



BARTLETT
ONLINE ORDERING

Order by Item

BARTLETT ONLINE ORDERING

Our Products **Order by Item** Personal Catalog Order Inquiry Account Inquiry Contact Us

Customer: **0 - 27**
TEST CUSTOMER
TEST ADDRESS
Rep: HOUSE ACCOUNT
Delivery Date & Day:
12/07/11 - WED

Place an order
Select Delivery Date
Orders in Progress
My Template Orders
Save as Template
Maintain Item X-ref

Self Service
Trade Assets
Select Customer
My Account
Home Page

Create Account

Order By Item
Next Page

To price an Item number, enter an Order Quantity and the Item number(s) and click on *Validate Entries*. After pricing your Items click on *Add to Order* to add the Items to your Order.

Order By: Vendor Item Number Customer Item Number

Line No.	Item Number	Description	Item Price	Units/ Case	Quantity	
					Cases	Units
1	6	ELMHURST MILK GALLON	\$5.50	6		
2	15	COOL COW 1% NEP 8oz	\$.43	70		
3	3					
4						
5						
6						
7						
8						
9						
10						

Next Page

If you already know the item number of the products you would like to order, you can select "Order by Item" from the top menu and directly input Item Numbers and Quantities into the fields. Selecting "Validate Entries" at the bottom will calculate the prices for all items, and "Add to Order" adds them to your order.