*Need Help Ordering?*

Welcome to YourAvon.com, this section will show you how to submit an order online. We will be adding screens to assist you more thoroughly, so please check back soon!

Once logged in, click the “My Orders” tab to create an order.

**To see when your current campaign order is due, look in the top right hand corner.**

The My Orders landing page allows you to not only create an order, but also:

* Check product availability.
* View current orders you’ve created.
* See any new Online Orders your customers may have placed in the last 24 hours.
* View your reports.
* Track orders.

**To get started, start typing the customer’s name OR you can click the drop down and select the customer you are looking for. To create a new customer, click the Add New Customer link.**

**REMEMBER:** If you’re creating your own ‘business order’, use the ALL CAPS version of your name in the customer list, to help separate and track your business expenses for items like brochures and samples.

Once you’ve selected your customer, choose the campaign you want to place your order in.

**Then click Create Order.**

You are now at your Item Entry Order Form.

**You’ll notice on the left side of the page are categories you can browse and order from, including Shop Brochures and Flyers.

If you have your product numbers already, simply enter the six digit product number and the quantity.**

**To search for a product, click the magnifying glass.**

* Begin typing the description or the brand, like Anew.
* Click Search.

You might see different prices for the same item. Products may be a part of a special promotion you need to qualify for, so check the specific campaign brochure for details.

* Click the product number you want and this will return you to the Item Entry Order form with the item box filled in.

**Once you’ve completed entering items, click the “Add Items to Order’” button.**

All the items you entered are now in the Saved Items section with the estimated price for the order and the current product availability based on your Regular shipment schedule. We’ll review product availability again when you submit your order.

To edit the order, click the **“Edit Order”** button. This reopens the Item Entry Order Form view to allow you to edit and/or delete items.

When you are finished with your edits, click **"Save Changes"**. This recalculates the estimated price of your order and returns you to the Saved Items section.

**To submit your order, click View Cart.**

The “Cart View” shows all the orders you’ve created.

**See the step bar at the top of the page to know where you are in the submission process.**

**STEP 1: View Order Cart**

* Under Current Campaign Order click the checkbox for each of the orders you wish to submit.
* Verify your Customer Count.
* Choose which kind of shipment you would like – Regular or Separate.
* Click “Continue to Sales Tools."

**STEP 2: Order Sales Tools**

* If you ordered brochures earlier in your order, you can verify those quantities now. If you haven’t already ordered them, you can do so now by entering the number of packs of 10 you want. If you need additional brochures for the prior campaign – you can order them here too!
* You’ll also see a special “Super Hit” offer for one last chance not to miss a special offer.

**When you’re ready to continue, click the “Continue to Order Summary” button**

**STEP 3: View Order Summary**

This page shows you your order summary along with updated product availability based on your shipping method. A legend at the bottom of the page explains each color icon.

If you have any “grey” items in your order — Sold Out items that either will not be available to order for several campaigns or have no future stock planned, a message will appear at the top of the page. These items are not available at this time and will be excluded from your order.

Remaining items — those in stock or with inventory on the way — will determine your order value.

**A complete summary of your order follows with details including:**

* Estimated Order Sub-Total.
* Shipping & Handling Fee.
* Estimated Taxes.
* Estimated Order Value.
* Estimated Earnings on this order.

Your by Estimated Order Total is based on the above details.

Want to make a last change? **Click the “Edit Order”** button to edit or delete items from your order.

When you’re finished, click **“Save Changes”** to recalculate the estimated value of your order and return you to the Order Summary page.

**When you’re ready to send your order to Avon, click “Submit Orders.”**

**STEP 4: Order Confirmation**

* This page gives you your Order Confirmation Number, the expected ship date, estimated order details and your estimated amount due with this order.
* Your estimated amount due is based on any prior balance, your new estimated order total and your specific account details.

**For quickest processing, it’s strongly recommended that you pay this total when you submit your order.**

Congratulations, you’ve successfully submitted your order!

[*Back to My Orders*](https://www.youravon.com/us-home/my-orders.html)