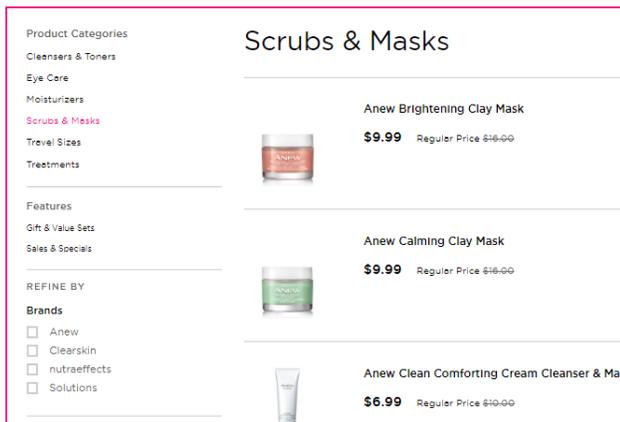
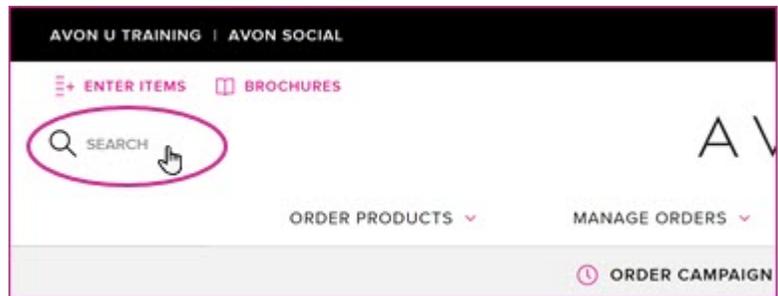


How to Place an Order on AvonNow

Using the Search Tool

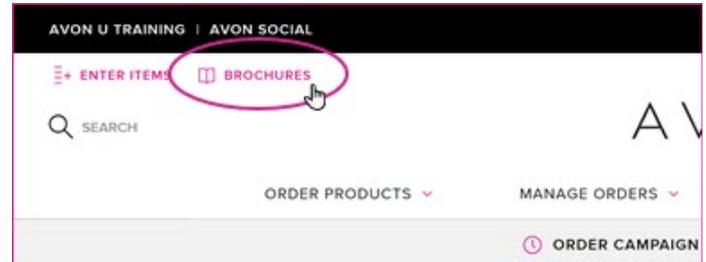
You can search for a product using the Search tool. If you know part of the item description or the brand, enter it into the Search box near the top of the screen. When you click the item in the results, the product detail page opens. If you know the product line number, you can enter it into the search box as well.



Browsing Categories

If you prefer to browse through the product category, simply select the category from the **Order Products** tab.

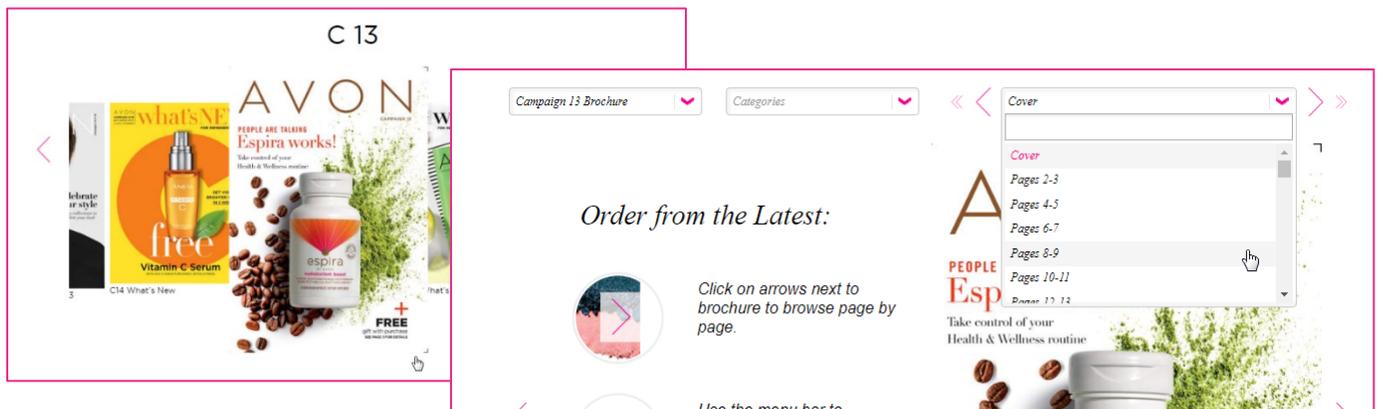
You'll love how easy it is to narrow the display of products by selecting a different sub-category or by applying different filters.



