















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

















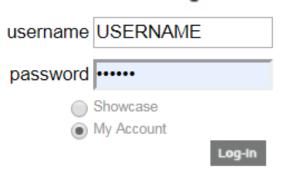


Log In

Visit www.springfootwear.com

- Enter Username
- 2. Enter Password
- 3. Select "My Account"
- 4. Select **Log-In**

Customer Login:





















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**



















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



















View Open Orders

Visit www.springfootwear.com

Begin from the "My Account" Page

- 1. Select the "Place/View Order" tab
- 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



















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!



















Access Additional Resources

Visit <u>www.springfootwear.com</u>

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!

