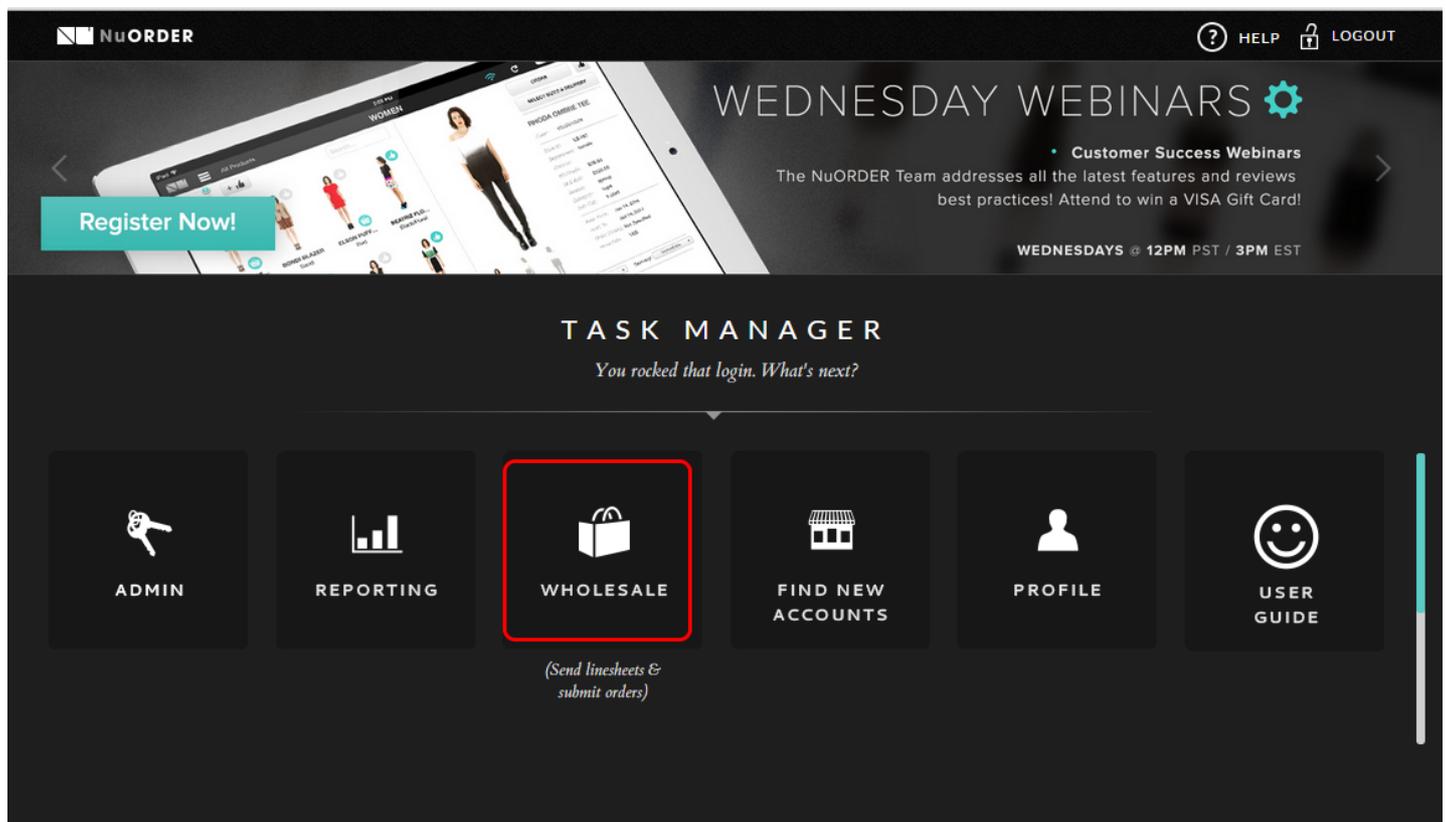


Orders must be approved on the NuOrder site

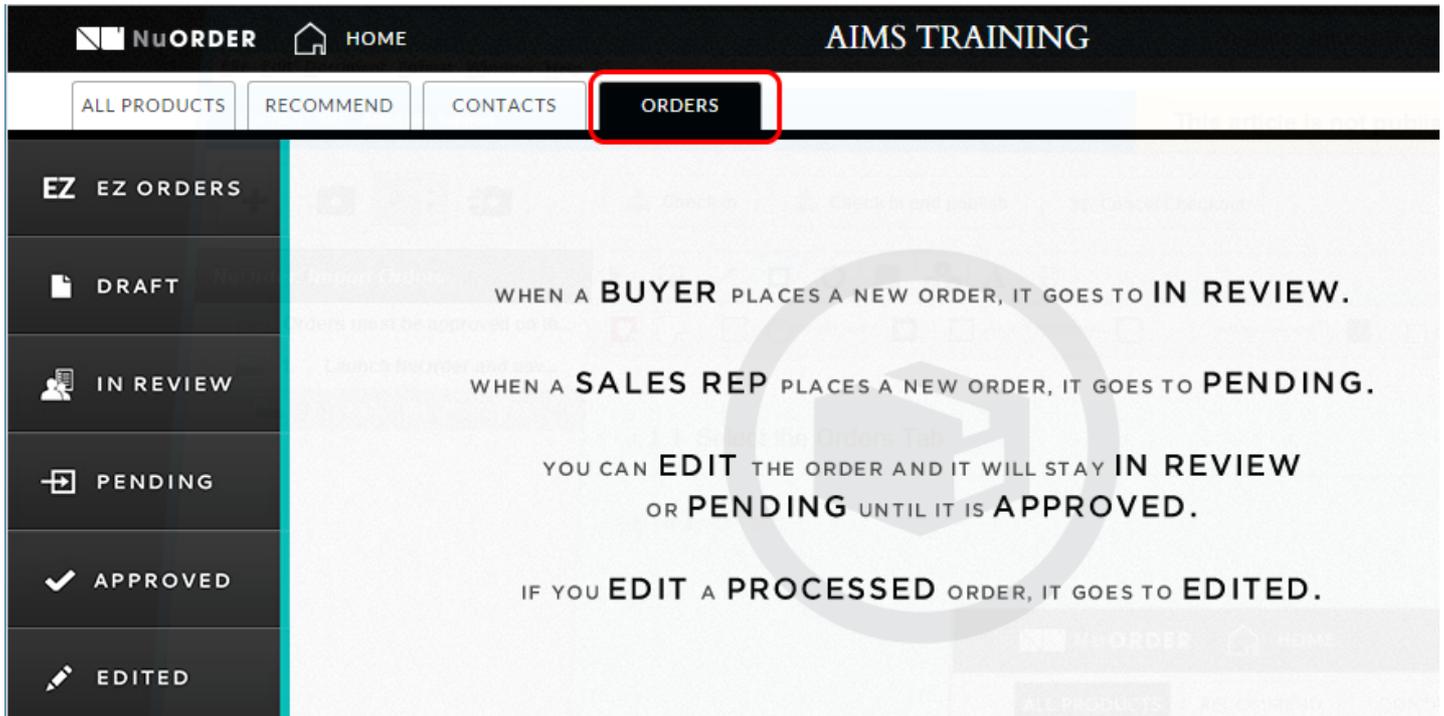
Any orders taken on the NuOrder site, must be approved before they can be downloaded into AIMS360.

