

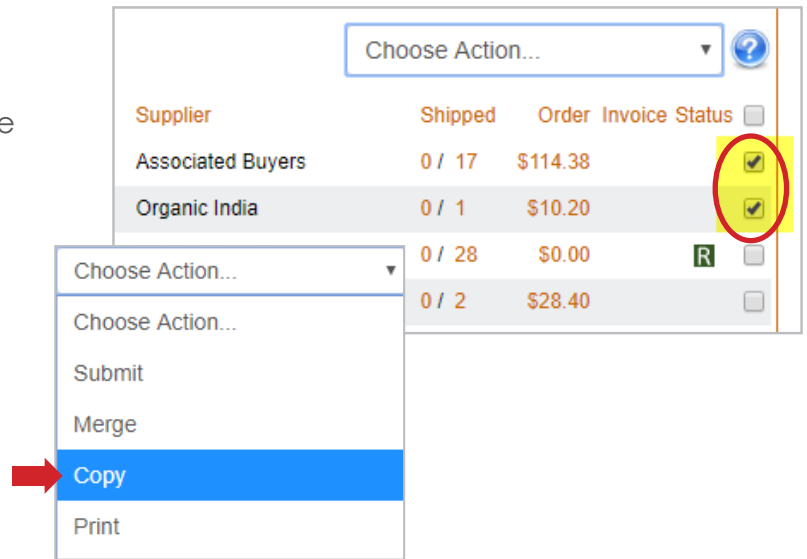
MyGeniusCentral

— Orderig Tips —

Copy Order

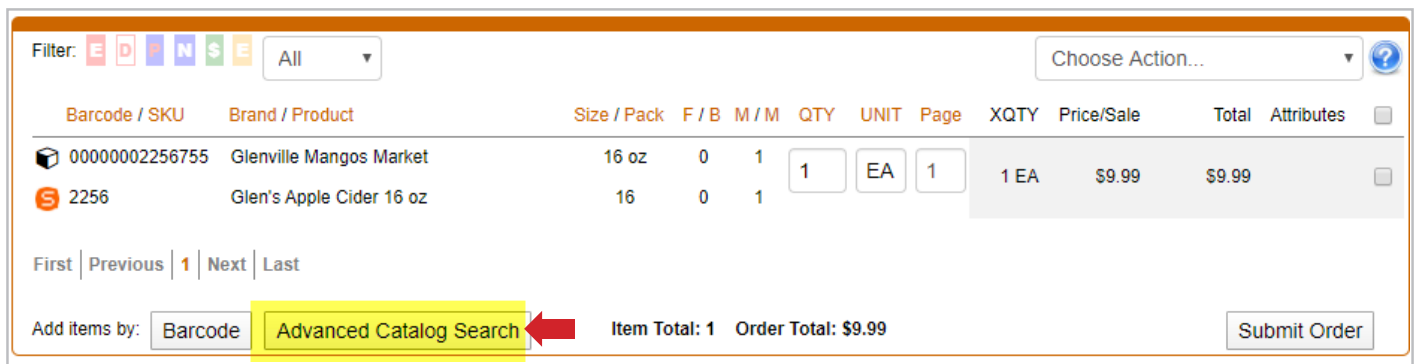
Copy a previous order by checking the box next to the order you want to copy.

Then select **Copy** from the **Choose Action** drop-down menu. This will create a new copy of your previous order. Edit as needed and submit.



Stocked Not Scanned

Stocked Not Scanned allows you to see a list of products you've ordered in the last six months that are not on the current order. To see the list, click on **Advanced Catalog Search** at the bottom of the Order Detail screen.



MyGeniusCentral: Ordering Tips

This will take you to the Catalog Search Page. Click on **Stocked not Scanned** in the Filter list. You'll see your stocked not scanned products listed below. Fill in a quantity number and click **Add To Order** to add those items to an order. If needed you can export that list of stocked not scanned products.

