

# **CLS Resources**

How to Order  
For Customers

@

IBO Cost or Retail

How to  
Order For Customers  
@  
Cost

# Ship To A Customer @ IBO Cost

To ship to a customer at IBO Cost you will need to place the order on your personal Amway.com site.

## INSTRUCTIONS

- You need to login into your Amway.com site.
- Next, you need to add the customers products to your **SHOPPING CART**.

**1** After you finish putting the customers products into the SHOPPING CART, scroll down the page to the section that says: **“THIS ORDER WILL SHIP TO”**

**2** Then, click the **“Edit”** button under the line that says **“PV/BV Recipient:”**

### SHOPPING CART

Welcome to your shopping cart! You can manage and complete your order below.

---

QUICK SHOP -

ITEM NAME OR NUMBER  QUANTITY

---

**YOUR CART ( 1 item )**

SORT BY

SELECT ALL

PRODUCT DETAILS	QUANTITY	ITEM PRICE	TOTAL PRICE	TOTAL PV/BV
<input type="checkbox"/> <b>Artistry Skin Nutrition™ Firming Ultra Lifting Cream</b> New Products Item # 123786V PV 20.61 / BV 63.90 <span style="color: green;">✓ In Stock</span>	<input type="text" value="1"/>	\$63.90	\$63.90	20.61 / 63.90

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**THIS ORDER WILL SHIP TO** **1** **ORDER SETUP OPTIONS**

Mark Kierklewski  
1904 BLUEBONNET DR  
ROUND ROCK, TX 78664-2605  
No Contact Information added  
Ground Delivery

PRICING ON PACKING LIST Yes

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PV/BV Recipient: KIERKLEWSKI, MARK & EMILY **2**

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**ORDER SUMMARY**

Item(s) Subtotal	\$63.90
Delivery (Details)	\$8.00
Tax Charges	-
<b>TOTAL</b>	<b>\$71.90</b>
<b>TOTAL PV/BV</b>	<b>20.61 / 63.90</b>
Total Savings	\$7.10

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**APPLY PROMOTION**

Exact discounts, promotions, delivery charges, taxes and other fees will be calculated during checkout.

# Ship To A Customer @ IBO Cost

This will open a new page.

## THIS ORDER WILL SHIP TO

**1** Then, click the **Edit Address** button

### THIS ORDER WILL SHIP TO

My Address

Primary Shipping Address

Mark Kierklewski  
1904 BLUEBONNET DR  
ROUND ROCK, TX 786642605

**Edit Address** | **New Address**

IBO/Customer Address

PV/BV Recipient: KIERKLEWSKI, MARK & EMILY

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### CONTACT INFORMATION

	COUNTRY CODE	NUMBER
MOBILE PHONE	<input type="text" value="US (+1)"/>	<input type="text" value="(123) 456-7890"/>
EMAIL	<input type="text" value="CYBERMASTERJEDI@GMAIL.COM"/>	

The contact information provided will be used with your shipment information.

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### DELIVERY OPTIONS

Ground Delivery  
Delivered on or before October 18, 2021 - \$8.00

Expedited Delivery  
Delivered on or before October 18, 2021 - \$11.00

Premium Delivery  
Delivered on or before October 14, 2021 - \$24.00

**Continue**

# Ship To A Customer @ IBO Cost

This will open an edit page.

## THIS ORDER WILL SHIP TO

Scroll down the list past **“Save as:”** and you will have two options to choose from:

- 1 Secondary Address**  
Choose this option if you ship to this customer often and it will save the address for future orders.
- 2 Only for this order**  
Choose this option if you do not wish to save the address information.
- 3 NOTE:**  
**IBO/Customer Address**  
**DO NOT SELECT THIS OPTION IF YOU WANT THE ORDER TO BE CHARGED IBO PRICING FOR THE CUSTOMER**

**THIS ORDER WILL SHIP TO**

My Address

*All fields are required unless noted as optional.*

ADDRESS NICKNAME

FULL NAME

ADDRESS LINE 1 (STREET)

ADDRESS LINE 2 (HOUSE NO)  
(Optional)

CITY/STATE

ZIP CODE

Save as:

Primary Shipping Address **1**

Primary Mailing Address

Secondary Address

Only for this Order **2**

*Address will be saved as you enter it.*

IBO/Customer Address **3** **NO**

# Ship To A Customer @ IBO Cost

AGAIN

## IF YOU WANT TO SAVE THE ADDRESS FOR FUTURE ORDERS

Scroll down the list past “**Save as:**” and choose:

