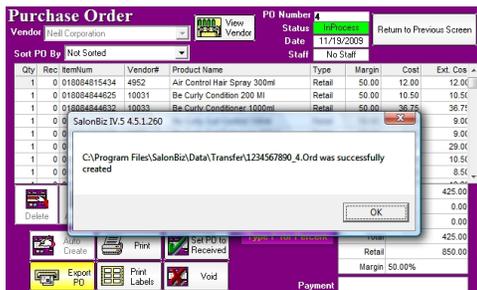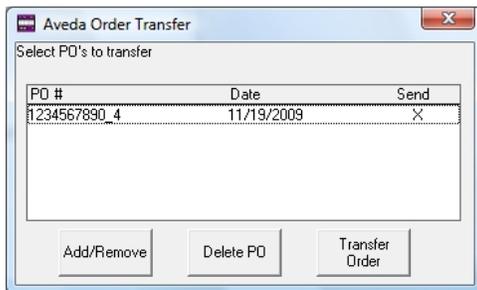# electronic ordering

Send your purchase order electronically to your Aveda distributor.

If this is your first time using Electronic Ordering, ensure that your Customer Number is entered under the 'Aveda' vendor in SalonBiz. Your customer number can be found on your most recent receiving order. To make sure that SalonBiz is setup with your customer number, go into Blueprints > Inventory, click 'Vendor' under table to edit, and double-click the 'Aveda' vendor name to open the Aveda vendor file. In the top right of the Vendor screen, you will see the Customer Number field where you should type your customer number if not already present.

Electronic Ordering

1. Create a new PO in SalonBiz.
2. Set the PO to In Process.
3. Click the Export PO button.
4. A message box will pop up letting you know the order was created successfully, click OK.
5. From the main menu bar click the SBLauncher (Light Bulb icon) button, then click the Order Transfer button (or double click the Order Transfer desktop shortcut).
6. A dialog box will pop up with the PO number inside it. The Purchase Order number you see should be a combination of your customer number, an underscore, and the actual the PO number.
7. Double click the PO to select it or highlight and click the Add/Remove button. Note: the "X" in the Send column.
8. Click the Transfer Order button.
9. You will be prompted when files are sent successfully.

Removing a Purchase Order

1. If you have exported a PO from SalonBiz but do not wish to submit it electronically, open Order Transfer and select the PO you wish to delete by clicking on it. An X will appear in the Send column.
2. Click the Delete PO button.
   ❖ Note: When you remove a purchase order it does not delete the order in SalonBiz. If you need to cancel the PO you will have to void it in SalonBiz as well.

Order Confirmation

You will receive an email confirmation when the order is received and processed. The confirmation will display the items that were ordered and shipped.