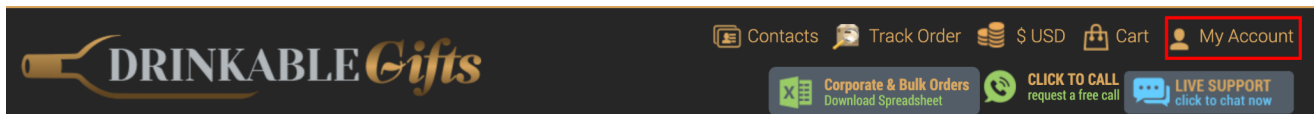


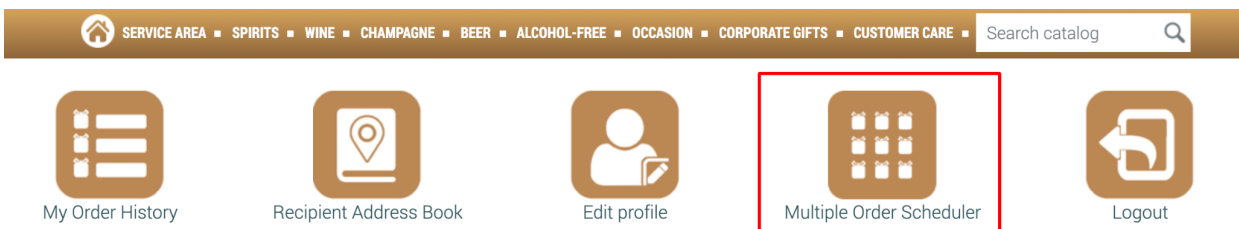
# Multiple Order Scheduler Manual

## How to find Multiple Order Scheduler?

1. Go to MyAccount on the top of the site



2. Click on "My Corporate Interface"



## How to create a Bulk Order?

Click on the "Place New order" Button:

[← Back to My Profile](#)

[Place New order](#)

### My orders

Period:     ☐ Orders in Process

1. Step 1: Recipient(s)

Input Recipients Data

1. Fill in Recipient's First Name, Last Name, Company, Country.
2. Set up desired Delivery Date

3. You can add an unlimited number of Recipients using '+' button (a).
4. Using the "Select all" checkbox (b) you can bulk change your Recipients Company, Country, and Delivery Date.
5. Click on **Choose Gifts** button to continue



	Recipient First Name	Last Name	Company	Country	Delivery Date	
<input type="checkbox"/>	John	Smith	ABC	Australia	31.10.2021	
<input type="checkbox"/>	Adam	Nevara	Party Co.	Spain	23.11.2021	
<input type="checkbox"/>	Nelly	Clark	Rap Inc	the USA	08.12.2021	

### Optional: CSV Upload Recipients Data

Values separated by

[Download CSV-example](#)

You can use this feature to upload your Recipients' data straight into the order. You can use our CSV-template or exported data from your CRM in CSV-format. When exporting please verify that comma (,) or semicolon (;) are used to separate the values in the file.

1. Download CSV Form using "Download CSV-Template"
2. Fill in with your Recipients Data
3. Upload CSV form using "Upload Recipients" button
4. Map columns from file with Recipients Data
5. Click Upload
6. Set up Delivery Date

**Data mapping**


First name	First Name
Last name	Last Name
Street	
City	
Phone	
ZIP	First Name
Email *	Last Name
State	Company
Country	Street Address
Company	Country
	City
	State/Province
	ZIP
	Email
	Phone No

## 2. Step 2: Gifts

Recipients are grouped according to their countries, so that you can choose gifts that are 100% available in these countries

1. Select Gifts using Gift Catalog for each recipient
2. You can choose the same gift for every Recipient in one country using the "Select all" checkbox (a), Choose Gifts (b), Bulk Change (c) buttons
3. Press the "Add message" button to continue to the next step

Gifts to Australia

Recipient	Gifts	Price	Quantity	TOTAL
<div><div></div><div>John Smith ABC Australia <div></div></div></div>	<div><div></div><div><div>Gin and Tonic Gift Set</div><div>ID: 11067</div><div><div>Change gift</div></div></div></div>	14315.64 P (RUB)	<div><div>-</div><div>1</div><div>+</div></div>	14315.64 P (RUB)

