

Placing an order using Marketplace (<https://foxway.shop>)

- Introduction
- Placing an order using Marketplace (<https://foxway.shop>)
 - Step 1 - Select units from the market and add to your draft order
 - Step 2 - Go to the Shopping cart page and open the order.
 - Step 3 - Checkout
- How to add models if you forgot something?

Introduction

We all know that time is money. Because of that it's mutually beneficial if all the business transactions go as smoothly and fast as possible. That's the purpose of this guide, show you the two best ways, how to place an order without wasting any time.

Placing an order using Marketplace (<https://foxway.shop>)

Step 1 - Select units from the market and add to your draft order

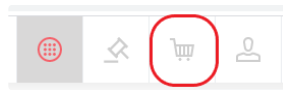
You can search for items by name using the search bar or use the filters in order to find items that meet your requirements. If you have found something you are interested in, then just click on the + sign next to the available quantity in order to add them to your order.

The screenshot shows the Foxway Marketplace interface. At the top, there is a search bar with the text "Search for anything... even by SKU". Below the search bar, there are navigation tabs for "Home", "Working", "Mobile devices", and "Select item group". The current page is displaying search results for "iphone x". A red box highlights the filter section, which includes fields for Manufacturer, Appearance, Functionality, Boxed, Color, Cloud Lock, Additional Info, Quantity, and Price. Below the filter section, there is a table of search results for iPhone X 256GB. The table has columns for Manufacturer, Appearance, Functionality, Color, Boxed, Additional Info, Quantity, and Price. The first three rows show results for "Working" status, and the last row is marked as "MARGINAL".


Manufacturer	Appearance	Functionality	Color	Boxed	Additional Info	Quantity	Price
Apple	Swap	Working	Silver	Unboxed	-	0/2	460 €
Apple	Swap	Working	Grey	Unboxed	-	0/3	460 €
Apple	Grade A	Working	Silver	Unboxed	-	0/5	380 €
MARGINAL	Grade A	Working	Silver	Unboxed	-	0/2	429 €

Step 2 - Go to the Shopping cart page and open the order.

You can go to your open orders by clicking the shopping cart icon on the right top corner.



You will see **all your open orders** on that page. If you click on the name of the order you can open it and see all the items you have in it.

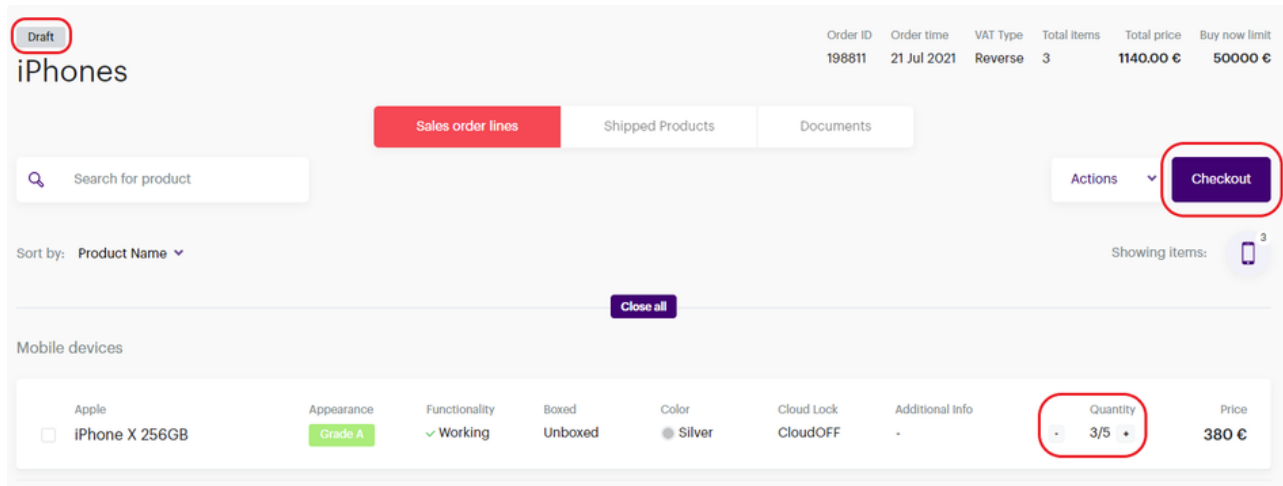
Name	Order	Status	Create date	Total Items	Amount	
<u>iphones</u>	198811	Draft	21 Jul 2021	3	1140.00 EUR	

If you need to **change the quantities** you can do it straight from the order by using the + and - buttons next to the quantity.