1. Launch NuOrder and navigate to the Wholesale section

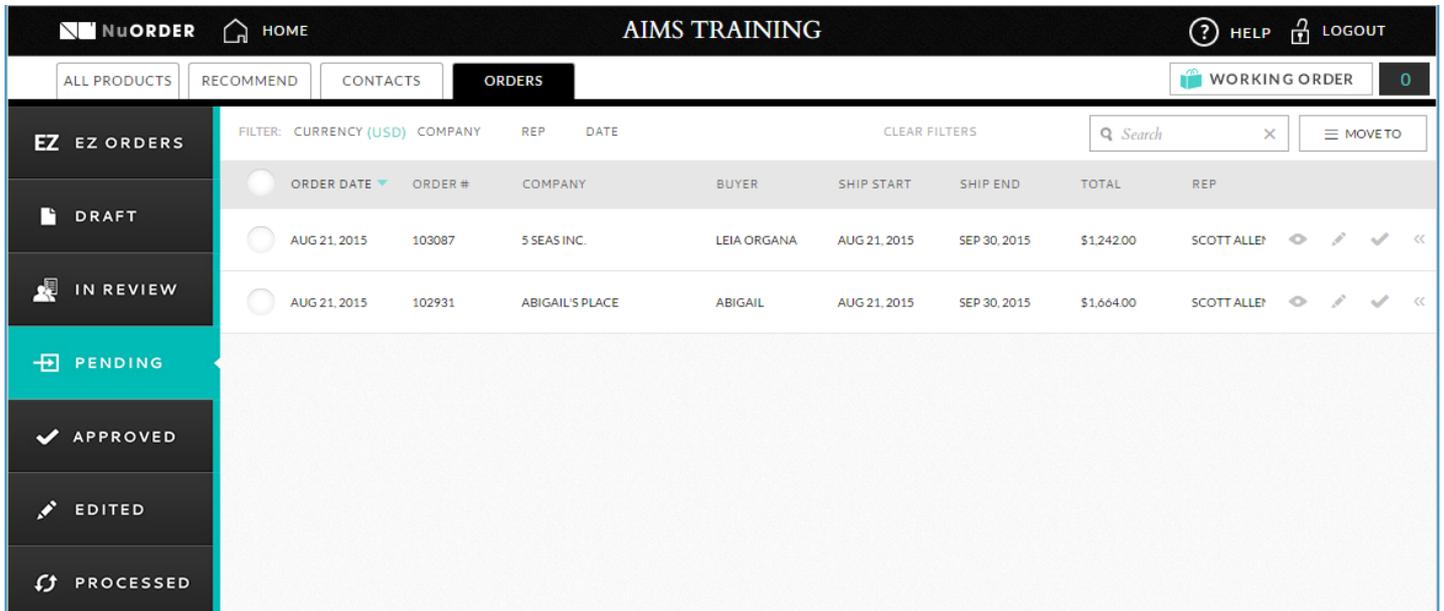


The screenshot displays the NuOrder website interface. At the top left, the NuORDER logo is visible. In the top right corner, there are links for HELP and LOGOUT. A banner for 'WEDNESDAY WEBINARS' is featured, with a 'Register Now!' button on the left. Below the banner is the 'TASK MANAGER' section, which includes the text 'You rocked that login. What's next?'. A row of six navigation buttons is shown: ADMIN, REPORTING, WHOLESALE, FIND NEW ACCOUNTS, PROFILE, and USER GUIDE. The 'WHOLESALE' button, which features a shopping bag icon, is highlighted with a red border. Below this button, the text '(Send linesheets & submit orders)' is displayed. A vertical teal bar is visible on the right side of the dashboard.

