

Send Orders

Sending orders is processed in 4 steps. The first step for entering all items is described in the tutorial 'Order Entry and Item Import'.



The shopping cart is reviewed in step 2. The cart can be opened from other sections by clicking directly on the cart icon on top right side.

All data can be reviewed and changed as necessary.

Part Number	Quantity	Ship From	Stock Quantity	Package Type	Weight	List Price	Net Price	Extended Price	Show All Detail
6200-C	10		2,745	(1 per box)	0.031 kg	EUR 7,72	EUR 1,47	EUR 14,70	Detail

Changing the shipping data is possible in step 3. the default ship address is displayed, changes can be done via the button **Edit Address**.

Ship-to Address

Use Account Address
Location-Account Number:
TESTBUY ~ 18702

Ship To:
Testbuyer SG
Industriestr. 1
Herzo, . 91074 DEU

Add a New Address

Orders can be sent in step 3 from the button **Submit Order**.
If a summary of the complete order data is required choose Display Summary .

[Add Items To Order](#) [Review Order](#) [Shipping Options](#) [Submit Order](#)

Order Information

Important Notice: Your order is not entered until you click the "Submit Order" button at the bottom of the page. You should receive a confirmation of your submittal immediately, followed by a similar e-mail confirmation within an hour (unless you've selected not to under Order Entry defaults in Profile & Defaults).

Sold-To Address
 Testbuyer SG
 Industriestr. 1
 Herzo, . 91074 DEU

Customer Number: 18702

Shipping Summary

Ship-to Address
 Testbuyer SG
 Industriestr. 1
 Herzo, . 91074 DEU

Mark for:

Order Priority: Normal Order

Carrier & Shipment Method: Not Selected

Freight Payment: acc to agreement

[Edit Shipping](#)

Line Item Summary

Part Number	Quantity	Ship From : Stock Quantity (Package Type)	Weight	List Price	Net Price	Extended Price	Show All Detail
1 6200-C	10	Warehouse (1 per box)	0.031 kg	GBP 5,98	GBP 0,86	GBP 8,60	Detail
Requested Date: 04/26/2012			Description: Radial ball bearings 62, main dimensions to DIN 625-1				

Approx. Order Weight: 0.31 kg

Total Net Price: **GBP 8,60**

[Edit Order](#)

Clear Order

Delete all line items from your order by clicking the Clear Order button below. Choosing Clear Order will return you to the first step of the Order Entry process.

[X Clear Order](#)

Order Submittal

Send email confirmations to

Purchase Order Number

[Submit Order](#)

Orders can then be sent using the button [Submit Order](#).

After the order has been sent a summary of all the data will be displayed.

[Add Items To Order](#) [Review Order](#) [Shipping Options](#) [Submit Order](#)



Confirmation

• Thank You. Your Order has been successfully completed.

Order Information

Sold-To Address
 Testbuyer SG
 Industriestr. 1
 Herzo, . 91074 DEU

Customer Number: 18702

[Start A New Order](#)

Shipping Summary

Ship-to Address
 Testbuyer SG
 Industriestr. 1
 Herzo, . 91074 DEU

Mark for:

Order Priority: Normal Order

Carrier & Shipment Method: Not Selected

Freight Payment: acc to agreement

Line Item Summary

Part Number	Quantity	Ship From : Stock Quantity (Package Type)	Weight	List Price	Net Price	Extended Price
1 6200-C	10	Warehouse (1 per box)	0.031 kg	GBP 5,98	GBP 0,86	GBP 8,60
Requested Date: 04/26/2012			Description: Radial ball bearings 62, main dimensions to DIN 625-1			
1 per box		Net price each piece: GBP 0,86				
Ship from		In Stock	In Production	Description		
Warehouse		2.831		04/26/2012		