



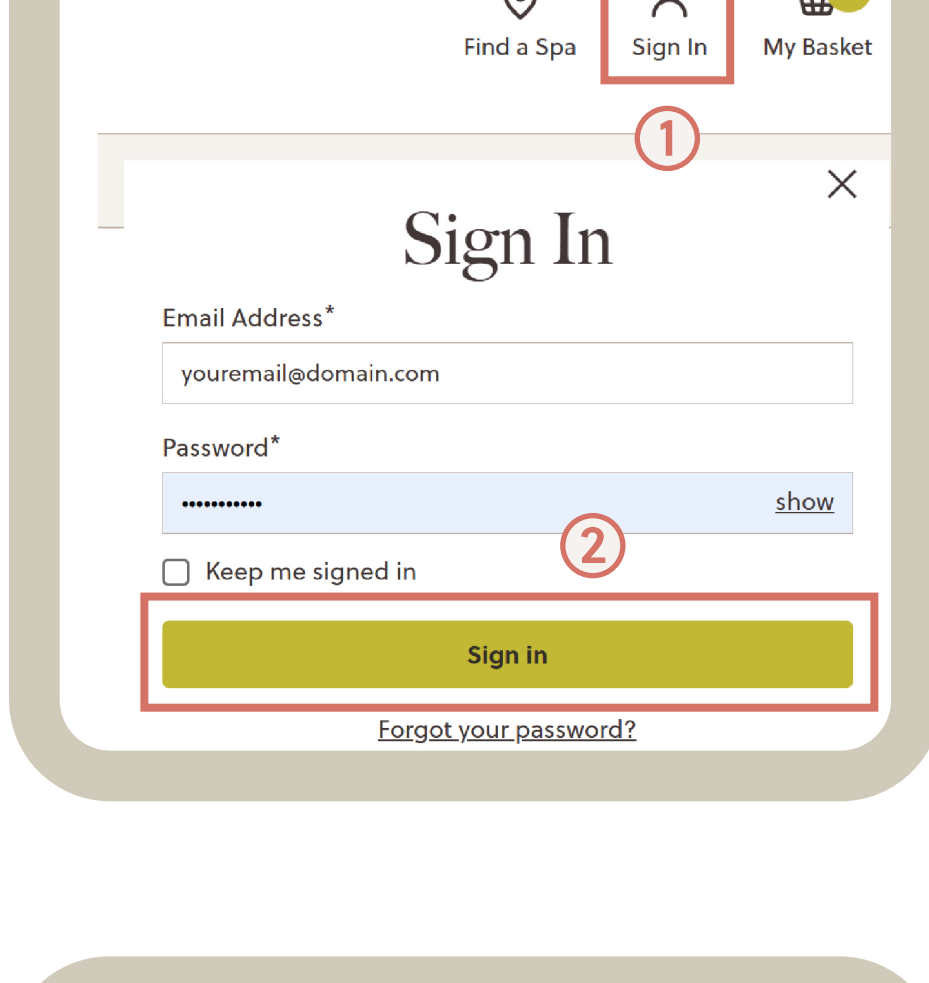
Placing Orders

For Authorized Eminence Resellers



SIGN IN

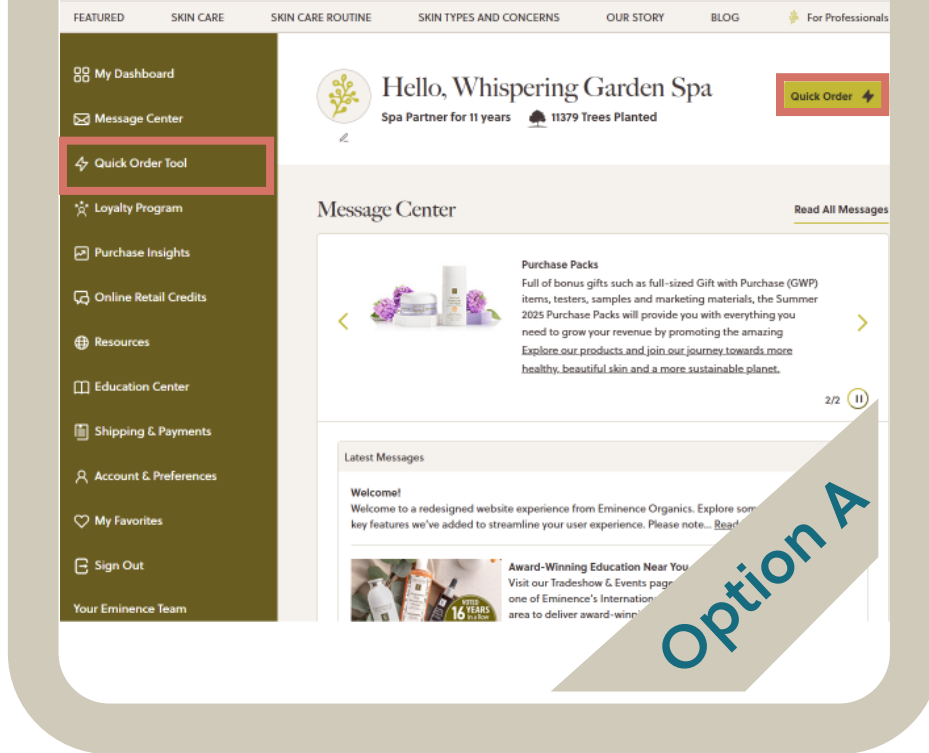
- Go to eminenceorganics.com
Click *Sign In* icon (1)
- Enter your Email & Password
Click *Sign In* button (2)