1.1 Select the Orders Tab



1.2 Goto Pending Orders

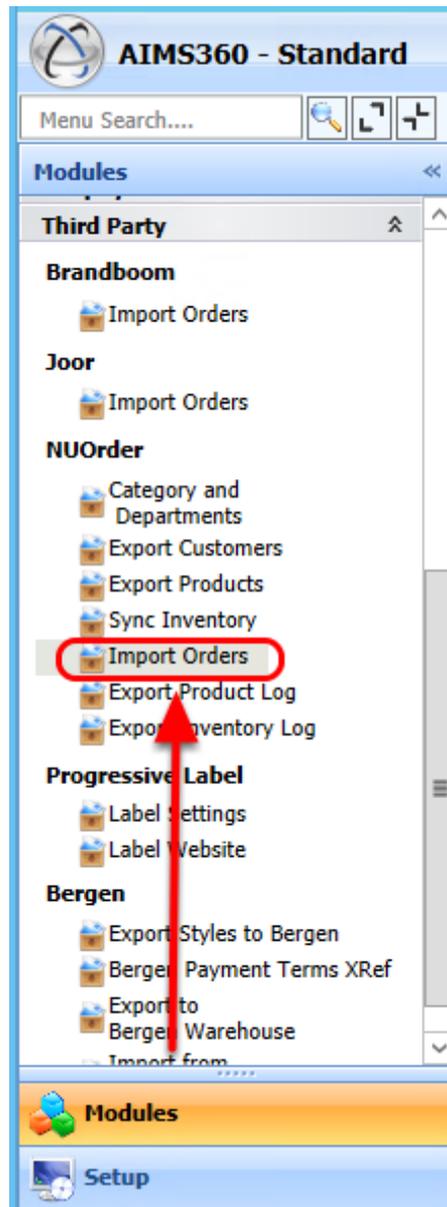


1.3 Select and Approve the orders

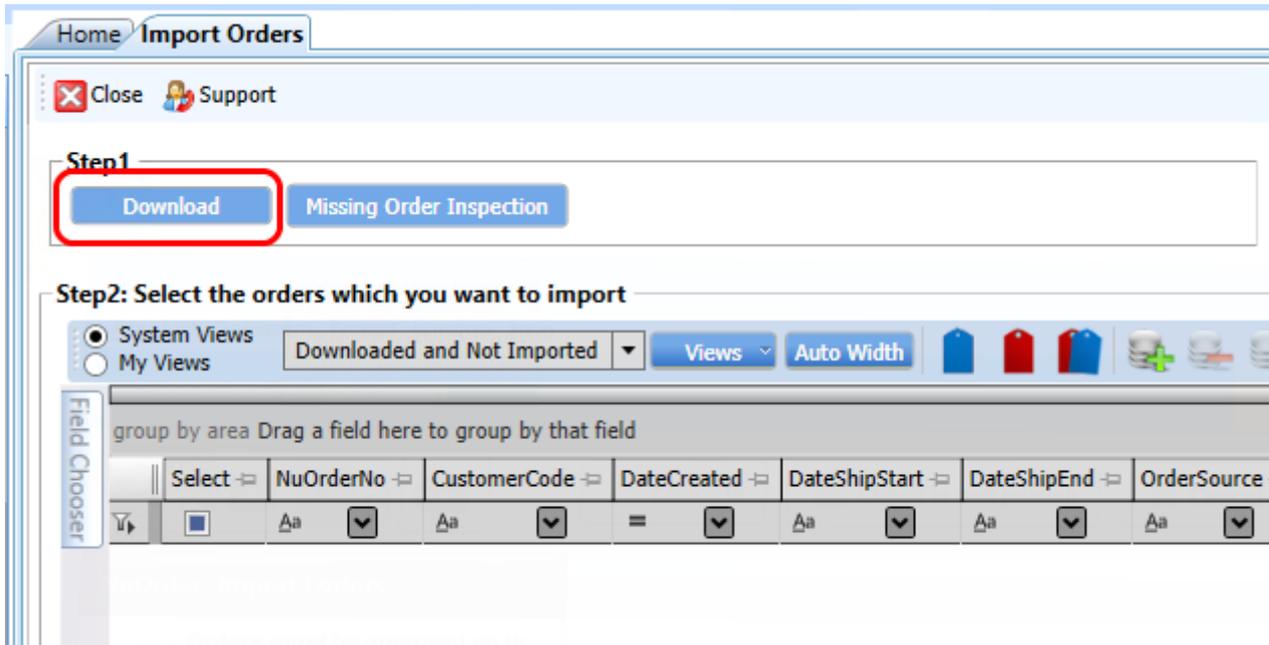
The screenshot displays the NuOrder interface for 'AIMS TRAINING'. The top navigation bar includes 'NuORDER', 'HOME', and 'AIMS TRAINING'. On the right, there are links for 'HELP' and 'LOGOUT'. Below the navigation bar, there are tabs for 'ALL PRODUCTS', 'RECOMMEND', 'CONTACTS', and 'ORDERS'. A 'WORKING ORDER' counter shows '0'. A left sidebar lists order statuses: 'EZ ORDERS', 'DRAFT', 'IN REVIEW', 'PENDING', 'APPROVED', 'EDITED', and 'PROCESSED'. The main area shows a table of orders with columns: 'ORDER DATE', 'ORDER #', 'COMPANY', 'BUYER', 'SHIP START', 'SHIP END', 'TOTAL', and 'REP'. Two orders are visible, both with green checkmarks in the 'ORDER DATE' column. The first order is for '5 SEAS INC.' with a total of \$1,242.00. The second is for 'ABIGAIL'S PLACE' with a total of \$1,664.00. On the right side of the table, there are 'APPROVED' and 'CANCELLED' buttons, with the 'APPROVED' button highlighted by a red box.

