Sam Ash Music Stores
User Guide
Login

1. Enter your email address
2. Enter a password
3. Click "I am a new user"

Please use your email address to login below.

Email Address: test@navitor.com
Password:

- I am a returning user
- I am a new user (create your own password above)
- I forgot my password

Continue On >>
Profile Setup

1. Enter First Name
2. Enter Last Name
3. Choose Ship Company
4. Click "Continue" Button
Welcome to the Sam Ash Music Stores Online Ordering System!

Click Start Order below to begin ordering.
After configuring your items and checking out, you will receive an email confirmation which includes a tracking number.

- Begin a New Order
- View / Edit Profile
- Re-Order
- Track Your Order

Please choose a Division:
- Corporate
- Music Stores
- Music Lessons

Continue to Select Items
Order Process

1. Select Product Type
2. Select Quantity
3. Click "Add" Button
Order Process

1. Enter Information
2. Click on "Proof Your Items"
1. Click on check box and select one of the following:

- **Make Changes** - back to imprint screen
- **Continue Shopping** - back to product page
- **Save This Order** - puts order on hold
- **Checkout**
Saved Orders

1. Choose if email is wanted. If so enter email information
2. Click on "Save This Order" button
Saved Orders

To View/Proceed with a Saved Order:
1. Go to your profile
2. Click on the saved order you would like to view
3. Choose to Add More Products or Continue with Order
Checkout

1. Choose a Shipping Method
2. Enter Info
3. Click Review Order

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Number</th>
<th>Qty</th>
<th>Remove</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Can Help You Business Card (East 50 Route 4)</td>
<td>SAMBC02</td>
<td>500 - $19.95</td>
<td>►</td>
<td>•</td>
</tr>
</tbody>
</table>

**Requestor Information:**

- Your First Name: [Input]
- Your Last Name: [Input]
- Your E-mail Address: [Input]

**Shipping Information:**

Please check your shipping information to ensure proper delivery.

- Shipping Method: [Input]
- Ship To:
  - Company Name: [Input]
  - Address 1: [Input]
  - Address 2: [Input]
  - City, State: [Input]
  - Zip: [Input]

**Review Order**

Please click the above button only once. Please be patient.
Checkout

1. Final Review
2. Click "Send Order"

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**Ship To:**
- Method: UPS - Ground
- Company: Sam Ash Music
- Address: East 50 Route 4
  Paramus, NJ
  07652-2621

Please click the button only once.
Re-Order

To change an item or proceed directly to checkout:
1. Enter Tracking Number*
2. Enter Last Name on Item
3. Enter Requestor Email
4. Click "Lookup Matching Orders"
*Note - If you do not have a tracking number, enter the last name that appeared on the item or your own email address to recall a list of matching orders.

Welcome  Division  Catalog  Configure  Preview  Shipping  Review  Done

Reorder Online

Enter the tracking number of the order you wish to re-order, and press the button below. You will then see a summary of that order and can change the item(s) or proceed to checkout directly if you have no changes. If you do not have a tracking number, enter the last name that appeared on the item or your own email address to recall a list of matching orders.

Lookup Information:
(please enter only one field)

Tracking Number: 
  e.g., codes like F12345 or G00F12

Last Name on Item:

Requester Email:

  Go Back  Lookup Matching Orders

NOTE: Please be patient. Database operations may take a moment or two to execute.
Track Order

To change an item or proceed directly to checkout:
1. Enter Tracking Number*
2. Enter Last Name on Item
3. Enter Requestor Email
4. Click "Lookup Matching Orders"

*Note - If you do not have a tracking number, enter the last name that appeared on the item or your own email address to recall a list of matching orders.