! NB! Keep in mind that the items you have added to your order but have not paid for yet, are not reserved for you. That's what the **Draft** tag in the top left corner shows. It means that everyone else can also add these units into their own orders and buy them before you. But I guess that's life, if you snooze, you lose.

Step 3 - Checkout

If you are **happy with the order** you can click on the **Checkout** button and move forward with your order.



Order ID: 198811 | Order time: 21 Jul 2021 | VAT Type: Reverse | Total Items: 3 | Total price: 1140.00 € | Buy now limit: 50000 €

Actions: **Checkout**

Showing Items: 3

Apple	Appearance	Functionality	Boxed	Color	Cloud Lock	Additional Info	Quantity	Price
<input type="checkbox"/> iPhone X 256GB	Grade A	✓ Working	Unboxed	● Silver	CloudOFF	-	- 3/5 +	380 €

After clicking on the **Checkout** button you will see your order details. It's possible to change the shipping address and add some comments if necessary. If everything seems to be correct, you can click on the **Accept Price** button to finalize your order.

Checkout

Items in order

3 Mobile devices 1140 €

Order details

Order name
iPhones

Order ID
198811

Order time
21 Jul 2021

Total items
3

Total price
1140.00 €

Shipping address

Order comment (Optional)

Type your comment

Request Offer Accept Price

Your items are **now reserved** in the system and **your Account Manager will send you Proforma Invoice** as well for prepayment.

i NB! If you click on **Request Offer**, your Account Manager will take a look at the order and will make a counter offer if possible. You will get a notification on your email if the order is ready to be closed.

Hello,

We have received your offer request. You'll see our feedback in Reseller Portal.

Check your order

You have two options:

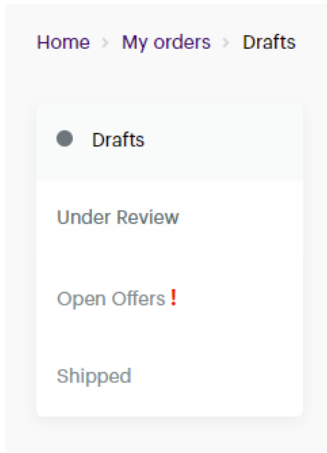
- 1) To buy the units, press "Confirm order" and we'll send and invoice instantly.
- 2) Make any desired changes and press "Request quote" again.

Offers are valid for 3 days.

Regards,

i **The items won't be reserved for you until you have confirmed the deal!**

If you log into your account on our Marketplace (<https://foxway.shop/>) and go under your orders, you will see that **Open Offers** has a red exclamation mark next to it.



You can **open the order** by clicking on the name of it.

Name	Order	Status	Create date	Total Items	Amount
! iPhones	199586	Reserved	22 Jul 2021	5	2050.00 EUR

If you are now satisfied with the offer, you **can confirm** it by clicking **Confirm**.

Order ID: 199586, Order time: 22 Jul 2021, VAT Type: Reverse, Total Items: 5, Total price: 2050.00 €

Actions: Confirm Order

Showing items: 5

Apple	Appearance	Functionality	Boxed	Color	Cloud Lock	Additional Info	Quantity	Price
iPhone 11 64GB	Grade B	✓ Working	Unboxed	Red	CloudOFF	-	5/55	410 €

How to add models if you forgot something?

Sometimes it happens that you **forgot to add some models**. In this case the best practice is just to make a **new order with the missing models** and send that information to your Account Manager (if you are placing the order through our Marketplace, then you can add that info into the comments as well. Your **Account Manager can merge different orders** into one and still ship everything out at once.