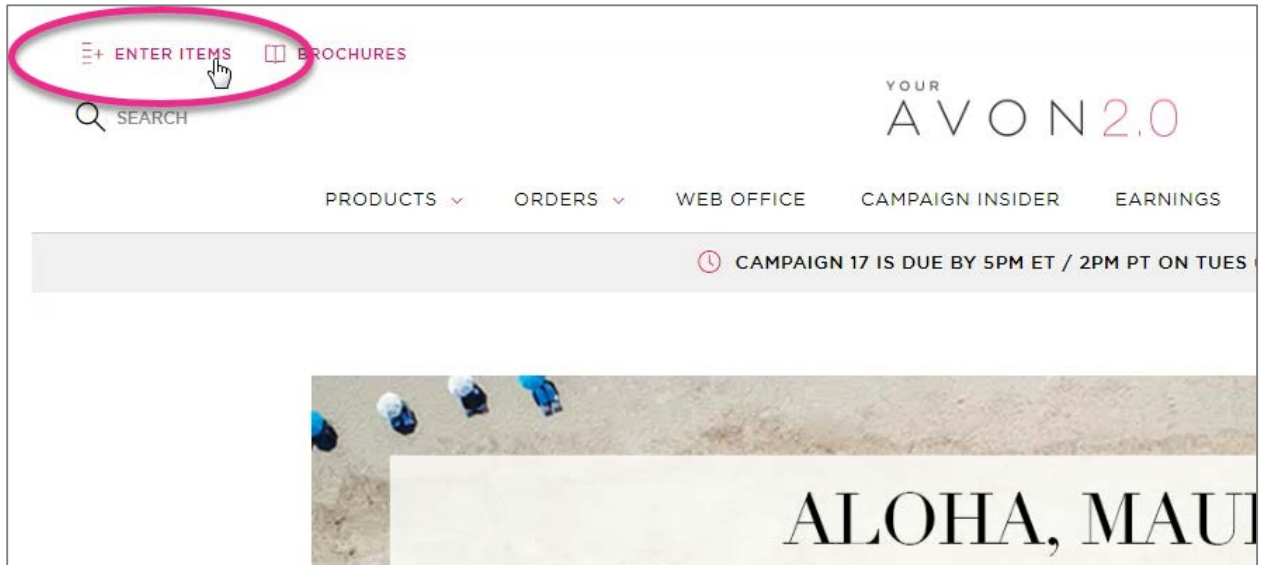


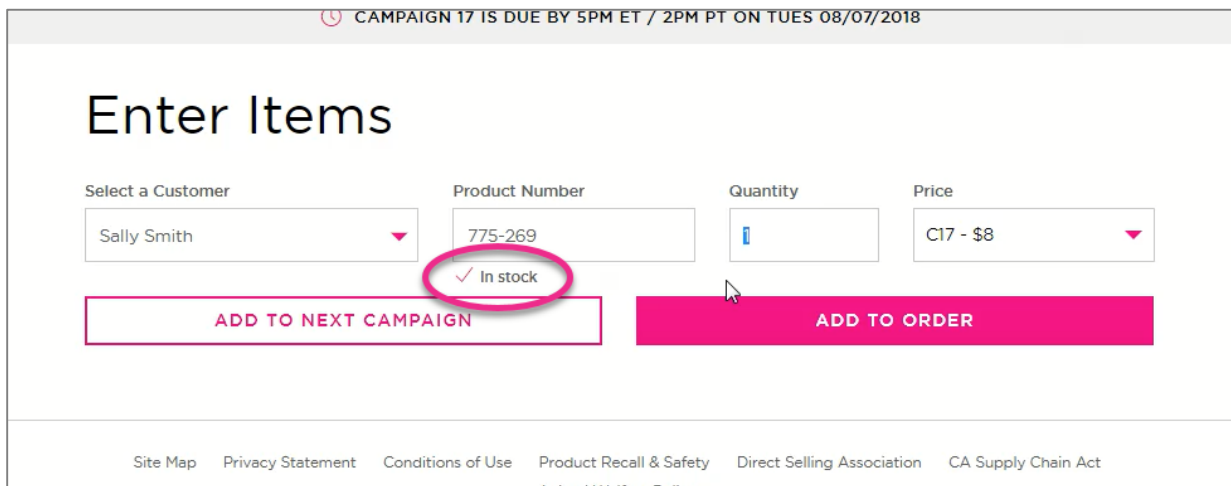
How to Enter Items by Product Number

If you have a large list of items to order, you will love how quickly you can enter the items by product number!

To begin, click **ENTER ITEMS**.



