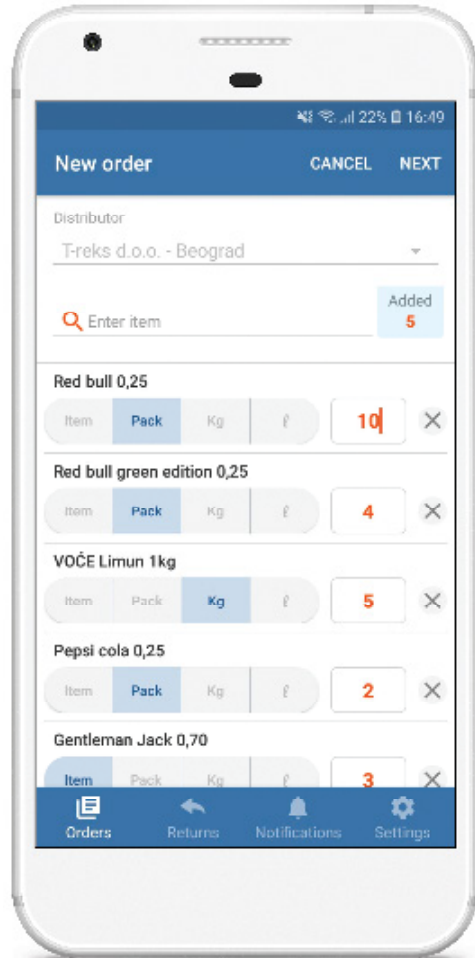# OrderEngine

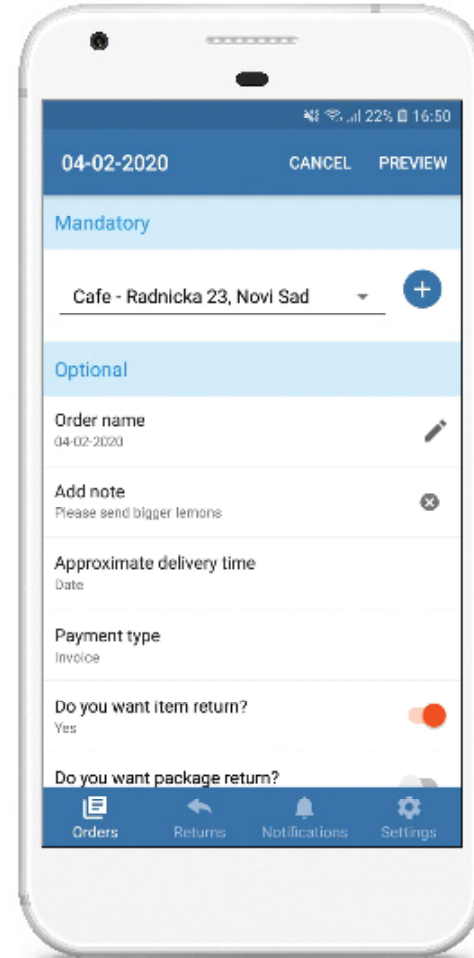**SMART ORDERING = COST-EFFECTIVE BUSINESS**

01

Sending orders

- You start your order by choosing a distributor.

- You order goods from their assortment with an option to select quantity as item, pack, liter or kilogram.

