

Steps

1. From your ambassador dashboard, click 'Place Customer Order' to proceed to your customer report. You can also view your Customer Report by clicking the 'My Customers' widget.
2. From the customer report, click 'Place Order' next to the customer's name to create a new order for them.

- Customer Report contains information such as Wine Club Status, Contact Information, and Order History.



CUSTOMER REPORT IN

SELECT DATE RANGE 2/1/2016 - 2/29/2016 FIND

FIRST NAME	LAST NAME	PLACE ORDER	WINE CLUB MEMBER	WINE C
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	true	Wine C
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	true	Wine C
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	false	
John	Smith	PLACE ORDER	true	Win

DOWNLOAD CSV ADD CUSTOMER

Steps (Cont'd.)

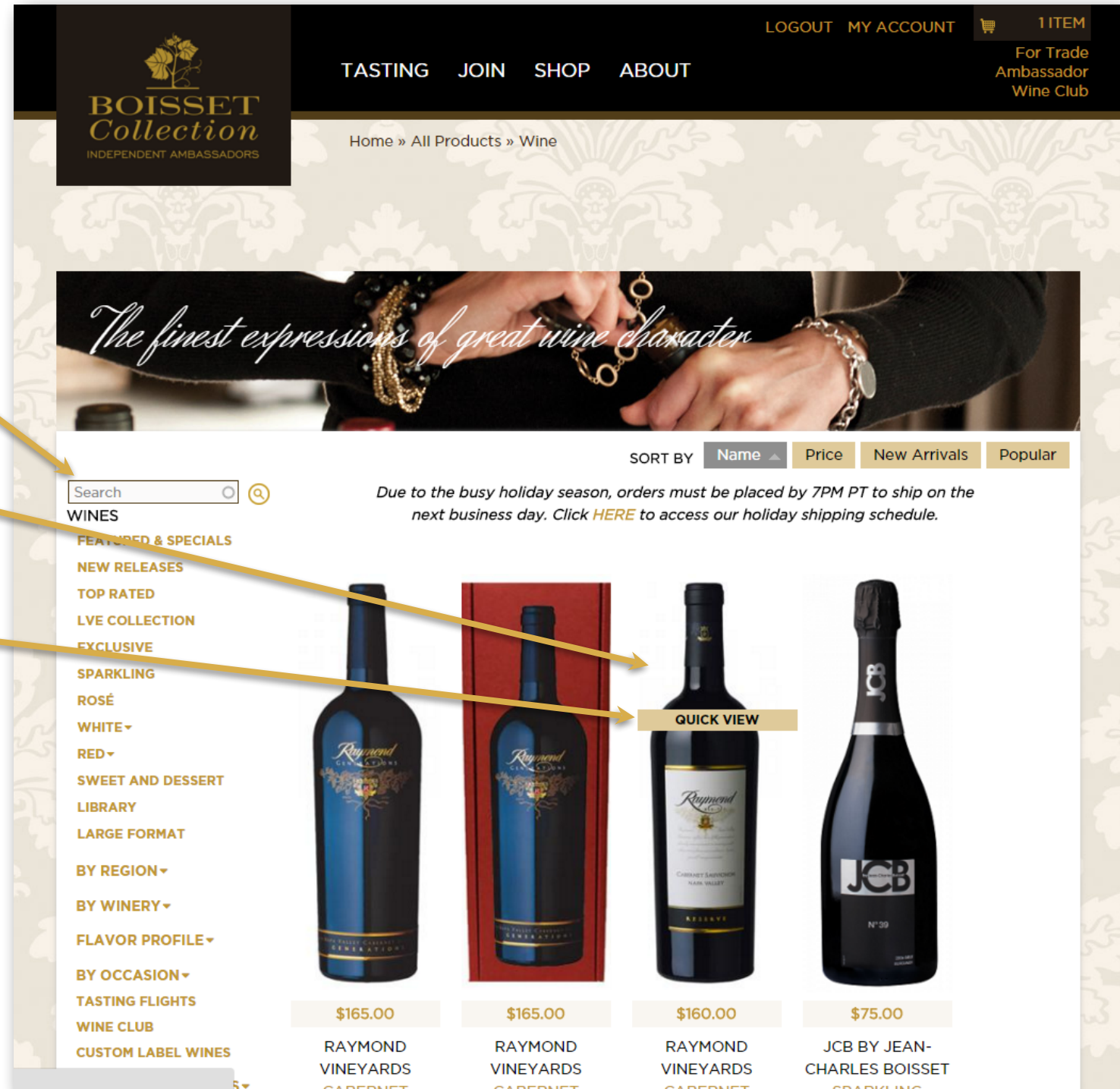
You will now see the 'Shop' catalog page from your customer's account.

