

How to place an order using a template... Training Guide 1

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

2. Click [My orders home](#)

3. Click the name of the template you require from the bottom right-hand box called 'Order templates.'

4. Enter the quantity in the box to the right of your required products.

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

5. Then click [Add](#) and check your chosen items have been added to the list at the bottom of the screen.

6. Enter your chosen order name in the box and click [Confirm name](#)

7. Click [Proceed to checkout](#) to place the order.

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

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

Next page

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

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

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

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

