

Placing Orders

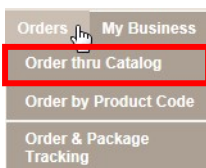
There are two ways to place orders.

1. Click **Orders** in the top menu bar, and then select **Order thru Catalog** from the dropdown list; or
2. Click **Orders** in the top menu bar, and then select **Order by Product Code** from the dropdown list.

Selecting **Order thru Catalog** gives you access to product information, if available, and photographs, as well as ordering access to all products and sales tools.

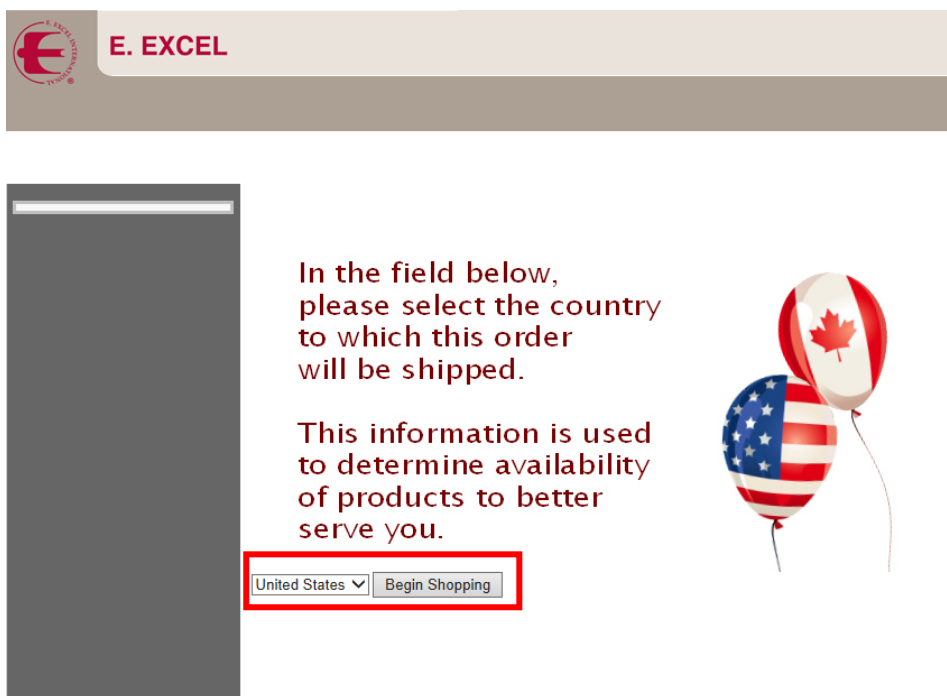
Order by Product Code allows you to enter product codes if you are familiar with them and the quantity of each product, to quickly and easily order online.

■ Via 'Order thru Catalog'



When placing an order via **Order thru Catalog**, the first thing you will be asked to do is select the country *to which this order will be shipped*.

When you have selected the correct country through the dropdown menu arrow, click **Begin Shopping**, which will bring up the shopping cart.



E. EXCEL

In the field below, please select the country to which this order will be shipped.

This information is used to determine availability of products to better serve you.

United States ▼ Begin Shopping

The left column on this screen is your guide to the various **Product Categories**, as well as a **Cart Summary**, a **Search** field and **Order Form** field.



Cart Summary

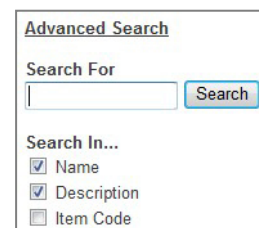
The Cart Summary keeps a running total of the number of individual **Items Ordered** and placed in your cart, and the **Order Total**, or the total cost of the items placed in your cart.

Product Categories

This section contains a variety of product categories that separate our products into manageable groups for you to review.

Search

Enter a search variable in the field provided and click **Go**. For example: Enter the word 'soy' and the system will bring up all products with the word 'soy' in their profile. Check the **Advanced Search** checkbox located under the search field, for additional search options.