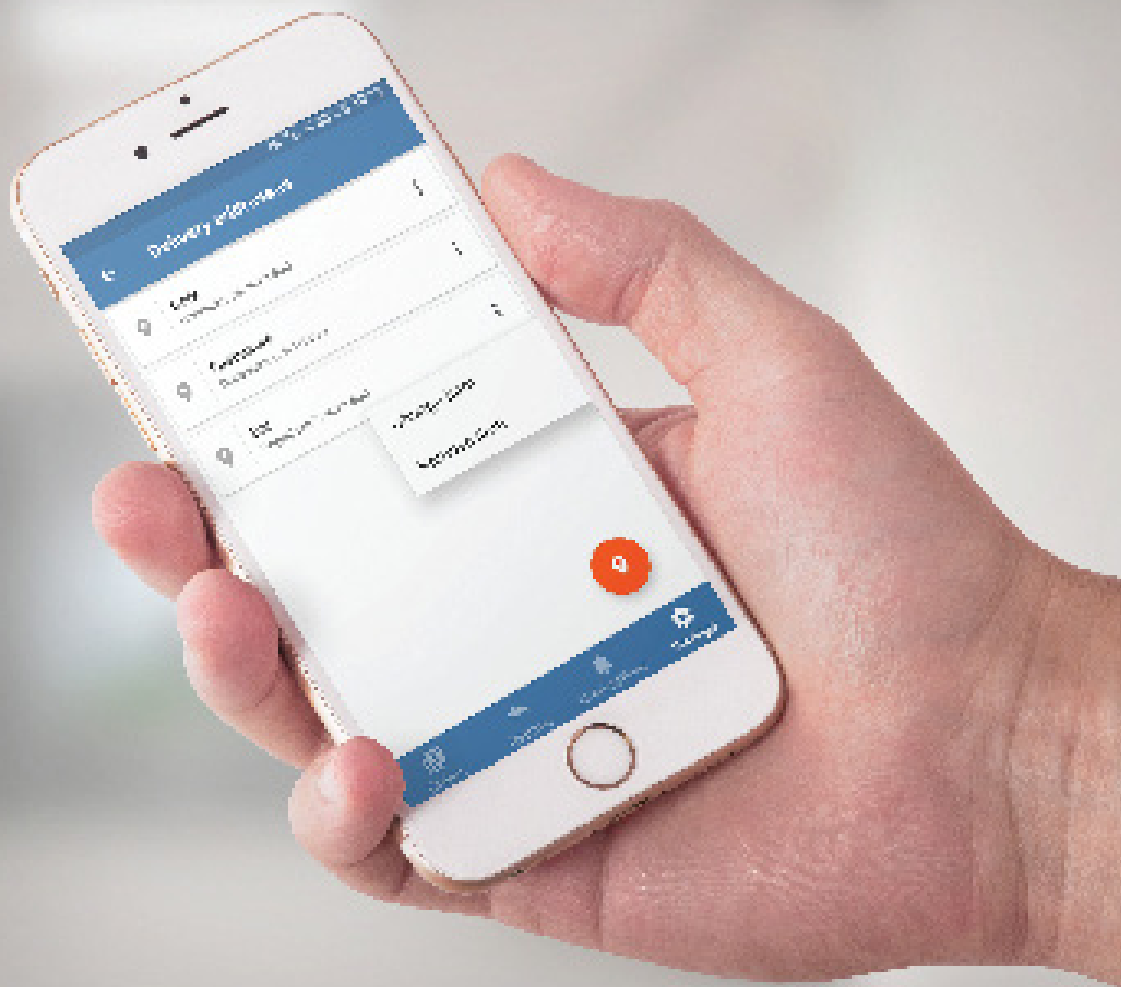- You can edit orders, or save them as drafts and finish later.

02

Item return

- You have an option to name the order as you like and to send additional note to the distributor after you've selected the items.

- Item or package return is available through the app.