From this page, you can browse the products your customer wants to purchase. You can also use the search function to find a specific product.

3. If you or your customer need more information on a product, you can click the product to view details.

- You can also hover over and select the 'Quick View' button to display more information without having to go to the product details page.

4. You can add the product to your cart from the Product Page or from the 'Quick View' window.



Steps (Cont'd.)

5. Once you are on the product details page you can simply click 'Add to Cart' to select the product.

- You can also share this product on social media
- If you need more details you can choose from one of the tabs to find out more information about a product.

6. Once you have clicked on 'Add to Cart' you will see a pop-up that will prompt you to checkout.

- If the order is not complete simply click on 'Continue Shopping'.



Search

WINES

- FEATURED WINES
- NEW RELEASES
- TOP RATED
- LIVE COLLECTION
- EXCLUSIVE
- SPARKLING
- ROSÉ
- WHITE
- RED
- SWEET AND DESSERT
- LIBRARY
- LARGE FORMAT
- BY REGION
- BY WINERY
- FLAVOR PROFILE
- BY OCCASION
- TASTING FLIGHTS
- WINE CLUB
- CUSTOM LABEL WINES
- GIFTS & ACCESSORIES
- LAST CALL

CABERNET SAUVIGNON
2005 Napa Reserve (1.5L)

Like 0 Share 0 Tweet

Vineyard: Raymond Vineyards, Napa Valley, California. The grapes for the Reserve Cabernet Sauvignon come from our estate vineyards in Rutherford and St. Helena, as well as select nearby growers. Both estate vineyards are located on gravelly alluvial fan soils with good drainage, necessary for growing excellent quality Cabernet Sauvignon. The vineyards are diligently monitored throughout the growing season to balance the crop size and quality. Shoot thinning and leaf removal early in the growing season and cluster thinning at time of veraison help to achieve evenly ripened grapes with concentrated flavors.

