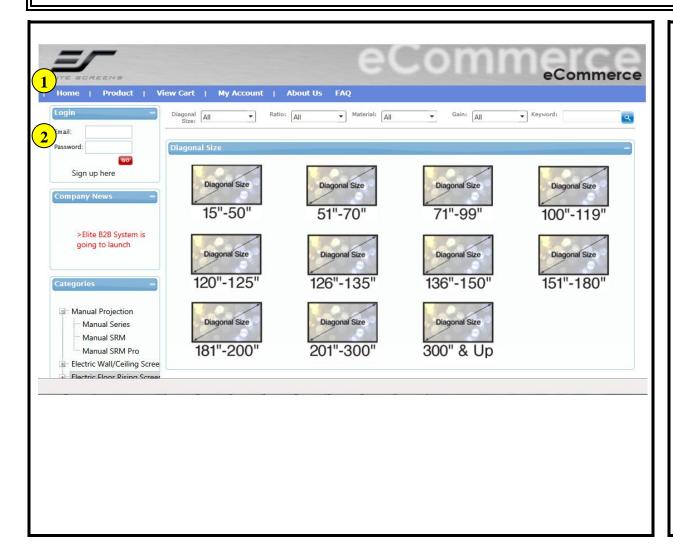
Website address : www.eliteepo.com

• <u>How to login</u>	4
• Models Search	5
<u>View Model price / available quality</u>	8
• <u>Place Orders</u>	10
• <u>View Shopping Cart</u>	12
• Order Check Out	13
• <u>View My Account</u>	17
 My Account - Reset Password 	18
 My Account - View Orders 	19
 My Account - View Invoices 	21
 My Account - Advanced Inquiry 	23



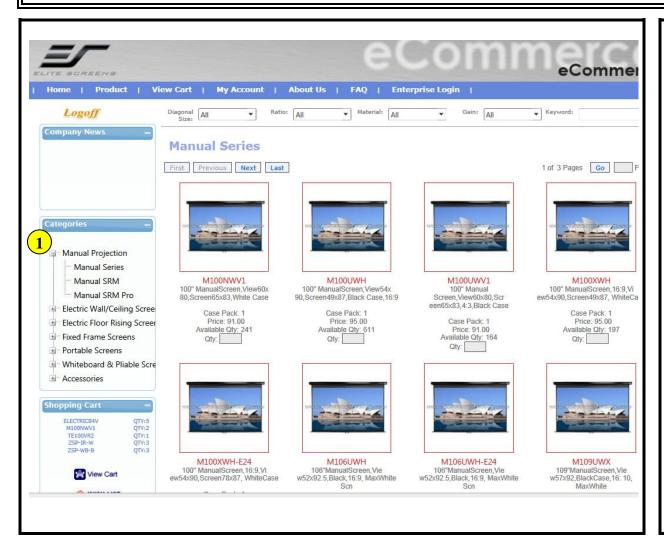
How to login



- 1. Go to Homepage
- 2. Enter your Email and Password to login



Models Search by Categories



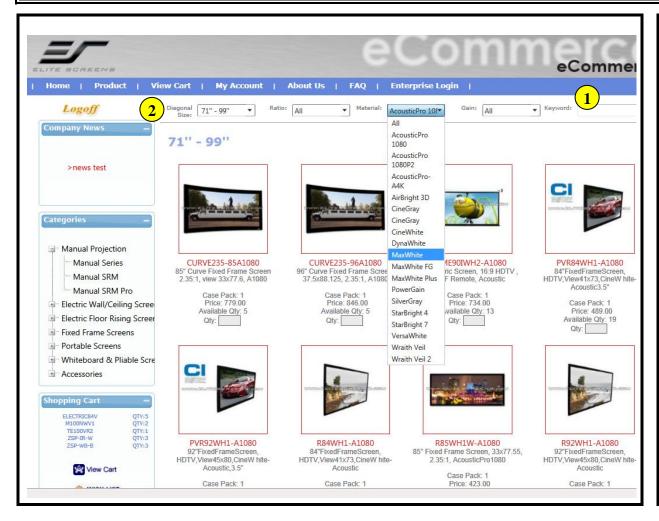
Operation:

