



## HOW TO ADD ITEMS AND MAKE CHANGES TO AN AUTO SHIP ON CRESTORALBPROSHOP.COM

“Auto Shipments” are a great way to automatically replenish frequently purchased items. You just set up the items, frequency, delivery timing, and payment method... and your orders go on auto pilot! Of course, you are in control, and can adjust if needed with simple features like ‘skip my next order’, ‘Ship my Next Order now’, ‘Pause’, ‘Modify’ or ‘One-time change’. This guide takes you through how it works.

### HOW-TO CREATE AN AUTO-SHIPMENT

1. First, search for the product you want to have auto-shipped. Items eligible for auto shipment will display an ‘Add to Cart’ and ‘Auto Ship’ buttons.

Add to Cart

Auto Ship

Note: To auto-ship manual or Imprint brush bundles, first complete the bundle wizard to create your preferred bundle, and at the end click on ‘Auto Ship’ to add the item to you auto shipment.

2. After you click on ‘Auto Ship’, the next screen will be the “Add to Auto Shipment” menu.

#### Add to Auto Shipment

Configure your auto ship schedule

| Frequency of shipment                             | Estimated delivery date                                | Starting month   |
|---|--|--|
| Frequency<br>1 month                              | Ship date<br>8th day of the month                      | Starting Month<br>Oct 2020                               |
| <small>Select the auto shipment frequency</small> | <small>Your order will deliver around this day</small> | <small>Select month when the shipment will start</small> |

|  |   |  |
|--|---|--|
| <input checked="" type="radio"/> Credit Card | <input type="button" value="Add new card"/>   | Next planned delivery date<br>10/07/2020 |
| <input type="radio"/> Invoice me             | <input type="button" value="Add to auto ship"/> <input type="button" value="Cancel"/> |  |

- Select frequency (how often) you want this item(s) to be auto shipped to your office.
- Select your preferred delivery date.
  - This may be grayed out if you already have items on your auto shipment. This can be changed for the entire auto ship plan, but not for individual items on that plan. See below for instructions on how to change this date.
- Select the first month you want this item(s) to arrive.
  - If you currently have items on your auto ship and your delivery date would make it impossible to receive this item for the current month, that month will not be an option.
- If this is your first item added to auto ship you will need to select the billing method of either credit card or invoicing.

## HOW-TO MANAGE YOUR AUTO-SHIPMENT

If you already have an auto shipment (or you just created one), here is how you can update and make any changes:

### Active auto shipments

ACTIVE

Auto shipment details

|                               |                           |   |                                       |                   |
|-------------------------------|---------------------------|---|---------------------------------------|-------------------|
| Next estimated delivery date: | Last day to make changes: | Preferred delivery day:                   | Previous order date:                  | Payment method:   |
| 11/18/2020                    | 11/09/2020                | 18 <sup>th</sup> of the month<br>(Change) | Not available<br>(View order history) | Terms<br>(Change) |

### From the TOP Menu of options

- The **Pause** button will stop all future shipments until the auto shipment is resumed.
- **Skip my next order** will cancel the next automatic shipment only, and it will leave the rest of the ship plan active.
- **Ship my next order now** will give you the option to select what items from your auto-shipment you need right now and will add to your Cart so you can check out. (This does not modify your automatic shipment, just creates a new order to send ahead of time), so the wizard will then ask you if you want to skip the next shipment (Because you are requesting it sooner) or keep that normally scheduled next shipment.

### Auto shipment schedule

Product: 576 IMP Mixed Brush Bundle with Paste and Floss  
 Add this bundle to cart  
 \$455.04

Imprint Type: No icon - Double line  
 Imprint Text: BRADLEY LOUIE, DDS (209) 478-5616

| Month    | NOV 11/2020 | DEC 12/2020 | JAN 01/2021 | FEB 02/2021 | MAR 03/2021 | APR 04/2021 | MAY 05/2021 | JUN 06/2021 | JUL 07/2021 | AUG 08/2021 | SEP 09/2021 | OCT 10/2021 |
|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Quantity | x           | x           | 1           | x           | x           | 1           | x           | x           | 1           | x           | x           | 1           |

### From the MIDDLE Menu of options

- To make **permanent** changes to your auto shipment, click the blue 'Modify Auto Shipment' button.
  - Click on the month you want to change, use the '+' and '-' button to change the number of items you want on that particular month.
  - Click the trash can icon to the right of the item to remove it permanently from your auto shipment.
  - Don't forget to click 'Save' at the bottom.
- To make a **temporary** change to your auto shipment, simply click on the month you want to change, use the '+' or '-' button to make the change, and click on save. Repeat if necessary.

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|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Quantity | x           | x           | 1           | x           | x           | 1           | x           | x           | 1           | x           | x           | 1           |



"Modify Auto-Shipments" button will create permanent changes, year after year. Whereas the "Temporary" approach will only affect that particular shipment.