ADD PRODUCT

Click *Quick Order Tool*

Option A - from Dashboard



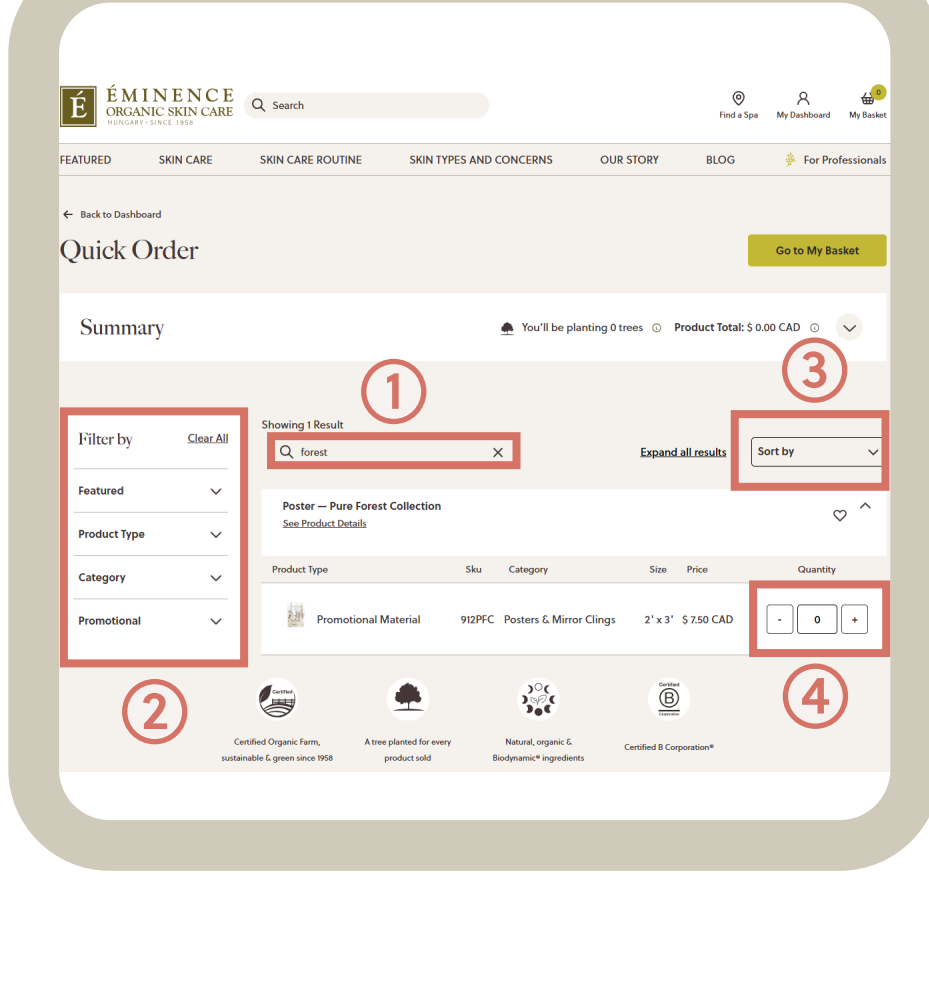
OR

Option B - from Basket



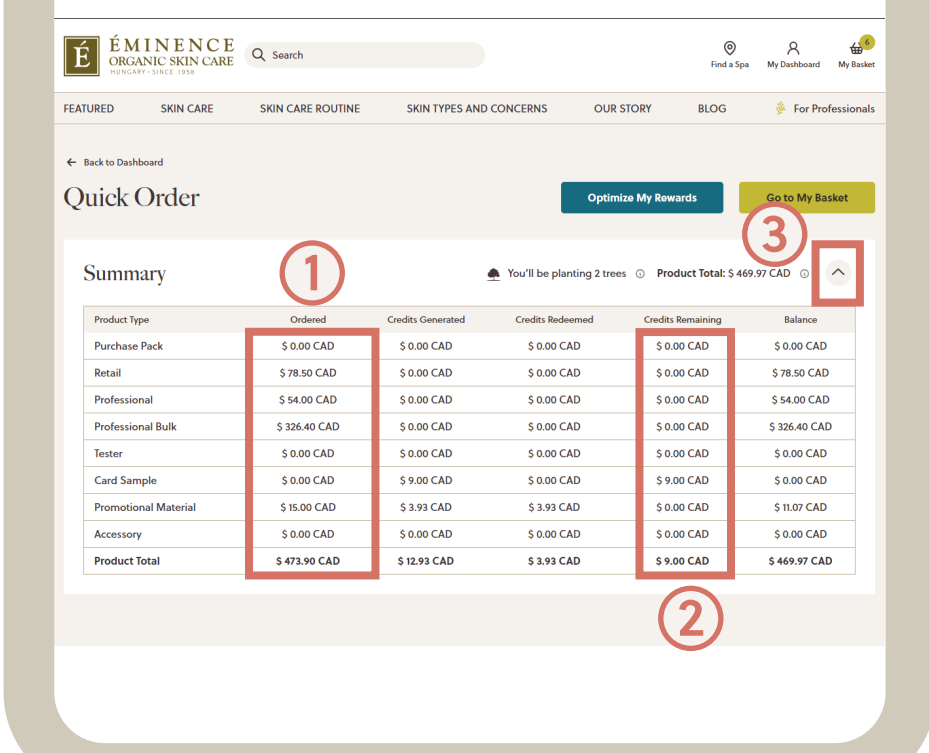
On the Quick Order Tool Page

- Use Search (1), Filter (2), Sort (3) to find product
- Enter Quantity (4) to add items to Basket