Flipping Through Online Brochures

Would you rather browse through the brochure to add items to your order? You can do that by clicking Brochures near top of the screen.

Scroll through the carousel of brochure images to select the one you want – you can pick from the full-size brochures or the What's New booklet. You can jump to a certain category or page number...or just browse page by page.



How to Place an Order on AvonNow

Quick Shop Window

To view pricing for other campaigns, click the campaign dropdown arrow. You can "backorder" a product from the previous campaign OR add it to the next campaign. Products may be a part of a special promotion you need to qualify for, so check the specific campaign brochure for details.

Product status will tell you if it is in stock, available soon (temporarily out of stock) or no longer available (permanently out of stock).

409-675

Anew Ultimate Supreme Dual Elix

\$34.99 C25 ▲

Regular Price : \$~~45.00~~

✓ In Stock

Quantity 1

C25 - Current Campaign	\$34.99
C24 - Previous Campaign	\$34.99
C26 - Next Campaign	\$50.00

SUE PA

ADD TO ORDER

ADD TO NEXT CAMPAIGN

Sacred Coin Short-to-Long Necklace

[View product details](#)

\$12.99 C19 ▼

Regular Price : \$~~24.99~~

⚠ Available Soon - Expected by Campaign 21.

Version

Tree of Life ▼

Quantity 1

Select a Customer

SUE PARKER ▼

⚠ Coming soon!

Put it on your Wait List below and we'll let you know when it's back. Expected by Campaign 21.

JOIN THE WAIT LIST

VIEW SIMILAR PRODUCTS

If it is temporarily out of stock, you can request to join the waitlist and be notified when it is back in stock!

Social sharing icons make it easy to let your customers know a favorite product is on sale AND the post or email contain links back to your Online Store!

How to Place an Order on AvonNow

To order, click the drop down and select the customer. To create a new customer, click the Add New Customer link. If you're creating your own 'business order', use the ALL CAPS version of your name in the customer list, to help separate and track your business expenses for items like brochures and samples.

Then click ADD TO ORDER or ADD TO NEXT CAMPAIGN.



048-201

Avon Crave Lip Gloss

[View product details](#)

\$8.00 C19 ▼

✓ In Stock

Shade

Cherry Creamsicle ▼

Quantity Select a Customer

1 SUE PARKER ▼

ADD TO ORDER

ADD TO NEXT CAMPAIGN

How to Place an Order on AvonNow

Entering Item Numbers

To enter a large list of items, enter item numbers. As you add product numbers, the system will display product availability and Special Offers information. You'll see a system confirmation each time an item is added...and you can expand a customer's order to view each product added.

NOTE: For detailed information about entering item numbers, be sure to complete the AVON U training activity, *Enter Items by Product Number in AvonNow*.

The screenshot shows the 'Enter Items' form in the AvonNow system. The form includes fields for Customer, Product Number, Quantity, Price, and a dropdown for Special Offers. Annotations highlight the 'ENTER ITEMS' button in the top navigation, the 'In stock' status, the 'Special Offers' dropdown, the 'ADD TO ORDER' button, the 'PRODUCT ADDED' confirmation message, and the customer name 'Sally Smith' in the order list.

Enter Items

Select a Customer: Sally Smith
Product Number: 064-110
Quantity: 1
Price: C16 - \$38
Link to Special Offers Information: Special Offers

