

PLACING AN ORDER

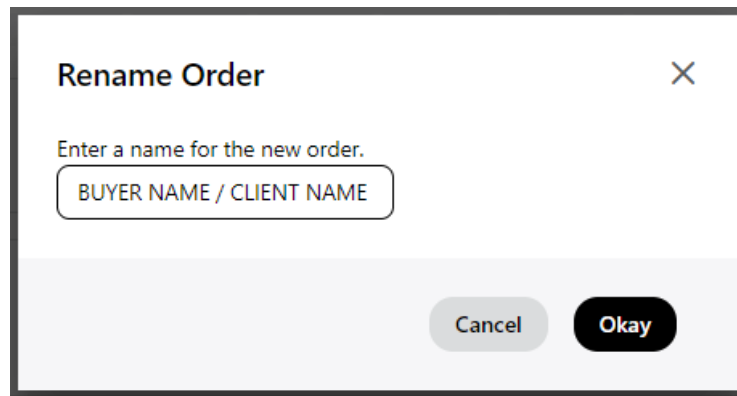
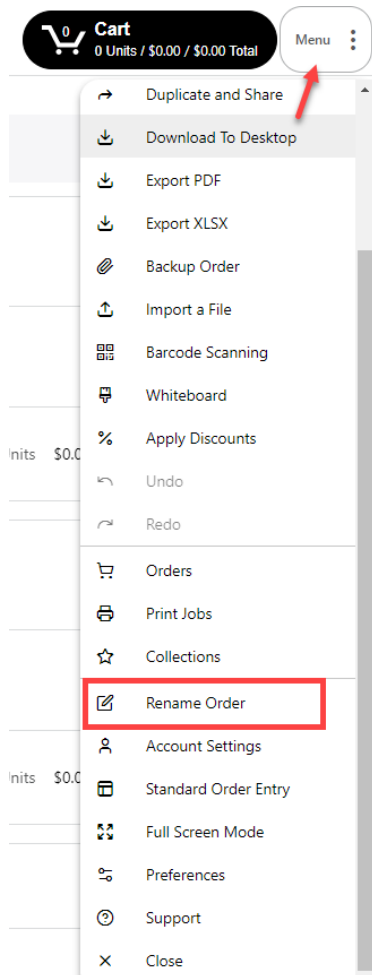
Click **Shop Now** on the home page dashboard. Then select a Catalog.



ORDER SETUP

- 1) Select a catalog.
 - a. The **Standard Catalog** (US-ASAP) shows available in season styles and colors.
 - b. The **Sale Catalog** (Group Sales) shows styles and colors that may qualify for an additional discount.
 - c. For orders in a future season (at least 6-8 months in advance), select the Preseason Catalog option. Check with the service team for more information on Preseason Orders

IMPORTANT: You must include who the end user (your customer) is in the 'Order Name' field, or the order will not be accepted. To name your order, click on the top right-hand corner menu and select "Rename Order":



Here is an example of how it should appear on your order confirmation:

Submitted By: Patagonia Customer
[DealerNet](#) **Example:**
Order Number: 123456
Order Name: Y. Chouinard / 1% for The Planet
Account Number: 92532-1001
Account Name: Patagonia Customer
Catalog Name: US- SP23 ASAP
Shipment 1
Purchase Order: 123456
Ship Date: 02/9/2023
Cancel Date: 03/11/2023
Location Number: 92532-1001
Shipping Address: 8550 White Fir St, Reno, Nevada 89523, US
Ship Via: UPS

