



How to Create a Group Order

Before you start a new order

Select the **account** you wish to use for this group order, because **it cannot be changed later**. This is to make sure your participants see accurate pricing and availability.

- From the **Account** menu, hover the **Orders** tab and select the **Group Orders** option.
- Choose **Start Quick Group Order** or **Start Advanced Group Order**.

Quick Group Order

(to manage invitations outside eway)

- Enter the required information.
- Click on **Send Invitation** to send yourself an email invitation in your email inbox.
- Forward this email to the people you want to invite to participate in the group order.

Advanced Group Order

(to manage invitations within eway)

- Enter the required information in the General Information section.
- Click on **Next Step** to continue.

Manage Invitations

- Build your list of invitees
 - By entering individual names and email addresses.
 - By adding an existing group of individuals.
 - By creating a new group.
 - By combining any of these methods.
- Click on **Send Invitations** to send an email invitation to each selected individual.

What Your Invitees Will Do

Quick Group Order

- The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
- Upon clicking the link, eway will ask them to enter their **full name** and **email** address.
- In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
- They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
- The invitee receives a confirmation email and you also receive an email notice of this person's order.

Advanced Group Order

- The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
- Because you identified them as invitees in eway, they do not need to enter their **name** and **email**.
- In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
- They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
- The invitee receives a confirmation email and you also receive an email notice of this person's order.









How to Manage a Group Order

Quick Group Order

Advanced Group Order

In the Welcome to Group Orders page, click on **Manage My Group Orders**.

EDIT 	EDIT 
<ul style="list-style-type: none"> Change the Description or Reply By Date and click Save & Close. 	<ul style="list-style-type: none"> Change the Description, Reply By Date, Reminder Date, Message or Notification options. Click Next Step. Add or remove invitees from the order. They will receive an email to inform them.
VIEW REPLIES 	VIEW REPLIES 
<ul style="list-style-type: none"> View the name, email address and items ordered for each reply. 	<ul style="list-style-type: none"> View the name, email address and items ordered for each reply.
DELETE 	DELETE 
<ul style="list-style-type: none"> Delete the selected group order. The invitation link is deactivated. Any items ordered are also deleted. Individuals who submitted items to be ordered will receive an email to inform them that the order was cancelled. 	<ul style="list-style-type: none"> Delete the selected group order. The invitation link is deactivated. Any items ordered are also deleted. All invitees, whether they submitted items to be ordered or not, will receive an email to inform them that the order was cancelled.

How to Process a Group Order

Before you process your order



You may want to save the current content of your cart as a **Template** because the group order process will replace any current cart content with the group order items.

- You'll find the **Process** link in the **My Open Group Orders** section and in the **Manage My Group Orders** page.
- The same process applies to **Quick Group Orders** and **Advanced Group Orders**.
- Clicking on the **Process** link pushes all the items ordered by the participants into your **Shopping Cart**.
- The **Process** link becomes unavailable and a message displays to inform you that you currently have the content of a group order in your cart waiting to be submitted.
- In your **Shopping Cart**, all the usual options are available to add or remove items.
- Like in the **Manage My Group Orders** page, a message displays when you hover the question mark icon next to the **Ship-To account**, to let you know that you currently have the content of a group order in your cart and cannot modify the ship-to account.
- Notice the participant's name in each product's **Note** field.
- Follow the **Checkout** process as usual to submit the order for processing.