Product Availability: In stock

Buttons: ADD TO NEXT CAMPAIGN, ADD TO ORDER

PRODUCT ADDED: Senses HndGel PomMango

Product Added Confirmation Message

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

▶ Sally Smith	\$3.49
1 units	

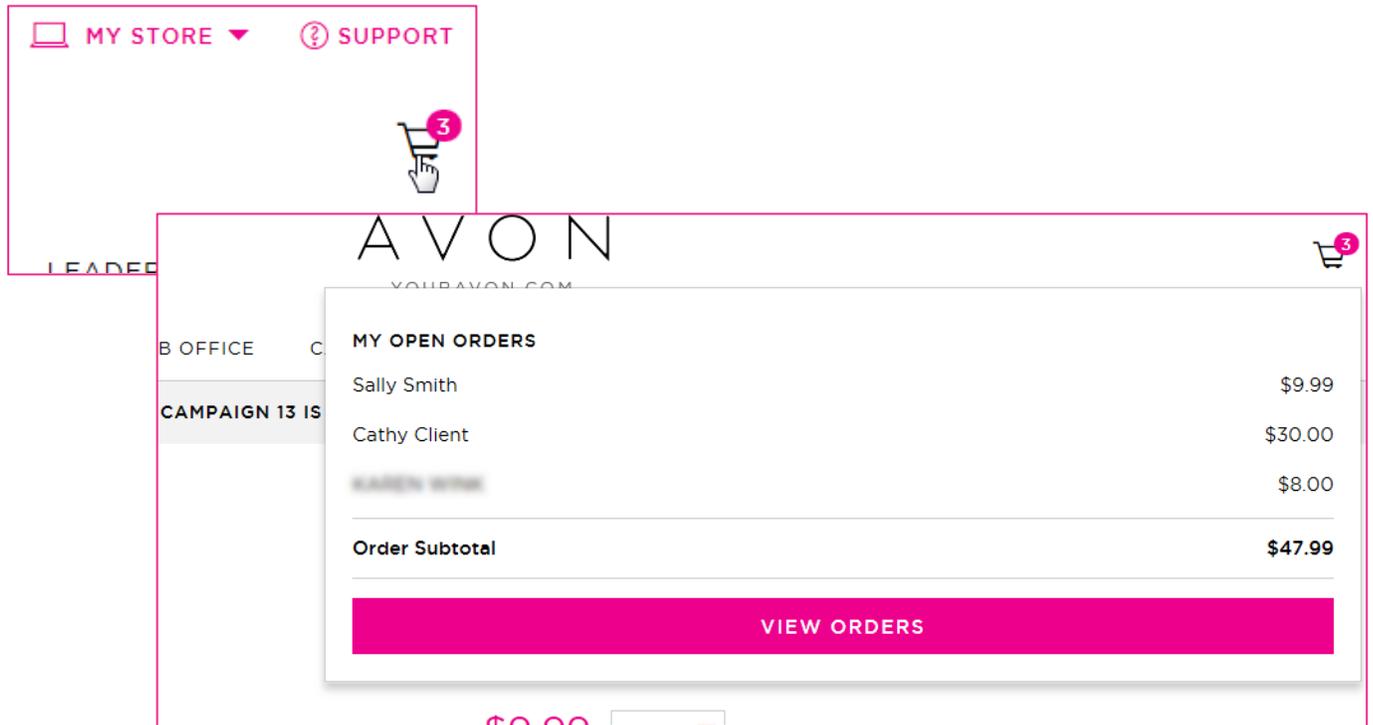
Click Triangle to View Customer's Order

How to Place an Order on AvonNow

Check Out Process

After you finished adding products to your order, you can complete the checkout process. Click the Cart icon in the upper right area of the screen. You'll see a snapshot of each order.

To view and submit the order for processing, **OR view and edit an existing order**, click View Orders.



How to Place an Order on AvonNow

My Open Orders Page

The My Open Orders page displays each customer order in an easy-to-read format. If necessary, you can update the quantity, delete an item, or delete an entire order. You'll see a summary of your order, including your earnings.

For each product in the order, you'll see the product image, product name, line item, campaign number, and *price.

***NOTE: Special offers pricing is fulfilled at checkout, not here.**

To submit your order, click the Checkout button. You'll have another opportunity to edit your order on the Checkout page.

My Open Orders

ORDERS OFFERS **2** BUY BROCHURES

Select All

ITEM	PRICE	QTY
<input checked="" type="checkbox"/> KAREN <small>551-038 Campaign 13</small> 1 Total Items \$8.00 Delete Order		
 TC Bold Lpstk Ruby 551-038 Campaign 13	\$8.00	<input type="text" value="1"/>
		Remove
<input checked="" type="checkbox"/> Cathy Client <small>072-702 Campaign 13</small> 1 Total Items \$30.00 Delete Order		
 Avon Femme EDP 072-702 Campaign 13	\$30.00	<input type="text" value="1"/>
		Remove
<input checked="" type="checkbox"/> Sally Smith <small>225-443 Campaign 13</small> 1 Total Items \$9.99 Delete Order		
 Anew Calming Clay Mask 225-443 Campaign 13	\$9.99 \$16.00	<input type="text" value="1"/>
		Remove

ORDER SUMMARY

SUBTOTAL	\$47.99
WITH OFFERS APPLIED	\$47.99
MY EARNINGS	\$9.60

Shipping and taxes will be applied during the checkout process.

