



HOW TO PLACE AN ORDER

MODULE #3

This document outlines the steps for placing new orders and quotes through Lumbermen's GO as well as looking up existing orders and quotes.

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Adding Items to the Cart

- 1) Locate the desired product
 - a. If needed, refer to the training module: Navigating Lumbermen's GO (Module #2) to review tips and tricks on how to locate products
- 2) Specify the desired quantity and add it to the cart
 - a. Option 1: Add items using the item grid
 - i. Enter the desired quantity and click "Add to Cart"
 - ii. A green confirmation message will appear
 - iii. The Cart icon in the top right hand corner will update with the total price of the cart

The screenshot displays the Lumbermen's GO website interface. At the top, there is a navigation bar with links for 'Quotes', 'Orders', and 'Billing', along with the user's location 'BM Grand Rapids: LGO SHIPTO #1'. Below this is a search bar and a shopping cart icon showing a total of \$2,861.04. The main content area shows a grid of three product cards, each representing a different type of fascia. The first card is for '12" X 12' FASCIA ANTIQUE LEATHER 30EA/PL' with a price of \$127.40. The second card is for '12" X 12' FASCIA ASHWOOD 30EA/PL' with a price of \$146.94. The third card is for '12" X 12' FASCIA BROWN OAK 30EA/PL' with a price of \$96.55. Each card includes a quantity selector and an 'Add to Cart' button. The 'Add to Cart' button for the first product is highlighted with a green border. A sidebar on the left contains filters for 'Selected Filters', 'Categories', 'Groups', 'Product Line', 'Brand', 'Collated', 'Collection', and 'Color'. The 'Product Line' filter is set to 'TIMBERTECH COMPOSITE DECKING'. The 'Quantity' field for the first product is also highlighted with a green border.

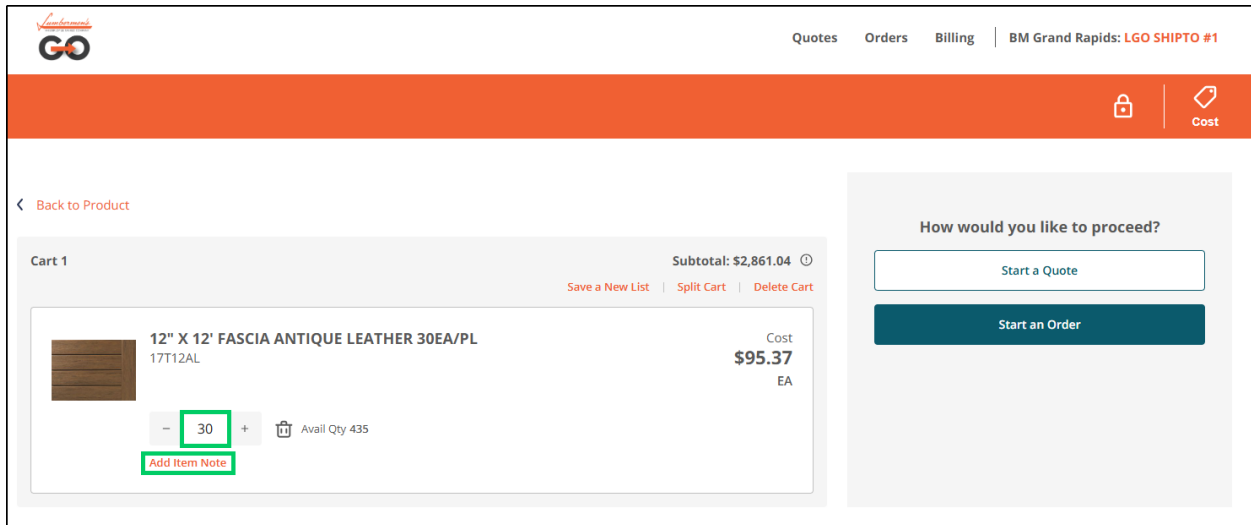
- b. Option 2: Add items from the item's product page
 - i. The item's product page displays multiple pieces of useful information including:
 1. Total available quantity
 2. Available quantity broken down by Lumbermen's location
 3. Quantity on order (Quantity that Lumbermen's has on order)
 4. Pricing information (including price breaks)
 - ii. Enter the desired quantity and click "Add to Cart"
 - iii. A green confirmation message will appear
 - iv. The cart icon in the top righthand corner will update with the total price of the cart

The screenshot shows the Lumbermen's website interface. At the top, there is a navigation bar with 'Quotes', 'Orders', and 'Billing' links, and a user profile section for 'BM Grand Rapids: LGO SHIPTO #1'. Below this is a search bar and a shopping cart icon showing a total of \$2,861.04. The main content area features a product image of wood fascia, the product name '12" X 12' FASCIA ANTIQUE LEATHER 30EA/PL', and the item code '17T12AL'. To the right of the product is a pricing and quantity control panel showing a cost of \$127.40, a unit of measure 'EA', and a quantity of 30. Below the quantity control is an 'Add to Cart' button. At the bottom left, there is a table with three tabs: 'Avail Qty', 'On Order', and 'Pricing'. The 'Avail Qty' tab is selected, showing a table with columns for Branch, UOM, and Quantity.

