Creating a Sales Order in NetSuite from the Customer Center
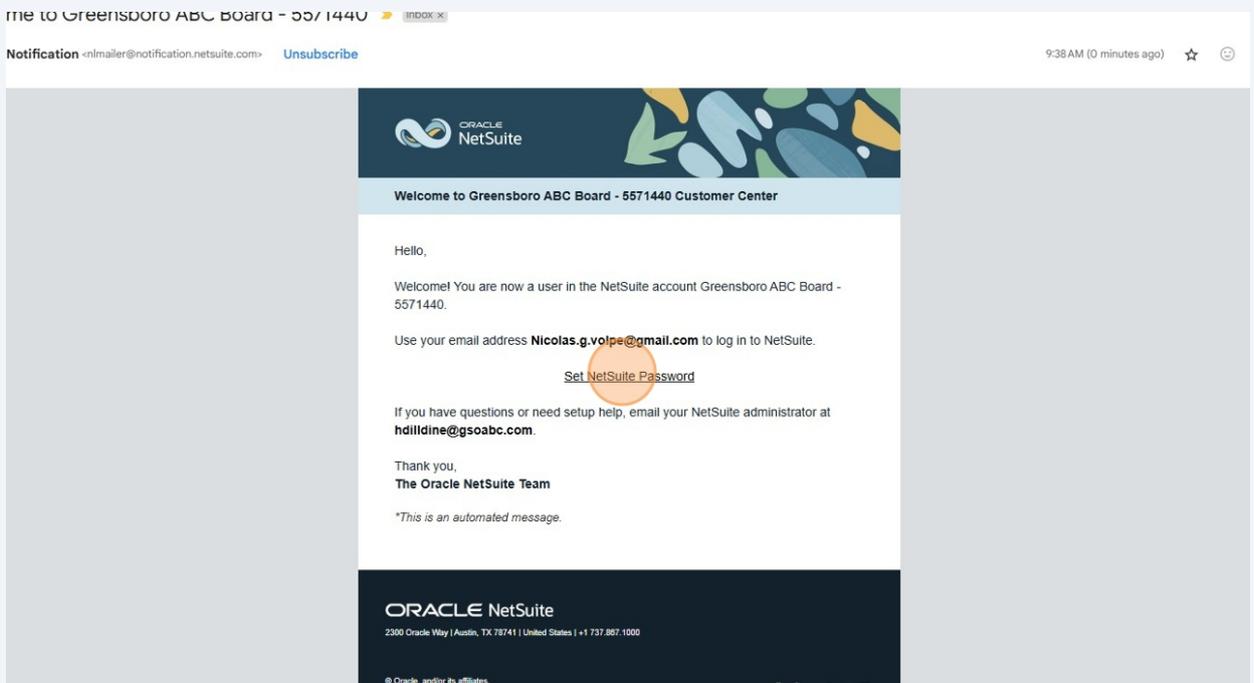
CARAVEL
BPM Technology Solutions

