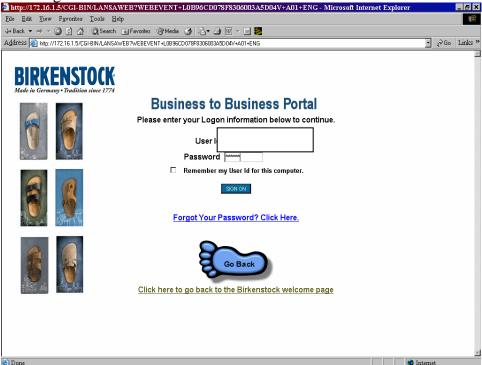
How to Enter an order on the Portal

Log into the portal using Internet Explorer; please use **birkenstockb2b.com** in your web browser (without the www).

User ID:

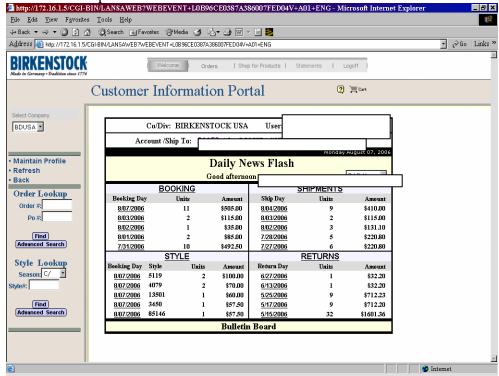
Password:

Click Sign in



Now you are here

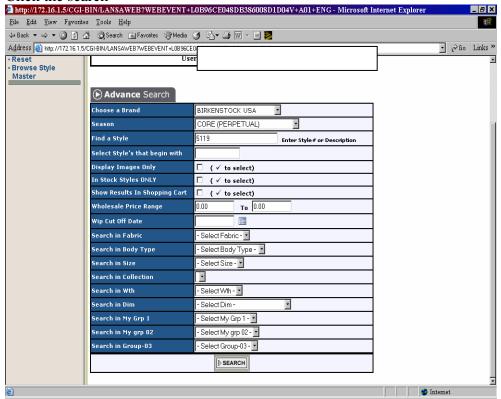
Click on: Shop for Products



Now you are here

Put in your style # 5119 (this is different than before no *)

Click the search

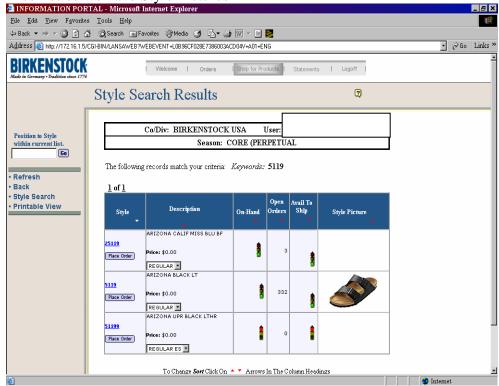


Now you are here

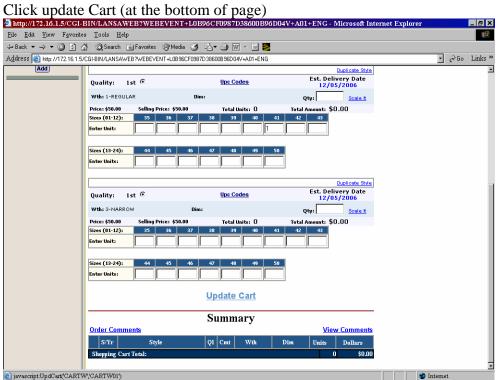
Click on the one that you want to place the order on.

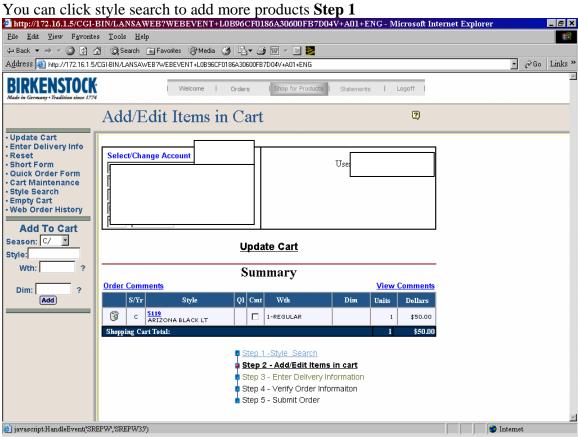
Notice the stoplights for what is available (red, yellow and Green)

