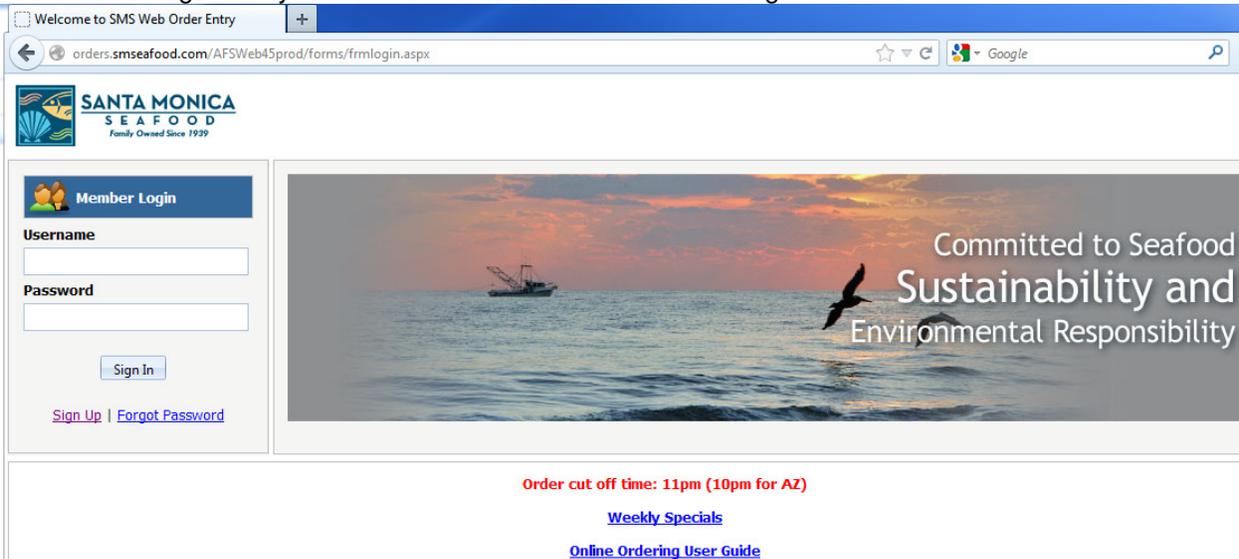


This guide will cover basic usage of Santa Monica Seafood's Online Order Entry System

## Sign In

For customers who already have an online order account, follow these steps:

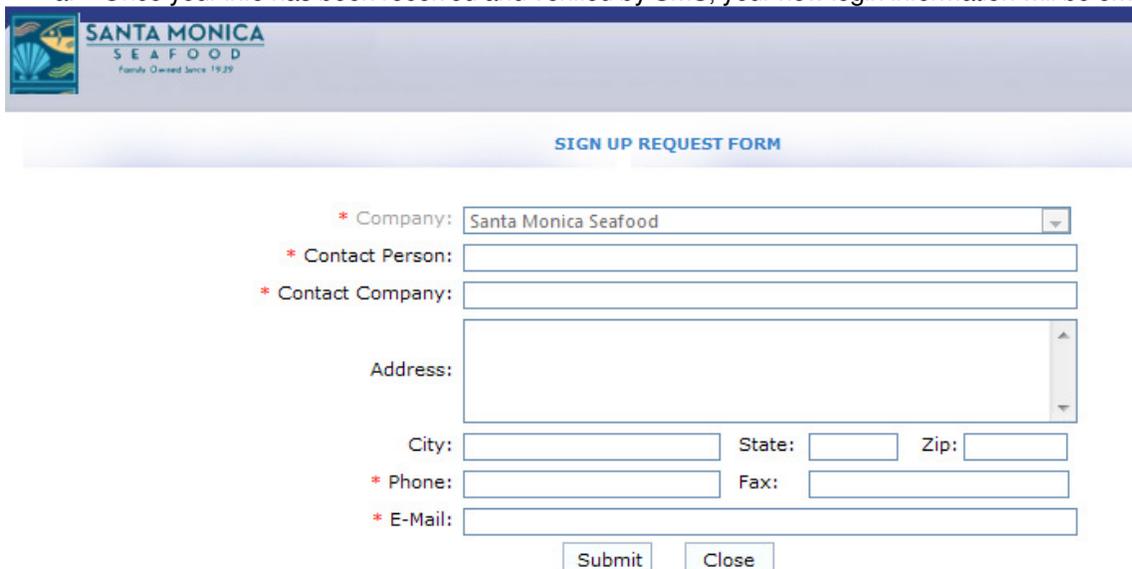
1. Open a web browser and go to <http://order.smseafood.com> (orders.smseafood.com also works).
  - a. Our site is compatible with several browser platforms such as Internet Explorer, Fire Fox, Chrome and Safari.
2. At the Home Page enter your **Username** and **Password** and click Sign In.