- You send returns in the same way as orders, and you also need to choose return type and enter the invoice number on the basis of which you are making the return.
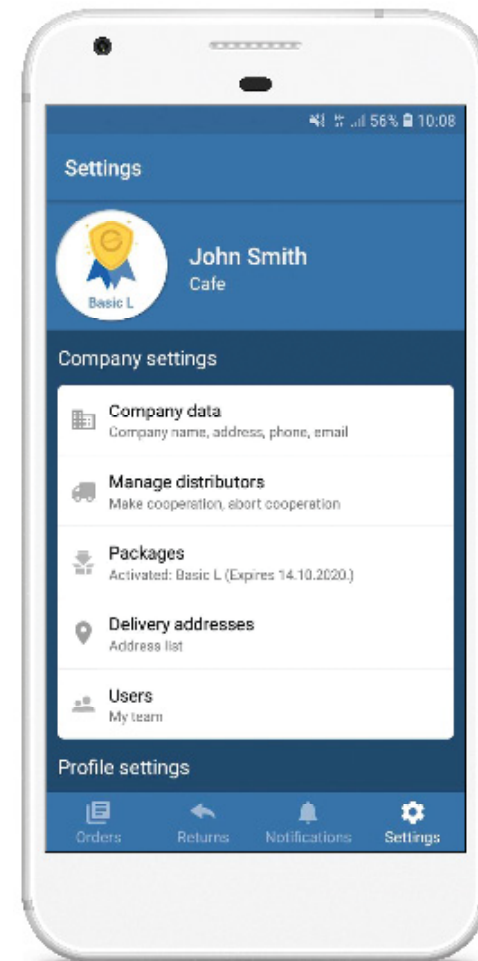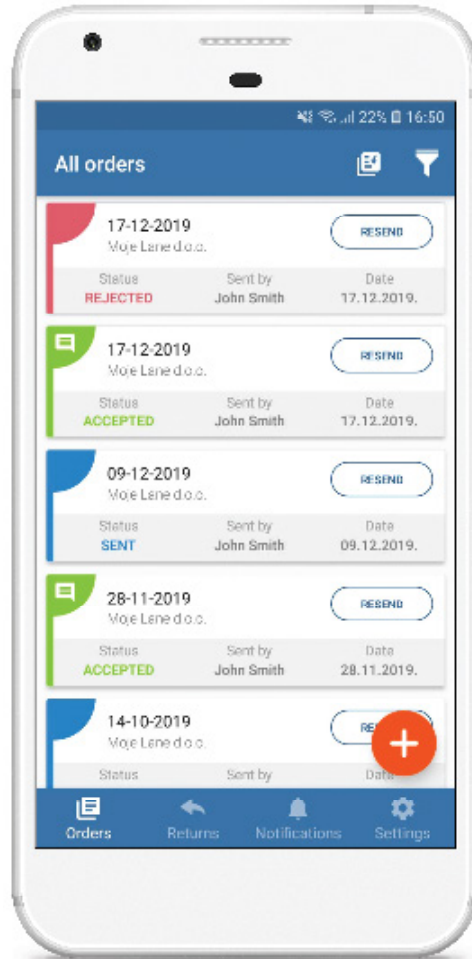
03

Delivery addresses

- You can see basic information about distributors.

- You can add all registered business units within your company as delivery addresses.

- You can change, or delete any delivery address if you don't need it.
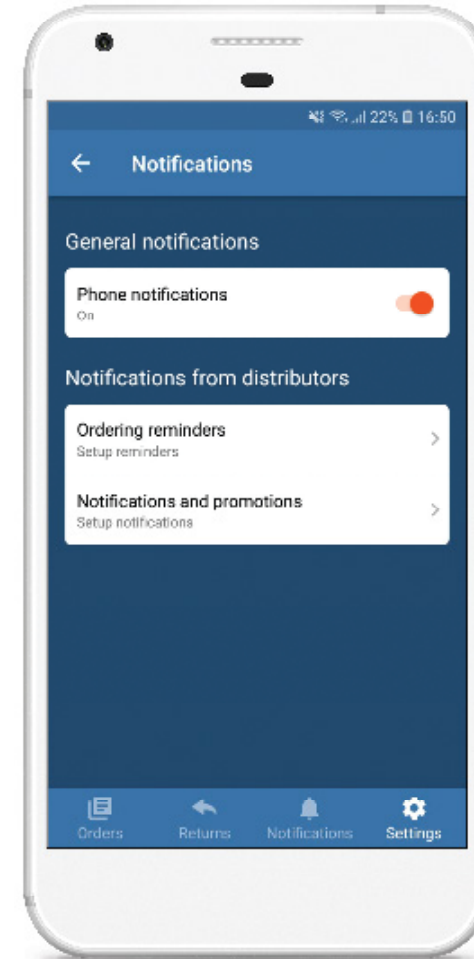
04

Order status

- After you send the order, it will be marked as "Sent".