1. Click to explore sub categories; and to close sub categories.

Then select the category to view models



Model Search



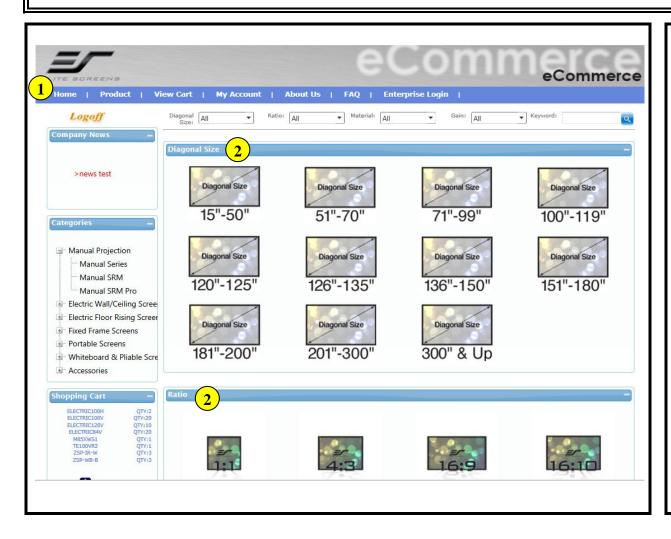
Operation:

Search models

- 1. by Keyword
- 2. by Diagonal size/Ratio/Material /Gain



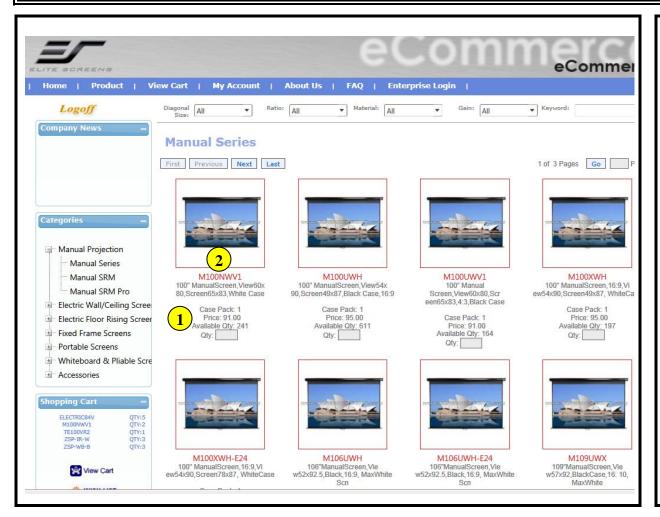
Model Search by Diagonal size/Ratio



- 1. Click [Home] to display the options of diagonal size and ratio
- 2. Select to search



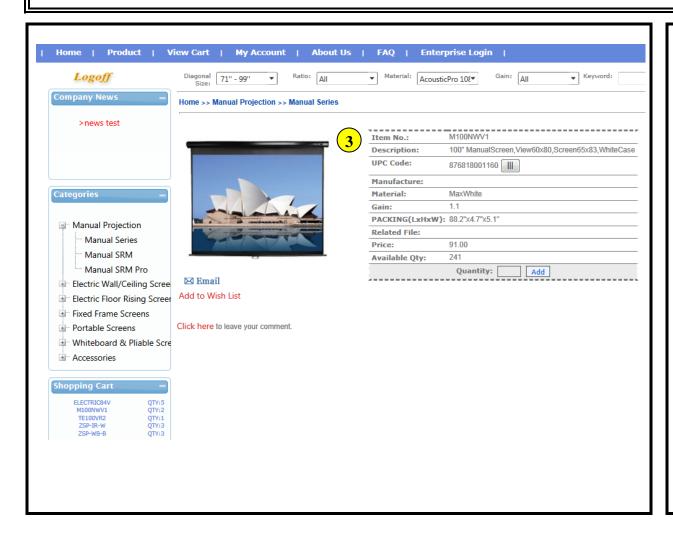
View Model price / available quality



- ** Log in account
- 1. Check price and available qty
- 2. Click [Model Number] to check detail information



View Model price / available quality



Operation:

3. Model detail information



Place Order



- ** Log in account
- 1. Enter order quantity
- 2. Click [Add to cart]