## Sign Up

For customers who have an account with SMS and would like to place orders online, follow these steps:

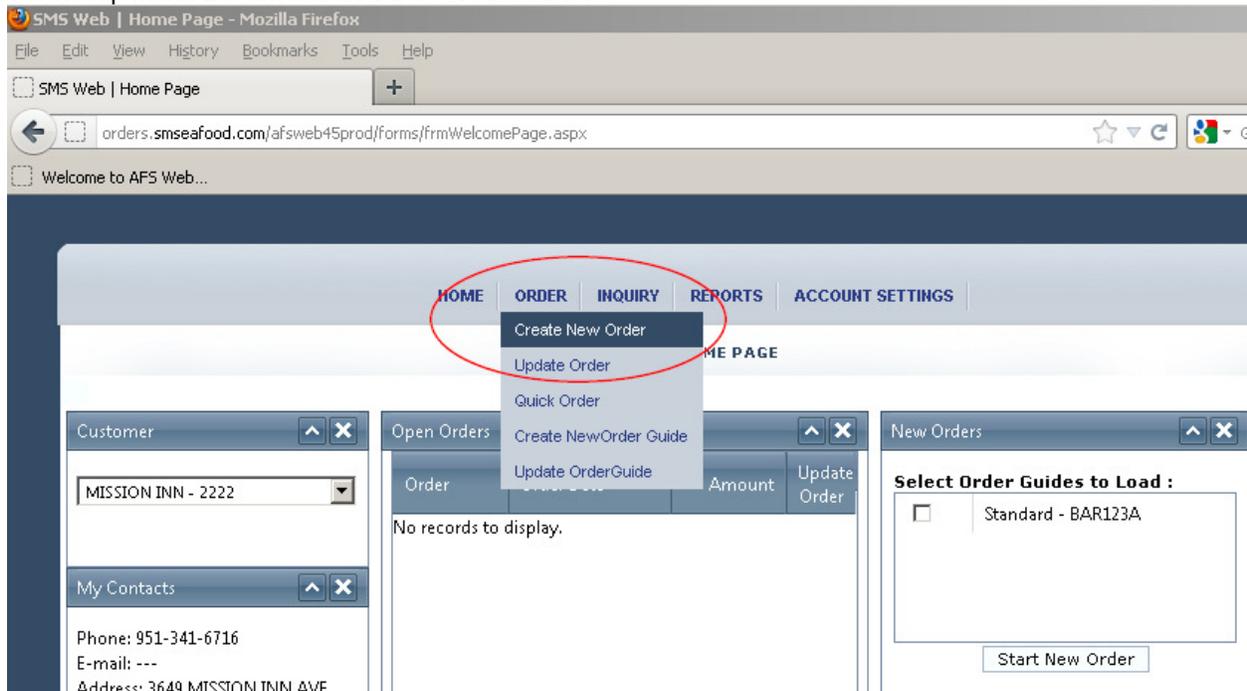
1. Open a web browser and go to <http://order.smseafood.com>
  - a. Our site is compatible with several browser platforms such as Internet Explorer, Fire Fox, Chrome and Safari.
2. At the homepage, click the **Sign Up** link under the Member Login
3. Fill in the appropriate information on the **Sign Up Request Form**
  - a. Once your info has been received and verified by SMS, your new login information will be emailed to you.