Branch	UOM	Quantity
CA	EA	45
DET	EA	88
GR	EA	63
IN	EA	114
MN	EA	58
TO	EA	67
Total	EA	435

Reviewing and Updating the Cart

- 1) Click on the cart icon in the top right corner to view cart details
- 2) Review the contents of the cart and adjust quantities if needed
 - a. Additionally, you can add notes to any item in your cart by clicking on “Add Item Note.” These notes are reviewed by the Lumbermen’s team when the order is received



Starting a Quote or Order

- 1) You have the option of starting a quote or an order using the buttons on the right-hand side of the cart window. The processes for entering a quote and an order are similar

How would you like to proceed?

Start a Quote

Start an Order

- 2) Click on “Start an Order” and update the details on the order screen.
 - a. Some fields are required; ensure they are completed.
- 3) Once all the details are entered click “Submit Order”

The screenshot displays the Lumbermen's GO website interface. At the top, there is a navigation bar with 'Quotes', 'Orders', and 'Billing' links, and a user profile icon labeled 'BM Grand Rapids: LGO SHIPTO #1'. Below this is an orange header bar with a lock icon and a 'Cost' icon.

The main content area is divided into two sections:

- Cart Section (Left):**
 - Header: 'Back to Cart' (with a left arrow), 'Cart 1', and 'Subtotal: \$2,861.04'.
 - Item: '12" X 12' FASCIA ANTIQUE LEATHER 30EA/PL' (SKU: 17T12AL) with a unit price of '\$95.37 EA'.
 - Quantity: A dropdown menu showing '30' and a trash icon with 'Avail Qty 435'.
 - Buttons: 'Add Item Note' and 'Save a New List | Split Cart | Delete Cart'.
- Order Summary Section (Right):**
 - Subtotal: '\$2,861.04'.
 - Sales Type: 'CUSTOMER PICKUP' (marked as 'Required').
 - Ship Via: 'PICK UP'.
 - Ship-To: 'Lumbermen's GO Testing #1'.
 - Options: 'Ship Complete Order' (checkbox), 'Request Ship Date' (radio buttons: 'Next Available' selected, 'Request a Date').
 - PO ID: 'PO123456' (marked as 'Required').
 - Job ID: 'Enter Job ID'.
 - Reference: 'Enter Reference'.
 - Confirmation Email: 'Primary Email' is 'lgouser@lumbermens-inc.com'; 'Additional Email' is 'Enter additional email'.
 - Checkbox: 'Saberis Stealth Sync'.
 - Buttons: 'Cancel' and 'Submit Order'.

- 4) A copy of the order acknowledgement will be sent to the email address that is associated with your user profile.

Looking Up Existing Quotes and Orders

- 1) At the top of the screen there is a series of buttons. Click on the “Quotes” or “Orders” buttons to view a listing of transactions of that type.
- 2) Use the filters at the top to help you locate a specific order or quote.
 - a. Quotes Buttons and Functionality
 - i. **Release** - Quotes can be converted directly to an order from this screen. Click on the “Release” icon to release the quote as an order
 - ii. **XML** - Click on the “XML” icon to download an XML file which can be used to import the order into your ERP system
 - iii. **Quote** - Click on the “Quote” icon to view a copy of the acknowledgement
 - iv. **Retail** - Click on the “Retail” icon to view a copy of the retail quote (see Module #6 on Retail Pricing for more information)

Today Yesterday Last 7 Days Last Week **Last 30 Days** This Month This Quarter This year Last (1) Year All Active Closed

Keyword Search (Last 30 Days) My Quotes Only Include All Ship-To's

Quote ID	Reference	PO ID	Quote Date	Sale Type Description	Status	SubTotal	Total Taxes
1463602			04/01/2025	CUSTOMER PICKUP	Open	\$274.34	\$0.00

- b. Orders Buttons and Functionality
 - i. **Order** - Click on the “Order” icon to view a copy of the order acknowledgement
 - ii. **XML** - Click on the “XML” icon to download an XML file which can be used to import the order into your ERP system

Today Yesterday Last 7 Days Last Week **Last 30 Days** This Month This Quarter This year Last (1) Year All Open Canceled Invoiced

Keyword Search (Last 30 Days) My Orders Only Include All Ship-To's

Order ID	Reference	PO ID	Order Date	Sale Type Description	Status	SubTotal	Total Taxes	Total Char.
1465015		PO123456	04/03/2025	CUSTOMER PICKUP	Open	\$2,861.04	\$0.00	\$0.