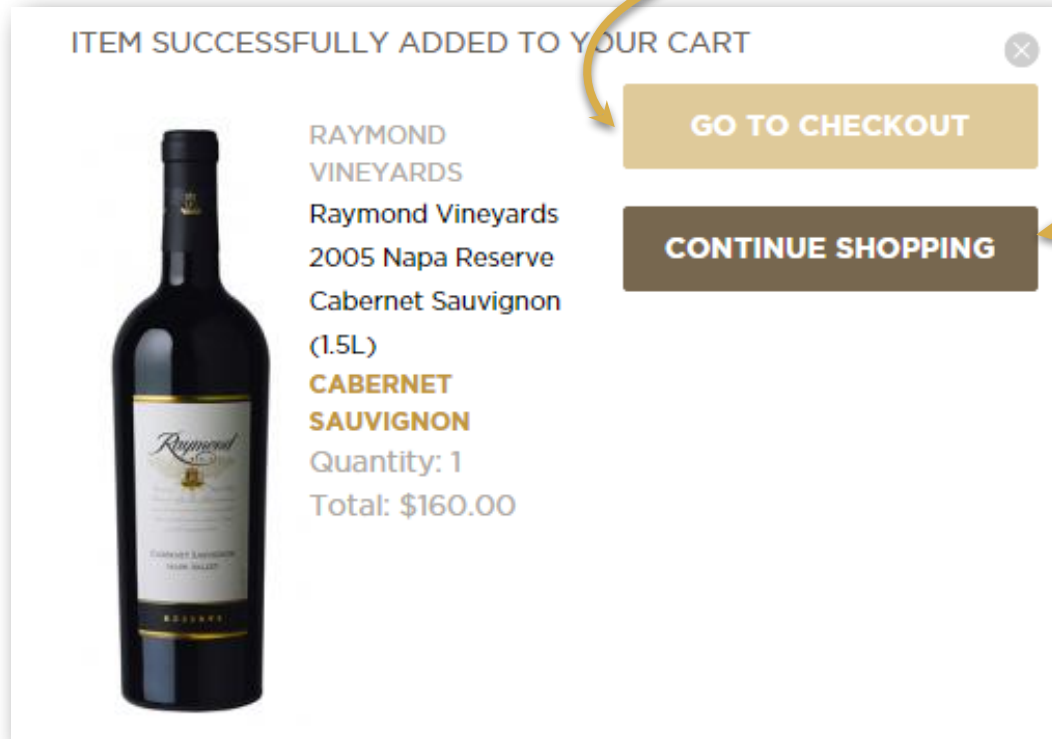
RETAIL \$160.00 1 **ADD TO CART**

TASTING NOTES WINEMAKING TECH NOTES PAIRS WELL WITH

Tasting Notes

Aroma:
Rich aromas of blackberry, black plum, black cherry, currant and chocolate.

Palate:
Ripe cherry, raspberry, dark chocolate, currant and peppery spice flavors. A complex, well structured wine highlighted by lush fruit, concentrated flavors and a long, smooth finish.



ITEM SUCCESSFULLY ADDED TO YOUR CART

RAYMOND VINEYARDS
Raymond Vineyards
2005 Napa Reserve
Cabernet Sauvignon
(1.5L)
CABERNET SAUVIGNON
Quantity: 1
Total: \$160.00

