## 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)**.

K Home		TEST CUSTOMER NYS RETAIL 399903		all S	\$ 48% 🚺
Q Search item				R	2
ALL ITEMS			Mobile (Search)		~
Delivery 6/23/23 PO Number		Order Remark	List (Search)		
۷		ARIZONA ARNOLD PALMER FRT SNKS 12C	Barcode (Scan)		•••
Pat	#3004973 CS_QTY	COST <b>\$ 20.37</b> SRP <b>\$ 2.59</b>	GUARANTEED No Thumbnail (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.

2:32 PM Fri Jun 23	TEST CUSTOMER NYS RETAIL 399903	<b>.ill 🗢 62% 🗲</b> )
Q Search item		<b>H</b> 7 🖂
ALL ITEMS		
PI ALL ITEMS	Order Remark	
🖌 🚀 PROMOTIONS		•••
4 NEW ITEMS	ARIZONA ARNOLD PALMER FRT SNKS 12CT COST \$ 20.37 GUARA SRP \$ 2.59 LAST C	NTEED No DRDERED
🔥 HOT ITEMS	UNITS	
ALTERNATIVE SNACKS		•••
AUTOMOTIVE PRODUCTS	ARIZONA FRUIT SNACKS MIXED FLAV 12CT COST \$ 20.37 GUARA SRP \$ 2.59 LAST 0	NTEED No DRDERED
CANDY	OH 6 UNITS	
CIGARETTES	- +	
COLD DISPENSED BEVERAGES	ARIZONA GREEN TEA FRUIT SNACKS 12CT COST \$ 20.37 GUARA SRP \$ 2 59 LAST (	
COMMISSARY AND OTHER PACKAGE	OH 0 UNITS	
	Total Sum 0.00	Å

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 **COMPARENT COMPARENT**.

10:07 AM Thu Jul 27	TEST C	USTOMER NYS RETAIL		ul 🗢 78% 🔳
Q Search item		55550	無	7
🚀 PROMOTIONS				
W				
	JUL23 BLUE I RITON	ACTION & ORIGIN SPARKLING \$4.00 OFF	CUADANITEED	
	# 	COST \$ 0.00	GUARANTEED	
0		OH 999 999	LAST ORDERED	
$\langle \rangle$	E K	UNITS		
$\bigtriangledown$		01110	_	-
	$\Rightarrow$	Order	C	
*	JUL23 BLUET	RITON POLAND SPRING \$2.00 OFF		
	#	COST \$ 0.00	GUARANTEED	
	CS_QTY	SRP \$ 0.00	LAST ORDERED	
0	PK	ОН 999,999		
$\sim$		UNITS		
~		Order	E	
	ILU 23 BON	APP CADDIES/CASES \$ 80 OFF		
	#	COST \$ 0.00	GUARANTEED	
	CS QTY	SRP \$ 0.00	LAST ORDERED	
0	PK	OH 999,999		
$\sim$		UNITS		
<u> </u>		Order	G	
10-13 / 115		Total Sum 0.00		
				مع

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.

		ul 🕿 83% 🗖	9
<b>〈</b> Back	JUL23 BLUETRITON POLAND SPRING \$2.00 OFF	Done	
Q. Search item	الله الله	7	
ALL ITEMS			
JUL23 BLUETRITON POLAND SPRING \$2.00 OF Promotion Code (For Testing) 230804 SIBuyer			
•	···· ·		•
POLAND SPRING 1.5 LTR 12CT 6000388 OH 1,659	POLAND SPRING OPICIN 900ML 12CT 6000393 OH 120 POLAND SPRING SPORT BOTTL 6000748 OH 1,719 11700	E 240Z 24CT	

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

			atl 3	92%
SM/	ART ORDER TEST NYS 312126			
		(mm)	$\mathbb{Z}$	°
JUL23 BLUETRITO	N ACTION & ORIGIN SPARKLING \$4.00 OFF			•••
#	CST \$ 0.00	LAST ORD None		
CS_QTY	SRP \$ 0.00	LAST QTY		
PK	OH 999,999	GUARANTEED		
	UNITS			
ightarrow	Order	6		
	JUL23 BLUETRITO # CS_QTY PK T	BART ORDER TEST NYS   JUL23 BLUETRITON ACTION & ORIGIN SPARKLING \$4.00 OFF   # CST \$ 0.00   CS_QTY SRP \$ 0.00   PK OH 999,9999   UNITS   Image: Content of the second se	BART ORDER TEST NYS JUL23 BLUETRITON ACTION & ORIGIN SPARKLING \$4.00 OFF # CST \$ 0.00 LAST ORD None CS_QTY SRP \$ 0.00 DH 999,999 UNITS INITS	SMART ORDER TEST NYS 312126

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

