

To Enter your Customer Orders on the Website:

1. Go to www.alicekathleen.com.
2. In the top left-hand corner, you will see a magnifying glass icon. Click on the word search and type the item ID for your first item.



3. Double check that the item that pops up is the item that your customer has ordered. If so, click on the item to select your size and color combination.
4. Add the item to your cart by clicking on Add to Cart.
5. Repeat steps 2 - 4 until you have entered all items for the order.
6. **If an item does not indicate stock is available to order online; it is not available and will not be restocked this season.**
7. Once you add the last item, you will click View Cart.
8. This will bring up all items in your Cart. Verify all items in the cart. Please make sure that you double check each order for color and size.
9. When all items are correct, click on the Specify Hostess Box and add your name.
Please be sure to add your name in this box as this will be used to reconcile your Tally Form so your credit can be issued.
10. Now you will click on Check Out.
11. Follow the prompts on the next screen to enter all of the Customer's information. Do not click on the box to save this information for next time. Then click on Continue to the Shipping Method.
12. Standard Shipping will always be checked, and the shipping cost will be predetermined by the system.
13. Click on Continue to enter the Payment Method.
14. Choose if the customer is paying by Credit Card or by Check. If paying by credit card, please end all the card information along with the correct billing address as recorded on your pink order worksheet. If there are any issues with the card, please contact your customer directly to resolve. If a customer chooses to pay by check, please send all checks from your show back to us in the pre-addressed stamped envelope provided in your hostess packet.
15. Click on Complete Order. The next screen will be the confirmation screen. Please enter the order number in the top left-hand corner on your pink Order Worksheet as it is the

only confirmation that you will receive that the order is confirmed. Your customer will receive a confirmation email at this time as well.

16. Repeat this procedure for each order placed at your show. **We ask that all orders from your show be entered by the Wednesday following your show.**
17. At this time, you will also complete your Tally form for the show. Once you complete your show Tally Form and you have entered your personal order total in the Tally spreadsheet, you will need to email the Tally to glynes@alicekathleen.com. Once we receive your Tally and reconcile it to the orders entered, we will issue you a one-time code to be used to place your personal order on the website. This code will discount your order in the amount of your incentives and only charge you for an overage, if applicable. We ask that your personal order be placed by the Friday following your show to ensure timely delivery.