

Using the E-clic Tool For Toys Orders

Discovery Toys

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Purpose

The purpose of this document is to describe the procedures for logging into the Discovery Toys website, placing customer toy orders, submitting payments, and printing your toy order summary using the Discovery Toys E-clic tool.

Logging into the Discovery Toys Website

To log into the Discovery Toys website:

- 1. Navigate to: http://www.discoverytoys.com.
- 2. Click the **EC Sign In** link at the top of the page.



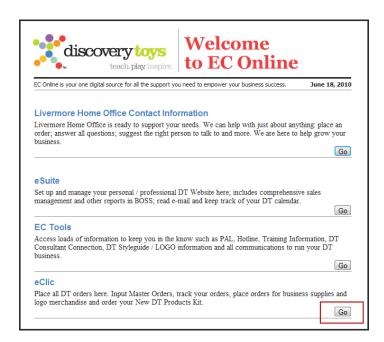
3. Enter your **EC Number** and **Password** then click the **Go** button next to **e-clic** access.



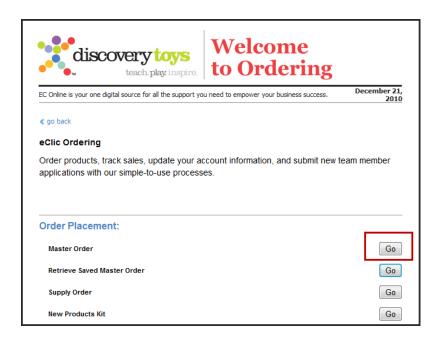
Placing Toy Orders

To place toy orders using the e-clic tool:

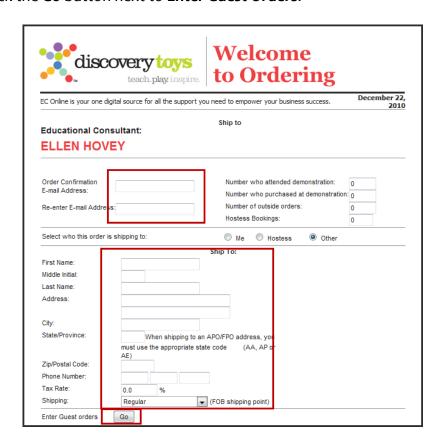
1. Click the **Go** button in the eClic section.



2. Click the **Go** button across from **Master Order**.

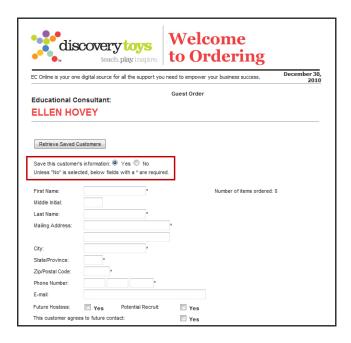


3. Enter the required shipping information into the Master Order page fields then click the **Go** button next to **Enter Guest Orders.**



4. Click Yes or No next to Save this customer's information.

Note: If you click Yes, you will need to complete all fields marked with an *.

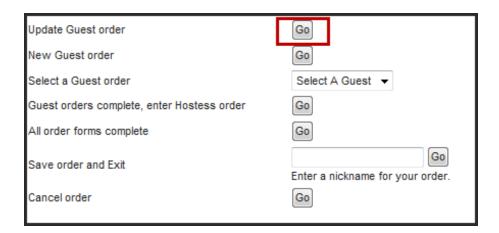


5. Enter the Item Numbers and Quantities into the appropriate fields under the **Commissionable Items and Odds N' Ends/Promos** sections.



Note: The Odds N' Ends/Promos section is only used for ordering extras and replacement parts.

6. Click the **Go** button next to **Update Guest order** after entering all items.



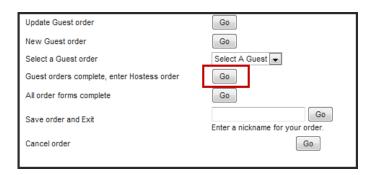
7. Confirm that the order is correct.



8. Click the **Go** button next to **New Guest order** after you have confirmed the first order. Continue to enter and confirm all remaining guest orders.

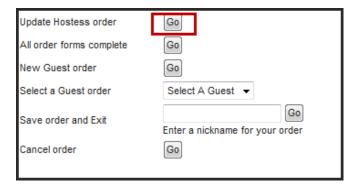


9. Click the **Go** button next to **Guest orders complete** then enter the Hostess order after all the guest orders have been entered and confirmed.

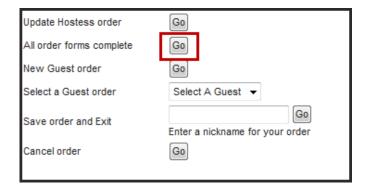


Note: The e-clic application will figure out the credit for you based on Line 4 in the Hostess Free Value Chart. The credit does not appear correctly unless the free toys are entered.

10. Enter the hostess order. After you have entered and confirmed the hostess order, click the **Go** button next to **Update Hostess order**.



11. Click the **Go** button next to **All order forms complete**. This takes you to the summary page.



12. Click the **Go** button next to **Order forms completed, enter payments** after confirming that the order summary is correct. This takes you to the Payments page.



Making Payments

To make payments using the e-clic tool:

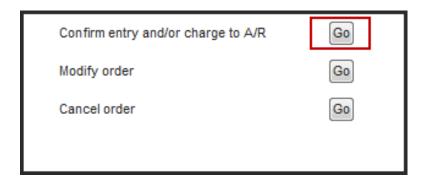
1. Enter the requested credit card information in the payments page.



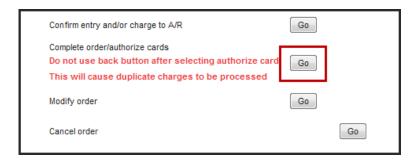
Please Note the Following:

- When entering credit card numbers, make sure you are entering retail values. If a balance appears after listing all the credit cards, you will need to use your own credit card or debit card to cover the difference. You should have already collected the money in cash and checks.
- It is not necessary to authorize credit cards when using the e-clic tool. Once the tool verifies the credit cards, it will notify you of an over payment or under payment. If there is an over payment, that amount becomes your commission and Discovery Toys will mail you a commission check.

2. Click the Go button next to Confirm entry and/or charge to A/R.



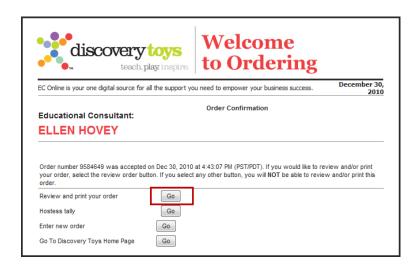
3. Click the **Go** button next to Complete order/authorize cards to submit your order.



Printing the Toy Order Summary

To print your toy order summary using the e-clic tool:

1. Click the **Go** button next to **Review and print your order**.



2. Click the **Go** button next to **Print View** to format the order summary page for printing.



3. Click **Print** to print the formatted order summary for your records.