Filter

Search:

Filter: **A** All Products **\$** Sale Items **N** New Products **D** Discontinued **P** Price Change **S** Stocked not Scanned

Supplier: Brand: Category: Store: Non-GMO Only:

Search Results

Shelf Tags View Order Add To Order Export

UPC	SKU	SUPPLIER	BRAND	PRODUCT	SIZE	CPS	STATUS	WSP/SALE	SRP	QTY
012365482414	Test0202	LN Test Supplier	ABC Brand	Test Feb 2 10.oz	10.oz	FA		\$3.00	\$4.00	<input type="text"/>

BUYiQ Ordering Tips

Stocked Not Scanned

The Stocked Not Scanned feature allows you to see products you've ordered previously from a vendor, but were not scanned on the current order.

1. To see your Stocked Not Scanned items, select the desired vendor in the review screen then tap the **Stocked Not Scanned** notification. You will only see a notification if you have missed any previously ordered items.

BUYiQ TOTAL: \$1,089.85 / 101 Item(s)

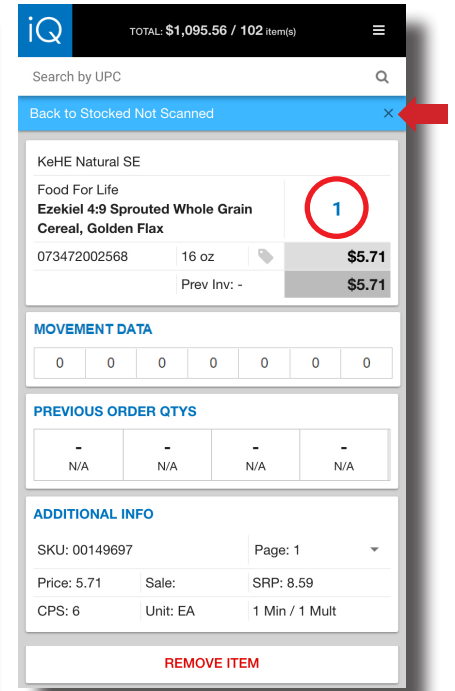
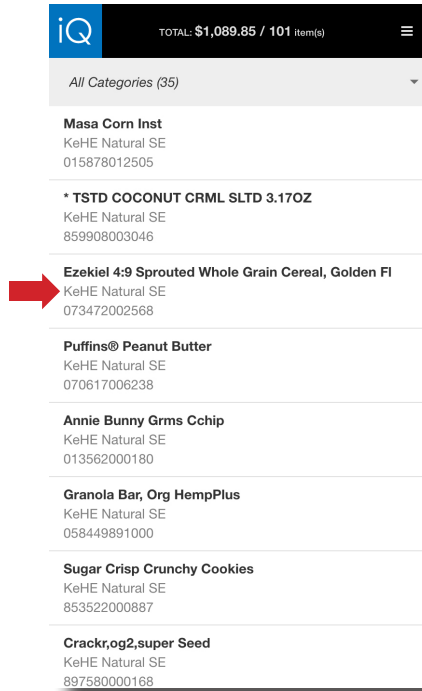
FILTER **UPLOAD**

View Stocked Not Scanned Products

KeHE Natural SE \$200.66	
Laundry Liquid Regular - 64oz. Bi-O-Kleen KeHE Natural SE 717256000615 PrevOrd: -	6 \$71.16
Vinegar Apple Cider Unflit Organic Bragg KeHE Natural SE 074305001321 PrevOrd: -	1 \$4.95
CNUT MLK OG1 ORG CULN ASP So Delicious KeHE Natural SE 744473945009 PrevOrd: 18	12 \$22.08
CRACKER NUT ASIAGO CHS SE Blue Diamond KeHE Natural SE 041570109397 PrevOrd: 36	12 \$36.00
Vegan Nutritional Shake - Smooth Chocolate Orgain KeHE Natural SE 851770003193 PrevOrd: -	12 \$28.32
Ester-C® 250 Mg Chewable Wafers	

MyGeniusCentral: Ordering Tips

2. You can add products to the order from that list by simply tapping on the item.
3. Tapping on a product will take you to the Scan screen, where you'll be able to adjust the quantity and add the product to your current order. You can navigate back to the Stocked Not Scanned list by tapping on the notification at the top of the screen.



For Further Assistance

For further assistance with any aspect of your accounts, please contact Genius Central support at **800.360.2231** or by email at CustomerService@GeniusCentral.com