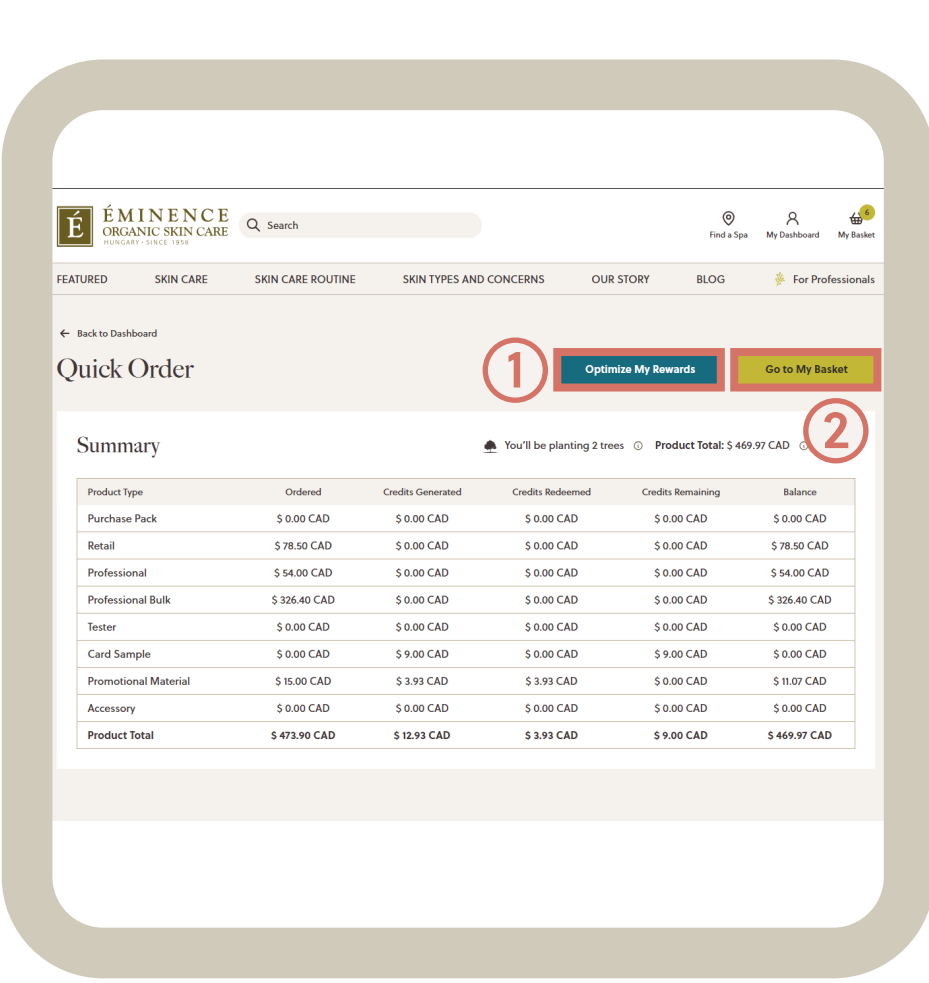
TRACK SUBTOTALS

- Track your Subtotals (1) and Available Credits (2) by Product Type as you go
- Click the arrow (3) to hide/show the Summary table



