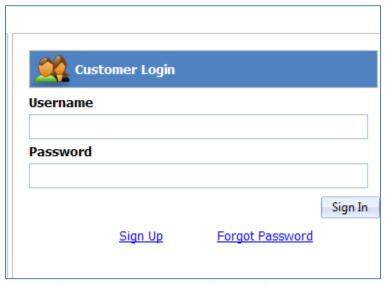# WEB01 – VDCWEB ORDER ENTRY

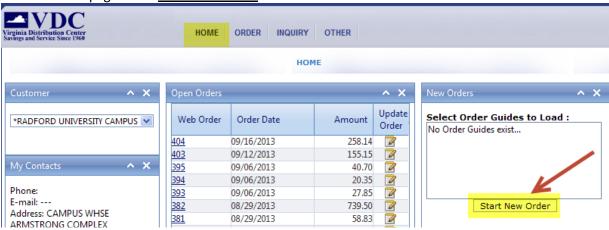**DRAFT V4 – 10/1/2013**

I.   Login into VDCWEB: https://sslsov.afsi.com/afsweb45_prod/Forms/frmLogin.aspx
      Note: If you were a user of the VDC Remote Order System (ROS) you can use the user id and password that was
      used in that system. Please be aware the user id name and password are case-sensitive

     A.   If you do not have a login from the former VDC Remote Ordering System (ROS) click here to request one.

     B.   NOTE: There are 2 ways in which to enter orders
          1. BULLET II: **Start New Order** (regular way for Customer entry)
          2. BULLET III: **Quick Order** (product number and quantity only entry)

II.   **REGULAR ORDER ENTRY INSTRUCTIONS**
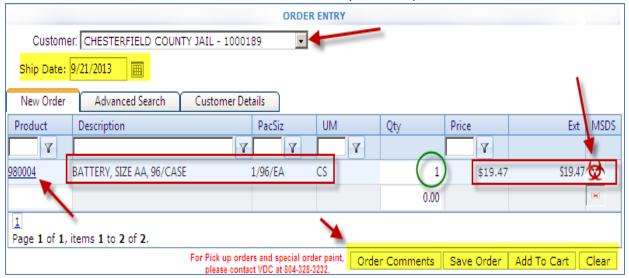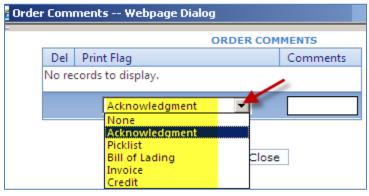   A.   HOME page: click '**Start New Order**'

WEB01 – VDCWEB ORDER ENTRY

DRAFT V4 – 10/1/2013

B. **ORDER ENTRY** page:
1. Enter the correct date the order is to be shipped/delivered.
2. Type the VDC product number and tab to load product information, or if the product is not known, the Advanced Search tab can be used.
3. Enter the quantity wanted, tab
4. Repeat steps 3 and 4 to enter additional items
5. **MSDS NOTE**: in the MSDS field, click the symbol to open the MSDS sheet for the hazardous item
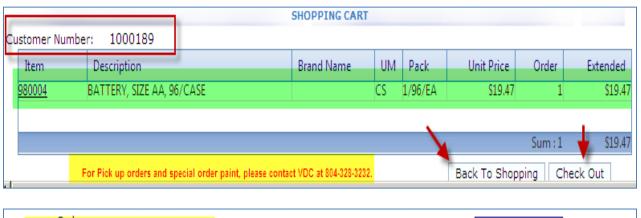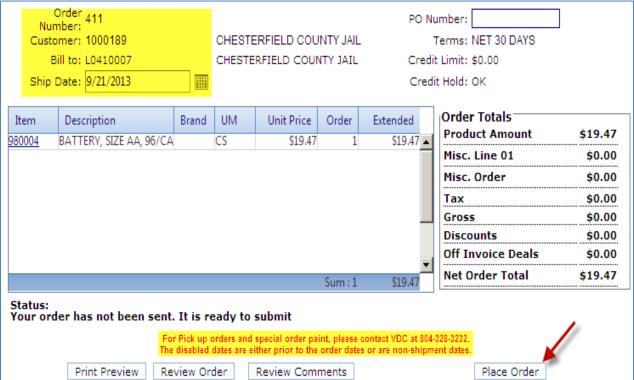
C. **Order Comments**: click to add comments such as a PO number or delivery instructions

