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E-Service Quick Guide

Welcome to E-Services!

You now have the power of information at your fingertips!

With this guide you will learn how to:

Log In
View Inventory
Place a Quick Order
View Orders
View Invoices
Access additional resources



E-Service Quick Guide



Log In



View Inventory



Place a Quick Order



View Orders



View Invoices



Access Additional Resources



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Log In

Visit www.springfootwear.com

1. Enter **Username**
2. Enter **Password**
3. Select **“My Account”**
4. Select **Log-In**

Customer Login:

username

password

Showcase

My Account

Log-In



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View Inventory

Visit www.springfootwear.com

Begin from the **“My Account”** Page

1. Select the **“Inventory”** tab
2. Search by: Item
From: Style Name
To: LEAVE BLANK
SUBMIT
3. Note Style’s availability

*** For a detailed breakdown by size and backorder dates select **Style Name***



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Place a Quick Order

Visit www.springfootwear.com

Begin from the **“My Account”** Page

1. Select the **“Quick Order”** tab
2. Search by: **Style Name**
3. Select desired Style
4. Note stock availability and select desired quantity per size
5. **Add to Cart**
6. Review and confirm style and size quantities
7. **Confirm Order** or **Add Item**
8. Confirm **Shipping Information**
9. **Submit** Order
10. Note **Order Information**

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View Open Orders

Visit www.springfootwear.com

Begin from the **“My Account”** Page

1. Select the **“Place/View Order”** tab
2. Select **View Order**
3. Search by: **Order Date**
From: **Date order placed** (Date format is mm/dd/yyyy)
To: **LEAVE BLANK**
4. Select desired **Sales Order Number** to review order



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View Invoices

Visit www.springfootwear.com

Begin from the **“My Account”** Page

1. Select the **“Invoice”** tab
2. Summary Search by: **Date**
From: **Order Date** (Date format is mm/dd/yyyy)
To: **LEAVE BLANK**
3. Select desired **Invoice Number** to review invoice

Did you know?

Tracking information can be found at the bottom of each invoice!



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Access Additional Resources

Visit www.springfootwear.com

From the **“My Account”** Page

Select the **“Resource Page”** button

From this page you will be able to download high resolution multiview images by brand, access business support tools, Early Buy Program forms and lots of other exclusive Spring Footwear content all designed to help you sell!



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