After selecting your Customer, your cursor is automatically positioned in the Product Number field, so you can just start typing the number of your first product! The quantity always defaults to 1...and the price always defaults to the CURRENT campaign. And notice the inventory status that displays directly under the product number field.



How to Enter Items by Product Number

You can adjust the quantity if necessary – your cursor is already positioned in the quantity field...just type the number you need. You can view pricing in the other available campaigns when you click the Price dropdown arrow.

CAMPAIGN 17 IS DUE BY 5PM ET / 2PM PT ON TUES 08/07/2018

Enter Items

Select a Customer: Sally Smith
Product Number: 775-269
Quantity: 2
Price: C17 - \$8 (selected), C17 - \$8, C16 - \$3.99, C15 - \$3.99, C18 - \$8

ADD TO NEXT CAMPAIGN | ADD TO ORDER

Site Map | Privacy Statement | Conditions of Use | Product Recall & Safety | Direct Selling Association | CA Supply Chain Act | Animal Welfare Policy

CALL SUPPORT: English: (866) 517-AVON | Español: (866) 598-AVON


After adding to the order, the system *confirms* the entry – notice how it displays the name of the product added. Also, notice the number of units under the Customer’s name. Click the arrow next to the Customer’s name to see the products in the order.

Select a Customer: Sally Smith
Product Number:
Quantity: 1
Price:
ADD TO NEXT CAMPAIGN | ADD TO ORDER

PRODUCT ADDED: MT Daily Dfns Bdy Wsh

ADDED TO ORDER
Click on the following link to view and manage all items: [My Open Orders](#)

Sally Smith **\$7.98**
2 units

ITEM	PRICE	QTY
 MT Daily Dfns Bdy Wsh 775-269 Campaign 16	\$3.99 \$8.00	2



How to Enter Items by Product Number

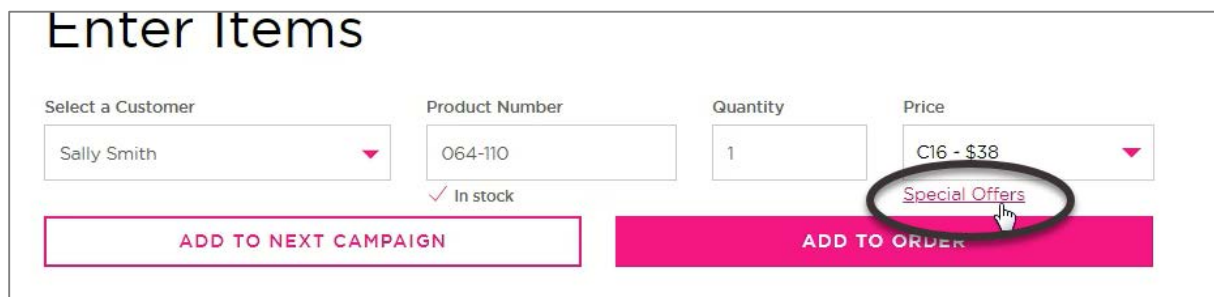
Time Saving Tip

If you want to add products to the *same* Customer, you don't need to click the Customer menu because the Customer stays selected. When the item is in stock, the price in the current campaign is the best price, and you only need a quantity of 1, simply press the ENTER (or RETURN key) on your keyboard.

One unit at the current campaign's price is added to the order. This is so much faster than moving your mouse to the ADD TO ORDER button and clicking.

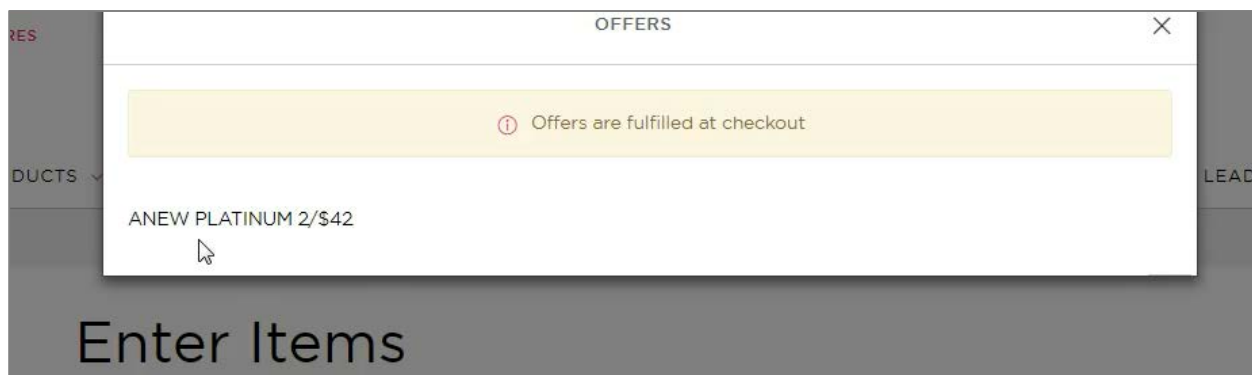
Special Offers

If a product has SPECIAL OFFERS, a link for Special Offers displays under the price.