OPTIMIZE REWARDS

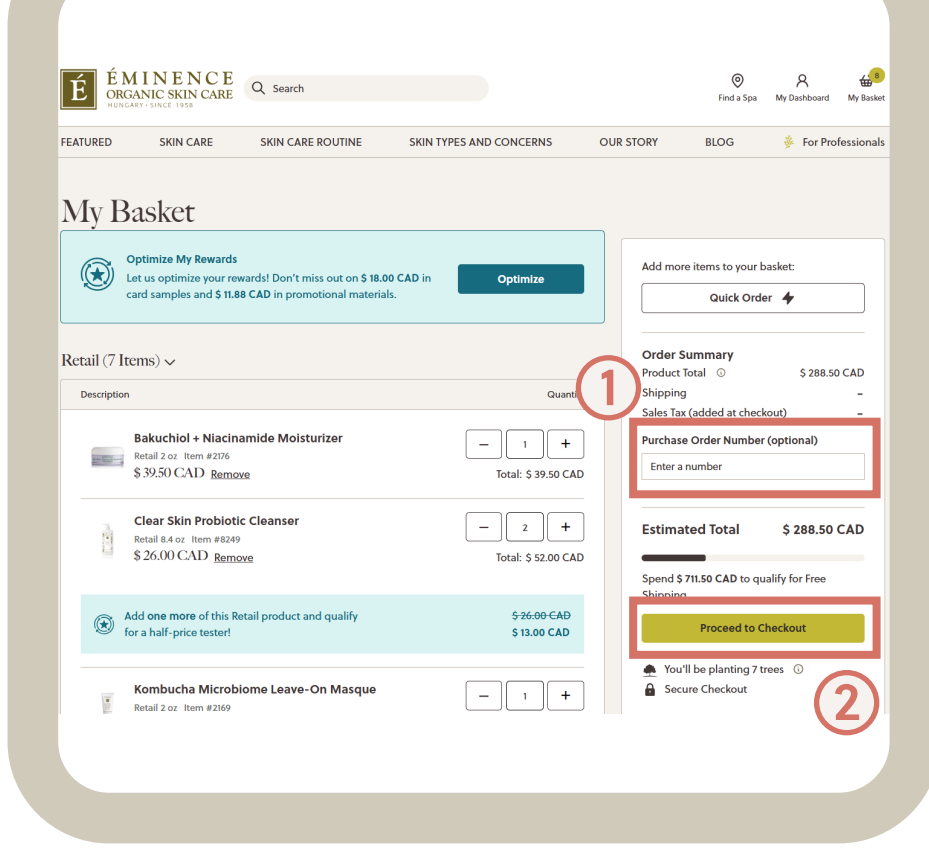
- Click *Optimize My Rewards* to add eligible benefits (1), e.g.
 - Samples
 - Promos
 - Half-price testers
- Click *Go to My Basket* (2)