Order Form

Clicking the **View Order Form** link opens a complete list of all E. EXCEL products by product name with their product code, unit price and PQV (Personal Qualifying Volume) and a field in which to enter a quantity, as shown below.

This is a simple, quick way to order exactly what you need if you are already familiar with our products. Simply scroll through the list and enter the quantity of any products you wish to purchase, then click the **Check Out** button at the end of the list to continue with your order.

Item Code	Unit Price	PQV	Product Name	Quantity
610071	50.00	45.00	1-Shape	<input type="text" value="0"/>
670071	550.00	495.00	1-Shape (12 boxes)	<input type="text" value="0"/>
610072	50.00	45.00	1-Shape Lite	<input type="text" value="0"/>
670073	550.00	495.00	1-Shape Lite (12 Boxes)	<input type="text" value="0"/>
10002	46.67	42.00	A Romantic	<input type="text" value="0"/>
710002	513.37	462.00	A Romantic 12 boxes	<input type="text" value="0"/>
30030	33.44	30.10	ACT (100 cap)	<input type="text" value="0"/>
70330	367.84	331.10	ACT (12 bottles)	<input type="text" value="0"/>
30010	25.17	22.65	ART (100 cap)	<input type="text" value="0"/>
70310	276.87	249.15	ART (12 bottles)	<input type="text" value="0"/>
6013	12.00	0.00	Book - Champion of a Healthy Life (Chinese)	<input type="text" value="0"/>

Using Product Categories

PRODUCT CATEGORIES
Product of the Month Promotion
Beverage Concentrates
Premier Beverages
Powdered Beverages
Essence Beverages
Daily Nutrition Packs
Weight Management
Whole Food Capsules
Family Care Products
Elemente Skincare
Share E. EXCEL

When you want to explore more information about our products, use the **Product Categories** section of the left column. Click the category you want to view to bring up the catalog information for products in that category. In the example shown, the **Whole Food Capsules** category has been selected, and will bring up the following screen.

CART SUMMARY

Items Ordered: 0
Order Total: 0.00

PRODUCT CATEGORIES

Product of the Month
Promotion
Beverage Concentrates
Premier Beverages
Powdered Beverages
Essence Beverages
Daily Nutrition Packs
Weight Management
Whole Food Capsules
Family Care Products
Elemente Skincare
Share E. EXCEL

SEARCH

☐ Advanced Search

ORDER FORM

[View Order Form](#)



Whole Food Capsules

E. EXCEL's whole food concentrates are Nutritional Immunology formulations in convenient capsules - making it that much easier to make sure you are eating a wide variety of wholesome, healthy plant foods. Our unique formulations deliver optimal levels of the polysaccharides, antioxidants and phytochemicals found in whole plant foods.



ACT™

Ganoderma mushroom, luffa, barley leaf and tangerine peel promote balance for the body's struggle for optimum health. They contain polysaccharides and phytochemicals in abundance that provide your body with natural immune system boosters.* Activate your immune system with ACT™!

Ingredients: Proprietary blend [luffa (fruit), ganoderma (reishi) (fruiting body), barley (leaf), tangerine (peel)]. Other Ingredients: gelatin.

The top listing is always a description of the category—in this case, **Whole Food Capsules**. After the dotted line, descriptions of individual products begin in alphabetical order by product name. Each product description may have a variety of information associated with it, depending on what is available, including

- Product picture
- Product description
- Ingredients list
- Product Information Sheet—Click [View Details \(pdf\)](#) on the links left under the product picture and below any description text.
- Associated sales tools, and additional information.


For example:

Product picture

Product description

Ingredients list

Associated sales tools and additional information



1-SHAPE™

Formulated with wholesome plant ingredients, like soy, American ginseng, psyllium husk and a variety of fruits and vegetables carefully selected to help you manage your weight, 1-SHAPE™ promotes a healthy, satisfying diet and meets the needs of your on-the-go lifestyle. Only 70 calories per packet, and you'll find 30 packets inside each box!

