# How to Enter a Personal Order

1. From the main menu in the upper left hand corner of the screen, select **Sales Order** or select **Place Order** from the navigation bar.

2. Click on **Create Personal Order**.
   The **Create Order** screen displays.
   Your name is at the top of the screen along with your address, phone number, and email address.

3. To edit these fields as well as other information in your profile, click on the pencil icon beside your name.

4. To change the **Shipping** address, click the pencil icon next to it.

5. To start adding items to your cart, under **Add a New Item**, start typing an item number or name in the **Search by Product ID or Name** field if you know it or click **Browse Products** to see available products.

6. When you click **Browse Products**, the following categories become available:
   - Container
   - Catalogue
   - Collections
   - Kitchen tools
   - Cookware & Bakeware
   - Serveware
   - Food Storage
   - Kids & Toys
   - On The Go
   - Current Specials
   - Replacement Parts
   - Business Supplies
   - Sample Items
   - Awards/Incentives
   - Elite

7. Click on the desired product.
   An up-close image of the product will display along with the product details.
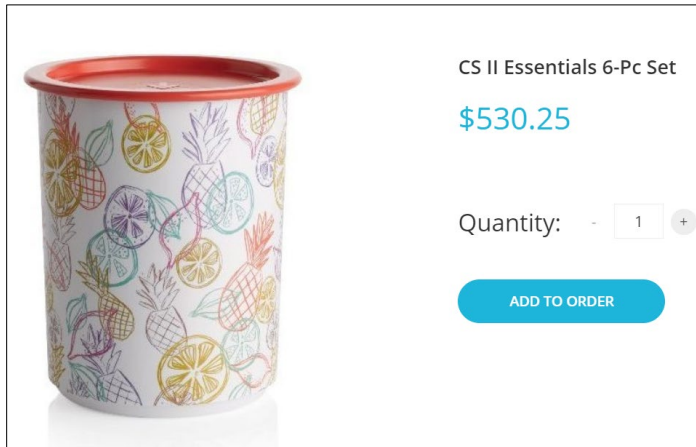
8. Select the **Quantity**.

9. Click **Add to Order**.

   On the right side of the screen, the **Order Total** and **Cart Volumes** display.

10. Click **Checkout**.

    Your **Order Total** will display:

Order Total	
Order Net:	$1,060.50
Tax (7.80%):	$82.72
Freight:	⌄ STND - Standard Shipping $113.12
Order Total:	**$1,256.34**
Payments	$0.00
Balance	**$1,256.34**
« Continue Shopping	ADD PAYMENT
Cart Volumes	
(QV) Qualifying Volume	$1,414.00
(CV) Commissionable Volume	$1,060.50
(RP) Retained Profit	$353.50
(SV) Shipping Volume	$1,414.00
(OR) Overpayment RP Adjust Volume	0

11. Click **Add Payment**.

12. Select the card you would like to pay with or click **Add New Card** and enter the card information in the **Payment Details** section.

13. Click **Next**.

14. **Review Your Order** and click **Finish**.

15. Click Proceed on the next screen.

16. The card payment will be processed and your **Order Information** will display including the **Order Number**. The order will be in accepted status and the status will change over time to **Processing**, **Preparing Shipment**, and then **Shipped**.

Order Status

Status	Date	Comments
Shipped	2020-11-18 04:21 PM	
Preparing Shipment	2020-11-18 04:01 PM	
Processing	2020-11-18 03:45 PM	
Accepted	2020-11-18 03:40 PM	

17. At any point, you may check the status of your order by selecting **Sales>View Orders**.

View Orders

⊕ CREATE ORDER

VIEW (10) ▾   SAVE ▾

Order Type	Order Number	Date	Event	Status	Customer	Order Total	Locked		
Non-Party Order	Pending	02/26/2021		Pending	TEST	$0.00		📄	🗑
Non-Party Order	Pending	12/09/2020		Pending	TEST	$0.00		📄	🗑
Non-Party Order	2000001557	12/08/2020		Processing	TEST	$185.12		📄	
Party Customer Order	2000000936	11/19/2020	4100000429	Accepted	TEST	$81.75		📄	