1 Navigate to your email account.
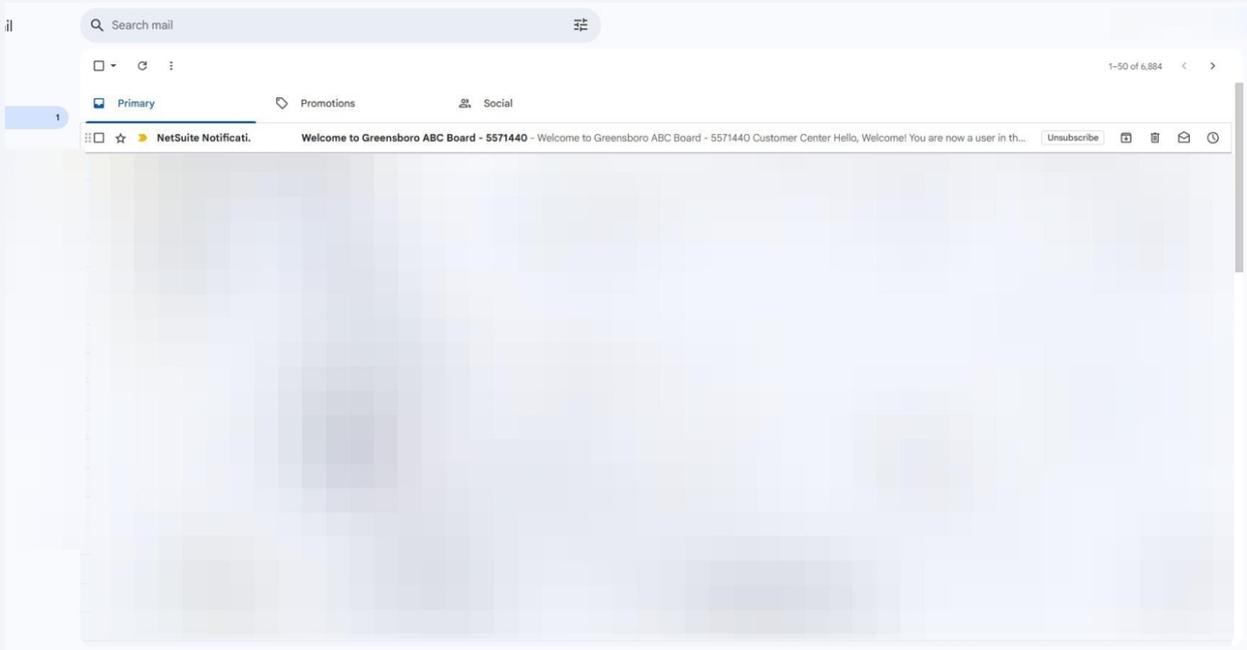
2 Click "Welcome to Greensboro ABC Board - 5571440"
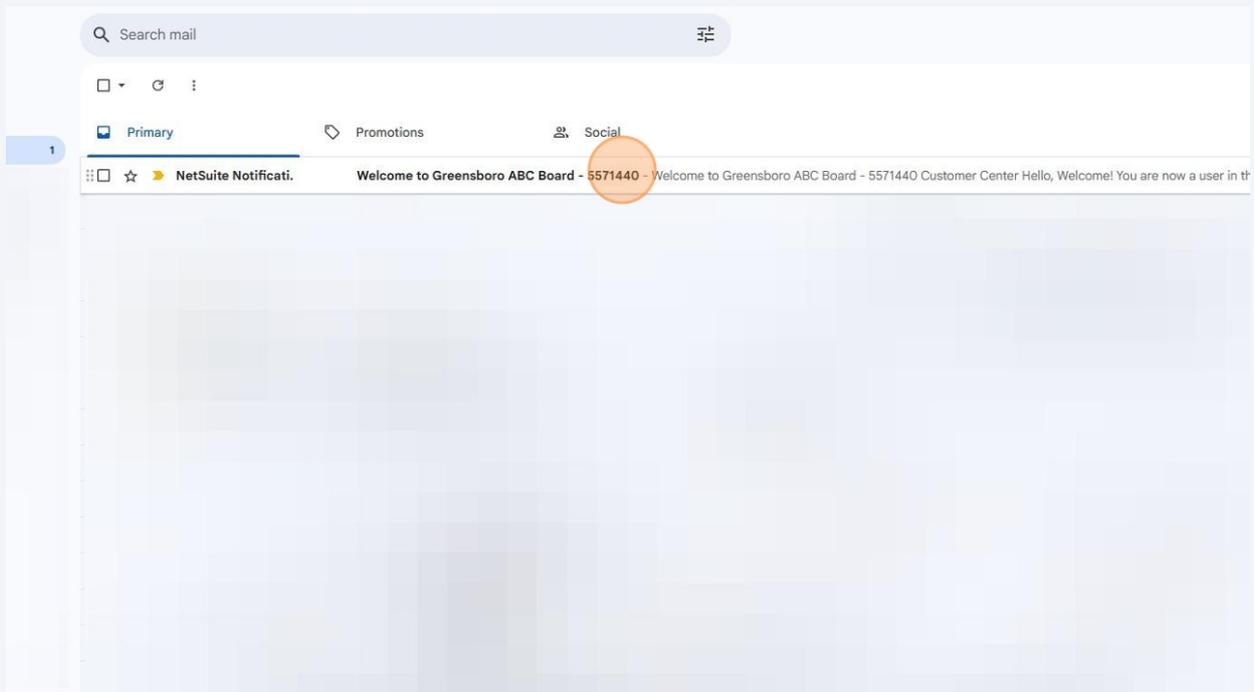
3 Click "Set NetSuite Password"

4 Click this password field.

ORACLE
NetSuite

Please enter your new password now.

Password Criteria

New Password
Confirm Password

Does not contain illegal characters ⊗
New passwords match ⊗

Continue

5 Click this button.

ORACLE
NetSuite

Please enter your new password now.

