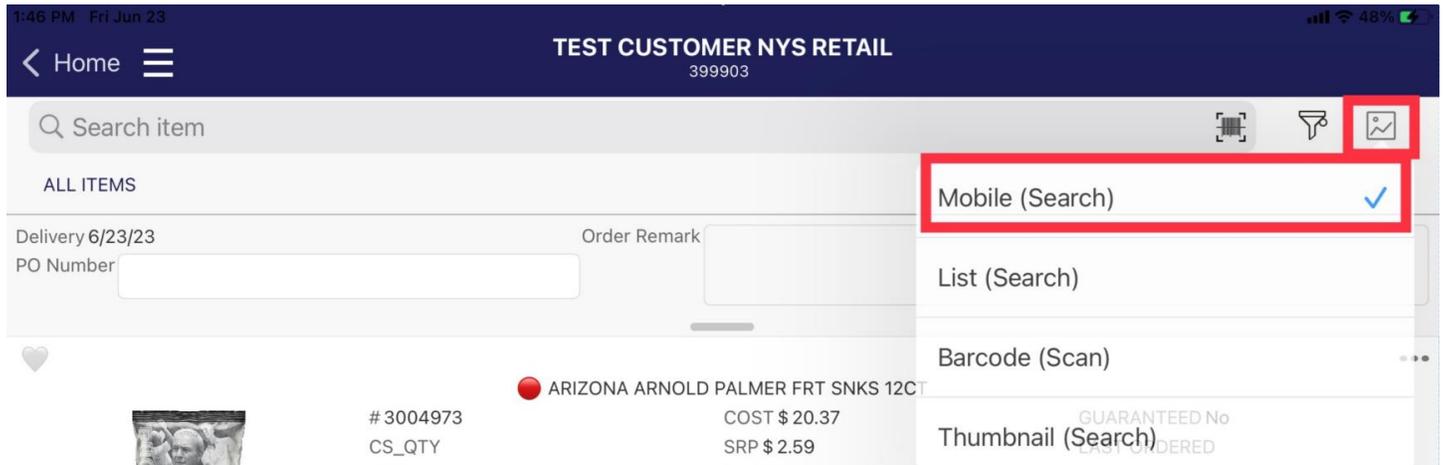
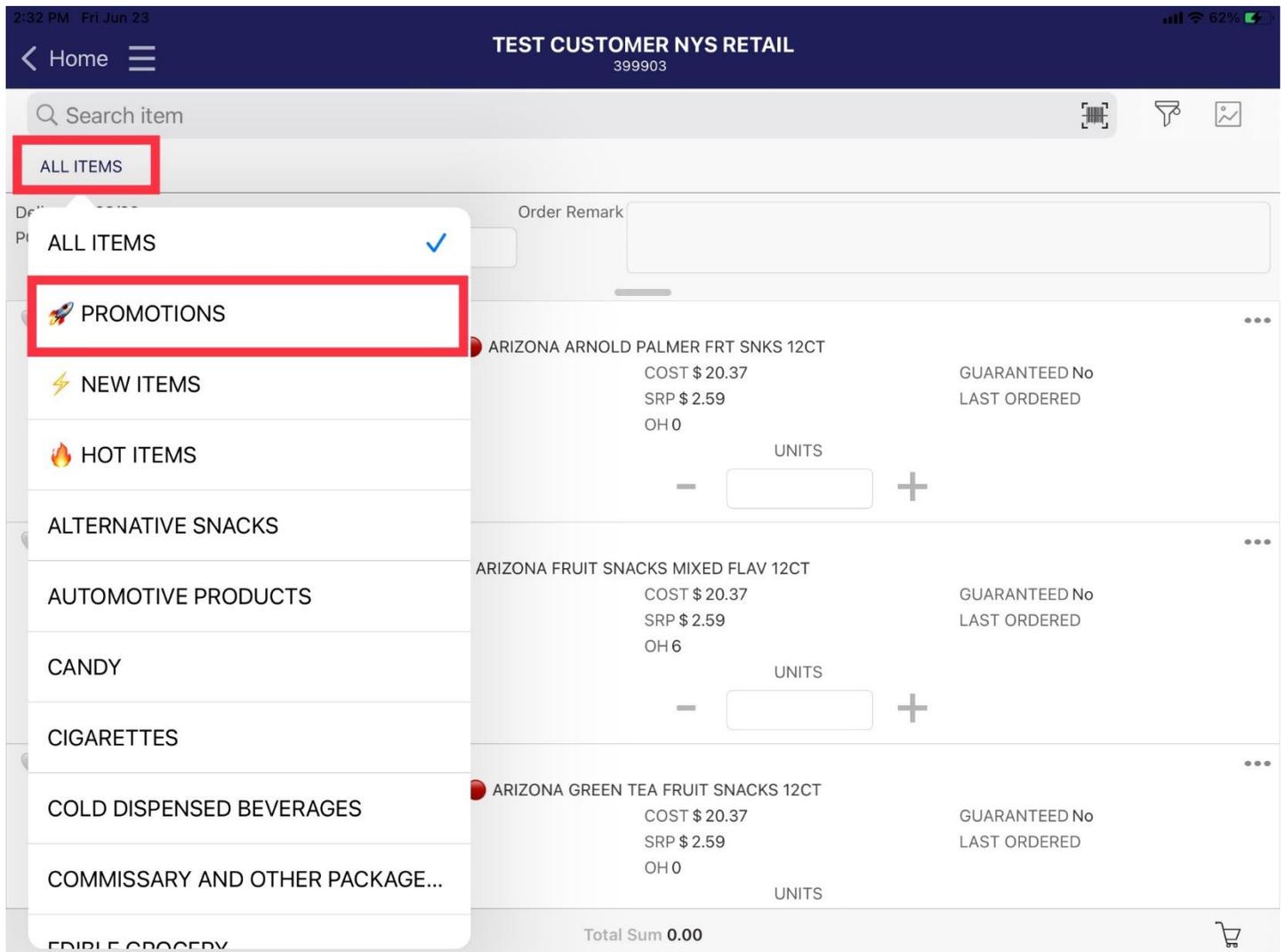