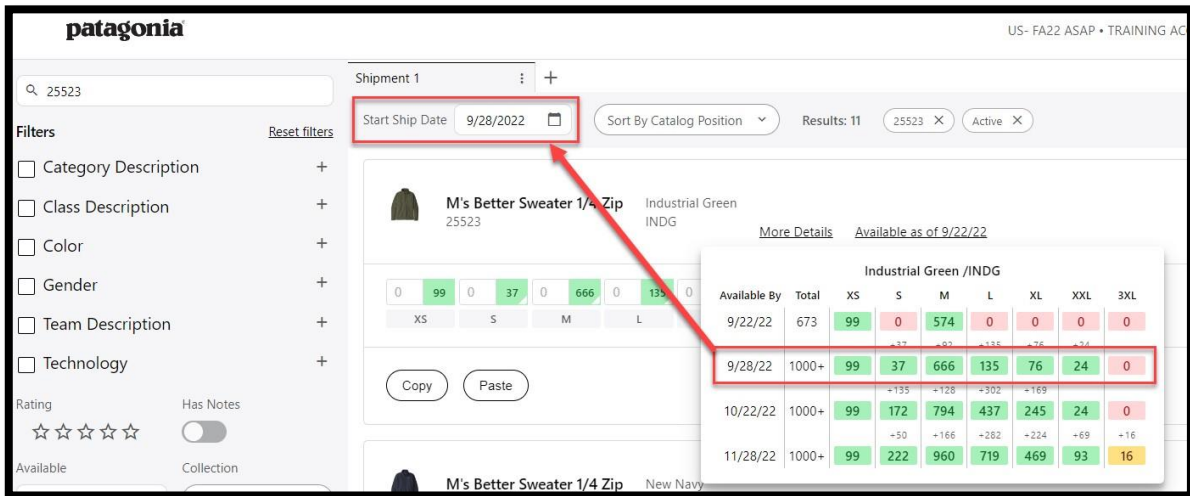
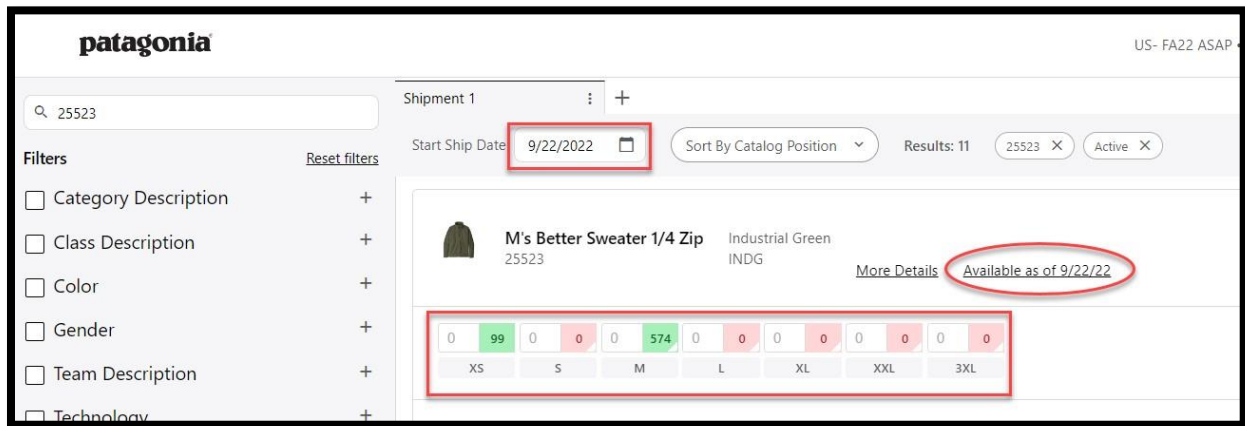
PRODUCT SELECTION AND INVENTORY

- 1) Enter the Style Number or Style Name. (ex. 25543 or Better Sweater JKT)
 - 2) Available inventory will show below the style image. **Green** is available, **Yellow** is low, and **Red** is out of stock.
 - 3) If a size is showing low or out of stock, click **Available...** to show future estimated restocking dates.
 - 4) **Filters** seen below the “Keyword Search” bar, can be used to narrow down your search (i.e., Color, Gender, Technology).
- Group Sales inventory shows styles and colorways available for bulk ordering.
 - Typing a quantity next to the corresponding size will automatically add units to your cart.

