

HOW TO SUBMIT ORDER



Below is a brief guideline on submitting orders electronically to Evolve.

Save a copy of the Electronic Order Entry Form to your hard drive.

1. Go to www.evolvefurnituregroup.com
 2. Find Tab for "E Forms", here you will click on "Electronic Order Form"
 3. Please select the type of PO you will be submitting:
 - a. Electronic (SIF file)
 - b. Submit Hard Copy (PDF)
 - c. Punch List (replacement, add-on orders)
- a. If you selected "Electronic (SIF) please fill out this form completely (please make sure to include any special pricing quotes from Evolve) and please attached your SIF file by selecting "Choose form" at the bottom of the screen. Once completed please click submit. Note: if any required fields are left blank, the form will not process.
 - b. If you selected "Submit Hard Copy (PDF) please fill out this form completely and please attached your PDF file by selecting "Choose Form" at the bottom of the screen. Once completed please click submit. Note: if any required fields are left blank, the form will not process.
 - c. If you selected "Punch List (replacement, add-on orders)" please fill out this form completely and please "Upload Images" as suggested on screen. Once completed please click submit. Note: if any required fields are left blank, the form will not process.

Helpful Hints:

- If you are using COM please attach the Evolve electronic COM form to your email, the form is available upon request.
- If you are using a Key alike chart please attach the Evolve electronic Key Chart to your email.
- When entering specials on your SIF please use the SQ # followed by _s. As an example; Evolve SQ#1235 should read EVWS2066_s SQ#1235.
- When entering Global specials on your SIF please use the product code followed by _s or the word SPECIAL. As an example; Global Quote #A12356 should read A3672D4_s A12356 or SPECIAL A12356.
- Make sure all information listed on cover letter is current to the one being submitted and not copied and pasted from previous submission.
- Save SIF file as your PO#.SIF. This will enable us to match the correct SIF file to the cover sheet.
- All areas of cover letter are to be filled out, if it does not apply, please list as N/A.
- Bill to column is to be filled out ONLY if we are to bill a 3rd party.

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