

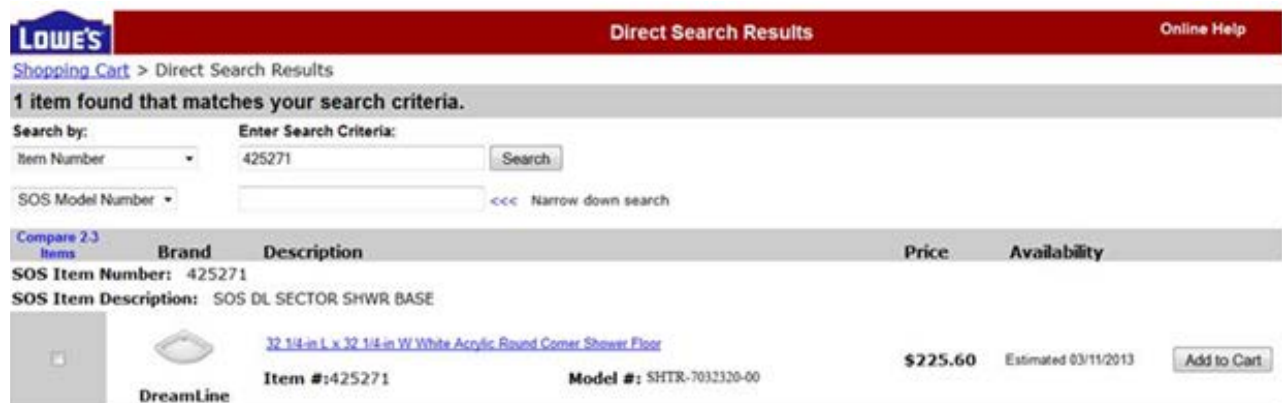
## HOW TO PLACE YOUR ORDER IN SELLING CENTER

EDI is an electronic ordering process that eliminates the need to manually fax orders

1. Open Selling Center
2. Go to New Project
3. In the upper left corner dropdown, select SOS Model #
4. Find DreamLine item # on DreamLine Price List or Lowes.com website
  - a. DreamLine item # will start with letters: SHDR, SHEN, DLT, etc (see example below)
  - b. Make sure to use all symbols, including dashes in the item #
  - c. Hardware finish options can be chosen later

## SHEN-7031310

5. If using Lowes.com, the Lowe's item # can be used (see screenshot below)
6. Choose the hardware finish
7. Add item to cart
8. Choose delivery option
9. Process order



**LOWE'S** Direct Search Results [Online Help](#)

[Shopping Cart](#) > Direct Search Results

**1 item found that matches your search criteria.**

Search by: Enter Search Criteria:  
 Item Number: 425271   
 SOS Model Number:  <<< Narrow down search

Compare 23 Items	Brand	Description	Price	Availability
SOS Item Number: 425271	DreamLine	32 1/4-in L x 32 1/4-in W White Acrylic Round Corner Shower Floor Item #: 425271	\$225.60	Estimated 03/11/2013
		Model #: SHTR-7033320-00		<input type="button" value="Add to Cart"/>

*Once payment is processed, you will receive a notification message on screen.*

- If message status is "ORDERED" - Order is complete and no additional action is necessary
- If message status is "SOLD" - Print and fax order manually
- Press F9 on your keyboard to flag order for Electronic Submission
- If status does not change from "SOLD" to "ORDERED", print and fax order manually