ORDER DATE	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP	
✓ AUG 21, 2015	103087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTT ALLE	APPROVED CANCELLED
✓ AUG 21, 2015	102931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLE	👁️ ✎️ ✓ <<

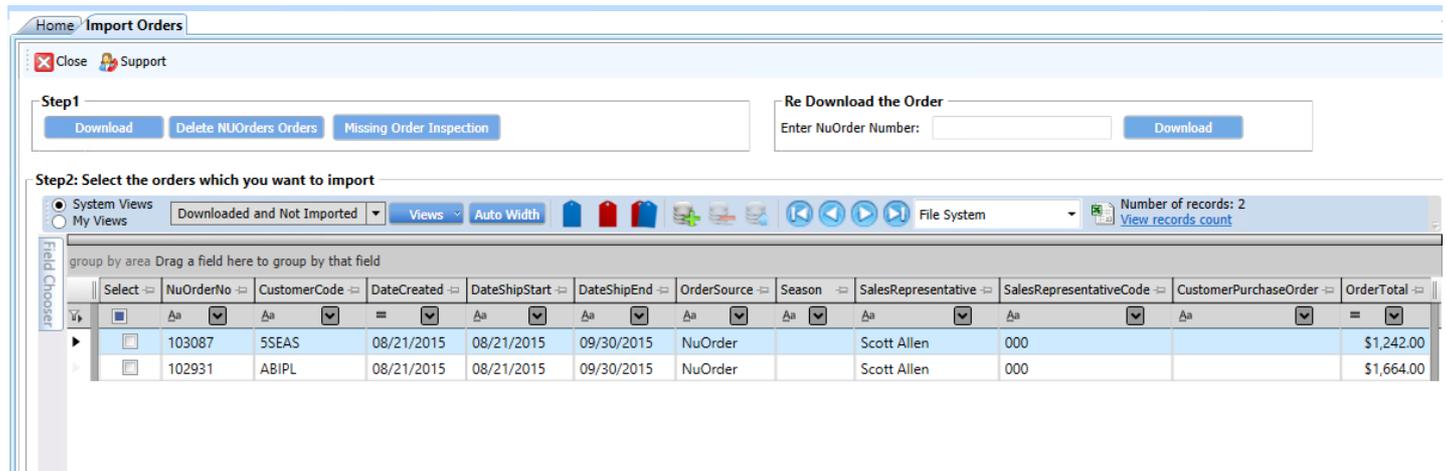
2. Launch the Import Orders module under Third Party > NuOrder



2.1 Select Download to download new orders



All new Web orders should appear in AIMS360



2.2 Select the new Web Orders and click Next

The screenshot shows the 'Import Orders' window in the NuOrder application. It is divided into two main steps:

- Step 1:** Contains buttons for 'Download', 'Delete NUOrders Orders', and 'Missing Order Inspection'. There is also a 'Re Download the Order' section with an input field for 'Enter NuOrder Number:' and a 'Download' button.
- Step 2: Select the orders which you want to import**
 - Includes 'System Views' and 'My Views' tabs, a dropdown menu set to 'Downloaded and Not Imported', and a 'Views' button.
 - A 'Field Chooser' on the left allows for grouping fields.
 - A data table with columns: Select, NuOrderNo, CustomerCode, DateCreated, DateShipStart, DateShipEnd, OrderSource, Season, SalesRepresentative, SalesRepresentativeCode, CustomerPurchaseOrder, and OrderTotal.
 - Two records are visible and selected with checkboxes: 103087 (SSEAS) and 102931 (ABIPL).
 - A 'Next' button is highlighted with a red box in the bottom right corner.

At the bottom of the window, there is a status bar with the text: '111 | Last Database Backup Taken On: 08/21/2015 11:08:40 AM | Copyrights AF Technology LLC'.

The system will review and validate the orders.

The screenshot displays the 'Import Orders' application window. At the top, there are summary statistics: Total No of Orders, Total No of Valid Orders, Total No of Invalid Orders, and Total No of Duplicate Orders. Below these are various filter fields including Terms, ShipVia, SalesRep1, Warehouse, Season, Division, Special Instructions, and User Code, each with an 'Apply' button. Action buttons include 'View Duplicate Orders', 'Ignore Selected Orders', and 'Delete Selected Order(s)'. A note states: 'Note: To View Order Details either double click on order record or select order record and click on view details Button.' The interface includes a toolbar with options like 'System Views', 'My Views', 'All Orders', 'Views', 'Auto Width', 'View Details', 'Entity Tags', and 'File System'. A modal dialog box titled 'AIMS Message' is open, displaying the following information: 'Information', 'Orders validated successfully, No.of valid orders: 2', 'No.of invalid orders: 0', and 'No.of duplicate Customer PO Orders: 0'. At the bottom, a progress bar shows 'Validating 1 Of 2 orders. Please note that the validation process will take sometime depending upon number of orders selected.' with a '100 %' completion indicator. The footer contains the page number '111', the text 'Last Database Backup Taken On: 08/21/2015 11:08:40 AM', and 'Copyrights AF Technology LLC'.