Password Criteria

New Password ••••••••
Confirm Password ••••••••

Does not contain illegal characters ✔
New passwords match ✔

Continue

6 Login using this URL (MAIN GABC CUSTOMER CENTER LINK):
https://5571440.app.netsuite.com/app/login/secure/privatelogin.nl?c=5571440
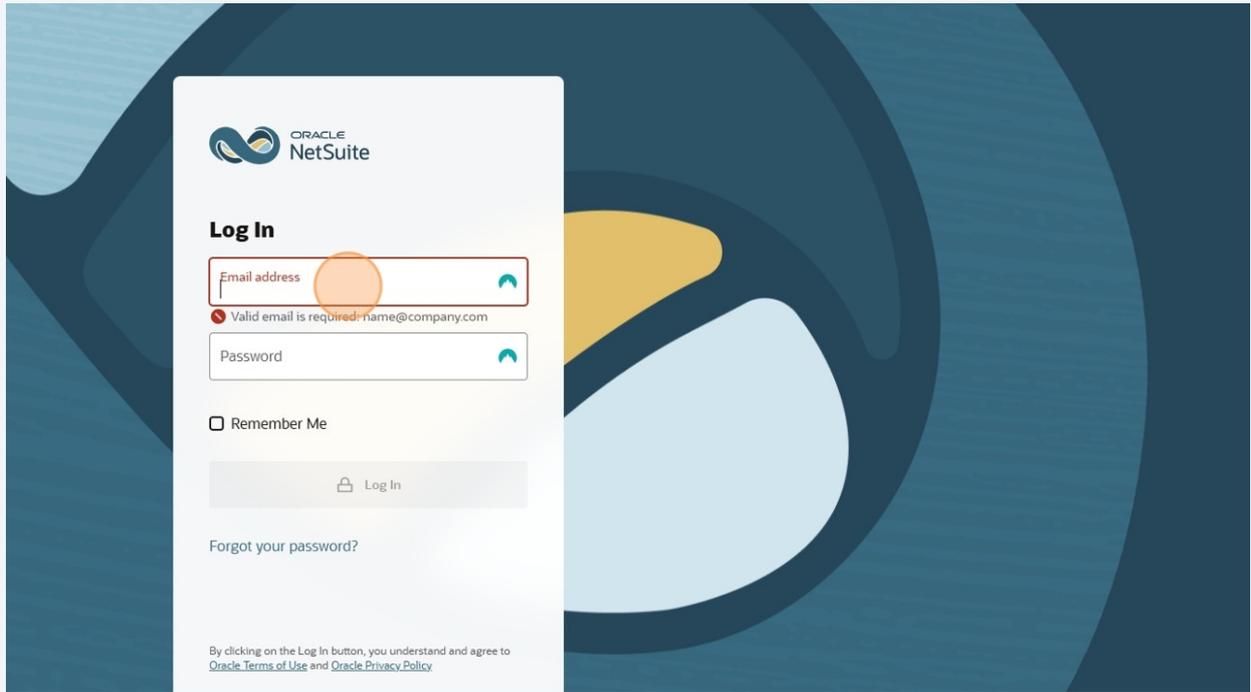
7 Click "Enter an Order"
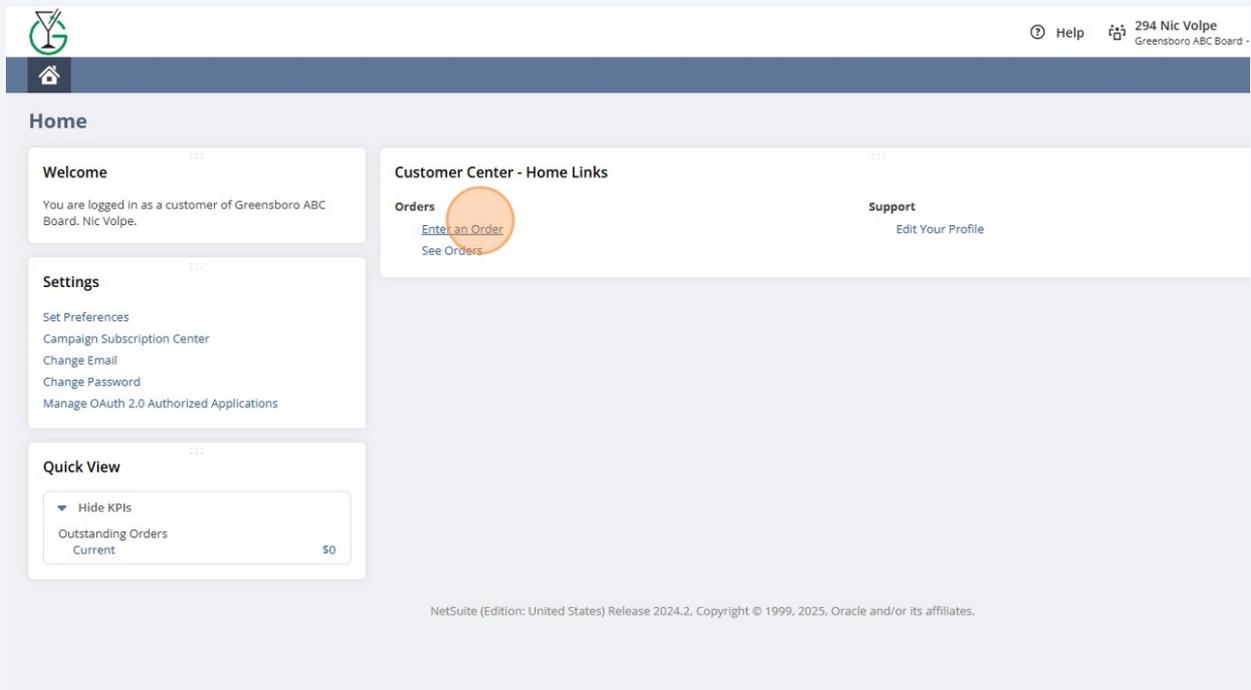
8 Your location will automatically default to your home store.