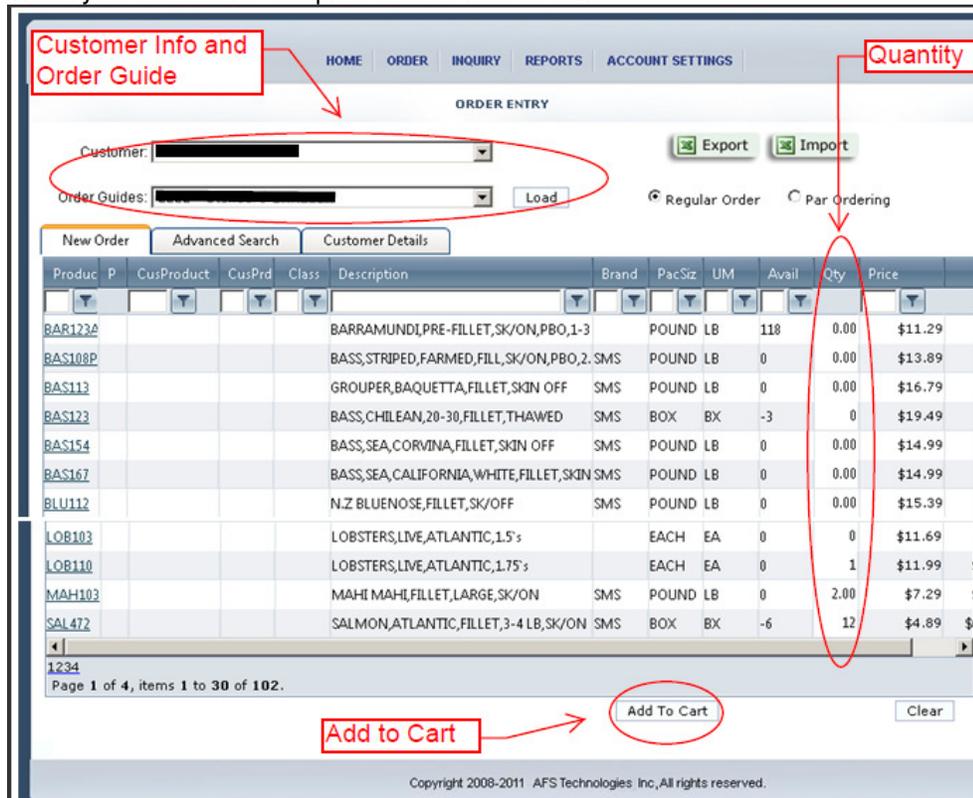
## Creating an Order

Upon login you will be taken to the Online Order homepage. From here you will see many new menu choices. To create a new order, perform the following:

1. On the top Menu Bar choose **Order > Create Order**



2. The **Order Entry** screen will load with familiar fields such as **Customer** and **Order Guides**. This will show your account info. and your Order Guide.
3. Click **Load** to load your Standard Order Guide.
4. Once the guide is loaded, products can be chosen by updating the quantity in the **Qty** field.
5. When your selection is complete choose **Add to Cart**



6. Verify your Shopping Cart and choose **Check Out** to place your order. Alternatively, you can click **Back to Shopping** if you wish to make any changes to the Cart.

Customer Number: 2222

Item	Description	Brand Name	UM	Pack	Unit Price	Order	Extended
LOB110	LOBSTERS, LIVE, ATLANTIC, 1.75'		EA	EACH	\$11.99	1	\$22.06
MAH103	MAHI MAHI, FILLET, LARGE, SK/ON	SMS	LB	POUND	\$7.29	2	\$14.58
SAL472	SALMON, ATLANTIC, FILLET, 3-4 LB, SK/ON	SMS	BX	BOX	\$4.89	12	\$645.48
Sum : 15							\$682.12

Back To Shopping    Check Out

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7. After you checked out, you will be taken to the **Order Summary** page for final review.
  - a. Here you can change the Ship Date for a later date, or enter in a PO Number.
  - b. Finally, click **Place Order** to complete your order. An order confirmation email will be sent to the email account on file.

