



SUBMITTING AN ORDER

- Orders can be submitted from two places, the *Current Quote* page or the *Saved Quotes* page.
 - From the *Current Quote* page, click on *Checkout*. The site will lead you through the process.
 - From the *Saved Quotes* page, click *Submit Order* to turn the desired quote into an order. The site will lead you through the checkout process from there.
- Once an order has been submitted, a copy of the sales order will immediately be sent to the account's primary notification email as well as the primary contact for that specific order (if a primary contact email is entered).
- Check for messages regarding your order that will appear both on the checkout screen and on the emailed copy of the sales order. On the Online Order Site, these messages will appear in red boxes. Most are self explanatory. **Please respond to any messages that require an action in order to prevent any delays in processing your order.** See message examples below.

IMPORTANT MESSAGES

- Please be aware of any notifications indicated on your order during the checkout process. These messages may ask you to contact Customer Service, etc... It is important to pay attention to these.
- If you have any questions or concerns throughout the process, please be sure to save your order and feel free to contact our Customer Service Department.