1-SHAPE™ Lite is a lower calorie version of 1-SHAPE that has only 50 calories per serving! You get the benefit of soy's complete protein to help curb appetite, psyllium husk for beneficial fiber and that full, satisfied feeling, and American ginseng to help boost your metabolism and keep you energized!

1-SHAPE Ingredients: Blend [soy powder, fruit and vegetable powder blend (asparagus, banana, broccoli, cabbage, carrot, grapefruit, grape, melon, orange, pear, peach), american ginseng (panax quinquefolii radix), psyllium husk powder], fructose, vanilla powder.

1-SHAPE Lite Ingredients: Soy powder, psyllium husk powder, american ginseng (panax quinquefolii radix).

[Frequently Asked Questions About 1-SHAPE™ - English](#)

[View Details \(pdf\)](#)

Ordering Through the Cart

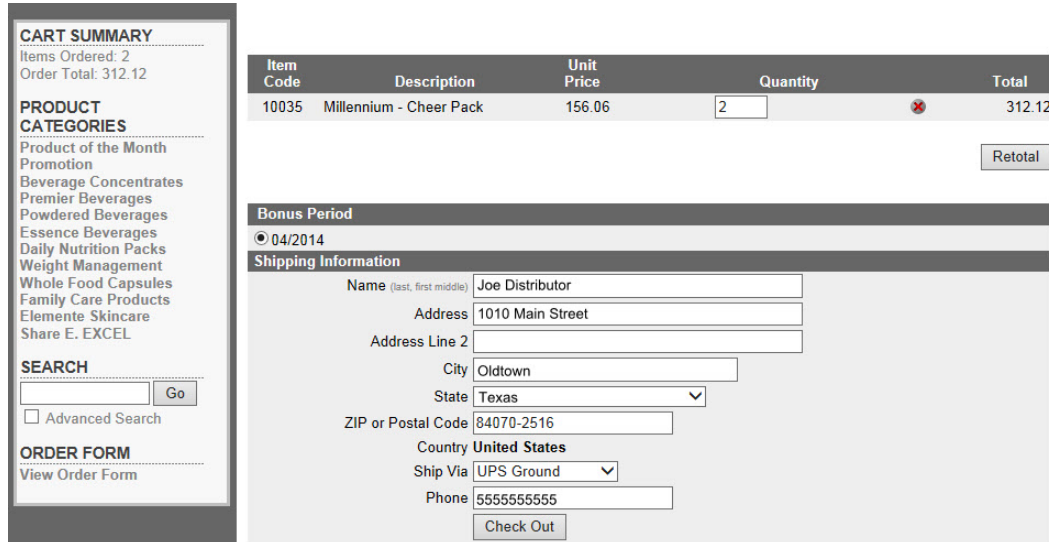
Located below each item description is a section in which you may enter the quantity of this product you want to add to your shopping cart. Both individual and case options are available.

Enter the quantities in the available fields, and click **Add Item(s)** to include these items in your order. Please note, you must add your items to the cart before you click **Check Out** to go to the Check Out screen.

610074 1-Shape (30 stick pack)	66.45	<input type="text"/>
610073 1-Shape Lite (30 stick pack)	66.45	<input type="text"/>
710074 1 Shape 12 pack (30 stick pack)	730.95	<input type="text"/>
710073 1 Shape Lite 12 pack (30 stick pack)	730.95	<input type="text"/>

Checking Out in the Shopping Cart

When you click **Check Out** in the shopping cart, the following screen appears.



CART SUMMARY
Items Ordered: 2
Order Total: 312.12

PRODUCT CATEGORIES
Product of the Month Promotion
Beverage Concentrates
Premier Beverages
Powdered Beverages
Essence Beverages
Daily Nutrition Packs
Weight Management
Whole Food Capsules
Family Care Products
Elemente Skincare
Share E. EXCEL

SEARCH

☐ Advanced Search

ORDER FORM
[View Order Form](#)

Item Code	Description	Unit Price	Quantity	Total
10035	Millennium - Cheer Pack	156.06	<input type="text" value="2"/>	312.12

Bonus Period
☒ 04/2014

Shipping Information
Name (last, first middle)
Address
Address Line 2
City
State
ZIP or Postal Code
Country
Ship Via
Phone

This screen shows a list of the products added to the cart at the top. You can change the quantities by changing the numbers shown in the **Quantity** fields, and clicking the **Retotal** button.