REVIEW ORDER

Review items in your order

- Enter PO # if needed (1)
- Click to *Proceed to Checkout* (2)



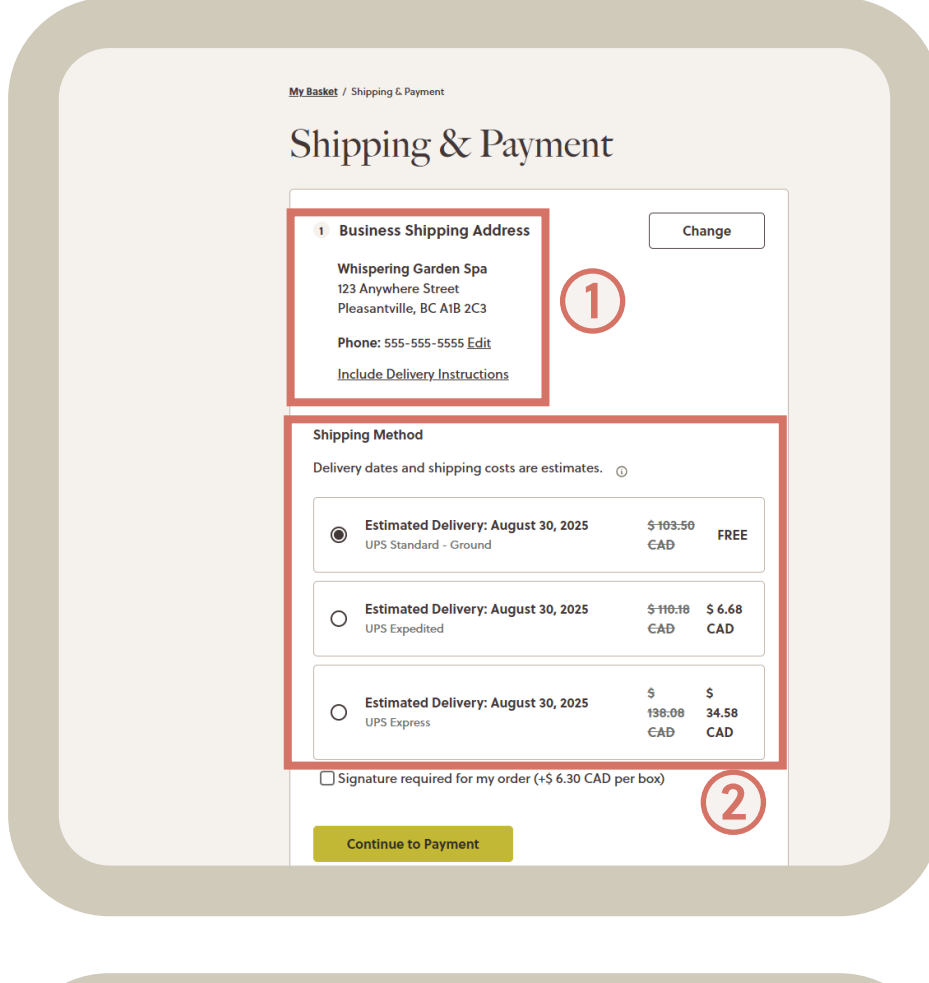
CHECKOUT PROCESS

Note: First time users on the site (and as amended from time to time) will need to accept Eminence's Terms & Conditions before being able to complete checkout

