

How To Order Blue Yonder Exercise Booklet

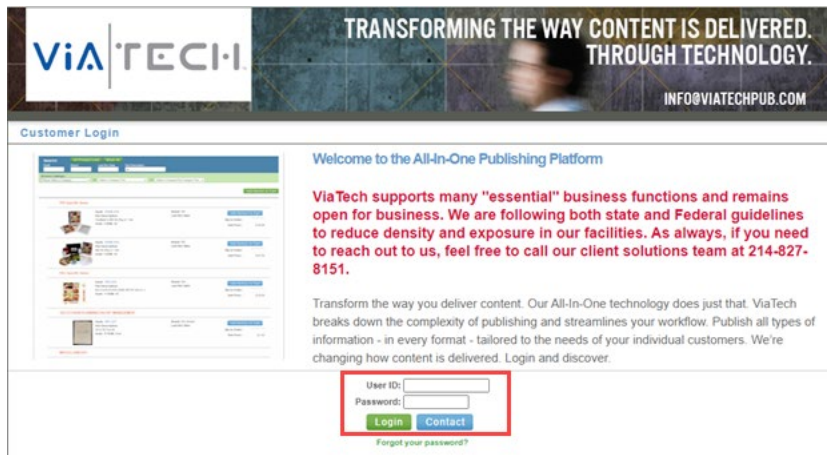
Complete the Following Steps:

1. [Click](#) to access the publisher website (ViaTech).
2. Log into the website:

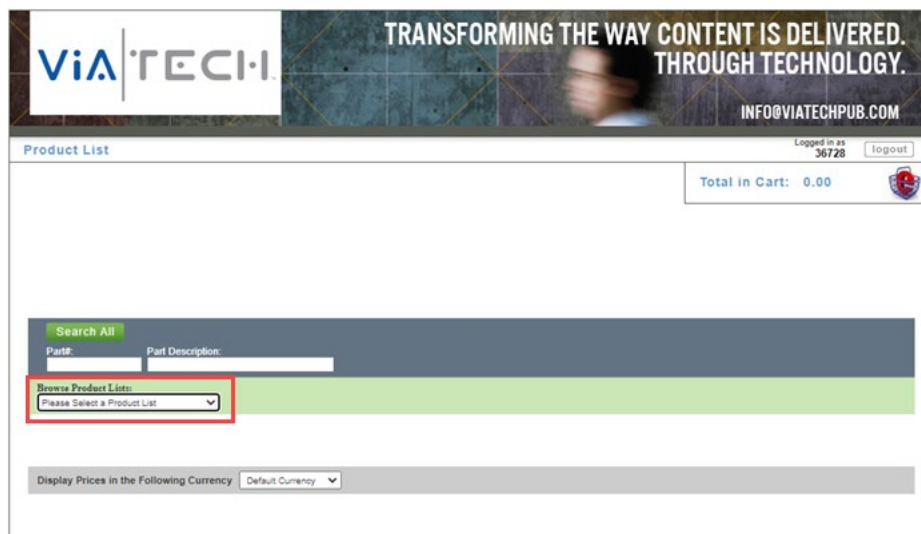
USD:

User Id: 36728

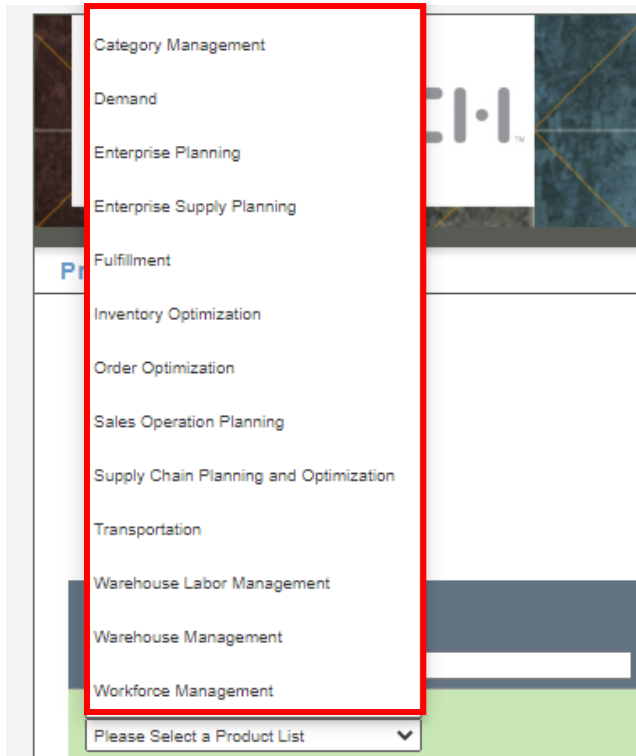
Password: software






3. Click **Browse Product List**.



4. Select the Product Training.



5. Click on the thumbnail image for the manual required.

Display Prices in the Following Currency	Default Currency	Sort by	Part#	
			Part#: BY-2209-V2019.1 Part Description: 2209 Open Access Fundamentals Exercise Manual 2019.1 UOM: Each Default Currency: USD	Unit Price : \$ 14.21
			Part#: BY-3120-METRIC-V2019.1 Part Description: 3120 Space Planning Level I Exercises [Metric] v2019.1 20200402 UOM: Each Default Currency: USD	Unit Price : \$ 17.72
			Part#: BY-3120-V2019.1 Part Description: 3120 Space Planning Level I Exercises v2019.1 20200327 UOM: Each Default Currency: USD	Unit Price : \$ 17.72

6. Update the quantity required (\$8.00 USD & £6.25 handling fee included in the price) and click **Check Out**.
HINT: If you have **Many Addresses** for **Many Employees**, Upload the file at the bottom of this screen.

