA Account Number IVA	Pricing does not include other factors that affect to Refer to afficial invision ( payment amount require Damittees.	shipping/handling and inal inveice amount. and suparately) for fin Ito Avery
Expand Willment	Centers U Rem 3007 Ede 11642RTL Implied Them	NTED STATES (Greanshow, NC) Description Retail - Basic Adhesive Ticket (2007)-mith Readed Rem Retail - Basic Reform Food Label (11642)	Total Quantity 402 403	Shipping Instructions N/A N/A	Packing Instructions: N/A N/A	Sampling Instructions: N/A N/A	Freight Terms IVA Shipping Carten IVA Shipping Carten IVA Account Number: IVA	Potting dates not include other factors that effect to Refere to efficial investor (a payment amount requires Osenitons,	shipping/handling and hual invoice amount. sent separately) for fin d to Avery

1 Once you have confirmed that all the address and line item information is correct, click **Submit Order**.

You will be directed to the Order Confirmation page.

#### **Order Confirmation**

der Information: rchase Order: PMT fillment Type: Se	lumber: 12435568						Show	Images: No Images Y
fillment Center: t stomer Reference sight Terms: N/A ipment Consolide achment File: 0 der Date: 2014-09	TEOT_23357_03 INITEO 274TES (Greensboro.NC) # KTATES (Greensboro.NC) # KTATES tedi No 09 11:23:00.03 PST	SI A SI P S S	hipping Method: 0 ccount Number: N hipping Carrier: N hipping Instructio acking Instruction anpling Instruction	iround /A /a ss N/A ss N/A sn N/A		Ship Toi UNITED FEATHER INC. TestVindori ANDEP PARIDOR 414 EA DES PLAINES Illinois Unided States 60016 508-383-4482	ST GOLF ROAD	Bill To: TestVendor1 TestVendor1 & Bishop 8 Franingham Massachusetts United States 00702 500-383-4482
Expand All Ifiliment Center: Item	UNITED STATES (Greensboro.NC) Description	Total Quantity	Shipping Instructions	Packing Instructions:	Sampling Instructions:	Freight Terms: IVA Shipping Methodi Ground Shipping Carrier: IVA	Pricing doe other facto Refer to off payment ar	s not include shipping/handling and rs that effect final invoice amount. ficial invoice (sent separately) for fin nount required to Averv
3807	Retail - Basic Adhesive Ticket	483	N/A	N/A	N/A	Account Number: N/A	Dennison.	

This page confirms that your order has been sent to Avery Dennison for processing.

- 1 Click **Copy Order** to copy the order just placed. Clicking this button will take you to the **Edit Order** page where you'll be able to edit order information and proceed with the order as usual.
- 2 Start a new order by clicking the **Start New Order** link at the top right of the page, or by clicking the **Orders** tab.
- 3 To email or print a copy of the confirmation, click the **Email** or **Print** link.

## **Copying an Order**

- 1 Perform an **All Order** search to locate the order for which you would like to copy.
- 2 Click the **Submitted** hyperlink in the Order Status column to navigate to the **Order Confirmation** page.
- 3 Click **Copy Order** to navigate to the **Edit Order** page where you'll be able to edit order information and proceed with the order as usual.