GO TO CHECKOUT

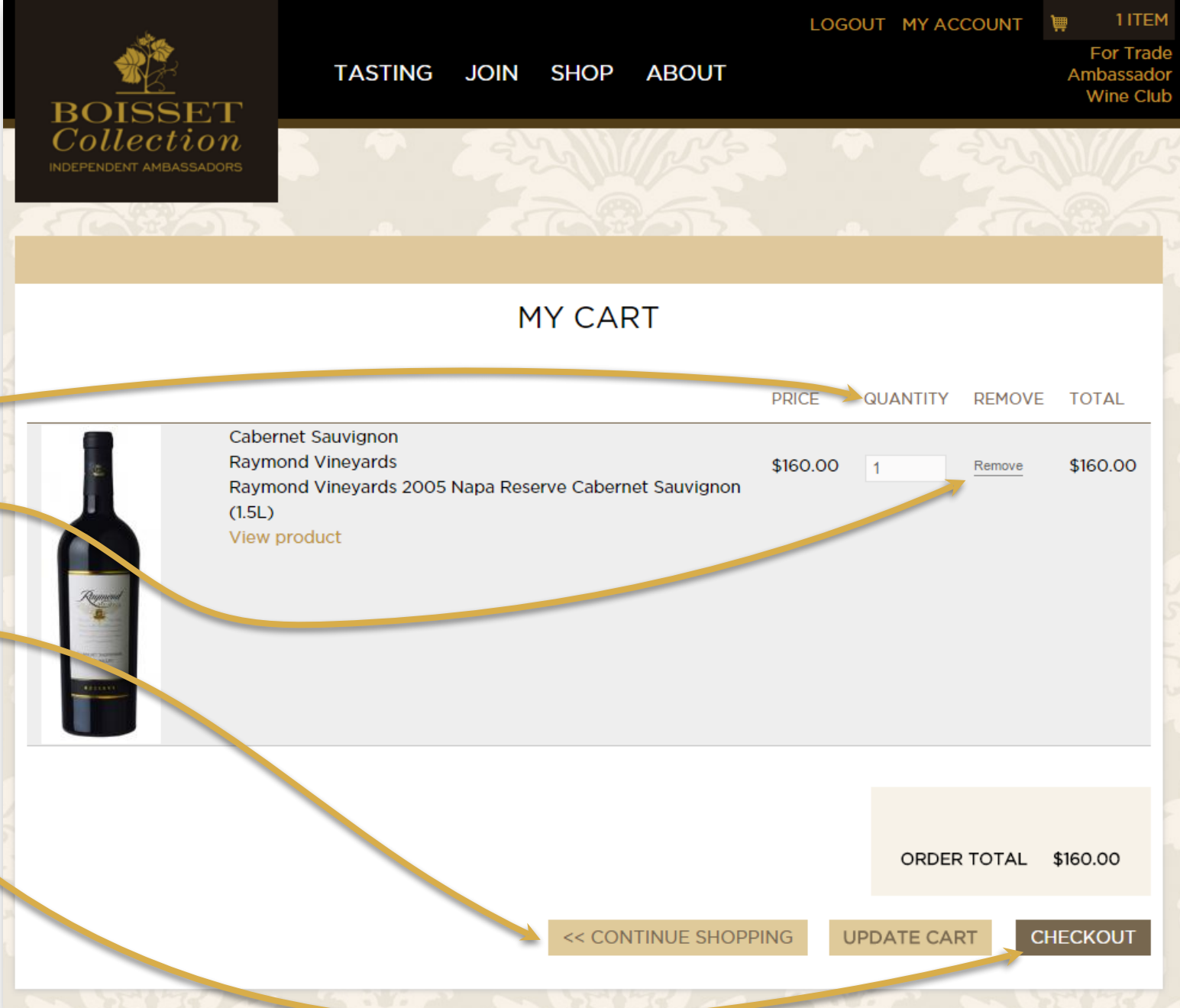
CONTINUE SHOPPING

Steps (Cont'd.)


7. Once you have selected 'Go to Checkout' you will be brought to your cart.

- It is important to verify your cart's contents for accuracy.
- If needed you can update the quantity of any product from this screen.
- You can also remove an item by clicking on 'Remove'.
- If you need to add any more products click on the 'Continue Shopping' Button.

8. If your order is correct click on the 'Checkout' Button.



MY CART

	PRICE	QUANTITY	REMOVE	TOTAL
 <p>Cabernet Sauvignon Raymond Vineyards Raymond Vineyards 2005 Napa Reserve Cabernet Sauvignon (1.5L) View product</p>	\$160.00	1	Remove	\$160.00