- When the distributor processes your order, you will receive a notification telling you whether it has been accepted or rejected, as well as an additional note from the distributor.

- You can resend all orders to the same distributors with or without changes.
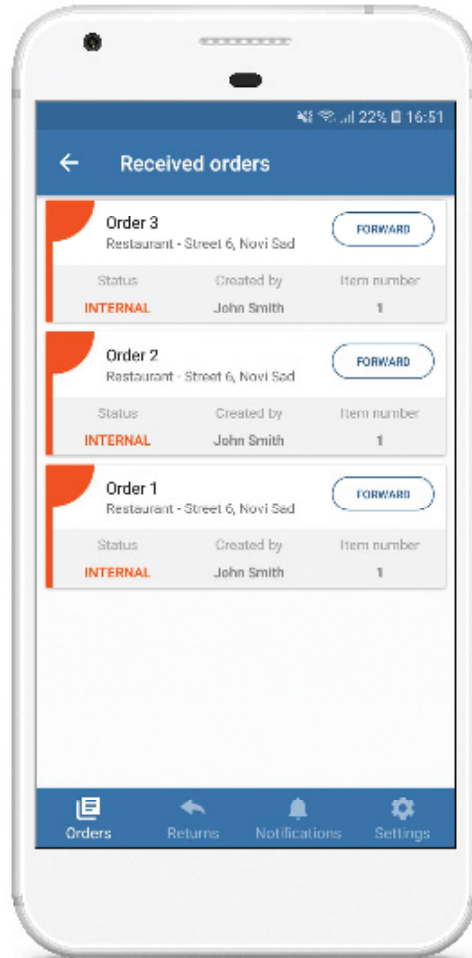

05

Notifications

- If the distributor has an additional comment regarding the order, it can be sent through the app as a short message.

- Moreover, distributors can also send their promo offers, or information regarding their business.

- You can turn distributor Notifications on/off with one click.
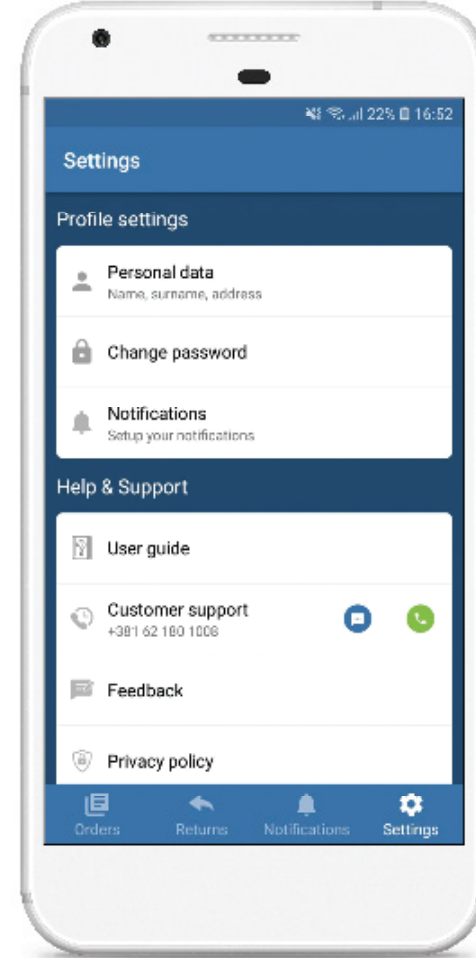
06

Managing account

- You can create your team, add users and give them the option to send orders to distributors directly.

- In case a check before sending is necessary, your team sends you order suggestions, and you forward them to distributors.

- In both cases, you can monitor other users' orders. This feature is available through package upgrade.

07

Support

- You can change your password, manage your account and info you entered for your company.

- You can also find the link for the user manual with detailed steps in the settings.

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