

MY ORDERS

1. Click on My Orders
2. Any order entered utilizing RepSpark by you (the Retailer) or by your Spring Footwear Account Executive will be visible in My Orders.
3. You can utilize the filters to for the following:
 - Look for orders based on the following dates: Entry Date, Order Ship Date, Start Ship Date, Cancel Date, utilizing the From → To date range
 - Order ID – RepSpark Order ID
 - Cross Ref ID – Spring Footwear generated order number
 - Product Name Or Number – search for orders that contain a specific item
 - Status of orders– view ALL, Draft , Submitted, Sent, Valid
 - Show Event Orders – Spring Footwear use only
 - Show Customer Details – will show additional information under the Customer Details column
4. Orders will have one of the following statuses:
 - Draft – the order has not be been submitted and can still be modified.
 - Submitted/Sent – the order has been submitted to Spring Footwear for processing.
 - No changes can be made by the user.
 - If there any changes that need to be made please call Spring Footwear’s customer service department 1-800-962-0030. Please have your RepSpark (RSK) # available.
 - Valid – this order has been received and processed by Spring Footwear and a Spring Footwear order number has been assigned and will appear in the Cross Ref ID column.
 - You will also receive a Spring Footwear order confirmation
5. Click on the drop down arrow on any RepSpark order that is in Draft Status to access the following
 - Add product to the order
 - Merch View
 - Cart – edit the cart or order header details
 - Review & Order – preview the order before checkout
 - Validate & Process – validates and processes your order
 - List the UPCs for items on the order
 - Copy the order – to duplicate the order for a different location, or with different ship dates
 - Delete – delete the order if no longer valid

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6. Click on the drop down arrow on any RepSpark order that has been Submitted/Sent or Valid to access the following:
 - Review the order.
 - List the UPCs for items on the order.
 - Download the multi view images for items on the order.
 - Copy the order – to duplicate the order for a different location, or with different ship dates
7. Click on the drop down arrow on any RepSpark order that has been Submitted/Sent or Valid to access the following:
 - Review the order.
 - List the UPCs for items on the order.
 - Download the multi view images for items on the order.
 - Copy the order – to duplicate the order for a different location, or with different ship dates