ORDER TOTAL \$160.00

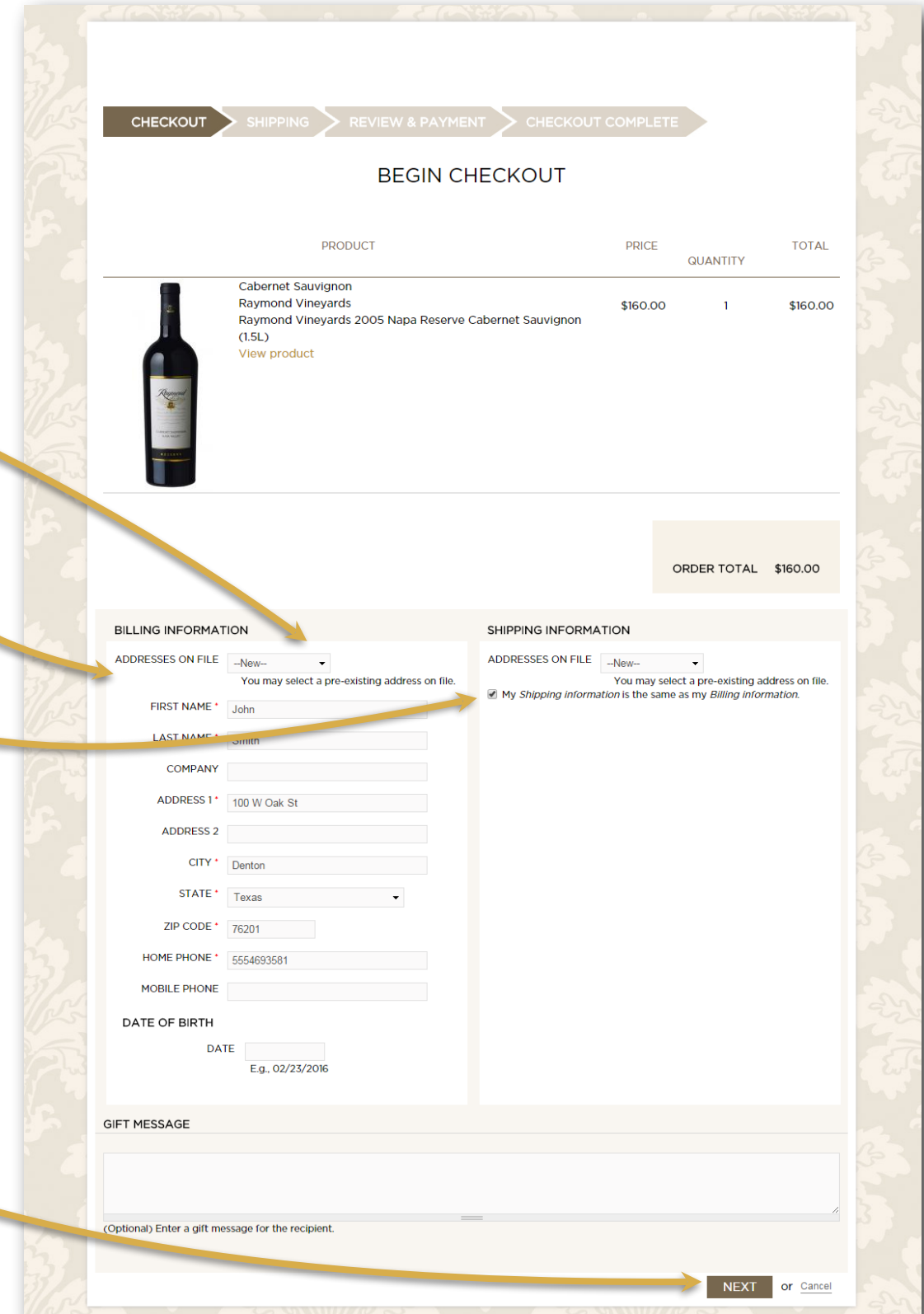
[<< CONTINUE SHOPPING](#)
[UPDATE CART](#)
[CHECKOUT](#)

Steps (Cont'd.)

9. Now that all of the items on your order are correct you can select the shipping and billing address for this order.


- If your customer has an address stored on their account you can select one from the drop down list.
- However if the order needs to ship to a new address, or there is no address on file you can complete both the billing and the shipping information.
- If the shipping address is the same as the billing address, click the checkbox that says "My Shipping information is the same as my billing information".

10. Once you have completed or selected the address, click the 'Next' Button to select the shipping options.



CHECKOUT SHIPPING REVIEW & PAYMENT CHECKOUT COMPLETE

BEGIN CHECKOUT

PRODUCT	PRICE	QUANTITY	TOTAL
 Cabernet Sauvignon Raymond Vineyards Raymond Vineyards 2005 Napa Reserve Cabernet Sauvignon (1.5L) View product	\$160.00	1	\$160.00

ORDER TOTAL \$160.00

BILLING INFORMATION

ADDRESSES ON FILE --New--
You may select a pre-existing address on file.

FIRST NAME * John

LAST NAME * Smith

COMPANY

ADDRESS 1 * 100 W Oak St

ADDRESS 2

CITY * Denton

STATE * Texas

ZIP CODE * 76201

HOME PHONE * 5554693581

MOBILE PHONE

DATE OF BIRTH
DATE
E.g., 02/23/2016

SHIPPING INFORMATION

ADDRESSES ON FILE --New--
You may select a pre-existing address on file.