# NCD SmartOrder – How to Order Monthly Insider Book Promotions.

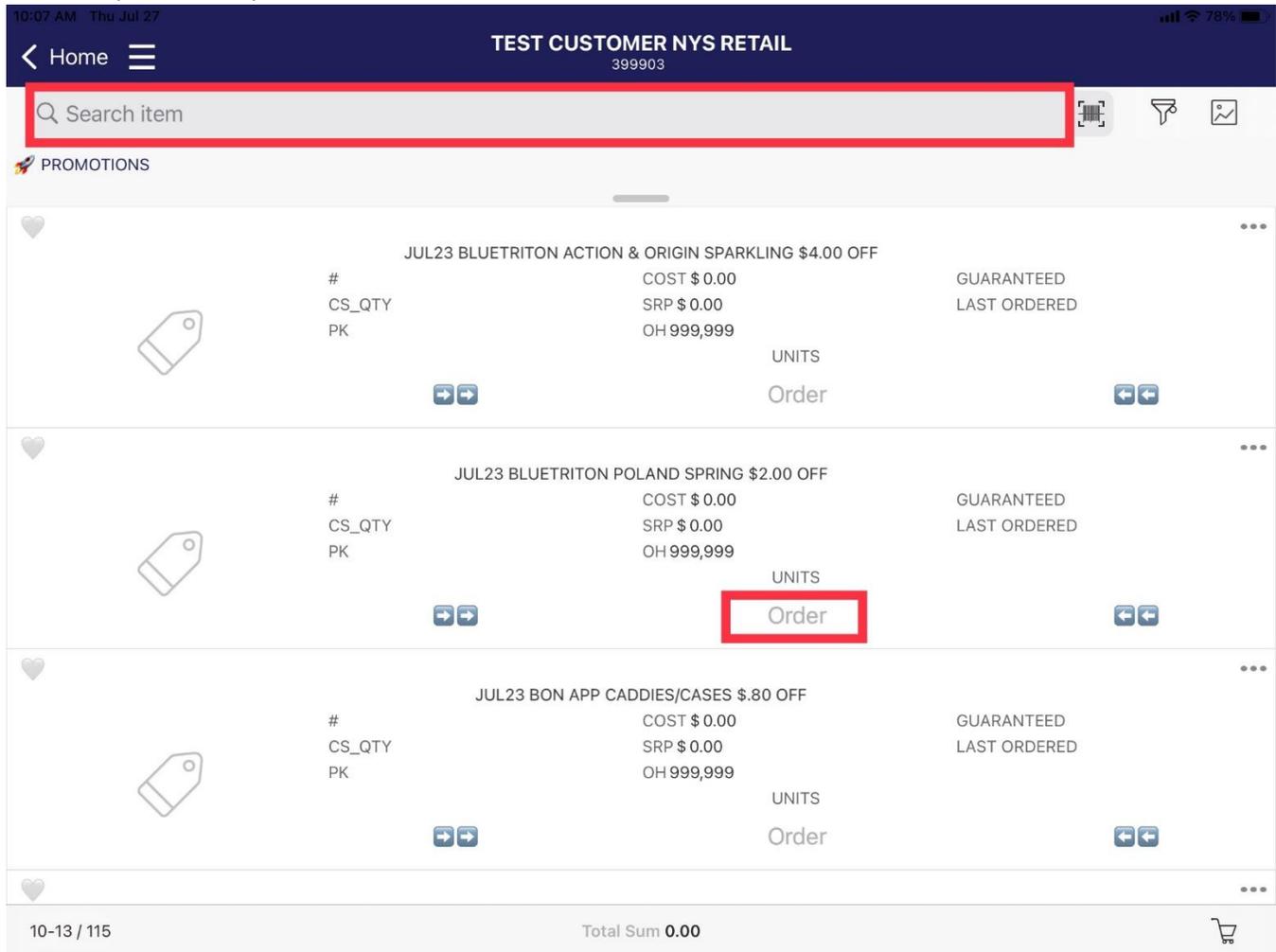
To order Promotions, from the order screen make sure you are in the Mobile (Search) view. Select the Change View icon  and tap on **Mobile (Search)**.