2.3 Import the New Orders

If there are no errors or validation issue, you can easily import the new orders by selecting them and clicking Import Orders

Home Import Orders

Close Support

Total no of orders: 2
Total no of valid orders: 2
Total no of invalid orders: 0

Terms: [] Apply []
ShipVia: [] Apply []
SalesRep1: [] Apply []
Warehouse: [] Apply []
Additional Percentage Type: [] Apply []

Season: [] Apply []
Division: [] Apply []
Special Instructions: [] Apply []
User Code: [] Apply []

Ignore Selected Orders
Delete Selected Order(s)

Clear Spec.Inst Clear User Code Apply Selected

Note: To View Order Details either double click on order record or select order record and click on view details Button.

System Views My Views All Orders Views Auto Width View Details File System Number of records: 2 View records count

Select	CustomerPO	CustomerAccount	Warehouse Name	Preauthamt	Prepaymentbalance	RequestId	ExpirationDate	TPCode	FKCustomer	MPT	Duplicate Customer Po	Error Message	IsValid
<input checked="" type="checkbox"/>		SSEAS	TRAINING DEMO	0.00	0.00				8777	000	No		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		ABIPL	TRAINING DEMO	0.00	0.00				8778	000	No		<input checked="" type="checkbox"/>

Back Import Orders

111 | Last Database Backup Taken On: 08/21/2015 11:08:40 AM | Copyrights AF Technology LLC

The system will auto process the New Orders and add them to AIMS360.

The screenshot displays the 'Import Orders' window in a web browser. The top section shows a table with two records:

Select	CustomerPO	CustomerAccount	Warehouse Name	Preauthamt	Prepaymentbalance	RequestId	ExpirationDate	TPCode	FkCustomer	MPT	Duplicate Customer Po	Error Message	IsValid
<input checked="" type="checkbox"/>	55EAS		TRAINING DEMO	0.00	0.00				8777	000	No		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ABIPL		TRAINING DEMO	0.00	0.00				8778	000	No		<input checked="" type="checkbox"/>

Below the table, a progress bar indicates 'Saving NU Order: (1 of 2). Please note that the importing process will take sometime depending upon number of orders selected.' The progress is at 50%.

The bottom section of the interface contains various filters and buttons. A red circle '1' is placed over the progress bar area. Below the filters, a note states: 'Note: To View Order Details either double click on order record or select order record and click on view details Button.'

An 'AIMS Message' dialog box is open in the foreground, containing the following text:

Message
No. Of Orders Imported successfully: 2
No. Of Orders failed to import: 0
Click "Yes" to view log details.

A red circle '2' is placed over the 'Yes' button in the dialog box.

3. Review the New Orders in Customer Orders

The orders will appear in AIMS360 like any other Customer Order for processing based on regular procedure.

The screenshot displays the AIMS360 Customer Orders interface. At the top, there is a navigation bar with 'Home' and 'Customer Orders' tabs. Below this, a toolbar includes 'New Order', 'Help', 'Support', 'Close', and a 'Reports' dropdown menu. The main header shows 'Order List' with a filter for 'Order: 5SEAS-129434'. A secondary header displays 'Order: 129434, Customer Name: 5 SEAS INC.' with 'Save', 'Cancel', 'Refresh', and 'Print Order' buttons.

A summary table provides key order metrics:

Order	DistOrder	Account No.	Store	DistCenter	Status	Reason	Total A.R.	Order Type	Additional Order Options
129434	129434	5SEAS			Open		192.69	Stand-Alone	

Below the summary table, a status overview shows: Original Booked (18, 1,242.00), Ordered (18, 1,242.00), Cancelled (0, 0.00), Shipped (0, 0.00), and Open (18, 1,242.00). A 'No Errors.' message is displayed.