Remove any unwanted items by clicking the circled red X (✖) on the same line as that product. This automatically removes that product from the order and retotals the order.

Bonus Period

The next section of this screen asks you to select the **Bonus Period**. Depending on the date on which you place your order, you will see one or two dates here. Select the **Bonus Period** in which you want this order placed.

- If after the 20th of the month, you will have two options
 - 1) for the current month, and
 - 2) for the next month.
- Between the 1st and the 20th of the month, you will see only one option, which will be preselected.

Shipping Information

Your shipping information should appear in the fields in this section of the screen. If you want this order shipped to a different location, or via a different method, change the appropriate fields as needed. If you select Will Call as the Ship Via method, the address will automatically change to your nearest Distributor Center. Click **Check Out** to complete your order.

Once you click **Check Out**, the following will appear on your screen.

Bonus Period					
04/2014					
Product Code	Qty Ordered	Item Description	QV	Total QV	Total Item Price
10035	2	Millennium - Cheer Pack	140.45	280.90	156.06
			Total QV:	280.90	Subtotal: 312.12
Warehouse 1			Tax		9.36
Sandy Warehouse			Shipping/Handling (LPS Ground)		11.16
9957 S 500 W			Total Amount Due		332.04
Sandy, UT 84070-2516					

You'll see the **Bonus Period** in which this order will be placed displayed at the top.

Next, you'll see the information for the various items you selected for this order.

Below that, you'll see the Warehouse address this order will be shipped from.

Next to this address are the **Tax**, **Shipping/Handling** and **Total Amount Due** calculations for this order.

Below this is the area in which to **Enter Payment Information**. Current information is placed in these fields if known. Otherwise, you will need to complete these fields with your information as it appears on the statement for the credit card you will be using for this order.

Enter Payment Information

Billing Information (as it appears in your statement)

First Name:

Last Name:

Address:

City:

State:

ZIP or Postal Code:

Country:

Phone:

Use the following format, (999) 999-9999.

Email:

Enter Payment Information

☒ Choose Payment Option

Choose from EXISTING Payment Options on file

Credit Card:

Enter CCV Code:

☐ New Payment Option

☐ Save NEW Payment Option

To protect your privacy, our secure server uses secure socket layer (SSL). This ensures that your credit card information is encrypted and cannot be read as this information is transferred over the Internet.

The second section of Enter Payment Information will display any saved payment options, i.e. credit cards, you may have used previously. Entering your CCV Code from the back of your credit card is required.


If you have a credit balance on your account, you will be given the choice of using all or some of this balance as payment for this order. The remaining order balance will be charged to your credit card.

You may choose a previously established credit card, if one is available, or **New Payment Option** to enter another card.

The **Save NEW Payment Option** check box located underneath allows you to save the new payment option you are about to enter for future use on this site. Check the box if you want to save this new option; otherwise, leave it blank.

Once everything is complete, click **Check Out**, and the display will change again to allow you to enter your credit card information, as shown below.

Bonus Period						
09/2012						
Product Code	Qty Ordered	Item Description	QV	Total QV	Item Price	Total Price
30065	2	Vegaplex (100 cap)	50.00	100.00	55.56	111.12
100160	1	Millennium Powder Beverage	150.85	150.85	167.61	167.61
10204	1	Pearl Essence Moisturizer	92.00	92.00	108.89	108.89
84240	1	Sep 12 300 1-Dong Quai	0.00	0.00	0.00	0.00
			Total QV:	342.85	Subtotal:	387.62
Warehouse 1					Tax	19.26
Sandy Warehouse					Shipping/Handling (Will Call)	10.30
9957 S 500 W					Total Amount Due	417.18
Sandy, UT 84070-2516						



Credit Card Number:

Verification Code: [What's this?](#)

Expiration Date (MM/YY): /

Card Holder's Name:

To protect your privacy, our secure server uses secure socket layer (SSL). This ensures that your credit card information is encrypted and cannot be read as this information is transferred over the Internet.