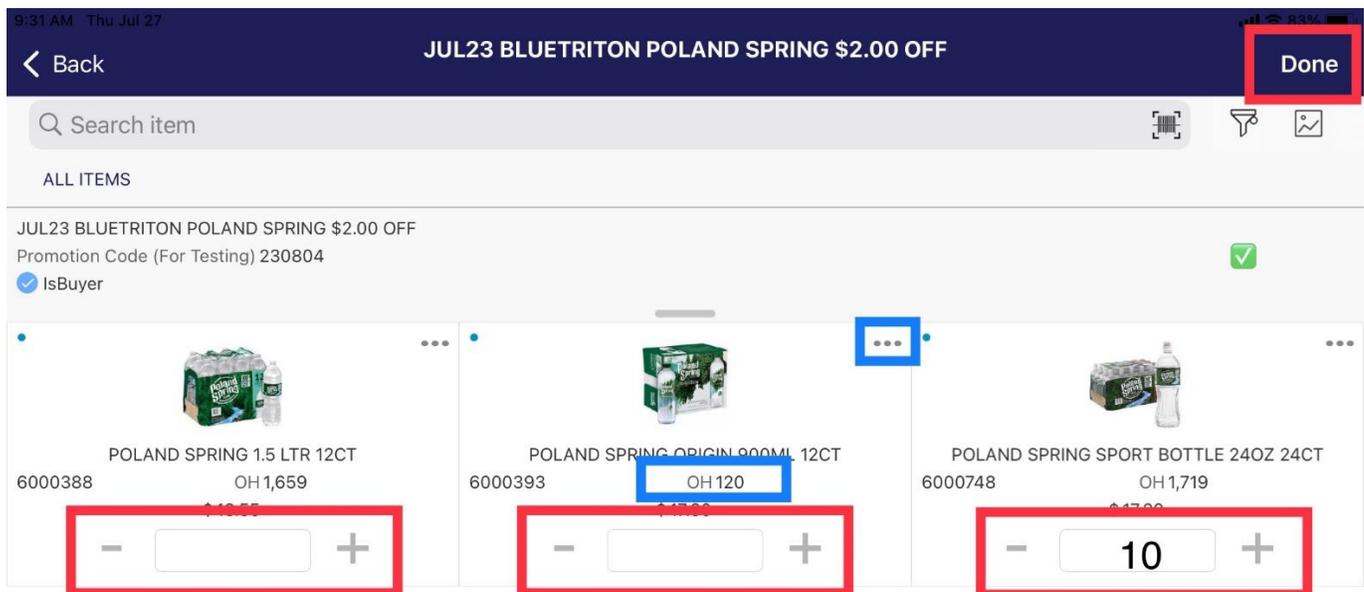
Select **ALL ITEMS**, this is your main Catalog. You can scroll to any category, review **NEW ITEMS** etc. To order monthly Insider promos, select the **PROMOTIONS** tab.