CHECKOUT 3 ORDERS

How to Place an Order on AvonNow

If you are unable to check out because your order contains an out-of-stock item...

You may have created your order but waited before submitting it. In this scenario, you'll see a message on the My Open Orders page. We'll identify the product that is no longer available, and you'll need to remove it from the order before you can check out.

If the item is temporarily unavailable, we'll also identify it, and you'll have the option to be notified when back in stock. You will still need to remove the item from your order.

The screenshot displays the 'My Open Orders' page. At the top, a light gray notification box contains the message: 'Your orders contain one or more items that are out of stock. Please remove them.' Below this, the page title 'My Open Orders' is visible, followed by navigation tabs for 'ORDERS', 'OFFERS 2', and 'BUY BROCHURES'. A 'Select All' checkbox is present. The main order summary shows a total of 10 items for \$350.00, with a 'Delete Order' link. A table lists the items, including 'SmthMnrls Pwdr Shell' with a price of \$8.99 (marked down from \$12.00) and a quantity of 1. A 'Remove' link is next to the item. A light gray box highlights the 'SmthMnrls Pwdr Shell' row, containing the message: 'This product is no longer available. Click below to view similar products.' and a 'VIEW SIMILAR PRODUCTS' button. A red arrow points to the 'Remove' link.

Tip: A light gray box highlights out of stock items.

How to Place an Order on AvonNow

If a Customer on your online store opts for Representative delivery...

You'll see a Representative Delivery section near the bottom of your My Open Orders page. Each order in this section also contains the AVR identifier.

My Open Orders

ORDERS OFFERS **2** BUY BROCHURES

Select All

CELINA ROWLAND **\$199.95**
1 Total Items [Delete Order](#)

ITEM	PRICE	QTY
 Anew Unlimited Lashes Pack of 5 030-749 Campaign 17	\$199.95	<input type="text" value="1"/>

[Remove](#)

REPRESENTATIVE DELIVERY
Customer orders from my Online Store.

Celine Rowland **\$29.99**
1 Total Items - AVR0136174804 [Delete Order](#)

How to Place an Order on AvonNow

If you have added items to a future order...

You'll see a Future Orders section near the bottom of your My Open Orders page.

My Open Orders

ORDERS OFFERS **2** BUY BROCHURES

Select All

Blue Hydration **\$40.98**

2 Total Items [Delete Order](#)

ITEM	PRICE	QTY
 Anew Hydra Fusion Replenishing Serum 887-434 Campaign 18	\$22.99 \$40.00	<input type="text" value="1"/>
Remove		
 Anew Hydra Fusion Gel Cream 887-381 Campaign 18	\$17.99 \$32.00	<input type="text" value="1"/>
Remove		

FUTURE ORDERS

Available for checkout in the next campaign.

Blue Hydration **\$10.00**

1 Total Items [Delete Order](#)

ORDER SUMMARY

SUBTOTAL \$4

WITH OFFERS APPLIED \$3

MY EARNINGS \$0

Shipping and taxes will be applied during the checkout process.

CHECKOUT 1 ORDER(S)

How to Place an Order on AvonNow

Adding Brochures

When you click the Checkout Orders button, you'll be reminded to add Brochures to your order. You can add Brochures for the next two campaigns. You order them in packs of ten.

The screenshot displays a user interface for adding brochures to an order. On the left, a pop-up window titled "ADD BROCHURES?" contains the text: "Don't Forget to Order Brochures! Brochures come in packs of 10 and the more you buy, the more you save with discounted quantity pricing. Pay as little as 33¢ each when you order 10 or more." Below this text are two buttons: "NO, CHECKOUT NOW" and "YES, ADD BROCHURES".

On the right, the "BROCHURES" section is visible, featuring a navigation bar with "ORDERS", "OFFERS 2", and "BROCHURES". The main content area lists two brochure options:

- Avon C01 Brochures:** Order in packs of 10. Includes a "Pricing Info" link, a "QTY" input field, and the text "English Brochures (Packs of 10)".
- Avon C26 Brochures:** Order in packs of 10. Includes a "QTY" input field and the text "Spanish Brochures (Packs of 10)".