☒ My Shipping information is the same as my Billing information.

GIFT MESSAGE

(Optional) Enter a gift message for the recipient.

NEXT or Cancel

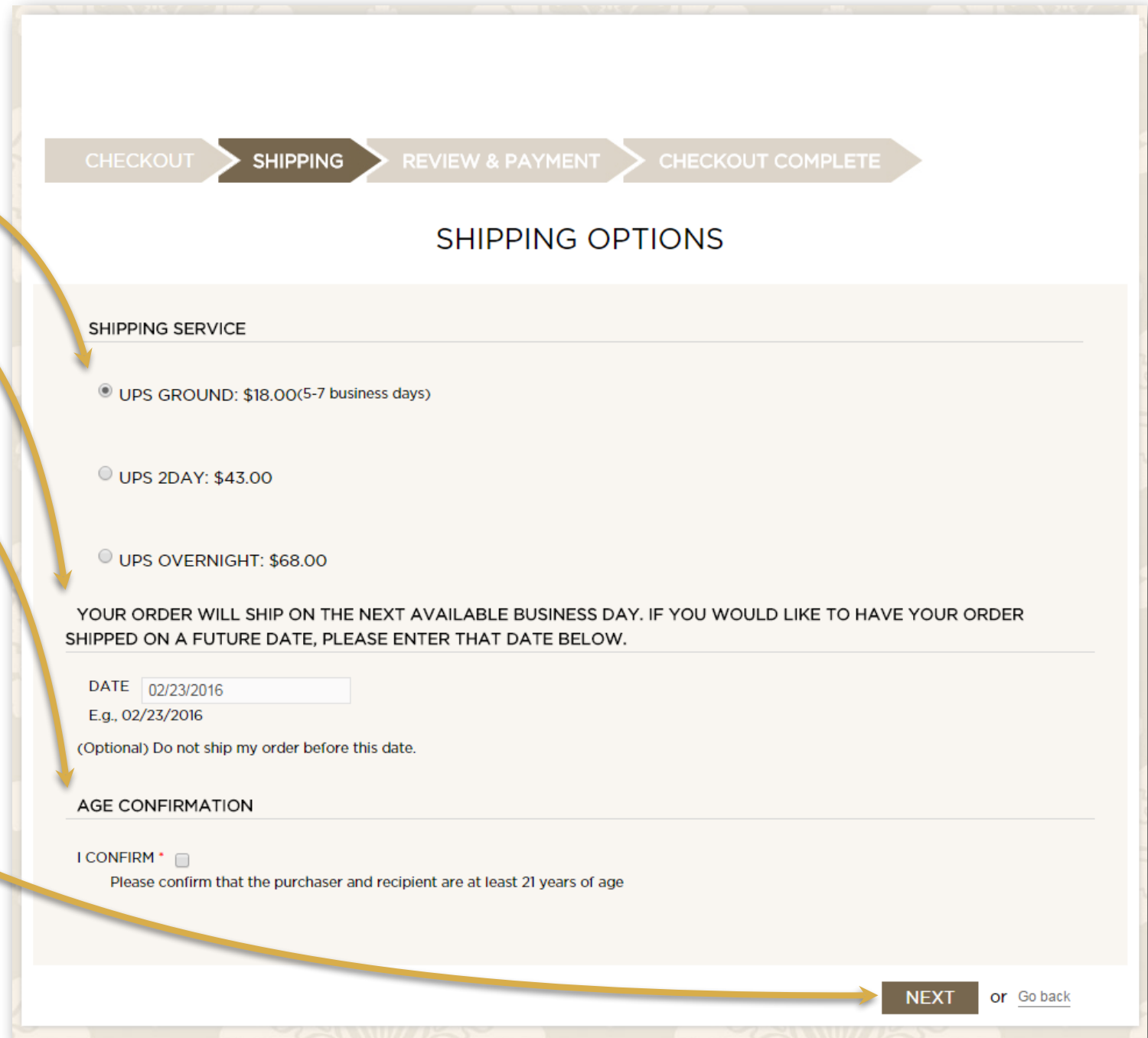
Steps (Cont'd.)

