

## Viele & Sons Online Order Cheat Sheet

Preferred Web Browser: **Google Chrome**

Username (email address): \_\_\_\_\_

Link: <https://shop.vieleandsons.com>

Password: \_\_\_\_\_

### YOU'RE LOGGED IN – NOW WHAT?

- Browse through categories to review products or use the search bar to look for specific items.
- You can add items to your order while browsing, or, for more information, to add to your order guide, or to your cart, click on item to open a new screen – you will now have the option to 'Add to Cart' or 'Add to Order Guide' (unless it's already on your order guide).
- If you notice items missing, descriptions/pictures are incorrect, or any item specific or site issues – please email [webmaster@vieleandsons.com](mailto:webmaster@vieleandsons.com) so we can update/fix.

### ORDER GUIDE

- Key in items using the Viele & Sons item code OR search by description in the order your inventory flows.
- When you add new items, they default to the bottom of the guide. You can reorder/delete items to your preferences by dragging the line up or down.
- You can print or download the order guide. Choose your preferred option on the top left of the screen (Print/CSV).
- **NOTE** - If you click 'Remove All Items' – it will delete your entire order guide!

### PLACING AN ORDER

- After reviewing your order guide, you've got 3 options on how to place your order:
  1. Click on "Welcome..." on the top right of the screen to copy an order.
    - Choose 'Orders' OR 'Invoices' (online orders AND internally placed orders will be listed)
    - Click on an order that you would like to duplicate
    - Choose Copy detail to Express Entry' if you would like to adjust the order OR choose 'Add all items to cart'
    - Ready to submit? Choose your Shipping Method, write any necessary comments, and click 'Continue'
    - If all is correct, click 'Submit Order'!
  2. From the Order Guide page - click 'Copy to Order Entry' on the bottom of the screen to copy your entire order guide.
    - You'll now be on the order entry screen and you can change quantities, remove items, etc.
    - Click 'Update to shopping cart' - you can make additional adjustments to your order
    - Ready to submit? Choose your Shipping Method, write any necessary comments, and click 'Continue'
    - If all is correct, click 'Submit Order'!
  3. Click the 'Order Entry' tab to manually enter each item.
    - Add items by part number (or search by description)
    - Click 'Update to shopping cart' - you can make additional adjustments to your order
    - Ready to submit? Choose your Shipping Method, write any necessary comments, and click 'Continue'
    - If all is correct, click 'Submit Order'!
- If you can't find an item, put a note in the comment section before you submit your order with the item code and the quantity so we can either add to your current order, or, if it's a special order item, order it from our manufacturer.
- If you see this red "SPECIAL ORDER ITEM" icon – please add this item to the comment section of your order with the quantity needed. A separate order will be created as this item will take additional time to receive.
- **IF YOU NEED TO MAKE A CHANGE TO A SUBMITTED ORDER** – please do not resubmit! Email [orders@vieleandsons.com](mailto:orders@vieleandsons.com) or call (714) 447-3663 and talk to Customer Service with the update.



## How to Save our Website as an Icon on your Phone or Mobile Device

### iPhone or iPad:

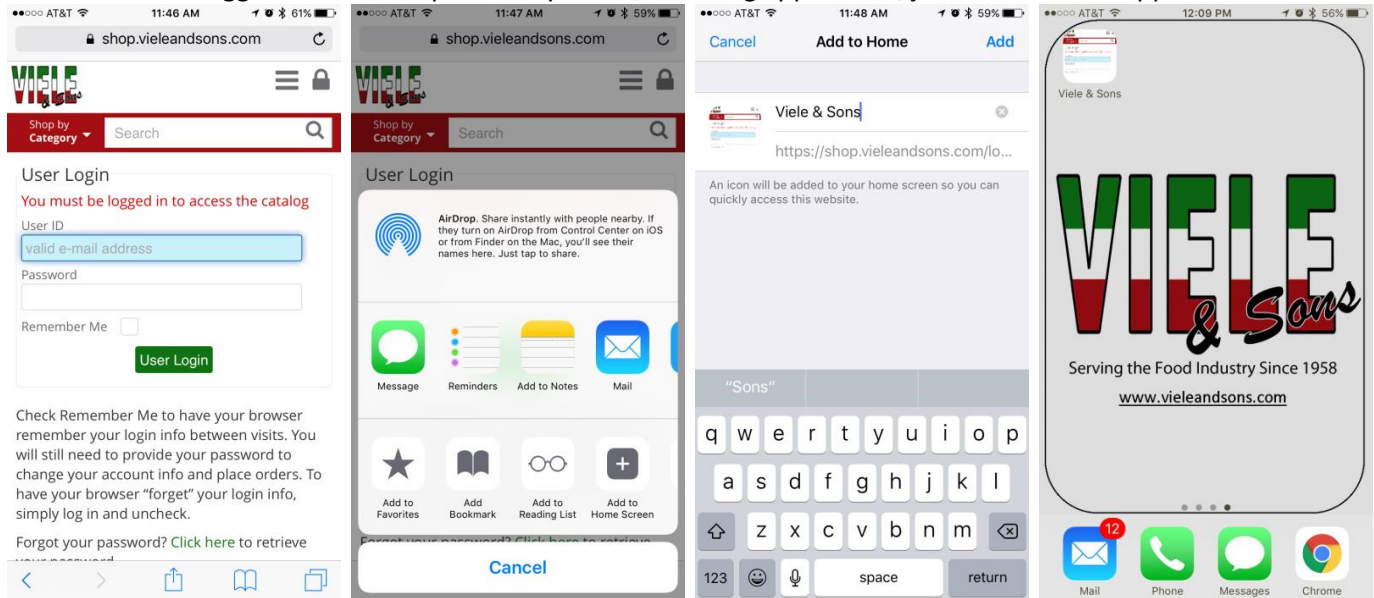
Launch Safari on Apple's iOS and go to [shop.vieleandsons.com](http://shop.vieleandsons.com).

Tap the **Share** button on the browser's toolbar (the rectangle with an arrow pointing upward).

Tap the **Add to Home Screen** icon in the Share menu.

You will be prompted to name the shortcut before tapping the **Add** button.

The shortcut can be dragged around and placed anywhere, including app folders, just like a normal app icon.



### Android:

Launch Chrome for Android and go to [shop.vieleandsons.com](http://shop.vieleandsons.com).

Tap the 3 dots to the right of the web address and tap **Add to Home screen**.

You will be able to enter a name for the shortcut before tapping the **Add** button.

The shortcut can be dragged around and placed anywhere, including app folders, just like a normal app icon.

