



ORDER PROCESS

Section Two

ONLINE ORDER PROCESS

- Login to the online order site <https://orders.riverruncabinetry.com> using the username and password provided to you. (An email containing your username and password will be sent to you once your account has been approved.) Your password can be changed once you have logged in for the first time.

CREATING A QUOTE/ORDER

- To create a quote, go to the **Products tab** and choose a door style. (Door style can be changed at a later time if desired.)
- Begin adding items to your quote.
 - Find items by selecting a category such as *Walls, Bases, or Talls*. Narrow the results by choosing to view a subcategory (for example Wall subcategories include *12" Deep, 24" Deep, Blind, Corner, etc...*).
 - Select the measurements, finished sides, modifications, and/or accessories for the desired item.
 - Specify a quantity and *Add to Quote*. Repeat these steps, adding items to your current quote.
- View, save, or submit (as an order) your quote at any time by going to the **Current Quote tab**.
 - On the *Current Quote* page, you will be able to view all of the items that have been added to your quote.
 - To view your costs, select a shipping address and click on *Get Quote*.
 - To save your quote, select a shipping address, add a quote name, add a designer (if desired), and click on *Save Quote*. If the quote has saved successfully, there will be a small green box that says "Quote Saved," below the *Checkout* button, and you will also be able to see your quote on the *Saved Quotes* page.
 - To submit your current quote as an order, click on *Checkout*. The site will direct you through the checkout process from there.
- Begin a new quote by choosing *Clear Quote* on the *Current Quote page*. (Make sure your current quote has been saved before clearing the quote.) From there, you can choose to *Modify/Add to Order* or you can go to the *Products* tab to start adding items to the new quote.

ORDERING SAMPLES

- Order samples from the **Samples tab**.