My Profile

A User's basic information is stored and maintained on this page. The user may select your language preferences and set up your order alert schedule.

Tasks available from this page:

- **Modify Basic User Information:** Enter all current personal information. Select language preference.
- **Alerts Schedule:** Alerts are email messages sent when an order is submitted, modified or changes status. These messages contain information about the status of an order.

*If you are the Admin user for your company, you will be able to view and manage your access options for yourself and other users for your company. *See managing users for your company.*

Modify Basic User Information

After first time set up, you can edit the My Profile page to maintain your personal information and alert schedule.

Modify Basic User Information

1. *Click* **My Profile** from the Admin menu.
2. *Enter* desired modification into appropriate field.
3. *Complete* all the required fields in red.
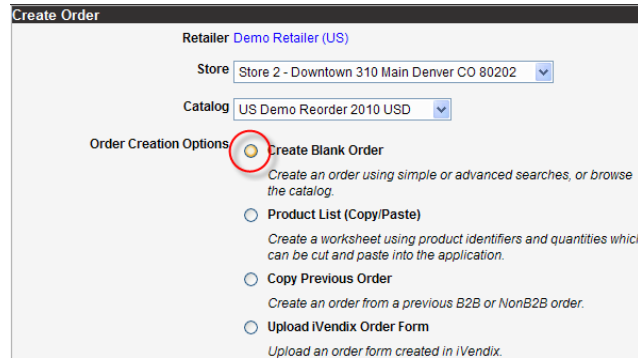4. *Click* the **Save** button.

Alerts Schedule

1. *Select* the appropriate alert by clicking on the corresponding tick boxes of your choice:
    a. No Email Alerts (activated by default)
    b. New Order placed by Dealer (orders placed directly by the dealer)
    c. New Order placed by Supplier (orders placed by the sales reps or customer service for a dealer)
    d. When an Order Status Changes
    e. New Proposal sent by Supplier (Sales Rep)
    f. An order has shipped
    g. A New Message has been posted
    h. A New File has been shared
    i. An Employee Order is Pending approval (*supplier specific*)
2. *Verify & Edit* the corresponding email address, language, and format of email.
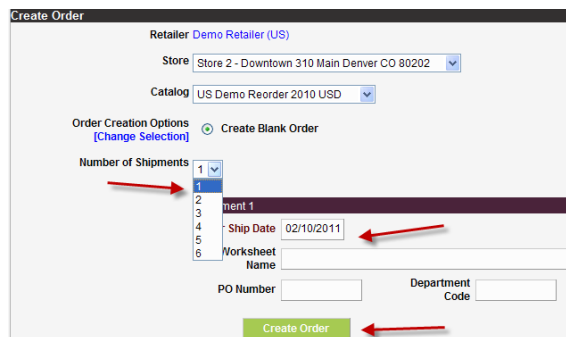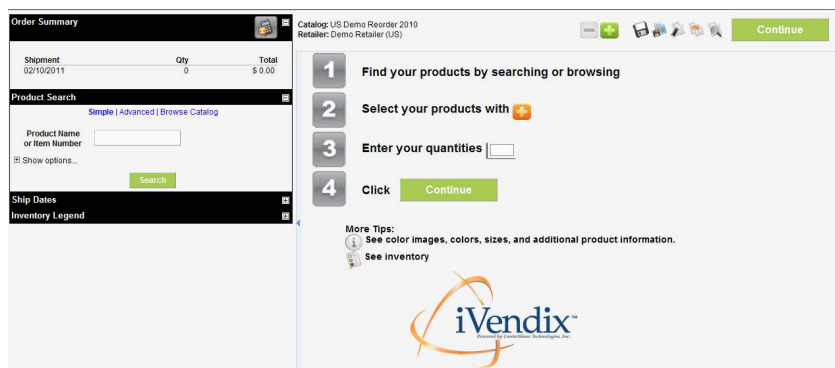3. *Click* the **Save** button.

Login to the application
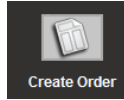
1. *Click* on the **Create Order** icon,

2. *Select* a "ship to" when necessary, *select* the catalog that contains the products you wish to order, *select* **Create Blank Order.**

3. *Select* number of ship dates you would like. *Select* a ship date for each.

4. *Click* **Create Order** to begin ordering.

5. **Simple Search:** Enter part of the item number or product name in the search field. **Click Search**.