Place Order



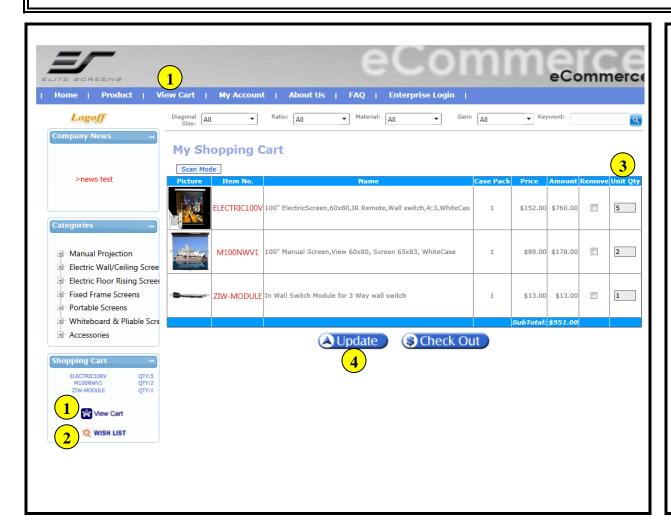
Operation:

Another function to place order

- 1. Add an item on [Item Detail Information] page
- 2. Add the item to wish list and review later



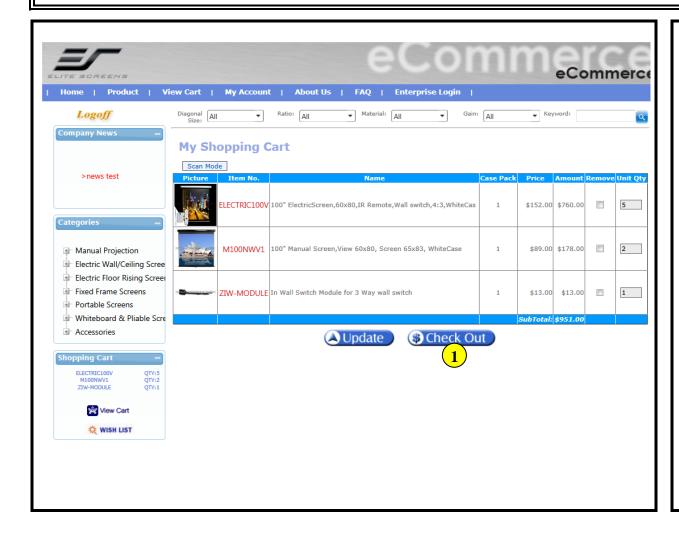
View Shopping Cart



- 1. Click [View Cart]
- 2. Check the item on [Wish List]
- 3. Change the item qty
- 4. Click [Update] to save the change



Order Check Out

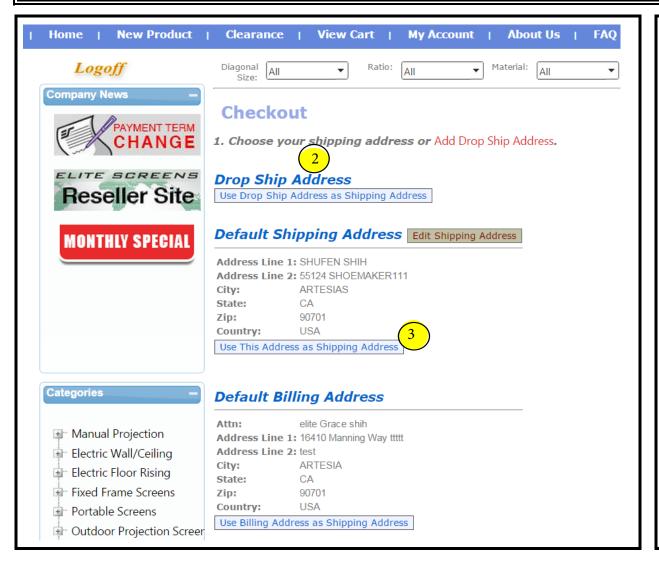


Operation:

1. Click [Check Out]



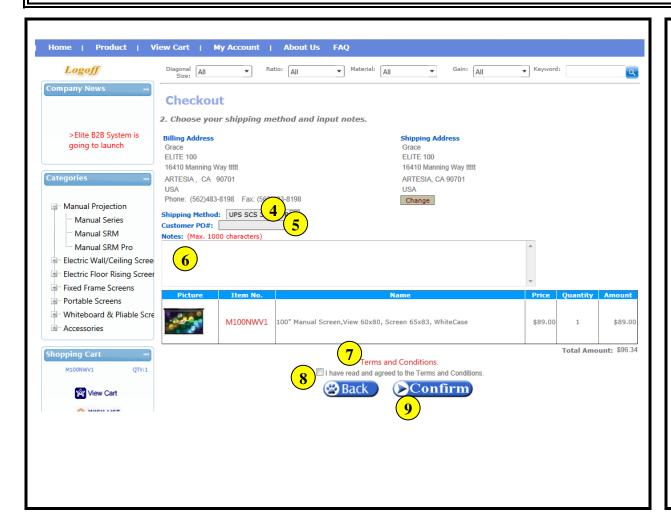
Order Check Out



- 2. Change shipping address as drop ship address
- 3. Use default address



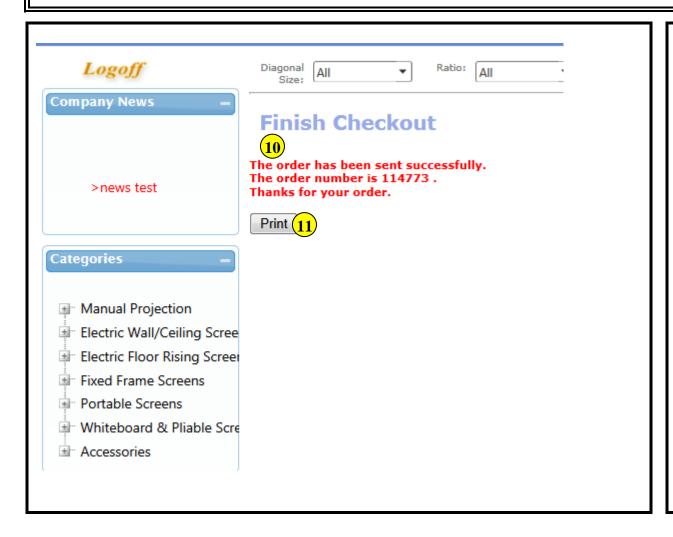
Order Check Out



- 4. Choose Shipping method
- 5. Enter customer PO number if any
- 6. Enter notes if any
- 7. Read the Terms and Conditions
- 8. Check on the option
- 9. Click [Confirm] as the last step to complete the order



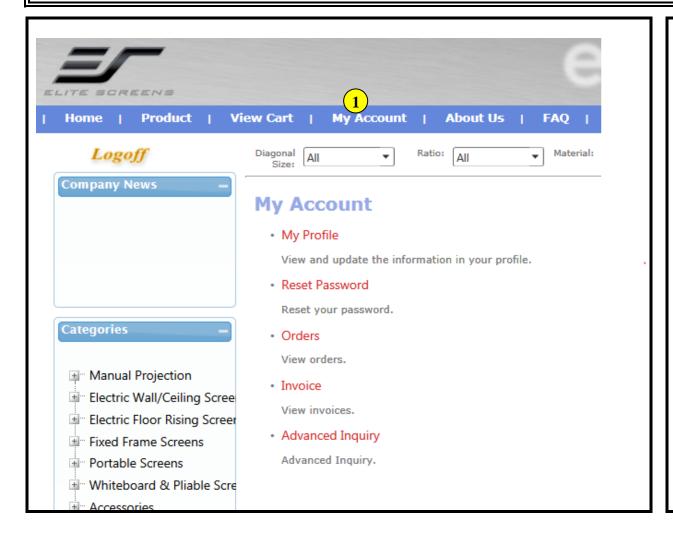
Order Check Out



- 10. The system provides the order number and will send an notification email with order details
- 11. Click [Print] to print the order as needed



My Account

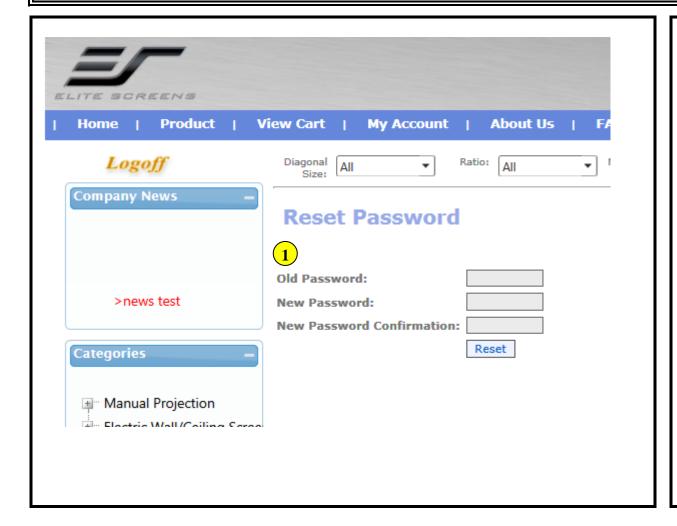


Operation:

1. Click [My Account] to check the information or modify as needed



My Account - Reset Password

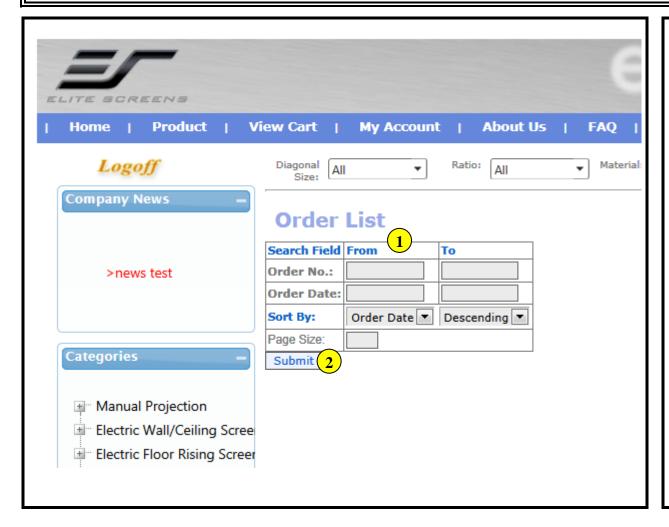


Operation:

1. Enter the current password and new password to reset it



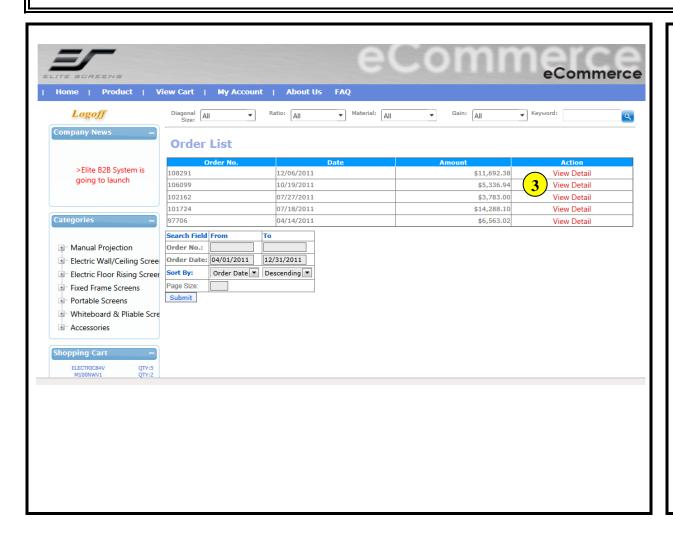
My Account - View Orders



- 1. Select the options as needed
- 2. Click [Submit] to display the result



My Account - View Orders

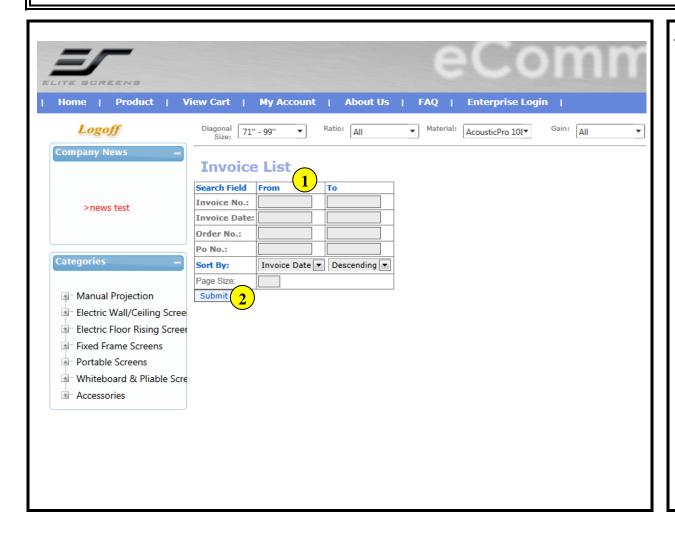


Operation:

3. Click [View Detail]



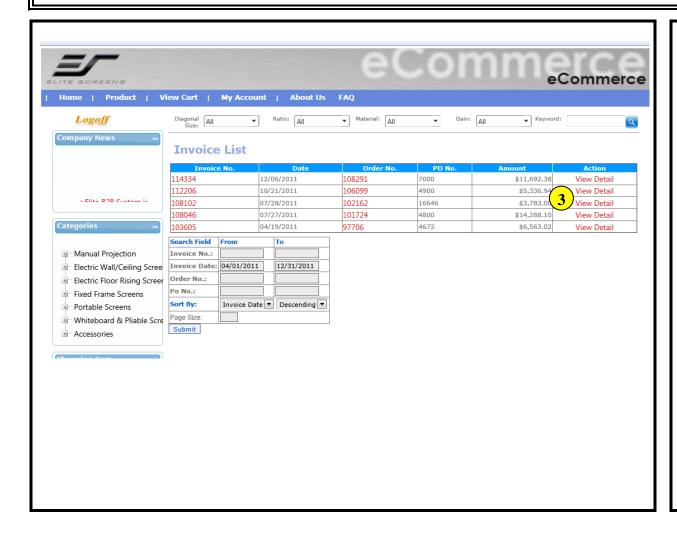
My Account - View Invoices



- 1. Select the options as needed
- 2. Click [Submit] to display the result



My Account - View Invoices



Operation:

3. Click [View Detail]



My Account - Advanced Inquiry

Advanced Inquiry

Order (Summary View)



View open sales order, partial shipped order and shipped order by summary.

Order (Item View)

View open sales order, partial shipped order and shipped order by item.

Balance

View balance due.

Invoice by Item

View invoice by item.

Item Buying Summary

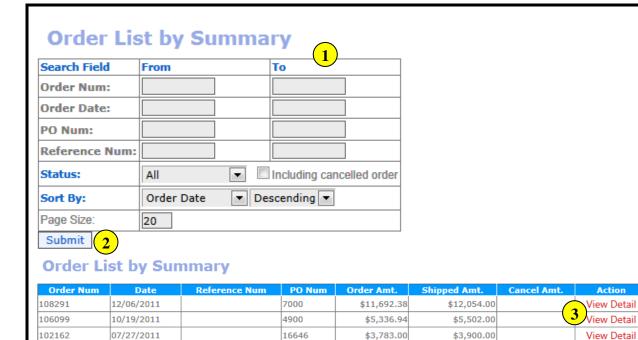
View item buying summary.

Operation:

1. Select the options as needed



My Account - Order Summary



4800

4672

\$14,288.10

\$6,563.02

\$14,730.00

\$6,766.00

View Detail

View Detail

Operation:

- 1. Select the options as needed
- 2. Click [Submit] to display the result
- 3. Click [View Detail]



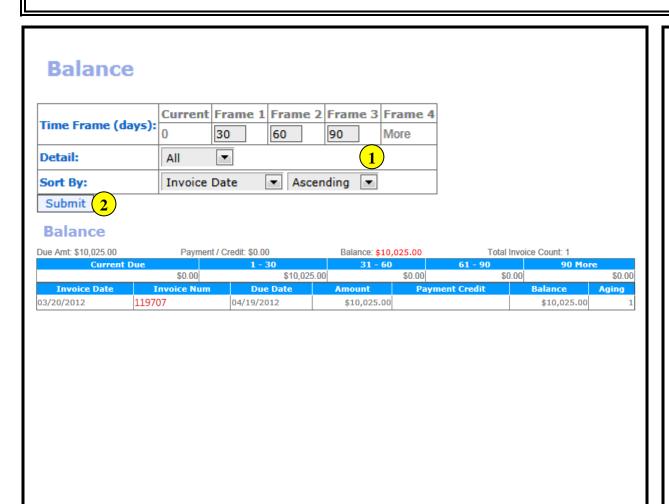
101724

97706

07/18/2011

04/14/2011

My Account - View Balance Due



- 1. Select the options as needed
- 2. Click [Submit] to display the result