Enter your credit card information as requested in the fields on this screen.

When you have completed these fields, click one of the two buttons at the bottom to continue.

- Click **Change Payment Type** if you have decided to use another payment method, or
- Click **Submit Order** if you are satisfied with your entries. You will then see a page that asks you to verify your payment information.


If the information is correct, click **Submit Order**. If the information is incorrect, click the Back button on your browser, and make any changes necessary on the previous screen, and resubmit your order.

Verify Payment Information	
404.13 will be charged to your card.	
You have entered the following credit card information. If this is correct, please click Submit Order below to complete your order.	
Card Number:	474747*****4747
Exp Date:	01/13
Card Holder:	test
Name on Account	John Distributor
Address	320 Woodvale Calgary AB T2W 3P3 CAN
Phone	8962223333
Email	eexceljd@eexcel.net
Please click Submit Order only once to avoid duplication of your order.	
<input type="button" value="Submit Order"/>	

When you click Submit Order, your order is processed. An email will be sent to the email address you entered previously, and you will see an invoice displayed on your screen, which can be printed for your records, as shown on the next page.

Thank you for placing your order.

Place another order. Return to home page.

 [Printer Friendly Version](#)

Order Number: 1486
 Bonus Period: 9/12
 Distributor ID: 1038

Bill To: John Distributor
 320 Woodvale
 Calgary, AB T2W 3P3
 CAN
 2221112222

Ship To: John Distributor
 320 Woodvale
 Calgary, AB T2W 3P3
 CAN
 2221112222

Product Code	Qty Ship	Qty Ordered	Item Description	QV	Total QV	Item Price	Total Price
100160	1	1	Millennium Powder Beverage	150.85	150.85	167.61	167.61
20070	1	1	Ginberry (180 cap)	97.55	97.55	108.39	108.39
10204	1	1	Pearl Essence Moisturizer	92.00	92.00	108.89	108.89
84240	1	1	Sep 12 300 1-Dong Quai	0.00	0.00	0.00	0.00
				Total QV:	340.40	Subtotal:	384.89
Warehouse 3				Tax		19.24	
Richmond (BC) Warehouse				Shipping/Handling (UPS Express Saver)		0.00	
21900 Westminster Hwy Suite 140				Total Amount Due		404.13	
Richmond, BC V6V 0A8							

Payments Received


Card Number: *****4747
 Receipt Amount: 404.13

Here you have three options

1. **Place another order**
2. **Return to home page**
3. View a **Printer Friendly Version** and print it for your records.

If you have any questions about placing orders with E. EXCEL in our Business Center, please feel free to contact Distributor Services at 1-800-733-3744 or email them at customerservice@eexcel.net.

■ Via 'Order by Product Code'

Orders  My Business

Order thru Catalog

Order by Product Code

Order & Package Tracking

When placing an order through **Order by Product Code**, the first thing you will be asked to do is select the country **to which this order will be shipped**. This selection allows the system to determine taxes and shipping costs, and as such, it is important to select the appropriate country. This step is explained under **Order thru Catalog** above.

Order Entry

Bonus Period						
<input checked="" type="radio"/> 04/2014						
Item	Qty	Description	Volume	Total Volume	Unit Price	Total Price

Please enter individual Product Codes in the **Item** column.
Promotion Codes must be used to order any promotional item.

300851 - Buy 1 package containing 4 G-ART® for the price of 3

[Calculate Order](#)

Total			0.00	Total		0.00
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Ship To Address

Name

Test, Distributor

Name 2

Address

9957 S 500 W

Address Line 2

Do Not Ship

City

Sandy

State

Utah

ZIP or Postal Code

84070-2516

Country

United States

Phone

8888888888

Ship Via

UPS Ground

[Calculate Order](#)

[Cancel Order](#)

[Continue](#)

Bonus Period: The first section of this screen asks you to select the Bonus Period.