The screenshot shows the Patagonia product selection and inventory interface. At the top, the Patagonia logo is displayed. Below the logo is a search bar with the placeholder text "STYLE NUMBER or STYLE NAME". A red box highlights the search bar. Below the search bar is a "Filters" section with a "Reset filters" link. The filters are listed as follows:

- Category Description +
- Class Description +
- Color +
- Gender +
- Team Description +
- Technology +

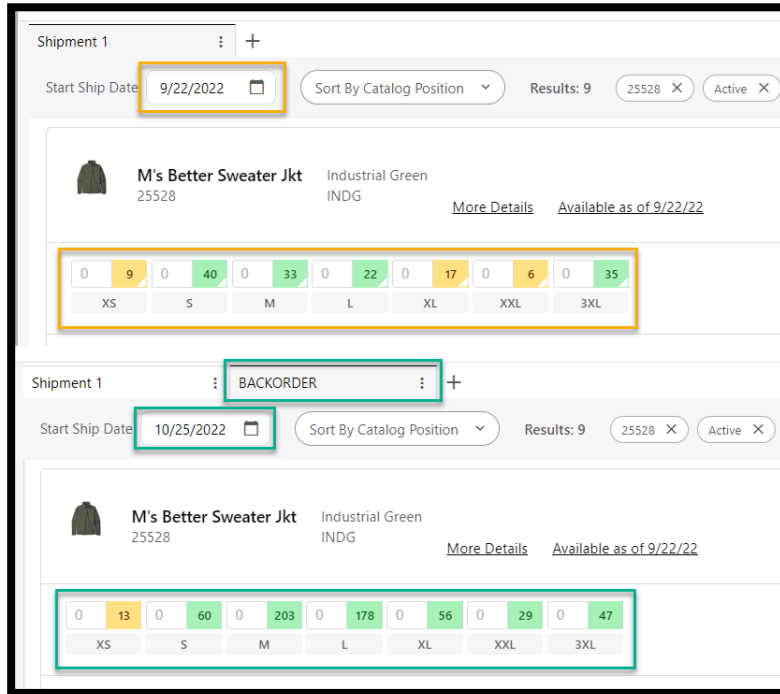
Below the filters are two sections: "Rating" and "Has Notes". The "Rating" section shows five stars, with the first three stars filled. The "Has Notes" section shows a toggle switch that is currently off. Below these are two sections: "Available" and "Collection". The "Available" section shows a text input field with a calendar icon. The "Collection" section shows a dropdown menu with "None" selected. Below these are two sections: "Active Products" and "Price". The "Active Products" section shows a toggle switch that is currently on. The "Price" section shows two buttons: "Min" and "Max".



ADDING BACKORDERED ITEMS

- 1) To add backordered items to your order, place the items on a separate shipment. *Backordered inventory can be ordered within the current calendar month but not beyond that.*
 - a. Add all in-stock items to **Shipment 1**.
 - b. Click on the **+** button next to **Shipment 1** to create **Shipment 2**.
 - c. Adjust the **Start Ship Date** to match the closest backorder date.
 - d. Add the backordered items to **Shipment 2**.

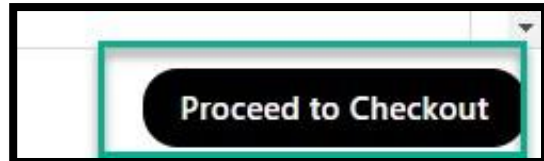
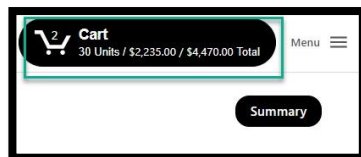
e. Adjust the name of the shipments by clicking the 3 dots on either shipment tab.



FINALIZING YOUR ORDER

1) Now that you have all your items to your cart!

a. Click on **Cart** at the top right OR **Proceed to Checkout** at the bottom of the page.



OR

2) Review your cart.

- Standard account pricing will show.
- Any additional discount, *if applicable*, will be added by your service team after submission.
- Once you have reviewed your cart, click on

Sort	Shipment 1 9/22/2022	BACKORDER 10/25/2022	Unit Totals
M's Better Sweater Jkt 25528 INDG Industrial Green	6 Units \$894.00	24 Units \$3,576.00	30 Units \$4,470.00
Order Totals	6 Units \$894.00	24 Units \$3,576.00	30 Units \$4,470.00

SHIPPING INFORMATION

1) Review your shipping information.

- Orders *may ship direct* to a corporate address or business office.
- Bulk orders may ship to a decorator with prior authorization only.
- You may use the **Add** button to edit the address.

2) The PO field is required.

- Your company's PO number.
- If your company does not have a PO #, please use any key or phrase identifier.

