



How to Enter a Guest Order

1. After adding your Guests, place your cursor in the SKU box of your first Guest

Jane Smith Delete Guest

SKU: QTY: 1 + Add to Cart

SKU	Name	Price Lvl	Price Per	QTY	PRV	Total
This guest's cart is empty						
PRV:						0.00
Subtotal:						\$0.00
Tax (0.00 %):						\$0.00
Shipping:						\$0.00
Total:						\$0.00

2. Enter the SKU or Name of the product desired. Arrow down until the product you need is highlighted in blue then press Enter

Jane Smith Delete Guest

SKU: dsw- QTY: 1 + Add to Cart

SKU	Name	Price Lvl	Price Per	QTY	PRV	Total
Capri Full-Size Scentsy Warmer(DSW-CAPR)						
Malta Full-Size Scentsy Warmer(DSW-MALT)						0.00
Savoy Full-Size Scentsy Warmer(DSW-SAVO)						\$0.00
Satin Black Full-Size Scentsy Warmer(DSW-SBLK)						\$0.00
Silent Night Full-Size Scentsy Warmer(DSW-STNT)						\$0.00
PRV:						0.00
Subtotal:						\$0.00
Tax (0.00 %):						\$0.00
Shipping:						\$0.00
Total:						\$0.00

3. Press Tab, then press Enter the correct quantity in the QTY box

Jane Smith Delete Guest

SKU: DSW-SAVO QTY: 5 + Add to Cart

SKU	Name	Price Lvl	Price Per	QTY	PRV	Total
This guest's cart is empty						
PRV:						0.00
Subtotal:						\$0.00
Tax (0.00 %):						\$0.00
Shipping:						\$0.00
Total:						\$0.00

4. Press Tab, then press Enter and the product will be added to your cart

Jane Smith Delete Guest

SKU: QTY: 1 + Add to Cart

SKU	Name	Price Lvl	Price Per	QTY	PRV	Total
DSW-SAVO	Savoy Full-Size Scentsy Warmer	Retail	\$27.00	5	135.00	\$135.00
PRV:						135.00
Subtotal:						\$135.00
Tax (6.75 %):						\$9.11
Shipping:						\$0.00
Total:						\$144.11