**QUICK REFERENCE SHEET FOR FORMS & PUBS ORDERS**

***(Revised as of June 2016)***

**BASIC ORDERING PROCESS:**

1. Login: Salesforce with your e-auth
2. Click: **Create/Review Sales Order**
3. Click: **New Sales Order.** A new Sales Order Number (SO-XXXXXX) will be created (Top Left).
4. Scroll down to the bottom of the screen and click: **Add New Item.**
5. In the Filter box, enter the item name/number/description of the item you wish to order. **Click: Apply Filter** to search. Click on the item Name.
6. That product number will appear on the Item # field (top right). Enter the quantity (delete the zeros-0.0000, enter quantity, i.e. 1 or 3). Click **SAVE**.

Note: You’ll get a popup box that will let you know you must submit order when finished, **press OK**.

1. Click: **Go to Sales Order.** Scroll to bottom, you will see the item added. To add more items to order, repeat steps 4-7.
2. When finished you **must** click: **Submit Order**. You will get a popup box to confirm the delivery address. **If correct**, click **OK**. **If not,** please call (301) 394-0400, we may need to add or change your delivery address.