

Creation Book Order Type

Steps 1 and 2 of creating the order keep the same

Step 1/6 - Start

Company Name

OR

Address

City

State

Zip code

Next

Step 2/6 - Select

Select a company

Select

Campaign: No Order Form/Reorder 2023

Previous

Next

In Step 3, a new Order type is added "Book".

Company: BOORY'S BUSINESS MACHINES INC. / Campaign: No Order Form/Reorder 2023

Order History

Order Type

Pick One

Pick One...

Phone

Book

Fax

Quote

Billing Address

Attention To

Company

BOORY'S BUSINESS MACHINES INC.

Address 1

308 W CUNNINGHAM ST

City

BUTLER

State

Pennsylvania

Zip Code

Shipping Address

Attention To

Company

BOORY'S BUSINESS MACHINES INC.

Address 1

308 W CUNNINGHAM ST

City

BUTLER

State

Pennsylvania

Zip Code

In step 4, the book types are listed as products:

Step 4/6 - Select Products

Company: BOORY'S BUSINESS MACHINES INC. / Campaign: No Order Form/Reorder 2023

Order History

Select Product

Corporate Records

Osha Safety Manual

1

Add

Product Id	Product Name	Quantity	Price
5912	Osha Safety Manual	1	\$109.50

Exit

Previous

Next

Step 5, would be the same

Step 5/6 - Payment and Shipping

Company: BOORY'S BUSINESS MACHINES INC. / Campaign: No Order Form/Reorder 2023

Order History

Selected Products

Product Id	Product Name	Quantity	Price
5912	Osha Safety Manual	1	\$109.50
Order Subtotal			\$109.50
Expedited Shipping			\$0.00
Order Total			\$109.50

Payment Method

Payment Method: Bill In Full

Exit

Shipping Method

Shipping Method: USPS

Previous

Next

Step 6, would be the same

When placing the order status wont be "Ready to

Step 6/6 - Order Review

Company: BOORY'S BUSINESS MACHINES INC. / Campaign: No Order Form/Reorder 2023

Order History

Selected Products

Product Id	Product Name	Quantity	Price
5912	Osha Safety Manual	1	\$109.50
Order Subtotal			\$109.50
Sales Tax (0%)			\$0.00
Expedited Shipping			\$0.00
Order Total			\$109.50

Billing Address

Edit

daded

BOORY'S BUSINESS MACHINES INC.

308 W CUNNINGHAM ST

BUTLER, PA 16001

- ext.

Payment Method

Payment Method

Bill In Full

Exit

Shipping Address

Edit

daded

BOORY'S BUSINESS MACHINES INC.

308 W CUNNINGHAM ST

BUTLER, PA 16001

Shipping Method

Shipping Method

USPS

Previous

Process