The main content area is divided into sections for 'Bill To', 'Store(Mark For)', and 'DistCenter', each with a 'Refresh' button and a 'Clear [Section] Details' button. The 'Bill To' and 'Store(Mark For)' sections both list '5 SEAS INC. 224 MARINE AVE. BALBOA ISLAND, CA 92662 United States'.

Order details include:

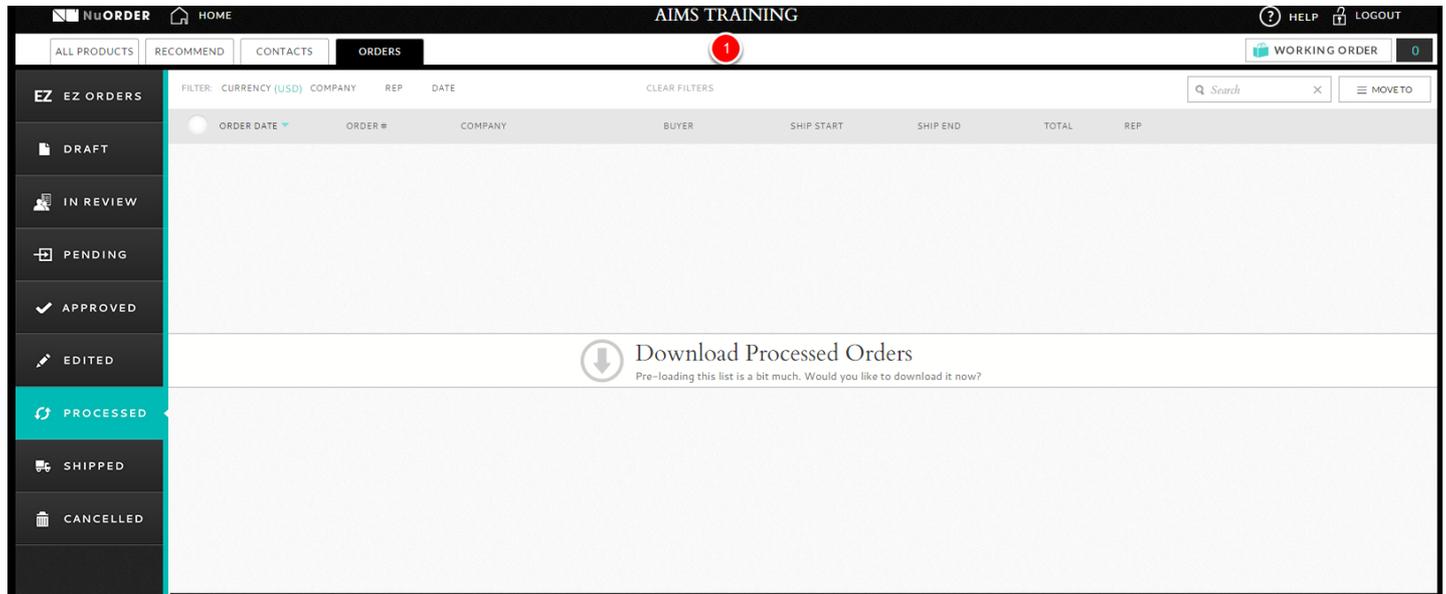
- Buyer:** leia organa
- Phone:** (949) 673-1955
- Fax:**
- Email:** scottallen.aims@gmail.com
- Note1:**
- Note2:**
- Last Modified:** 8/21/2015 12:08 PM
- GLN:**
- Order Source:** NUOrder
- Third Party Order ID:** 103087
- WebOrder:**

Additional fields include 'Entered: 08/21/2015', 'Start: 08/21/2015', 'Complete: 09/30/2015', 'Priority: 5', and 'Dept:'. A 'Discount' table shows 'No' for 'Disc %' and '0.00' for 'Amount'. Checkboxes for 'DropShipOrder', 'Bulk', 'Shipping address is residential', and 'Ship Complete Only' are also present.

