

# Place the Team Order

## 1 Login to your Team Website

If you cannot log in please reach out to us! Orders MUST be submitted online through this portal.

## 2 Tally Paper Orders

If you used paper forms they must be collected and tallied before you begin. Paper orders can be entered online as individual orders or the tallied totals can be included in the "Team Order" Do not enter them twice!

## 3 Review Online Orders

Select "Customer Orders" from the Left-Hand Menu, under "Sales Summary" section to view a list of all online orders. You must review this list and cancel any that shouldn't be delivered (such as unpaid or duplicate orders) to have them removed from your bill.

## 4 Place team order

Select "Submit Team Order" from the Left-Hand Menu, under "Sales Summary" and follow the prompts.

- 1.If you collected online order, this will automatically be filled in with the totals from your customer order page in step 3. Cancelled orders will not be included.
- 2.If you used paper order forms, and have not entered them as individual online orders, please enter the totals tallied earlier in step 2.
- 3.All quantities entered so far will be subtotaled here, you may be prompted to add or subtract amounts for extras and adjustments.
- 4.Please specify the shipping details for your order by filling in the delivery address, receiver information, a preferred delivery window, and any special instructions for the driver.
- 5.Enter your preferred method of reimbursement. If we need to issue a credit, or if there are profit funds owed to you, this is the information we will use to send you those funds.
- 6.Review the order to ensure all the details are correct and then click "Submit"!

## 5 Review both Order Confirmations

You will receive an immediate email notification that your order was submitted properly. We will also email you and order confirmation within 2 business days showing the total amount due. This must be reviewed to ensure that the quantities and shipping details are correct. Let us know right away if there are any errors.