Depending on the date on which you place your order, you will see one or two dates here. Select the Bonus Period in which you want this order placed.

You may select the Bonus Period

☒ 08/2012
 ☐ 09/2012

- If after the 20th of the month, you will have two options
 - 1) for the current month, and
 - 2) for the next month.
- Between the 1st and the 20th of the month, you will see only one option, the current month, which will be preselected.

Product Entry: The second section is the actually product entry section.

Item	Qty	Description	Volume	Total Volume	Unit Price	Total Price

Please enter individual Product Codes in the **Item** column.
Promotion Codes must be used to order any promotional item.

300851 - Buy 1 package containing 4 G-ART® for the price of 3

[Calculate Order](#)

Total	0.00	Total	0.00
--------------	-------------	--------------	-------------

Enter the Product Code (**Item**) and the number of that item (**Qty**) you want to order. Use the Tab key to move between fields. If you need more room to enter items, or to see the descriptions and prices of the items you have entered, click the **Calculate Order** button.

Notice that this action not only displays the item **Description**, **Volume**, **Total Volume**, **Unit Price** and **Total Price**, but also calculates the total **Tax**, shipping and handling fees (**Shp/Hdl**) and **Total Amount Due**.

Item	Qty	Description	Volume	Total Volume	Unit Price	Total Price
10035	2	Millennium - Cheer Pack	140.45	280.90	156.06	312.12
610085	3	Nutrifresh Strawberry	30.40	91.20	33.78	101.34
20070	1	Ginberry (180 cap)	97.55	97.55	108.39	108.39

If you need more space to enter items, or to view Product Descriptions and prices, click "Calculate Order".

[Calculate Order](#)

Total	469.65	Total	521.85
Tax			15.65
Shp/Hdl (UPS Ground)			11.33
Total Amount Due			548.83

If the order used all the available lines, you would also see additional blank fields in which to enter more items.

You may add and delete, and recalculate your order as many times as necessary until you have it to your liking.

Ship To Address:

This box will appear with fields already showing the address on file for you. If this order is shipping to another address, simply type the correct address into the fields as indicated, and select the shipping method (**Ship Via**) through the dropdown menu arrow.

If you select Will Call as the **Ship Via** method, the address above will change to your nearest local Distributor Center.

Ship To Address	
Name	Joe Distributor
Name 2	
Address	9957 S 500 W
Address Line 2	
City	Sandy
State	Utah
ZIP or Postal Code	84070-2516
Country	United States
Phone	8015428900
Ship Via	UPS Ground

Please note: You cannot change the country to which this order will be shipped on this screen. You must have selected the appropriate country for this order when you originally selected **Order Entry** at the beginning of this process.

Calculating the Order:

At the bottom of the screen are three buttons.

Calculate Order: Same as Calculate Order above.

Cancel Order: Click to cancel this order before placing.

Continue: Click for a final review of this order before moving on to payment options.

Calculate Order	Cancel Order
Continue	

When you are satisfied with the order, click **Continue**. This screen will appear.

Order Entry						
Sold To:	Distributor, Joe 9850 S 300 W Sandy, UT 84070-3262 USA 5055552309					
Ship To:	Distributor, Jim 123 Wilshire Los Angeles, CA 90101 USA 5055552309					
Bonus Period 09/2012						
Item	Qty	Description	Volume	Total Volume	Unit Price	Total Price
10035	2	Millennium - Cheer Pack	140.45	280.90	156.06	312.12
610085	3	Nutrifresh Strawberry	30.40	91.20	33.78	101.34
84240	1	Sep 12 300 1-Dong Quai	0.00	0.00	0.00	0.00
20070	1	Ginberry (180 cap)	97.55	97.55	108.39	108.39
Total			469.65	Total	521.85	
Tax						18.34
Shp/Hdl (UPS Ground)						12.23
Total Amount Due						552.42
<div> <div>Edit Order</div> <div>Cancel Order</div> </div> <div>Enter Payment Information</div>						

Please note: The screen above shows an additional item, **Sep 12 300 1-Dong Quai**. This item indicates that this order reached the minimum 300 CV level to qualify for a Commission Volume promotion in September, which is *Dong Quai*; therefore, 1 *Dong Quai* has been added to the order at no cost.