6. **Advanced Search**: Additional criteria available to search including searching for multiple products.
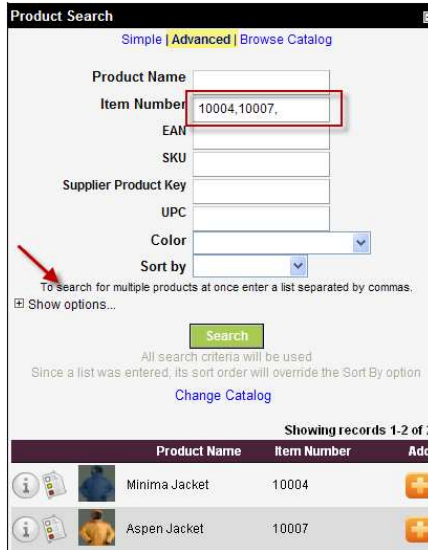
7. **Browse Catalog**: **Click** on browse catalog to search by category navigation. Click on any level to return all products in the category or subcategory.
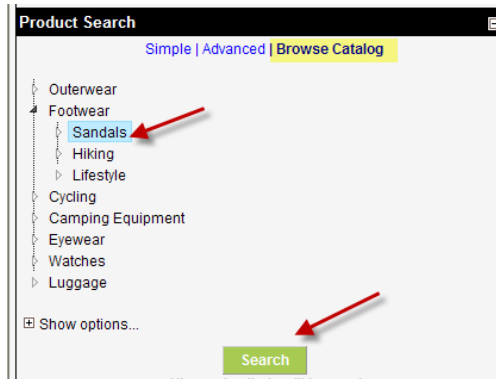
8. **Click** on the "+" to add a product to your order. You may enter quantities at this time or continue to add all products to your order by conducting additional searches.
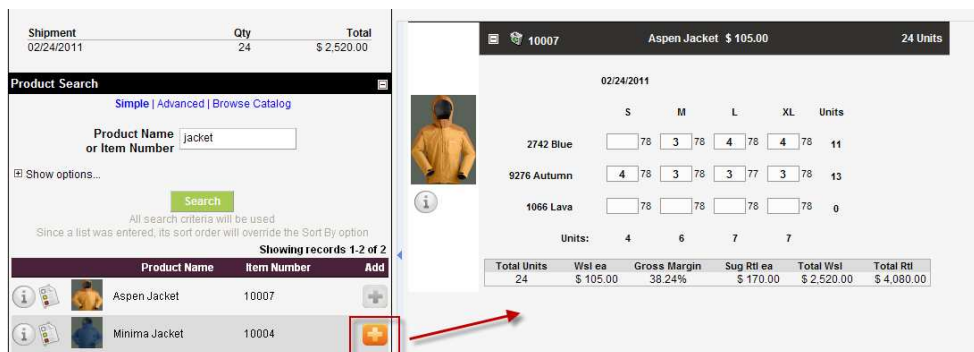
9. ***Other things you can do while working on this order.*** There are additional icons located at the top of the order.

Click "+" or "-" to expand or collapse all products.

Click on to save the order.

Click on to transfer to your sales rep.

Click on to clear quantities already entered.

Click on to copy quantities and products to additional ship to locations or additional ship dates.

Click on to preview the details of your order

10. ***Additional functions:***

View order summary by category

Ship Dates Change or add ship dates.

View inventory when provided.

View product detailed blowout

11. ***Click* Continue** when ready to finalize and submit your order.

Continue

12. ***Select*** the orders to finalize and continue.

13. **C*omplete*** order finalization details.

Finalize Order

Supplier:	USA Demo Supplier
	1675 Larimer St.
	Ste 300
	Denver, CO 80202
Phone:	1-877-757-3681
Fax:	303-989-6162
Catalog:	US Demo Preseason 2011

Dealer: Demo Retailer (US)   Customer #: DemoUS_7617

Inventory availability is subject to change and cannot be guaranteed.

Store: Store 2 - Downtown 310 Main Denver CO 80202

Billing Address   ☐ Drop Ship   **Shipping Address**
Denver #1 - (Denver,CO)   Downtown - (210 Main Denver,CO)

Billing Address	**Shipping Address**
Denver #1	Downtown
1675 Larimer	210 Main
Denver	Denver
CO	CO
89202	80202
US	US

Worksheet Name: _____

PO #: TEST1   Department Code: ____

Ship Date: 6/1/2011   Cancel Date: 6/11/2011

Ship method: Best - Available

Terms: 0.00% 30

Dealer's Buyer: Blitz Buyer

Special Shipping Instructions...   Additional comments...

Total Units: 48
Total Wsl: $ 4,419.00

14. **C*lick* Submit Order** when you have verified the information is correct.

Submit Order

15. **Check** the order confirmation. Download or print if needed.

Printable View	Order #	Dealer's PO	Buyer	Store	Ship Date	Cancel Date	Total Units	Total Wsl	Total Retail	Order Export
🔍	3626	TEST1	Blitz Buyer	Store 2 Downtown	06/01/2011	06/11/2011	48	$ 4,419.00	$ 8,160.00	⬇

Your order has been submitted to USA Demo Supplier on behalf of Blitz Buyer at Demo Retailer (US).

This is a request for order and is not a binding contract. All prices, terms, and conditions are subject review and approval by both CST_INTL and Demo Retailer (US).

Thank you for placing your order using iVendix.

To view additional information about this order, navigate to Order Status in the Orders menu.
Create another order for this retailer

Contact: support@centerstonetech.com
Toll Free: 877-757-3681

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