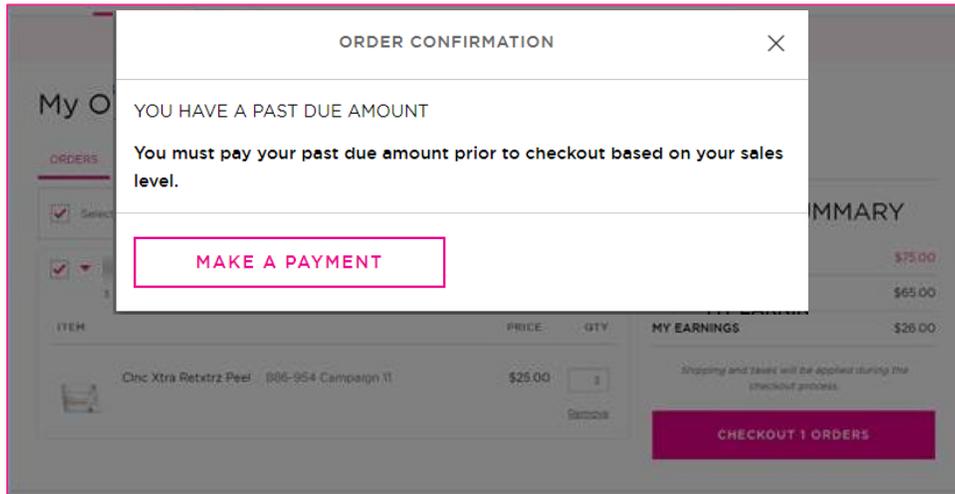
An "ADD TO ORDER" button is located below the Avon C01 options. The background of the interface shows a navigation bar with "ORDERS", "OFFERS 2", and "BROCHURES".

How to Place an Order on AvonNow

Past Due Amounts

When your order is ready to submit, click Checkout Orders button.

When you place an order, you must pay any previous unpaid balance. You can still use any available credit to pay for the current order. But if the available credit does not cover the unpaid balance, you must pay the difference before submitting this order.



How to Place an Order on AvonNow

Checkout Page

You can do one final review of the items in your cart, and if necessary, you can still edit the order.

You won't be able to submit your order until you select your payment method. The Submit button will be gray instead of pink.

Scroll down and click Choose Payment Method.

Checkout

Edit Order

ORDER DETAILS

▶ 5 items in order **\$75.96**

SHIP TO

[Redacted]

ARRIVAL ESTIMATE

Ground Transportation (5 business days)

CHOOSE PAYMENT METHOD

 Visa card ending in [Redacted]

 Use another credit card

 PayPal

Subtotal (5 items)	\$75.96
Shipping 	+ \$8.00
Tax	+ \$6.60
My Earnings	- \$10.00
Order Total	\$80.56

SUBMIT ORDER

Please scroll down and select a payment method, then click Submit Order to apply.

Complete the payment form.

Once you receive your payment confirmation, return to the Checkout page.

The Submit button will now be pink and you can submit your order. Be sure to click the pink button or else your order will not be processed!

How to Place an Order on AvonNow

Order Confirmation and Tracking

After submitting your order, you'll receive a confirmation number. You can track submitted orders from the Manage Orders tab.

The screenshot displays the AvonNow user interface. On the left, a confirmation card reads "Thanks for Your Order!" and states "Your order is being processed and the estimated arrival is 2 days." It features a green box with the confirmation number "452302127" and a "Track Your Order" section. Below this is a "BACK TO HOME" button. On the right, a "Manage Orders" dropdown menu is open, listing options such as "Online Order History", "Direct Delivery Orders Report", "Track Submitted Orders" (highlighted with a hand cursor), "Invoices", "Invoice Addendums", "Returns", "Customer Product Reminder", and "Wait List". The background shows a "Checkout" page with "ORDER DETAILS" and "5 items in order".

How to Place an Order on AvonNow

AvonNow Training Modules Available in AVON U

Be sure to complete your AvonNow training in AVON U

Introducing AvonNow

Learn a bit about AvonNow and see some related training we have available for you.

AvonNow Home Page and Navigation

Take a tour of the AvonNow home page!

AvonNow Wait List Feature

The Wait List feature on AvonNow is designed to help you keep track of products that are currently out of stock but will be available soon. We'll show you how to use this feature, which will help you manage your business.

Enter Items by Product Number in AvonNow

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