The three buttons at the bottom of the screen indicate your options at this point in the order.

Edit Order: Click to return to the previous page and change your order.

Cancel Order: Click to cancel this order before placing.

Enter Payment Information: Click to enter your payment information for this order.

Entering Payment Information

When you click **Enter Payment Information** on the previous screen, it brings up the Payment Information screen, shown on the right.

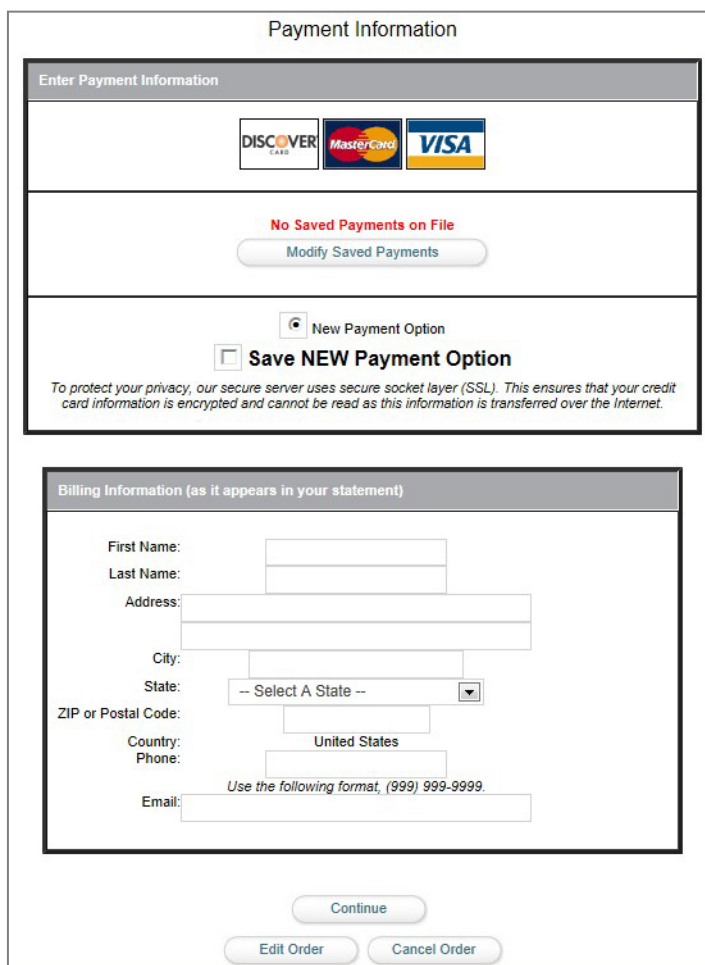
If you have a credit balance on your account, you will be given the choice of using all or some of this balance as payment for this order. The remaining order balance will be charged to your credit card.

The box at the top of the screen, labeled **Enter Payment Information**, displays graphics of the different types of credit cards E. EXCEL accepts—Visa, MasterCard and Discover.

This new system allows your credit card information to be safely stored electronically for reuse on our site, if you so wish. The screen on the right shows “**No Saved Payments on File**” for this account, which means that a credit card number to use for order payments has not been established for this account. That’s fine. You can enter the credit card you want to use for this order later. However, if you had already established an available credit card, it would appear here in this box.

The **Modify Saved Payments** button would allow you to change information on the established credit card, such as expiration date. *Please note:* Saved Payment on this button refers to ‘saved payment options,’ not actual payments.

You may choose a previously established credit card, if one is available, or **New Payment Option** as shown above.