11. From this page you can choose the delivery method for the order.

- You can optionally select a future ship date for the order.

12. You must also check the age confirmation checkbox to continue placing the order.

13. Once you have completed these fields, click the 'Next' button to continue to the payment screen.



CHECKOUT SHIPPING REVIEW & PAYMENT CHECKOUT COMPLETE

SHIPPING OPTIONS

SHIPPING SERVICE

☒ UPS GROUND: \$18.00(5-7 business days)

☐ UPS 2DAY: \$43.00

☐ UPS OVERNIGHT: \$68.00

YOUR ORDER WILL SHIP ON THE NEXT AVAILABLE BUSINESS DAY. IF YOU WOULD LIKE TO HAVE YOUR ORDER SHIPPED ON A FUTURE DATE, PLEASE ENTER THAT DATE BELOW.

DATE

E.g., 02/23/2016

(Optional) Do not ship my order before this date. ☐

AGE CONFIRMATION

I CONFIRM ☐

Please confirm that the purchaser and recipient are at least 21 years of age

NEXT or [Go back](#)

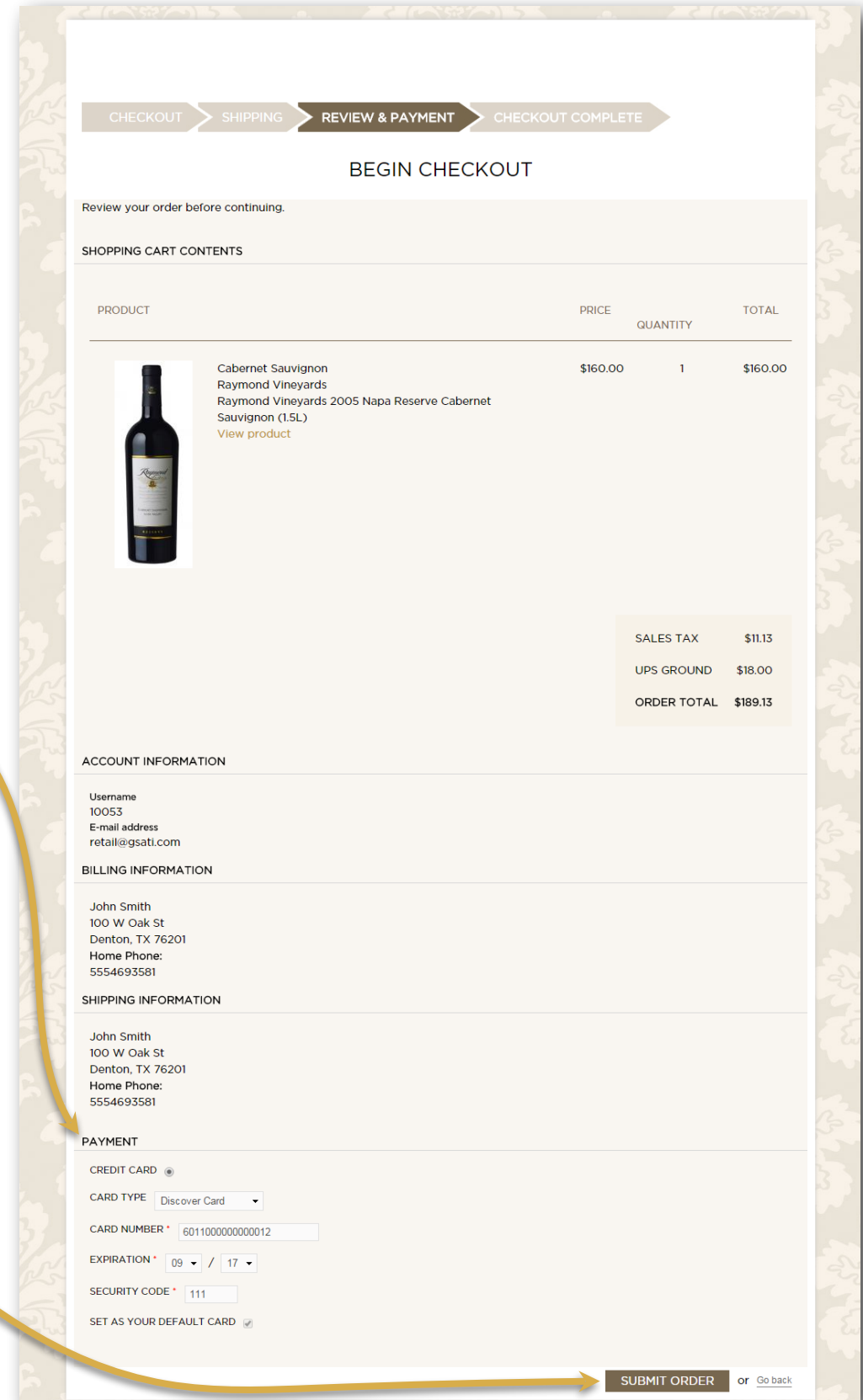
Steps (Cont'd.)