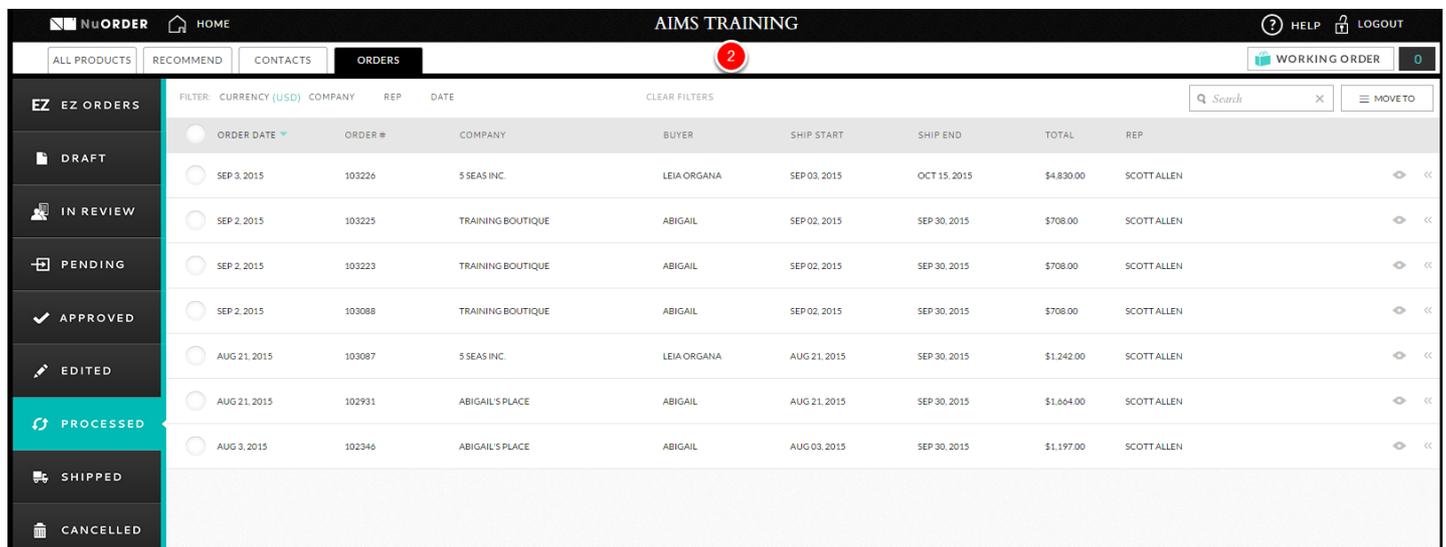
What happens to the orders on the NuOrder Site?

Once you have downloaded and imported the orders into AIMS360, the orders on the Nuorder site will be moved to the "Processed" Tab in the Orders section.

1. Click the Download Processed Orders link



2. Review the orders as needed.



Mark as 'Shipped' (optional)

After shipping orders in AIMS360, you can manually return to NuOrder and mark the orders as Shipped.

The integration does not update the NuOrder system to confirm when the invoice and shipping are completed within AIMS360.

The screenshot displays the NuOrder AIMS TRAINING interface. The top navigation bar includes 'NuORDER', 'HOME', 'AIMS TRAINING', 'HELP', and 'LOGOUT'. Below this, there are tabs for 'ALL PRODUCTS', 'RECOMMEND', 'CONTACTS', and 'ORDERS'. A 'WORKING ORDER' indicator shows '0'. The left sidebar lists order statuses: 'EZ ORDERS', 'DRAFT', 'IN REVIEW', 'PENDING', 'APPROVED', 'EDITED', 'PROCESSED', 'SHIPPED', and 'CANCELLED'. The main area shows a table of orders with columns: ORDER DATE, ORDER #, COMPANY, BUYER, SHIP START, SHIP END, TOTAL, and REP. A 'Ship' button is highlighted in red in the first row. The table contains 7 rows of order data. At the bottom, there is an 'EXPORT' button and a total value of '\$11,057.00'. A URL is visible at the bottom left: 'https://wholesale.sandbox1.nuorder.com/nuorder#'. A status message at the bottom reads 'Now showing 7 of 7 orders in USD'.

ORDER DATE	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP
SEP 3, 2015	103226	5 SEAS INC.	LEIA ORGANA	SEP 03, 2015	OCT 15, 2015	\$4,830.00	SC
SEP 2, 2015	103225	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
SEP 2, 2015	103223	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
SEP 2, 2015	103088	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
AUG 21, 2015	103087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTT ALLEN
AUG 21, 2015	102931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLEN
AUG 3, 2015	102346	ABIGAIL'S PLACE	ABIGAIL	AUG 03, 2015	SEP 30, 2015	\$1,197.00	SCOTT ALLEN