- 1 Secondary Address**  
Choose this option if you ship to this customer often and it will save the address for future orders.
- 2 Enter an ADDRESS NICKNAME** (suggestion First and Last name)
- 3 Enter in the customers name and address information.** Phone and email can be optional, however, including the customers email will at least get them and email from Amway when the order ships, or you can forward to customer as a follow-up.
- 4 Click SAVE button when done.**

THIS ORDER WILL SHIP TO

My Address

*All fields are required unless noted as optional.*

ADDRESS NICKNAME  ← **2**

FULL NAME

ADDRESS LINE 1 (STREET)  ← **3**

ADDRESS LINE 2 (HOUSE NO)  
(Optional)

CITY/STATE

ZIP CODE

MOBILE PHONE COUNTRY CODE  NUMBER

EMAIL

Save as:

Primary Shipping Address

Primary Mailing Address

Secondary Address ← **1**

Only for this Order

*Address will be saved for future orders.*

← **4**

# Ship To A Customer @ IBO Cost

AGAIN

## IF YOU DO NOT WANT TO SAVE THE ADDRESS INFO

Scroll down the list past “Save as:” and choose:

- 1 For this Order only**  
Choose this option if you do not need/want to save the information.
- 2 Enter an ADDRESS NICKNAME** (anything, it will not save)
- 3 Enter in the customers name and address information.** Phone and email can be optional, however, including the customers email will at least get them and email from Amway when the order ships, or you can forward to customer as a follow-up. Reminder: any info is not saved.
- 4 Click “SAVE” button when done.**

THIS ORDER WILL SHIP TO

My Address

*All fields are required unless noted as optional.*

ADDRESS NICKNAME  ← **2**

FULL NAME

ADDRESS LINE 1 (STREET)  ← **3**

ADDRESS LINE 2 (HOUSE NO) (Optional)

CITY/STATE

ZIP CODE

MOBILE PHONE COUNTRY CODE  NUMBER

EMAIL

Save as:

Primary Shipping Address

Primary Mailing Address

Secondary Address

Only for this Order ← **1**

*Address will be saved only for this order*

← **4**

# Ship To A Customer @ IBO Cost

**AFTER YOUR CLICK “SAVE” ON THE ADDRESS EDIT PAGE, MORE THAN LIKELY, TWO POP-UP WINDOWS WILL PROBABLY OPEN.**

- First pop-up box will be: **“ADDRESS VALIDATION”** and it will adjust the shipping address to “USPS delivery address protocols”
- NOTE: on a rare occasion the address may not be in the USPS system, and it will ask you to **“confirm”** the address.

**1** If you are satisfied the shipping address is good click **“SUBMIT”**

The screenshot shows the Amway shopping cart interface. A pop-up window titled "ADDRESS VALIDATION" is centered on the screen. The pop-up contains the following text:

We suggest the following address instead:

STREET	6111 MOUNTAINCLIMB DR
CITY	AUSTIN
STATE	Texas
ZIP CODE	787313823

At the bottom of the pop-up, there are two buttons: "SUBMIT" and "Cancel". A yellow circle with the number "1" and an arrow points to the "SUBMIT" button.

The background shows the shopping cart with one item: Artistry Skin Nutrition™ Firming Ultra Lifting Cream. The order summary on the right shows a total of \$71.90.



# Ship To A Customer @ IBO Cost

**AFTER YOUR CLICK “SAVE” ON THE ADDRESS EDIT PAGE, MORE THAN LIKELY, TWO POP-UP WINDOWS WILL PROBABLY OPEN.**

A second pop-up box will ask for: **“SALES TAX JURISDICTION”** and you will need to select the proper taxing jurisdiction (If you really want to this, info can be found on the USPS zip code look-up page.).

**1** Select the tax jurisdiction

**2** Click “SAVE”

The address you have entered has returned a tax rate for both inside and outside the city limits. Please choose the appropriate selection below. Once selected, the combination below charges the correct tax rate for the address you provided. If you are unsure which selection is correct for you (inside or outside the city limits), please contact your local tax authority. If you think you got this message in error, click the Back button to fix the address and try again.