14. Review all information on this page for accuracy.

- The products your customer is buying in this order
- Shipping service selected
- Account Information
- Billing Address Information
- Shipping Address Information

15. If all the information is correct, add in the credit card information for the purchase under the Payment heading at the bottom of the page.

16. Click on the 'Submit Order' Button to complete the order.




CHECKOUT SHIPPING REVIEW & PAYMENT CHECKOUT COMPLETE

BEGIN CHECKOUT

Review your order before continuing.

SHOPPING CART CONTENTS

PRODUCT	PRICE	QUANTITY	TOTAL
 Cabernet Sauvignon Raymond Vineyards Raymond Vineyards 2005 Napa Reserve Cabernet Sauvignon (1.5L) View product	\$160.00	1	\$160.00

SALES TAX	\$11.13
UPS GROUND	\$18.00
ORDER TOTAL	\$189.13

ACCOUNT INFORMATION

Username
10053
E-mail address
retail@gsatl.com

BILLING INFORMATION

John Smith
100 W Oak St
Denton, TX 76201
Home Phone:
5554693581

SHIPPING INFORMATION

John Smith
100 W Oak St
Denton, TX 76201
Home Phone:
5554693581

PAYMENT

CREDIT CARD ☒

CARD TYPE

CARD NUMBER *

EXPIRATION * /

SECURITY CODE *

SET AS YOUR DEFAULT CARD ☒


SUBMIT ORDER or [Go back](#)

Congratulations, you have now completed an order for your customer!

Your customer will receive an Order Confirmation email upon paying for the order. They will also receive a Shipping notification email with a tracking number once the order has shipped.

You will receive an email confirming that your customer has placed an order on your website.

CHECKOUT
SHIPPING
REVIEW & PAYMENT
CHECKOUT COMPLETE



WE APPRECIATE YOUR ORDER.
thank you!

YOUR ORDER HAS BEEN PLACED

You will receive an email shortly confirming the details of your order. You'll also receive an email when your order is shipped with your shipping details and tracking information.

Print this page for your records.

Order Number: 156355

SHIP TO:
John Smith
100 W Oak St
Denton, TX 76201
Home Phone:
5554693581

Product	Item Price	Quantity	Item Total
Raymond Vineyards Raymond Vineyards 2005 Napa Reserve Cabernet Sauvignon (1.5L)	\$160.00	1	\$160.00
Subtotal			\$160.00
Sales Tax			\$11.13
Shipping			\$18.00
Order Total			\$189.13

Total: \$189.13

PAYMENT:
XXXX0012
Discover

BILLING INFORMATION:
John Smith
100 W Oak St
Denton, TX 76201
Home Phone:
5554693581

We appreciate your business and know you'll enjoy your Boisset Wine selection. If you have questions about your order, please contact us at customerservice@boissetdomain.com.
[Return to the front page.](#)