

Using Order Administration

What is Order Administration?

With our new website, we are able to offer a feature that will ensure your security and enable you, the customer, to be able to keep track of:

1. Who is placing orders for your organization
2. What each individual is ordering
3. Determine that individual's order limit

How does Order Administration work?

Each person who is permitted to place orders with your company will be able to create their own login name and password on your account.

If you have several locations to deliver to and one billing department for all the locations, each location can be shipped to individually. All relevant information including billing and shipping information can be unique for each login name or location.

Another feature is when an order is placed on our website, you the administrator, will be notified of any pending orders before they are filled by our company. You will then be directed to Log In to our website. A link will appear directing you to orders waiting for your approval. You can edit, delete, or simply approve the order from this area. Once approved by you, we will fill and ship your order in a timely manner.

What about order limits for my employees?

Each employee can be set up by us with order limits approved by you. You will need to determine what the order minimum and the order maximum is for each login name. Each login name on your account will have who must approve the order in order for it to be processed by us.

For example, if employee A is allowed a \$100 order limit and does not need your approval for us to fill it, we can set his/her login name with that limit with auto-approve. If orders for \$100 and higher require approval, you the administrator can approve this order or assign another person to approve it. Only one person may approve an order per login name.

Your employees will not be permitted to place orders above their individual order maximum. If employee A has an order maximum of \$1000, he/she will not be permitted to place that order above that amount. Instead, they will be returned by the website to their shopping cart with a message displayed indicating the problem.

How secure is this information?

Your confidentiality and security are important to us. Our website provider is current in the latest firewall and anti virus protection and is constantly upgrading and improving our security.

We hope this information is helpful in making the decision whether to use our websites Order Administration feature. If you have any questions concerning this or any other feature on our website, please feel free to contact us.

We hope this information has been helpful to you. Please give us a call if you have any further questions about this feature. Thank you for your business.