The screenshot shows the 'Enter Items' form with the following fields: 'Select a Customer' (Sally Smith), 'Product Number' (064-110), 'Quantity' (1), and 'Price' (C16 - \$38). A 'Special Offers' link is visible under the price field, circled in red. Below the form are two buttons: 'ADD TO NEXT CAMPAIGN' and 'ADD TO ORDER'.





When you click the link, you'll see details about the offer. For example, buy 2 for \$42. Be sure to notice that the message also says that OFFERS ARE FULFILLED AT CHECKOUT.



The screenshot shows a pop-up window titled 'OFFERS' with a yellow message box that says 'Offers are fulfilled at checkout'. Below the message box, the text 'ANEW PLATINUM 2/\$42' is visible. The background shows the 'Enter Items' form.

How to Enter Items by Product Number

In our example, notice that the Customer's item list is showing \$38 each, not the special offer of 2 for \$42. Remember, special offers pricing is fulfilled at checkout, not here.

	Senses HndGel PomMango 273-303 Campaign 17	\$3.49 \$5.00	1
	Ultra Sexy Pnk Spry 944-051 Campaign 17	\$18.00 \$25.00	1
	Alina Military Jckt M 196-036 Campaign 17	\$44.99	1
	Anew Platinum Day Crm 064-110 Campaign 16	\$38.00	2

Out of Stock Products

When a product is unavailable, you'll see a message informing you if it will be available soon OR if it is permanently out of stock. If it is available soon, you can choose to be notified when it is back in stock.

Enter Items

Select a Customer:

Product Number:

Quantity:

Price:

Available Soon

There's more on the way

This product will be available soon. Sign up to be notified as soon as it's in stock.

[VIEW SIMILAR PRODUCTS](#) [NOTIFY ME WHEN IN STOCK](#)

How to Enter Items by Product Number

My Open Orders

There's a link to the My Open Orders page.

VIEW SIMILAR PRODUCTS NOTIFY ME WHEN IN STOCK

PRODUCT ADDED: Anew Platinum Day Crm

ADDED TO ORDER
Click on the following link to view and manage all items. [My Open Orders](#)

▼ Sally Smith \$153.45

Special Offers Pricing

Notice that the price here is not the special offer price. Remember, it will only be shown at CHECKOUT.

My Open Orders

ORDERS OFFERS **2** BUY BROCHURES

Select All

▼ Sally Smith \$153.45
8 Total Items [Delete Order](#)

ITEM	PRICE	QTY
 Anew Platinum Day Crm 064-110 Campaign 16	\$38.00	<input type="text" value="2"/> Remove
 Alina Military Jckt M 196-036 Campaign 17	\$44.99	<input type="text" value="1"/> Remove

ORDER SUMMARY

SUBTOTAL

WITH OFFERS APPLIED

MY EARNINGS

Shipping and taxes will be calculated at checkout price.

Your sales are only \$30.55 Earnings Level. Please click here for more information on our earnings program.

CHECKOUT 1 C






How to Enter Items by Product Number

At the Checkout page, we see the special price of 2 for \$42.

Checkout

Edit Order

ORDER DETAILS		
▼ 8 items in order		\$119.45
	Anew Platinum Day Crm 064-110	\$42.00 QTY: 2 x \$21.00 Earnings: \$8.40
	Senses HndGel PomMango 273-303	\$3.49 QTY: 1 x \$3.49 Earnings: \$0.70
	Senses ShwrGl Pomgrnt 462-139	\$2.99 QTY: 1 x \$2.99 Earnings: \$0.60
		Subtotal (8 items) \$119.45
		Shipping + \$7.00
		Tax + \$7.21
		My Earnings - \$23.89
		Order Total \$109.77
		Available Credit - \$538.44
		Amount Due \$0.00
		SUBMIT

2.0 Training Activities Available in AVON U

Be sure to complete your 2.0 training. The following activities are available to you once you have earned your Orientation badge.

Introducing YourAvon 2.0!

Everyone loves a makeover, and we're so excited to show you YourAvon's new look! This activity will take approximately 10 minutes. Watch the video to take a tour of YourAvon 2.0 and discover the fantastic new features!

Enter Items by Product Number in YourAvon 2.0

If you have a large list of items to order, you will love how quickly you can enter the items by product number! This activity will take approximately 5 minutes. Watch the video and learn all the tips!