9 Click the "Item" drop down list using the double arrows.

10 Click "List"

		DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION		RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE

INTERCOMPANY STATUS

Accounting

TAX TOTAL

1. Add Items and any Applicable Coupon Code

Items 0.00

ITEM *   🗒 List

<Type then tab>

3/18/2025

✔ Add   ✖ Cancel   🗑 Remove   ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT

SHIP TO SELECT

BILL TO

SHIP TO

⟋ Map

⟋ Map

3. Choose a Shipping Method

---

11 Add your items.

Greensboro ABL Board -

🏠

<Type then tab>

INTERCOMPANY STATUS

Accounting

TAX TOTAL

1. Add Items and any Applicable Coupon Code

Items 0.00

ITEM *	DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION	RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE

00112 LOT 40 Rye .75L

3/18/2025

✔ Add   ✖ Cancel   🗑 Remove   ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT

SHIP TO SELECT

BILL TO

SHIP TO

⟋ Map

⟋ Map

12 Add your quantity per item. Click "Add" after each item.

Accounting

TAX TOTAL

1. Add Items and any Applicable Coupon Code

Items 0.00

ITEM *	DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION	RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE
00112 LOT 40 Rye .75L	LOT 40 Rye .75L	1	3	LOT 40 Rye .75L	39.95	39.95	Sales Tax	7.0%	3/18/2025		

✔ Add   ✖ Cancel   🗑 Remove   ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT

BILL TO

⟋ Map

SHIP TO SELECT

SHIP TO

⟋ Map

3. Choose a Shipping Method

---

13 Click "Ship Via"

ITEM *	DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION	RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE
00112 LOT 40 Rye .75L	LOT 40 Rye .75L	1	3	LOT 40 Rye .75L	39.95	39.95	-Not Taxable-	0.0%	3/18/2025		
<Type then tab>									3/18/2025		

✔ Add   ✖ Cancel   🗑 Remove   ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT
124 Main Street

BILL TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States

⟋ Map

SHIP TO SELECT
124 Main Street

SHIP TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States

⟋ Map

3. Choose a Shipping Method

SHIPPING CARRIER
More

SHIP VIA

SHIPPING TAX RATE

Submit   Submit & Print   Copy Previous

14   Click this text field.

ITEM *	DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION	RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE
00112 LOT 40 Rye .75L	LOT 40 Rye .75L	1	3	LOT 40 Rye .75L	39.95	39.95	-Not Taxable-	0.0%	3/18/2025		
<Type then tab>									3/18/2025		

✔ Add ✖ Cancel 🗑 Remove ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT
124 Main Street ▼

SHIP TO SELECT
124 Main Street ▼

BILL TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States
⤢ Map

SHIP TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States
⤢ Map

3. Choose a Shipping Method

SHIPPING CARRIER
More ▼

SHIP VIA
| ▼

Delivery
Pick Up

Submit Submit & Print Copy Previous

---

15   Click "Submit"

ITEM *	DISPLAY NAME	QUANTITY	ON HAND	DESCRIPTION	RATE	AMOUNT	TAX CODE *	TAX RATE	SUPPLY REQUIRED BY DATE	SALES CHANNEL	EMPLOYEE
00112 LOT 40 Rye .75L	LOT 40 Rye .75L	1	3	LOT 40 Rye .75L	39.95	39.95	-Not Taxable-	0.0%	3/18/2025		
<Type then tab>									3/18/2025		

✔ Add ✖ Cancel 🗑 Remove ⬆ Intelligent Recommendations

2. Provide Address Information

BILL TO SELECT
124 Main Street ▼

SHIP TO SELECT
124 Main Street ▼

BILL TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States
⤢ Map

SHIP TO
Nic Volpe
124 Main Street
Suite 500
Beverly Hills CA 90210
United States
⤢ Map

3. Choose a Shipping Method

SHIPPING CARRIER
More ▼

SHIP VIA
Pick Up ▼

SHIPPING TAX RATE
0

Submit Submit & Print Copy Previous