D. **Save Order**: click to save to work on later
E. **Clear**: click to clear and start over
F. **Add to Cart**: click to submit order when order is complete
1. You will be redirected to the 'SHOPPING CART' screen
2. If additional items need to be added, click 'Back To Shopping' and add more items
3. If all information is correct and ready to submit order, then click 'Check Out'

WEB01 – VDCWEB ORDER ENTRY

DRAFT V4 – 10/1/2013

SHOPPING CART

Customer Number: 1000189

Item	Description	Brand Name	UM	Pack	Unit Price	Order	Extended
980004	BATTERY, SIZE AA, 96/CASE		CS	1/96/EA	$19.47	1	$19.47
					Sum : 1		$19.47

For Pick up orders and special order paint, please contact VDC at 804-328-3232.

Back To Shopping   Check Out

Order Number: 411

Customer: 1000189   CHESTERFIELD COUNTY JAIL

Bill to: L0410007   CHESTERFIELD COUNTY JAIL

Ship Date: 9/21/2013

PO Number: [   ]

Terms: NET 30 DAYS

Credit Limit: $0.00

Credit Hold: OK

Item	Description	Brand	UM	Unit Price	Order	Extended
980004	BATTERY, SIZE AA, 96/CA		CS	$19.47	1	$19.47
				Sum : 1		$19.47

Order Totals

Product Amount	$19.47
Misc. Line 01	$0.00
Misc. Order	$0.00
Tax	$0.00
Gross	$0.00
Discounts	$0.00
Off Invoice Deals	$0.00
Net Order Total	$19.47

Status:
Your order has not been sent. It is ready to submit

For Pick up orders and special order paint, please contact VDC at 804-328-3232.
The disabled dates are either prior to the order dates or are non-shipment dates.

Print Preview   Review Order   Review Comments   Place Order

III.   **QUICK ORDER ENTRY INSTRUCTIONS: Optimal for large orders**

A.   From the Home page, click 'ORDER', then select 'Quick Order'
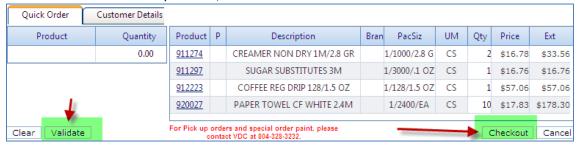
ORDER   IN
Create Order
Update Order
Quick Order

B.   Enter the product number in the Product field, tab then enter the quantity in the Quantity field. Tab to enter more items.

Quick Order   Customer Details

Product	Quantity
912223	1.00
911274	2.00
920027	10.00
911297	1.00

C. Click 'Validate' to load the products, click 'Checkout' when done

D. Note the ship date and enter any PO or Requisition numbers for reference
   1. **PRINT PREVIEW**: click to review order and/or print for record
   2. **REVIEW ORDER**: click to review order and/or make changes, add comments
   3. **REVIEW COMMENTS**: click to review comments that have been added
E. If all information is correct, click 'Place Order'

IV. **OPEN ORDERS SECTION REVIEW/EDIT:** (**NOTE**: only for Saved orders not orders that have been Placed)
   A. Orders saved to be worked on later will appear in the 'Open Orders' section
   B. Click the note pad under 'Update Order' to edit or complete an existing open order

V. **RECENT ORDERS REVIEW**
   A. When customer completes the entry process for an order and the order downloads to ERP, the order will appear in the 'Recent Orders' section with a new order number
   B. Click '**Repeat Order**' to create an exact copy of a previous completed order
   C. Click '**Re-Order**' to create a new order from an old order but with edits

WEB01 – VDCWEB ORDER ENTRY

DRAFT V4 – 10/1/2013

Order	Order Date	Amount	Repeat Order	Re Order
80	09/06/2013	0.00		
EP603375	08/29/2013	739.50		
35	08/28/2013	841.21		
	08/28/2013	739.50		
	08/28/2013	81.40		