Gifts to Spain

Recipient	Gifts	Price	Quantity	TOTAL
<div><div></div><div>Adam Nevara Party Co. Spain <div></div></div></div>	<div><div>Choose a gift</div></div>			

Gifts to USA

Recipient	Gifts	Price	Quantity	TOTAL
<div><div></div><div>Nelly Clark Holiday Inc. USA <div></div></div></div>	<div><div>Choose a gift</div></div>			

### 3. Step 3: Set Up Greeting Card

Add a message to your Greeting Card:

- Choose a greeting
- Add Recipients Name if preferred
- Fill in Greeting Card Text or choose from Greeting Cards Library

Upload your card or design it:

- Choose Occasion Background
- Add your Logo
- Edit Postcard layout by moving text and logo on the Canvas
- Save

## ADD MESSAGE TO CARD

☐ Same message for all recipients

For John Smith

MR

☒ Use first name

Mr [first name],  
Thank you for your friendship, your business,  
and the opportunity to serve you.



[Choose from our Message templates](#)

From X Team

Total message length 109 / 180

For Adam Nevara

SELECT GREETING

☐ Use first name

Write your Message here...

[Choose from our Message templates](#)

## DESIGN YOUR CARD

Please keep in mind our policy for printing free cards: Without advanced notice, your free cards will be printed using the resources available in our local regions, and quality may vary.

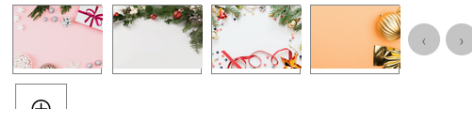
UPLOAD YOUR CARD

JPG, PNG, GIF files are supported

[CREATE YOUR OWN DESIGN:](#)



Remove selected layer



## 4. Step 4: Address

### 1. Enter all the needed information for shipment\*

**\*Note:** If you used CSV Recipients Upload Form all mapped fields will be prefilled with uploaded information

Address



<input type="checkbox"/>						
<input type="checkbox"/>	John Smith ABC Australia ⓘ	Address 1	123456 City	South Australia	987654321 test@email.com	
<input type="checkbox"/>	Adam Nevara Party Co. Spain ⓘ	Address 2	123456 City*	State/Province	987654321 test@email.com	
<input type="checkbox"/>	Nelly Clark Holiday Inc. USA ⓘ	Address 3	123456 City	Iowa	987654321 test@email.com	







ADD MESSAGE

REVIEW ORDER


## 5. Step 5: Review

1. Review your order
2. Finish order creation by clicking the **Complete Order** Button
3. Await for our Corporate Sales Representative to contact you soon for Order Confirmation and Billing Information

☐

Recipient	Gifts	Address	TOTAL	Delivery	
<input type="checkbox"/> John Smith Abc	 <b>Setting The Table</b> 1 x \$ 189.95 (USD)	123456 Australia ⓘ Australian Capital Territory Address 1 123456789 test@email.com	\$ 189.95 (USD)	27.10.2021 ⓘ	
<input type="checkbox"/> Adam Nevara Party Co.	 <b>Fall Into Temptation</b> 1 x \$ 234.95 (USD)	123456 Spain ⓘ Address 2 123456789 test@email.com	\$ 234.95 (USD)	27.10.2021 ⓘ	
<input type="checkbox"/> Nelly Clark Holiday Inc.	 <b>World In Beer</b> 1 x \$ 299.95 (USD)	123456 USA ⓘ Idaho Address 3 123456789 test@email.com	\$ 299.95 (USD)	28.10.2021 ⓘ	
Total gifts: 3					
Gift cost: 724.85 \$ (USD)					
Delivery fee: 65.00 \$ (USD)					
Grand Total: 789.85 \$ (USD)					

ADDRESS

 COMPLETE ORDER

## My Orders Page

On this page you can overview all your orders

On this page you can

1. Filter your orders;:
  - by date
  - by status - all but Delivered
2. Search order by No, Date, Project Name
3. "Clone order" - create a copy of an order

