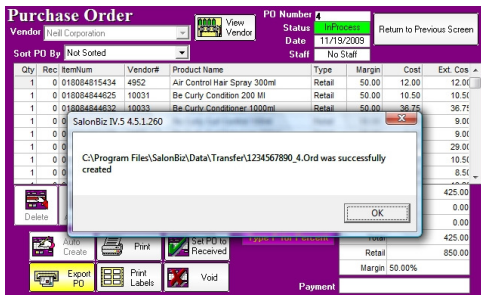


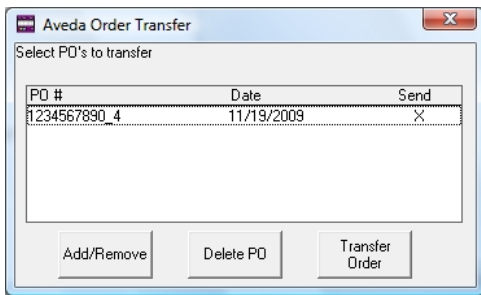
electronic ordering

Send your purchase order electronically to your Aveda distributor.



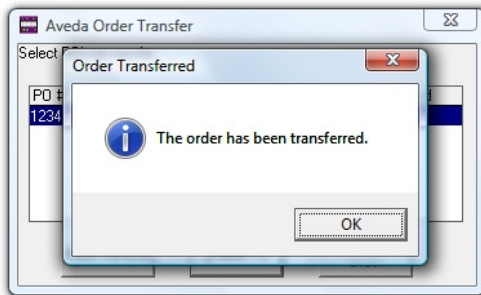
Electronic Ordering

1. Create a new PO in SalonBiz®/SpaBiz®.
2. Set the PO to In Process.
3. Click the Export PO button.
4. A message box will pop up letting you know the order was created successfully.
5. Click OK.
6. Minimize SalonBiz/SpaBiz.
7. Open Order Transfer (OT) by double clicking on the icon on your desktop.
8. A dialog box will pop up with the PO number inside it.
9. Double click the PO to select it or highlight and click the Add/Remove button. Note: the “X” in the Send column.
10. Click the Transfer Order button.
11. You will be prompted when files are sent successfully.



Removing a Purchase Order

1. If you have created a purchase order that you do not wish to submit, open Order Transfer (OT) by double clicking on the icon on your desktop.
2. Select the PO you wish to delete by clicking on it. An X will appear in the Send column.
3. Click the Delete PO button.
- ❖ Note: When you remove a purchase order it does not delete the order in SalonBiz/SpaBiz.



Order Confirmation

You will receive an email confirmation when the order is received and processed. The confirmation will display the items that were ordered and shipped.