The screenshot shows a shopping cart interface. At the top, it displays 'Actual Currency of this Cart: USD' and 'Currency to Display: Default Currency'. There are two 'Update Cart' buttons. The first item is 'Part#: BY-3120-V2019.1' with a description '3120 Space Planning Level I Exercises v2019.1 20200327' and 'UOM: Each'. Its 'Qty in Cart' is 1, 'Unit Price' is \$17.72, and 'Ext Price' is \$17.72. The second item is 'Part#: PKNPK' with a description 'Handling' and 'UOM: Each'. Its 'Qty in Cart' is 1, 'Unit Price' is \$8.00, and 'Ext Price' is \$8.00. The cart summary shows 'Items in Cart: 2' and 'Subtotal: \$25.72'. Below the cart items are three buttons: 'Last Product List', 'Product List', and 'Check Out'. A red box highlights the 'Upload a File' section, which contains a 'Choose File' button, the text 'No file chosen', and an 'Upload File' button.

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7. Fill in your order information such as **credit card**, **shipping address**, and **ordering Info** for the exercise booklets.

The screenshot shows the checkout form. At the top right, it displays 'Total in Cart: \$ 22.21' and a small logo. The form is divided into three main sections: 'Payment Method / Ordering Info', 'Shipping Address', and 'Shipping Information'. The 'Payment Method / Ordering Info' section contains two sub-sections: 'Ordering Info' with fields for 'Ordered By' and 'Ordering Email', and 'Credit Card' with fields for 'CC Type', 'CC #', 'Exp. Date', 'Name', 'Address', 'City', 'State', 'Zip/Postal Code', and 'Country' (set to USA). The 'Shipping Address' section contains a sub-section 'Enter a Ship-to Address' with a checkbox 'Check this box to use credit card address info' and fields for 'Company Name', 'Attention', 'Address', 'City', 'State/Provinces', 'Zip/Postal Code', 'Country' (set to USA), and 'Phone'. The 'Shipping Information' section is currently empty.

Enter a Ship-to Address

Company Name:

Attention:

Address:

City:

State/Province:

Zip/Postal Code:

Country: USA

Phone:

Shipping Information

Ship Via:

[View Shipping Amount](#)

Email Addresses (Confirmations will be sent to the following addresses)

Email:

[Last Product List](#) [Product List](#) [View/Edit Cart](#) [Continue Checkout](#)

8. After your shipping and credit card information. **This step is important.** Under Shipping information, you have several shipping options. Make sure you are picking an option that fits the timeline of your class.

Shipping Information

Ship Via:

[View Shipping Amount](#)

Email Addresses (Confirmations will be sent to the following addresses)

Email:

[Last Product List](#)

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- UPS GROUND
- UPS OVERNIGHT
- UPS 2ND DAY
- UPS NEXT DAY EARLY AM
- UPS WW EXPRESS (INTL)
- UPS WW EXPEDITED (INTL)
- UPS STANDARD TO CANADA
- UPS WW EXPRESS PLUS (INTL)
- UPS WW EXPRESS SAVER (INTL)

9. After entering all the correct information, **Click Purchase.**

** Your order is not yet complete. Please review thoroughly and click "Purchase" to place your order. **

Addresses

Billing BLUE YONDER [Redacted]	Shipping BLUE YONDER [Redacted]
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Payment Method / Ordering Info - Credit Card

Ordered By: [Redacted]
Ordering Email: [Redacted]
CC Type: [Redacted]
Credit Card Number: [Redacted]
Expiration Date: [Redacted]

Shipping Information

Requested Ship Method: UPS GROUND

Email Addresses (Confirmations will be sent to the following addresses)

Email: Jennifer.Cunningham@blueyonder.com

File Uploads

File Name: [Redacted]

Products Ordered		Actual Currency of this Cart: USD	
Part: BY-3120-V2019.1	Qty in Cart: 1	Unit Price: \$ 17.72 (USD)	
Part Description: 3120 Space Planning Level I Exercises v2019.1 20200327		Ext Price: \$ 17.72 (USD)	
UOM: Each			
Part: PKNPK	Qty in Cart: 1	Unit Price: \$ 8.00 (USD)	
Part Description: Handling		Ext Price: \$ 8.00 (USD)	
UOM: Each			
Items in Cart: 2	Subtotal:	\$ 25.72(USD)	
	Shipping & Handling:	\$ 15.96(USD)	
	Tax:	\$ 2.50(USD)	
	Total:	\$ 44.18(USD)	

Order Comments

(Enter your order comments here)

[Last Product List](#) [Product List](#) [View/Edit Cart](#) [Back](#) [Purchase](#)

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If you have any questions, please contact training@blueyonder.com