Shipping Information

Shipment 1	BACKORDER
Units: 6	Units: 24
Total: \$894.00	Total: \$3,576.00
Shipping Address Search	Shipping Address Search
TRAINING ACCOUNT 99040-1001 85... 8550 White Fir St Reno NV 89523 US	TRAINING ACCOUNT 99040-1001 85... 8550 White Fir St Reno NV 89523 US
Drop Ship Address <input type="button" value="Add"/>	Drop Ship Address <input type="button" value="Add"/>
Start Ship Date: 9/22/2022	Start Ship Date: 10/25/2022
Cancel Date: 10/6/2022	Cancel Date: 11/9/2022
PO# Required Field	PO# Required Field
Ship Via: UPS Ground	Ship Via: UPS Ground
<input type="button" value="Delete Shipment"/> <input type="button" value="Copy Next"/> <input type="button" value="Copy to All"/>	<input type="button" value="Delete Shipment"/> <input type="button" value="Copy Next"/> <input type="button" value="Copy to All"/>

New Address Field

←

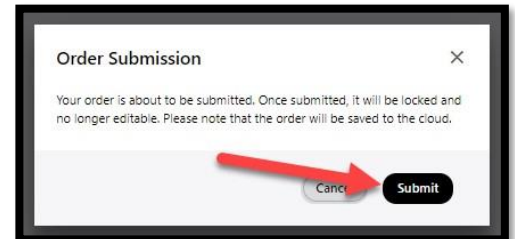
ORDER SUBMISSION

1) Click **Place Order**

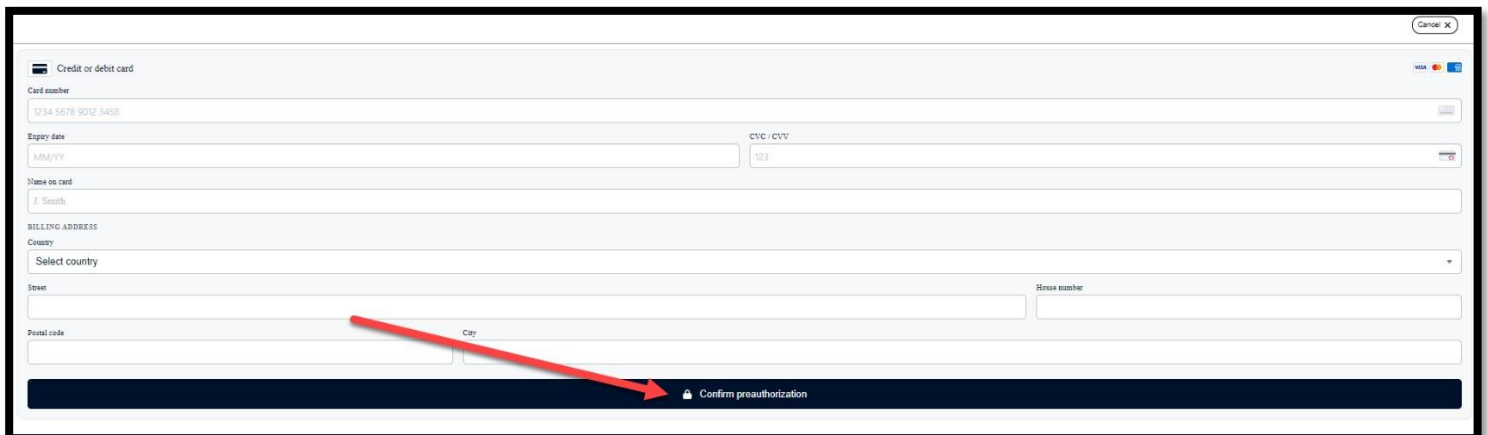


2) Click **Submit** on the **Order Submission** pop-up screen.

IF YOUR ACCOUNT IS NOT ON TERMS AND YOU WILL BE USING A CREDIT CARD, PLEASE READ ON



3) If your account is setup as prepay, you will be prompted to add payment information. Click **Confirm Preauthorization**.



- Once submitted, you will receive an order confirmation to your email address on file from Elastic. You will also be able to review your order in the ordering portal.
- If any changes need to be made to the order after submission, please email your service team the request and include your order number.
- Any additional discounts expedited shipping costs, and/or sales tax are added, if applicable. A final copy of the confirmation is provided before payment authorization and processing.

Thank you!