



# VIEWING PRODUCTS & PLACING ORDERS FROM PRODUCTS PAGE

1. Click on Products.
2. Click Start Order Here to begin the order entry process.
3. Review order header detail to ensure the billing and shipping information is correct.
4. Select Order Type – Regular or Drop Ship
5. Select Ship Via – \*We cannot guarantee same day shipping, please contact customer service if your order requires special services.
6. Order Date will default to the date the order is being keyed in and it cannot be changed.
7. Enter your requested start ship date.
8. Enter your cancel date if applicable.
9. Enter a Purchase Order Number - \*Mandatory entry\*.
10. Enter any comments if applicable by clicking on the plus sign.
11. Enter the drop ship address if applicable by clicking on the plus sign.
12. Source – Spring Footwear Use Only
13. Reference – select order type
  - At Once Order – AO
  - Early Buy Program – EBP - \*Terms and conditions subject to Spring Footwear’s approval
  - Early With Dating – EWD - \*Terms and conditions subject to Spring Footwear’s approval
  - Future Order - FO
14. Click Save in the top right corner.
15. Search Product - type in the name of the specific style you are looking for.
16. You can filter product by: Brand, Color, Pricing, Product Category, Season, Availability.
17. Click Apply to activate your filters.
18. Click Clear to deactivate your filters and start over.
19. All column headers can be sorted (A→Z or Z→A) by single clicking on the header name in bold.

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20. Single click on the product image to:
  - See multi-view images, zoom in on the item, see additional colors, enter sizes you would like to order, add item to the cart
  - If adding items to your cart you will need to click in the “x” to close the pop up window that is showcasing the product – this will return you to the products page.
21. Key in the sizes you would like to order
  - IMMED – indicates sizes available at once
  - Future ETA dates will be listed if applicable
  - Green Button = available at once, Yellow Button = low stock, Red Button = currently not available
  - Items not available will be pushed out to the next ETA date
  - If no ETA available, item will be pushed out 6 months
  - All inventory is subject to availability at the time of allocation
22. It is recommended that you add sizes for each item before adding the item to your shopping cart. However, you can add the item to your shopping cart first and add the sizes later.
23. To add items to your cart click on the shopping cart icon next to the line item you want to order.
24. Items that are added to the cart will be visible in the upper right hand corner of the screen by clicking on the cart.
25. To view items you have selected in your shopping cart at anytime or when you have completed selecting all of the styles you would like to order click on the cart in the upper right hand corner.
26. While in the shopping cart view:
  - Items not available on your initial start ship date will automatically be split out at the size and quantity level to the next ETA date.
  - You can edit sizes by typing in the QTY box under the specific size.
  - Delete the line item by clicking on Delete Product.
  - You can modify the start ship date of a line item by clicking on the Select Date box and utilizing the calendar to select your date.
  - Add more items by clicking Continue Shopping (repeat step 22 to return back to your shopping cart).
  - Optional: Merch View – provides a visual aid that allows you to set your assortment based on product category and delivery date – this is for your reference only.
    - Return to your shopping cart by clicking My Orders → select the order that you are currently working on → use the drop down menu and select cart, or click on the 3 dots and select Open Cart – the order will open in new tab.
27. If there are sizes missing, or if start ship dates do not line up with product availability dates and order error will occur.
28. Orders cannot be processed if there are errors, which will be indicated by . It will be necessary to correct all errors which will be indicated by  **No Errors** before proceeding.

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29. When all changes have been made, errors corrected, and you are ready to submit the order click Save, and then click Proceed to review.
30. Review & Order – from this screen you can review but cannot make any changes to the order.
  - Blank line item ship date = original requested start ship date from order details
  - If you want to make any additional edits to the items on the order click on Cart
  - If you want to add items to the cart click Continue Shopping (then refer to step 17 and follow the same process)
  - Utilize the Actions menu if you want to
    - Email a copy of the order
    - Export the order to Excel
    - Export the order to PDF
    - Create a PDF Link
    - Get the UPCs for the items on the order
  - If you want to save the order to submit later, click Exit Order – the order will be saved as a Draft in My Orders
  - If ready to submit the order, click Checkout
  - One final summary will be shown, and then click Process Order
  - You will receive a Thank You, and RepSpark (RSK) confirmation number
  - Additional options:
    - Print Order Confirmation
    - Download Images – multi-views of each item on the order
    - Place a new order
    - Copy the order (useful if you have more than one location)
    - Copy Header
    - Create a New Order for Same Customer
31. An email confirmation will be sent to the user's email that was utilized to log into RepSpark