Shipping

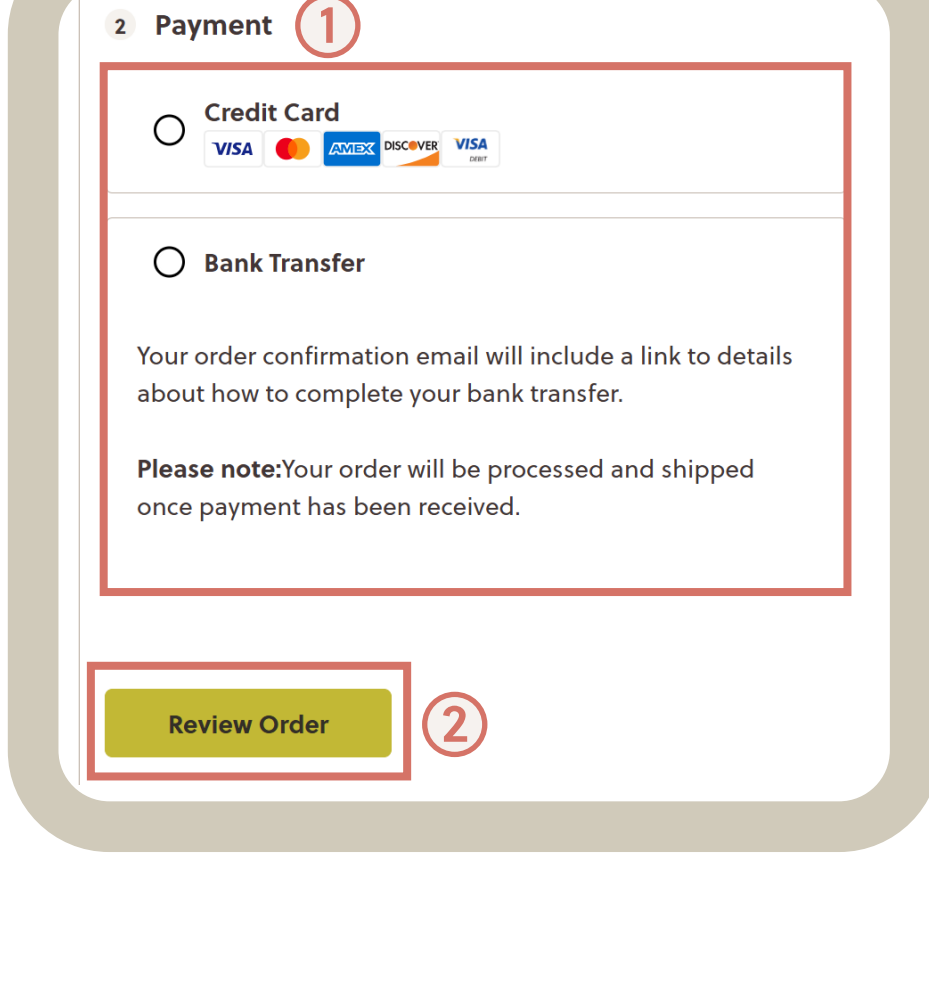
- Confirm Shipping Address (1) or add a new one
- Select Shipping Method (2)
- Click *Continue to Payment*

Note: new addresses will be held for Eminence review



Payment

- Select Payment Method
- Click *Review Order*



SUBMIT ORDER

Any questions before finalizing your order?

- Please reach out to your Inside Sales Representative (1)

Ready to submit your order?

- Click *Complete Purchase* (2)