[← Back to My Profile](#)[Place New order](#)[Address Book](#)

## My orders

Period:  ☐  ☐ ☐ Orders in ProcessSearch:  Show  entries

Order #	Order Date	Order Status	Estimated Delivery	
6342112341	2021-10-14	Received	2021-10-26	
6342107061	2021-10-14	Received	2021-10-27	
6342102571	2021-10-14	Received	2021-10-28	
6342092641	2021-10-14	Received	2021-10-27	

Order #	Order Date	Order Status	Estimated Delivery
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Showing 1 to 4 of 4 entries

Previous  Next

Sending gifts to multiple addresses or countries?

## Bulk Order Page

On this page you can find detailed information about your Bulk order

- Bulk Order status, Payment status, Invoice link
- Individual order status
- Individual order estimated delivery date
- PDF-version of Greeting Card that was sent along with gift

Bulk Order #: 6342092641  
Order Date: 14-10-2021Order Status: **Received**  
Payment status: **Not paid**

Order #	Recipient	Gifts	Address	Order Status		Postcard	TOTAL
1634209264	John Smith ABC	<b>Gin and Tonic Gift Set</b> 1 x \$ 194.95 (USD)	123456 Australia South Australia Address 1 987654321 test@email.com	Awaiting payment or Clarification of order details	27.10.2021	Open postcard	\$ 194.95 (USD)
1634209265	Adam Nevara Party Co.	<b>Irish Delight Gift Basket</b> 1 x \$ 209.95 (USD)	123456 Spain Address 2 987654321 test@email.com	Awaiting payment or Clarification of order details	19.10.2021	Open postcard	\$ 209.95 (USD)
1634209266	Nelly Clark Holiday Inc.	<b>World In Beer</b> 1 x \$ 299.95 (USD)	123456 USA Iowa Address 3 987654321 test@email.com	Awaiting payment or Clarification of order details	27.10.2021	Open postcard	\$ 299.95 (USD)

Total gifts: 3

Gift cost: **704.85 \$ (USD)**Delivery fee: **65.00 \$ (USD)**Grand Total: **769.85 \$ (USD)**

## Address book Page

In this section, you will see a list of all Recipients that you have sent gifts to. Also, you can upload new recipients using the CSV-upload feature. Using checkboxes you can select several recipients and send gifts to them, using the **Create Order** button.

- a. CSV-import section
- b. Create new order with preselected Recipients

### MY RECIPIENTS

Values separated by (comma)

[Download CSV-example](#) [UPLOAD CONTACTS FROM CSV](#)

[CREATE ORDER](#)

☐

Name	Company	Street Address	Country	City	State / Province / Region	ZIP	Email	Phone no.
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Use the **Upload Recipients From CSV** button to upload your Recipients' data. You can use our CSV-template or export data from your CRM in CSV-format. When exporting please verify that comma (,) or semicolon (;) are used to separate the values in the file.

1. Download CSV Form using "Download CSV-Template"
2. Fill in with your Recipients Data
3. Upload CSV form using "Upload Recipients" button
4. Map columns from file with Recipients Data
5. Click Upload

Data mapping

First name

First Name

Last name

Last Name

Street

City

Phone

ZIP

Email \*

State

Country

Company

First Name

Last Name

Company

Street Address

Country

City

State/Province

ZIP

Email

Phone No

Values separated by

example

UPLOAD CONTACTS FROM CSV

Delivery Date

Delivery Date



## F.A.Q

How long should I wait for the Customer Service Representative to contact me?

We will contact you within 24 hours after placing your order

What Would the Greeting card look like in real life?

We provide free color printing services in *most* countries, but in some rare cases cards may be printed in greyscale. Contact your corporate gift specialist for details about your printing order.

What is the deadline for me to submit the payment?

After we send your invoice for payment you have 24 hours to complete your payment. After this we may need to change your scheduled delivery date.

Why do I see different prices for the same gift on your website?

[https://www.drinkablegifts.com/FAQ#different\\_prices](https://www.drinkablegifts.com/FAQ#different_prices)

Please [contact our Corporate Team](#) for more details.