The **Save NEW Payment Option** check box located toward the bottom of this box indicates that you would like the new payment option you are about to enter to be saved for future use on this site. Check the box if you want to save this new option; otherwise, leave it blank.

Billing Information

In the second box on the screen, enter the billing information for the credit card you will use for this payment as requested. Please enter this information as it appears on your credit card statement.

Once again, you'll see three buttons on the bottom of the screen.

Continue: Click to enter your credit card number and verification.

Edit Order: Click to return to the order entry screen and modify this order before placing.

Cancel Order: Click to cancel this order entirely.






When you choose **Continue**, the following screen will appear.

Enter your credit card information as requested in the fields on this screen. The note at the bottom of the screen helps you determine your **Verification Code** if you are unsure about what this field is requesting.

Two buttons at the bottom of this box indicate your options at this point.

Payment Information

Enter Card Info

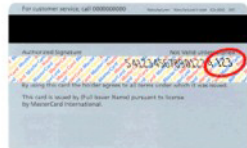




Credit Card Number

Verification Code:

Expiration Date (MM/YY) /

Card Holder's Name



The MasterCard, Visa, and Discover card verification numbers are located on the back of the credit card and are the last three digits to the right of the card number.

Change Payment Type
Submit Order

- Click **Change Payment Type** if you have decided to use another payment method, or
- Click **Submit Order** if you are satisfied with your entries. This submits the order for final processing. You will receive an order number and an email will be sent to the email address you entered.

Order Number and Invoice

Once you click **Submit Order**, the following appears on the screen.

Order Entry

Order #: 1485 has been entered. Click [here](#) to continue.

[View Order](#)

You will see your **Order#** displayed. The sentence *Click [here](#) to continue*, gives you quick access back to the Business Center home page. But it is recommended that you click **View Order** to see the invoice for your order as shown below.

Invoice Printer Friendly

Order Number: 1485
Order Date: 09/05/2012
Bonus Period: 9/12
Distributor ID: 1038

Bill To:

John Distributor
320 Woodvale
Calgary, AB T2W 3P3
CAN
2221112222

Ship To:

John Distributor
320 Woodvale
Calgary, AB T2W 3P3
CAN
2221112222

Product Code	Qty Ship	Qty Ordered	Item Description	QV	Total QV	Item Price	Total Price
10035	1	1	Millennium - Cheer Pack	140.45	140.45	156.06	156.06
610085	2	2	Nutrifresh Strawberry	30.40	60.80	33.78	67.56
20060	1	1	POLY5 Complex (180 cap)	122.45	122.45	136.06	136.06
84240	1	1	Sep 12 300 1-Dong Quai Kit Contains:	0.00	0.00	0.00	0.00
20080	1	1	Dong Quai (100 cap)				
				Total QV: 323.70		Subtotal: 359.68	
** Internet Order **						Tax	6.80
Warehouse 3 Richmond (BC) Warehouse 21900 Westminster Hwy Suite 140 Richmond, BC V6V 0A8						Shipping/Handling (UPS Express Saver)	0.00
						Total Amount Due	366.48

Payments Received

Payment Type: Credit Card
Card Number: *****4747
Receipt Amount: 366.48
Total Cash Receipts: 366.48
Invoice Balance: 0.00

Please note the **Printer Friendly** icon in the upper right corner. It allows you to print a copy of this invoice for your records, which is recommended.


Your order is complete.

■ 'Order & Package Tracking'

Orders
My Business

Order thru Catalog

Order by Product Code

Order & Package Tracking


The final option under **Orders** is Order & Package Tracking. When you click this option, the following table appears.

Order Tracking

 Printer Friendly

Orders for *Testing, Distributor*

Invoice	Type	Ship To	Pkg Tracking	Order Date	Ship Date	PV Date	Volume	Amount
1174337	IN	Test, Distributor		04/02/2014		4/2014	0.00	0.00

This table displays pertinent information for all the orders for you have placed. Please note that the Invoice number is a hyperlink. When you click on an invoice number, the screen will display the invoice for that order.

This option allows you to track your orders from E. EXCEL.