Also notice we have Style Pictures



I want 1/41





Or

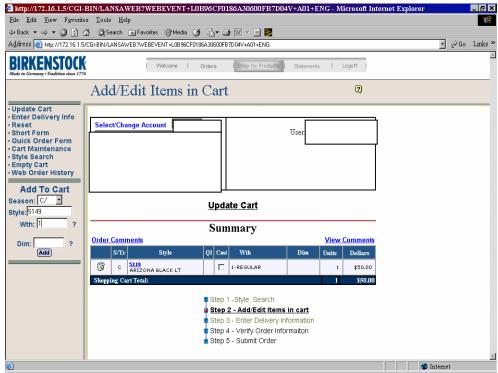
See where it states add to cart you can fill your info in there also

Season

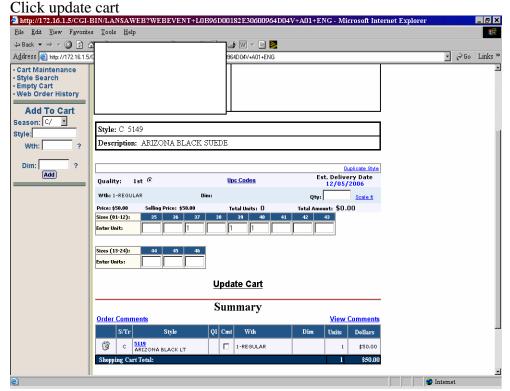
Style

Wth

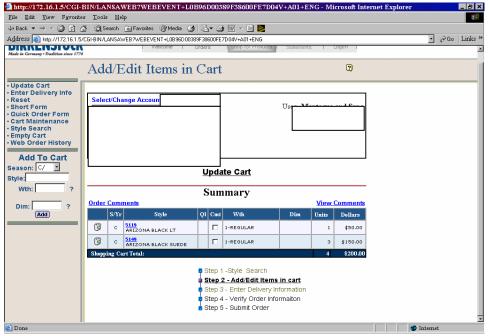
Click Add



I filled in my size run but I don't see stop lights when I enter the order this way.



Now you are back here



When you are all done with your order click on

Step 3- Enter Delivery information

If you need to change the account you are ordering for click on **Select/Change** Pick the account you are ordering for

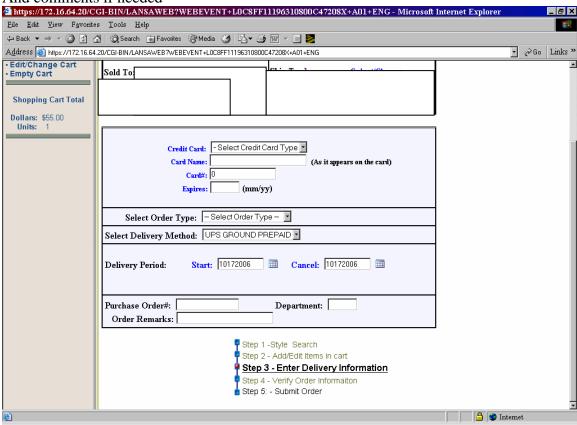
If you are a credit card customer you can enter your credit information or pick from credit card on file (You credit card must be on file with Birkenstock)

Select Order Type:

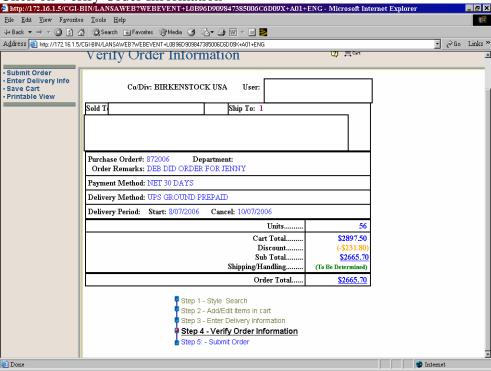
You cannot change Delivery Method

Change your Start Date and Cancel date if needed (cancel date defaults out 60 days) Enter Purchase Order (required field)

And comments if needed



Click on Verify Order Information

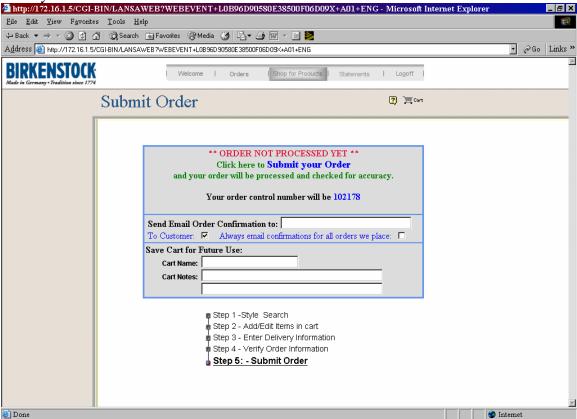


If everything looks good go to

Step 5- Submit Order

You can email yourself Order Confirmations or you can send it to a customer if you wanted if maybe you just did a special order for 1.

See my order # 102178



Click submit order again and you will see your order is being processed.



