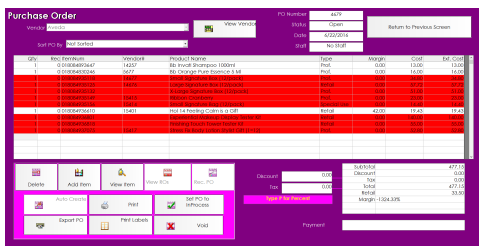


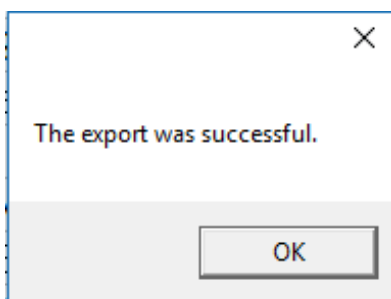
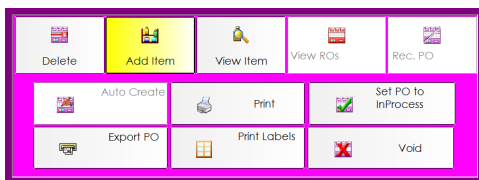
This guide will detail how to submit an order to the Aveda Empowered Ordering system through SalonBiz.

If this is your first time using Aveda Empowered Ordering through SalonBiz, verify that you have a customer number entered into the “Aveda” Vendor in your system. To ensure that this is set up properly, go to Blueprints/ Inventory, and select the Vendor table from the list. Select your Aveda vendor, and click the Edit button. In either the Information tab, or the Location Information tab if you have multiple locations, enter your Aveda customer number into the Customer Number field.



Electronic Ordering:

1. Create a new PO for Aveda in SalonBiz.
2. Set the PO to in Process status using the “Set PO to InProcess” button.
3. Click the Export PO Button.
4. A message box will inform you of one of the following:
 - “The export was successful.”
 - The order went through to Aveda Empowered Ordering with no discrepancies.
 - “The export was successful, but there were some invalid order lines. Please check the error log and your Empowered Ordering website for issues with your order.”
 - The order went through, but there are discrepancies with some items. This likely means that the UPC numbers for those items need to be updated.
 - If you receive this message, checking the Aveda Ordering Error Log, will tell you the items that do not exist in the Aveda Empowered Ordering system.
 - “The export was unsuccessful.”
 - The order did not go through to Empowered Ordering.
 - Check the Aveda Ordering error log for more details on why the order failed, then contact our technical support team for further assistance if needed.



- ❖ To view the details of order errors from SalonBiz, go to the Help icon in the main toolbar to open SB Launcher, and then launch the Aveda Empowered Ordering Log Viewer.
- ❖ Tester items should be denoted in SalonBiz by placing a T at the beginning of the UPC or product code.
- ❖ Back Bar items should be denoted in SalonBiz by placing BB at the beginning of the item name.

Login to your Aveda Empowered Ordering account:

1. Go to avedacare.com and sign in using your username & password. From here you can apply promo’s to your order, make changes to any existing open orders, and validate your order to submit it to Aveda.
 - ❖ Please refer to the Aveda Empowered Ordering training guide for additional details on using avedacare.com.