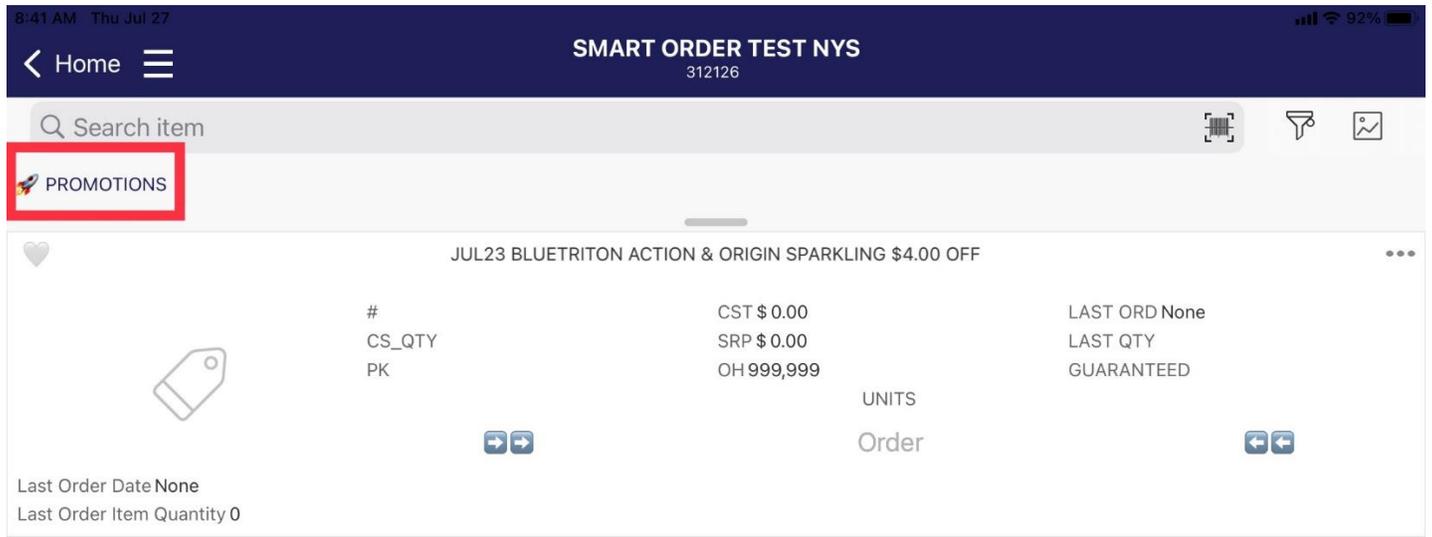
When in **PROMOTIONS**, use the **Search Item** bar to search **PROMOTIONS** by Coupon Code, Promo Description, Item Description or Item Number. You can also manually scroll through the entire list of **PROMOTIONS**. Once you have located a promo that you want to order, select **Order**.



View On Hand inventory (**OH**) of item or select the info dropdown (3 dots "...") to get item details. To order promo items quantities tap the plus sign "+" select the quantity box manually enter amount. When quantities are entered, choose **Done** to add the promo to your Cart, this returns you to the **PROMOTIONS** tab, continue ordering additional promos.



To change back to ordering **ALL ITEMS** tab for regular stock ordering, select the **Promotions** tab.



Scroll upwards and select **All Items** to return to ordering regular stock items. If finished ordering, choose the shopping cart to review/edit and submit your order.

