

How to place a manual order... Training Guide 3

1. Connect to the Internet and go to <http://www.3663online.co.uk>. Log in using your Username, Org ID and Password.

2. To start an order, click [My orders home](#)

3. Click [Start new order](#)

4. Locate the products you require by using any of the following methods:

a) **Search by product code** up to five different item codes can be selected followed by clicking "Find".

OR

b) **Search by keyword** allows you to enter a keyword e.g. "Ham" followed by clicking "Find". You can refine your search with a further two keywords e.g. "Sliced" and "Honey" to narrow the search.

OR

c) **Browse by category** browse through the catalogue by clicking on the crosses next to the headings on the left of the screen.

- + FROZEN
- + NON FOODS
- + SNACKING
- + Chilled
- + Grocery

1st product code
2nd product code
3rd product code
4th product code
5th product code

Detail 1 (eg tomatoes)
Ham

Detail 2 (eg chopped)
Sliced

Detail 3 (eg tinned)
Honey

Find

5. For each product selected, enter the required quantity

Supplier	Code	Product description	Cs/Ea	Cost	Qty
3663 MTemp	SB 02090	TETLEY TAGGED TEA BAGS 12X100	Case	£15.87	5
3663 MTemp	SB 02082	GARLIC SAUCE DIP POT 150	Case	£7.18	10
3663 MTemp	SB 02077	REDUCED FAT VEGGIE MAYO 5kg	Case	£5.52	0

6. Click [Add](#) to add the items to your order and check that the chosen items have been added to the list at the bottom of the screen.

7. You can give your order a unique name by placing the cursor in the box "Order name" and entering the name you have chosen. Click "Confirm name" that appears to the right of the box

Order name [Confirm name](#)

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8. Repeat steps 4, 5 and 6 to add additional items to your order

9. Once you have added all the items you require, click [Proceed to checkout](#)

10. The system will automatically select the next available delivery and date and confirm pricing.

11. You can now:

a) Select an alternative delivery date, if required, using the drop-down box.

Available Delivery Dates [Go](#)
16:25

OR

b) Add more items to your order by clicking on [Continue shopping](#) and returning to steps 4, 5, & 6.

12. Send an order by clicking [Send order](#) and you will receive a confirmation pop-up.

13. Click the close button and you will be taken to the Check order status screen.

14. Click [Filter](#) regularly until the Order Status changes to either Accepted or Accepted with Changes.

15. Click on the [View details](#) button to view the delivery date and order number.

Order no	Supplier	Supplier order no	Account no	Order date	Delivery date	Submitted by	Status
7-1921	3663 Multi-Temp	1	36631863	08/04/09	09/04/09	Sub_Mgr_1	

Order no	Code	Product description	Cs/Ea	Unit cost	Req Qty	Avail Qty	Line Drop	Status
1	00023	Tennings Pure Assem String Tail 20's x 100gk	Case	£34.67	2	2	£69.34	OK
2	00023	Tennings Pure Assem String Tail 20's x 100gk	Each	£7.63	2	2	£15.26	OK
3	00033	Jacob's Family Circle Tubel 1 x 900g	Each	£12.11	2	2	£24.22	OK
4	00033	Jacob's Family Circle Tubel 6 x 900g	Case	£66.04	2	2	£132.08	OK
5	00035	Don Mario Lasagne 1 x 3Kgeal	Each	£18.66	2	2	£37.32	OK
6	00035	Don Mario Lasagne 4 x 3Kgeal	Case	£67.84	2	2	£135.68	OK
7		Small Order Surcharge					£0.00	

Subtotal:	£413.90
VAT:	£0.00
Total:	£413.90

