

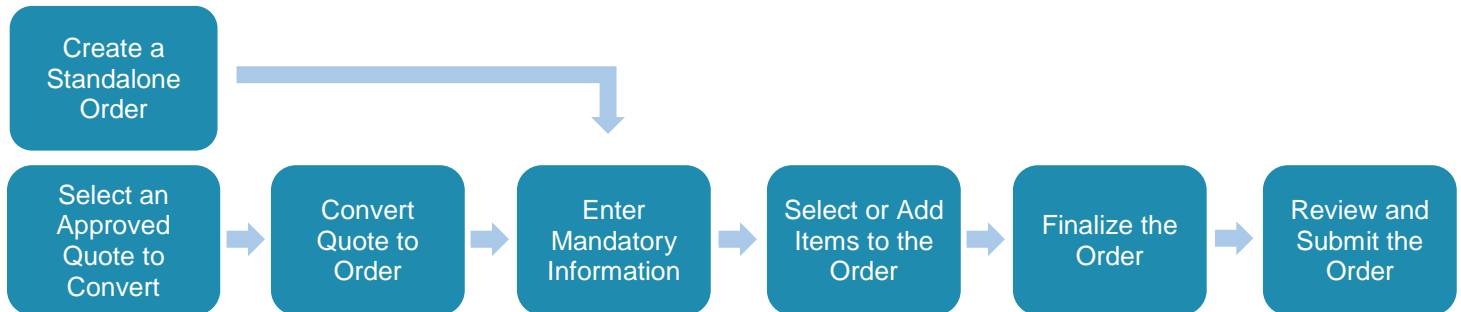


# Cisco Commerce

## Order Quick Reference Guide

### Overview

Using the Cisco Commerce (CCW) Order functionality, you can create standalone orders, place orders created from quotes, order services for previously purchased products, view and pay invoices, view the status of orders, and manage returns.



### Convert a Quote to an Order

#### Select an Approved Quote to Convert

- 1 From the Orders tab, click **Create Order**. The With a Deal ID radio button is selected by default on the Create an Order page.
- 2 Enter the appropriate deal ID and click **Continue**. If the deal was shared with you, enter the Access Key information from the email notification.
- 3 Verify the information that populates automatically on the Order page and populate mandatory information (\*).
- 4 If any information needs to be changed on this page, refer to the [Cisco Commerce Order User Guide](#) to learn more.

**Note:** The billing ID number (BID) populates as part of the Billing Information section of the Quote page. The BID is the same as the site ID referred to as part of the address search criteria.

**Note:** If you have an RNSD applied to this Deal ID or Quote, it will carry through into the Order. Any changes you make to products within product families covered by the RNSD will be reflected. Refer to the [Cisco Commerce Order User Guide](#) for more information.



## Order Quick Reference Guide

### Select or Add Items to the Order

From the Create Order page, you can select specific items from the quote or purchase all items from the quote in a single order.

- 5 To choose some of the items from the quote to place on the order, click **Select Items to Order**.
- 6 The Select Items page displays. Check the appropriate checkbox(es). Click **Continue**.
- 7 To order all of the items included on the quote, click **Order Entire Quote**.

5

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Back to Quote Select Items to Order Order Entire Quote

Select Items

Deal ID 50048589

Deal/ Opportunity Name test

Order Name test

Select the items to add to your order below. When you are finished, click Continue.

Enter part number to search --Enter a SKU name-- Show all Items

	Hardware, Software and Services	Lead Time	Unit List Price (USD)	Qty	Ext. List Price (USD)	Discount %	Discount Total	Credits	Ext Net Price (USD)
<input type="checkbox"/>	CISCO7604- Cisco 7604 Chassis Spare	0 days	3,010.00	1	3,010.00	32.00	963.20	0.00	2,046.80

showing 1 - 1 of 1 Line Items < Previous 1

6

Back Continue

### Finalize the Order

At this point, you may perform other actions, such as adding more items from the quote or editing the configuration.

- 8 Click **Save and Continue** to progress through all of the tabs and finalize the order. Continue sequentially through the tabs until you reach the Review and Submit tab.

Back to Quote

Export Print Email Share Delete More

ORDER NAME testRFmvl Global Price List US Availability (USD)

PURCHASE ORDER # \* WEB ORDER ID 71046542 STATUS UNSUBMITTED SMART ACCOUNT Assign Smart Account

Items Discounts Shipping and Install Billing Review and Submit

Set item preferences for this order

Check Local Validations Save Save and Continue

8

Add More Items From Quote Edit Configuration

Remove from Order Validate Assign Smart Account Filter By Show All Items

**Note:** Refer to the [Cisco Commerce Order User Guide](#) for more details on how to finalize the order.

### Review and Submit

Items that still require attention will be highlighted in red. You can easily navigate to any section and make changes or corrections by clicking the appropriate section. If there are no errors or missing information, the "Submit Order" button will be enabled.

Items Discounts Shipping and Install Billing Review and Submit

Save Submit Order

Quote Status Items Discounts Shipping & Install Billing

Financial Summary All prices shown in CAD

If Mandatory service are attached they will be taxable

Total List Price	26,461.50	
Discounts (35.00%)	9,261.45	
Product Discount (35.00%)	9,261.45	
Service Discount (00%)	00	
Credits	00	
Total Effective Discount (35.00%)	9,261.45	
Order Total	17,200.05	
Max. Estimated Lead Time	21 days	

Order Submission Notification

Who should Cisco contact if there is a problem?

First Name Last Name

Send additional order submission notifications to the following email addresses

Order Summary

End Customer

GOOGLE CANADA CORPORATION

SiteUseID 2084693013

Address 151 FRONT ST W., TORONTO, ON, M5J 2N1, CANADA

Order Note

Note: Max 300 characters.



## Create a Standalone Order

To create a standalone order, you do not need to have a deal ID. You can create standalone new order or clone/copy a new order from an existing order.

To create a standalone order, complete the following steps:

- 1 From the Orders tab, click **Create Order**.
- 2 Select the Without a Deal ID radio button.
- 3 Click **Continue**. The Order page populates with information from the default preferences set within My Profile and Preferences.
- 4 Verify the information that populates automatically on the Order page and populate mandatory information (\*).
- 5 The order is created. The order name, purchase order number, and the web order ID display on the header. You can edit the order name and purchase order number, if required.

You are ready to add products and services to your order. Refer to the [Cisco Commerce Order User Guide](#) for detailed steps.

**Note:** Prior to adding products and services, consider if any of the information at the top of the Order page (order name, purchase order number) needs to be updated.

The user guides and additional resources are available on our [Operations Exchange](#) page.