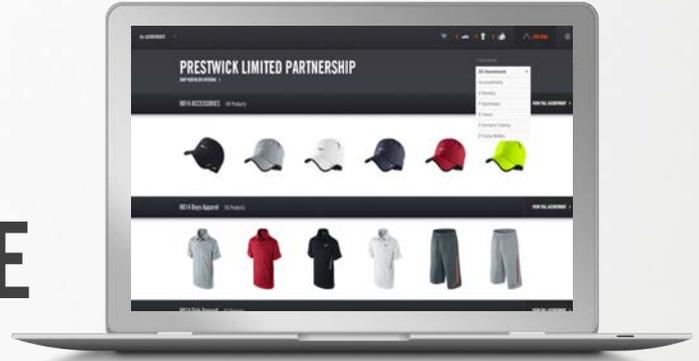
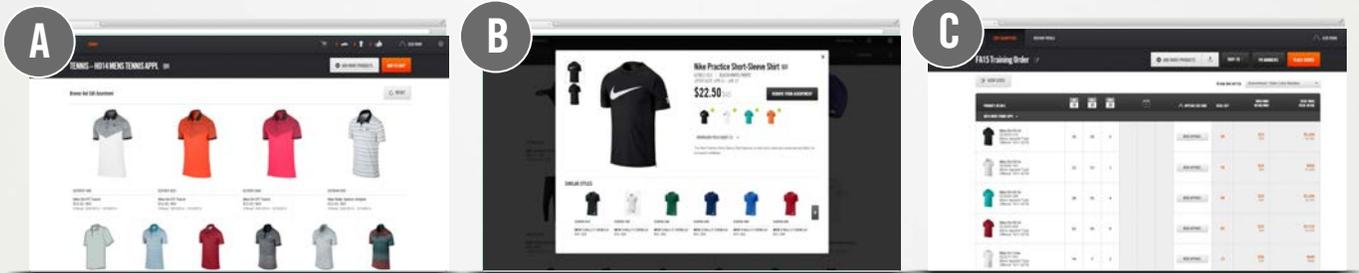




# USER-FRIENDLY, PREMIUM ONLINE SELLING EXPERIENCE



ASSORTMENTS TAILORED TO ACCOUNT CATEGORY, CHANNEL, AND TIER  
WITH UP-TO-DATE IMAGERY & PRICING



## CREATE AND SUBMIT AN ORDER IN FIVE EASY STEPS:

- 1. BROWSE ASSORTMENTS** – View assortments that have been crafted for each account according to category, channel, and tier. (See A)
- 2. EDIT ASSORTMENT** – Click on the product to access information on each style offered. Remove and replace styles to customize the assortment. (See B)
- 3. ADD MORE PRODUCTS** – Supplement the assortments with access to a larger product offering
- 4. ADD ASSORTMENT TO CART** – When you are happy with the assortment, add it to cart. From cart view, you can add and edit CRDs, enter quantities, select ship-to locations, and modify PO numbers. (See C)
- 5. PLACE ORDER** – When the order is complete, click Place Order, which submits the order to Nike. An email confirmation is sent via email.

## TIPS & TRICKS

- CREATE ORDERS ON BEHALF OF ACCOUNTS**
- REVIEW ACCOUNT ORDERS PRIOR TO SUBMISSION:** Indicate which accounts need to receive AE order review
- ADD PRODUCTS TWO DIFFERENT WAYS:** Click “Add More Products” at the top of the navigation screen or click “Add More Products” at the end of the assortment
- EDIT CRDs BEFORE ENTERING QUANTITIES:** From cart view, save time by editing your CRDs before you edit your quantities. NOTE: An order can have up to 15 CRDs.
- DOWNLOAD EXCEL FOR LARGE DATA ENTRY :** Large or complex orders may be easier to complete by downloading an Excel file of the order and re-uploading changes.

## LEARN MORE

- *Watch the ORDER Video*
- *Review the ORDER // FUTURES Training Manual*