Ship Date

HOME    ORDER    INQUIRY    REPORTS    ACCOUNT SETTINGS

ORDER SUMMARY

Order Number: █

Customer: █

Bill to: █

Ship Date: 10/11/2012

PO Number:

Terms: FW P.O.S

Credit Limit: \$0.00

Credit Hold: 1

Item	Description	Brand	UM	Unit Price	Order	Extended
LOB110	LOBSTERS, LIVE, ATLANTIC	EA		\$11.99	1	\$22.06
MAH103	MAHI MAHI, FILLET, LARG SMS	LB		\$7.29	2	\$14.58
SAL472	SALMON, ATLANTIC, FILLISMS	BX		\$4.89	12	\$645.48
Sum : 15						\$682.12

**Order Totals**

Product Amount	\$682.12
Misc. Line 1	\$0.00
Misc. Order	\$0.00
Tax	\$0.00
Gross	\$0.00
Discounts	\$0.00
Off Invoice Deals	\$0.00
Net Order Total	\$682.12

Status:  
Your order has not been sent. It is ready to submit

The disabled dates are either prior to the order dates or are non-shipment dates.

Print Preview    Review Order    Place Order

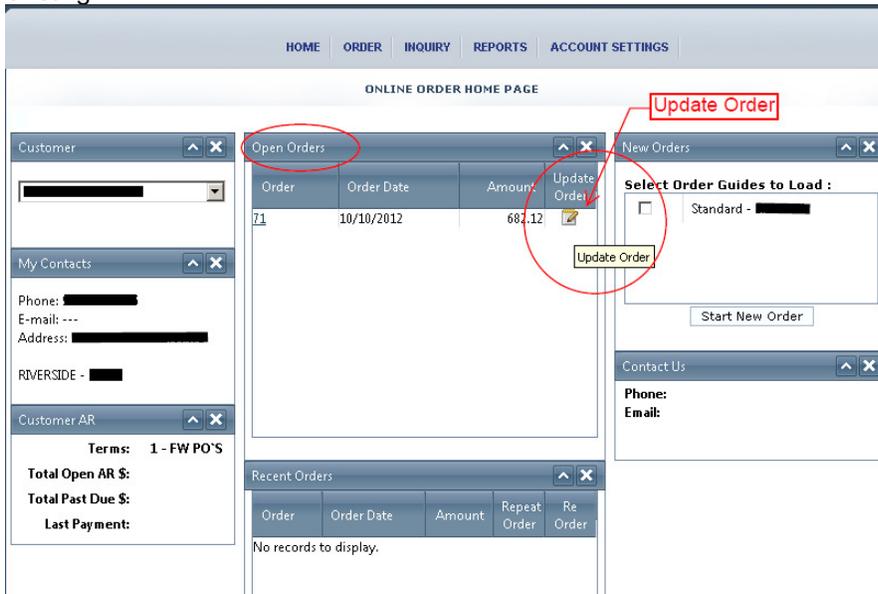
Place order for Fulfillment

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## Updating an Open Order:

Many scenarios can arise requiring an **Open Order** to be updated. For example: *A new order was being created and the web browser was accidentally closed. Or, an order was being created and a decision was made to go back to the Home Page.* No matter what the case may be, if the order was not placed for fulfillment ("Place Order"), then you can update an open order. Here is how:

1. On the Online Order Home Page you will see a box called "**Open Orders**". Click on "**Update Order**" for any order that is existing.



2. Next you will be taken to the **Order Entry Screen** described previously. Here you can:
  - a. Delete the Order
  - b. Update quantity ("Qty") and add to cart
  - c. Load Standard Order and add more items to the order
  - d. Remove items from the order by zeroing out the QTY field

## Contacting Santa Monica Seafood Company

As always SMS can be contacted via the following:

- Web <http://www.santamonicenseafood.com>
- 800-WOW-TUNA (969-8862) or 310-886-7900
- Sales order fax: 800-500-9549 or 310-886-1055
- Corporate office fax: 310-886-3333

For any questions or concerns regarding your account or the Online Order website please reach out to your Sales Representative. Santa Monica Seafood Company thanks you for your business.

*"Santa Monica Seafood's mission is to provide the highest quality and selection of seafood products at fair and reasonable prices while recognizing the importance of conservation and maintenance of a healthy environment."*