TAX JURISDICTION FOR: 1904 BLUEBONNET DR

SELECT ONE	STATE	COUNTY	CITY LIMIT	CITY
<input type="radio"/>	TX	WILLIAMSON	inside	ROUI ROC
<input type="radio"/>	TX	TRAVIS SPD	outside	ROUI ROC
<input type="radio"/>	TX	WILLIAMSON	outside	ROUI ROC

Save

# Ship To A Customer @ IBO Cost

**AFTER YOU HAVE COMPLETE THE ADDRESS EDITIS FOR THE CUSTOMER YOU WILL BE BROUGHT BACK TO:**

**THIS ORDER WILL SHIP TO**

**1** Double check to make sure this is the address you want the order shipped to

**2** Click "CONTINUE"

**THIS ORDER WILL SHIP TO**

My Address

CLS

Mark Kierklewski  
1904 BLUEBONNET DR  
ROUND ROCK, TX 786642605

[Edit Address](#) | [New Address](#)

IBO/Customer Address

PV/BV Recipient: KIERKLEWSKI, MARK & EMILY

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**CONTACT INFORMATION**

MOBILE PHONE

COUNTRY CODE: US (+1) NUMBER: (512) 825-4720

EMAIL: cybermasterjed@gmail.com

The contact information provided will be used with your shipment information.

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**DELIVERY OPTIONS**

Ground Delivery  
Delivered on or before October 18, 2021 - \$8.00

Expedited Delivery  
Delivered on or before October 18, 2021 - \$11.00

Premium Delivery  
Delivered on or before October 14, 2021 - \$24.00

**Continue**

# Ship To A Customer @ IBO Cost

**AFTER YOU CLICK CONTINUE YOU ARE BROUGHT BACK TO THE: SHOPPING CART**

- 1 ONCE MORE: Double check to make sure this is the address you want the order shipped to.**
- YOUR DONE.**
- THEN CONTINUE!!!**
- TO GET VCS CREDIT YOU WILL NEED TO USE THE “CREATE A RECEIPT” TOOL.**

## SHOPPING CART

Welcome to your shopping cart! You can manage and complete your order below.

---

QUICK SHOP -


ITEM NAME OR NUMBER  QUANTITY

---

**YOUR CART ( 1 item )**

SORT BY

SELECT ALL

PRODUCT DETAILS	QUANTITY	ITEM PRICE	TOTAL PRICE	TOTAL PV/BV
<input type="checkbox"/>  <b>Artistry Skin Nutrition™ Firming Ultra Lifting Cream</b> New Products Item # 123786V PV 20.61 / BV 63.90 <span style="color: green;">✓ In Stock</span>	<input type="text" value="1"/>	\$63.90	\$63.90	20.61/ 63.90

---

THIS ORDER WILL SHIP TO	ORDER SETUP OPTIONS
Mark Kierklewski 1904 BLUEBONNET DR ROUND ROCK, TX 786642605 +1 (512) 825-4720 cybermasterjedi@gmail.com Ground Delivery	PRICING ON PACKING LIST <input type="checkbox"/> Yes

1

---

ORDER SUMMARY	
Item(s) Subtotal	\$63.90
Delivery (Details)	\$8.00
Tax Charges	-
<b>TOTAL</b>	<b>\$71.90</b>
<b>TOTAL PV/BV</b>	<b>20.61 / 63.90</b>
Total Savings	\$7.10

---

**APPLY PROMOTION**

Exact discounts, promotions, delivery charges, taxes and other fees will be

How to  
Order For Customers  
@  
Retail

# Ship To A Customer @ Retail

To ship to a customer at Retail Cost you will need to place the order on a Customer Account that you have access to. (If this is for a customer that orders frequently you should set them up an account that you will have access to, and then customer can get the AmPerks Reward Points. For info on how to do this contact your Upline or CLS.)

## INSTRUCTIONS

You need to login into a customer Amway.com site.

**1** Next, you need to add the customers products to **YOUR CART**.

**2** Then, click **“Checkout”**

The screenshot shows the Amway.com website interface. At the top, there are navigation links for 'Start a Business' and 'Our Story', along with language and help options. The main navigation bar includes 'Amway', 'SHOP PRODUCTS', 'SHOP BRANDS', 'AMPERKS™', and 'DISCOVER'. A search bar and a shopping cart icon are also present. The main content area is titled 'Your Cart (2 items)'. The first item is 'Nutrilite™ Double X™ Multivitamin – 31-Day Refill', priced at \$59.00. Below the item name, there is a 'How Much Do I Need?' section with a quantity of '2' selected. The total price for the item is \$118.00, and it earns 236 AmPerks Points. An orange arrow labeled '1' points to the 'Add to Cart' button. To the right of the cart items is an 'Order Summary' section. It lists: Subtotal \$118.00, Promotions (Details) \$0.00, Delivery FREE, and an Estimated Total of \$118.00. Below this, it shows 'Total AmPerks Points' as 236 and 'Total Savings' as \$10.00. An orange arrow labeled '2' points to the 'Checkout' button at the bottom right of the page. A blue banner at the bottom left of the cart area says 'Hooray! You've earned promotional free ground shipping.'

# Ship To A Customer @ Retail

Change Shipping Address

## INSTRUCTIONS

**1** Next, you need to change the **Shipping Address** to the customers.

**2** Click **“Change”**

**Amway**

**Checkout** (2 items)

**Shipping**

**Shipping Address:**  
Shirley Baad  
175 INDIAN MOUND TRL  
TAVERNIER  
FL 33070-2140  
shirley.baab175@outlook.com  
(305) 852-4643

**Shipping Method:**  
Delivery by October 19  
FREE

**Change**

**Payment**

PayPal

Credit/Debit Card

Save payment information to my account

**Order Summary**

Subtotal	\$118.00
Promotions ⓘ	- \$0.00
Estimated Shipping ⓘ	<b>FREE</b>
Taxes	--
<b>Estimated Total</b>	<b>\$118.00</b>
Total AmPerks Points	♥ 236

View Items in Cart (2) Cart ID: 3194153516

# Ship To A Customer @ Retail

Change Shipping Address

## INSTRUCTIONS

- 1** Next, you need to choose **Shipping Address**
- 2** Click **“Add New Address”**  
NOTE: if you click the **“Edit”** link you cannot change the Name to be shipped to.

### Checkout (2 items)

#### Shipping

Choose Shipping Address

Primary:  
Shirley Baad  
175 INDIAN MOUND TRL  
TAVERNIER, FL 33070-2140

+ Add New Address

Choose Shipping Method

Delivered on or before October 19, 2021

Delivered on or before October 17, 2021

Delivered on or before October 13, 2021

Save

#### View Items in Cart (2)

Cart ID: 3194153516

Cancel

Edit

FREE

\$11.00

\$24.00

#### Order Summary

Subtotal	\$118.00
Promotions ⓘ	-\$0.00
Estimated Shipping ⓘ	FREE
Taxes	--
<b>Estimated Total</b>	<b>\$118.00</b>
Total AmPerks Points	♥ 236

# Ship To A Customer @ Retail

Edit changes to the Shipping Address

## INSTRUCTIONS

- 1** This is a **Secondary Shipping Address** that you are adding to this account that will be stored
- 2** Enter the customer shipping address information. Note: for the email address put your address or the customers and then you/they will receive the shipping notices from Amway. If you put your email address you can then forward to the customer as a follow-up.
- 3** **IMPORTANT: the Mobile Number has-to remain as is so that you can get VCS credit. DO NOT EVER CHANGE THIS NUMBER!**
- 4** Click **"SAVE"**

### Checkout (2 items)

**Shipping**

Add Address Cancel

This is a Secondary Shipping Address. **1**

First Name  Last Name

Street Address  **2**

Address Line 2

City

State  ZIP Code

Email Address

Mobile Number  **3** **NEVER CHANGE!!!**

We'll only contact you if there's an issue with your order.

**4**

### View Items in Cart (2)

Cart ID: 3194153516

#### Order Summary

Subtotal	\$118.00
Promotions ⓘ	-\$0.00
Estimated Shipping ⓘ	FREE
Taxes	--
<b>Estimated Total</b>	<b>\$118.00</b>
Total AmPerks Points	♥ 236



# Ship To A Customer @ Retail

Complete the Order Process

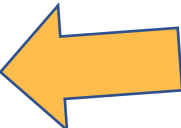
## INSTRUCTIONS

- 1 Check the **Shipping Address** to make sure it is correct
- 2 **IMPORTANT: for VCS CREDIT make sure this is the site owners cell number. DO NOT CHANGE THIS NUMBER EVER!**
- 3 Click **“NEXT”**

### Checkout (2 items)

View Items in Cart (2) Cart ID: 3194153516

#### Shipping

**Shipping Address:**  **1**

Name Here  
124 OAK  
AUSTIN  
TX 78731  
shirley.baab175@outlook.com  
(305) 852-4643

**Shipping Method:** FREE  
Delivery by October 19

[Change](#)

#### Payment

**2**

PayPal

Credit/Debit Card

Save payment information to my account

Name on Card

Card Number  Expiration Date  CW

Use my shipping address for my billing address  
 Use a different billing address

**3**

#### Order Summary

Subtotal	\$118.00
Promotions <b>i</b>	-\$0.00
Estimated Shipping <b>i</b>	FREE
Taxes	--
<b>Estimated Total</b>	<b>\$118.00</b>

[View Items in Cart](#) ♥ 236

**For VCS Credit Make Sure This Is The Site Owners Cell Number. Do not change this number ever!!!**