

# Online Ordering Steps

**Starting January 10<sup>th</sup>, 2009 all orders will not be sent to corporate to be keyed in. Baby Bump experts will directly key them into the system by way of the [littlepeanutboutique.com](http://littlepeanutboutique.com) shopping cart. This is to prevent any mistakes and or any issues with security of credit cards.**

## Steps

1. You must email [customerservice@littlepeanutboutique.com](mailto:customerservice@littlepeanutboutique.com) your hostess name, city of trunk show and date of party as soon as you book them.

Example : Sally Smith Seal Beach 2/14/10

This will allow us to create a custom code word linked to this party and you as the Baby Bump Expert.

Once the code word is in you will get a confirmation email back with the code word so that you may then pass it back to your hostess for her to include in her invites for any orders from guests who are unable to attend. Please keep in mind and mention to hostess that the code word is all lower case. You are also more than welcome to provide us with a code word (no more than 12 letters or numbers) that your hostess would like to use.

Example code: sallysmith

Or if we already have a code like above

Example code: sallysmithsb

As an outside order comes in you will be informed by email from us so that you can keep track of outside totals. This will allow you to inform the hostess how much she has earned prior to her party.

2. Once the party is completed and you have given your hostess her outside order total and trunk show sales total she will pick her items to apply towards her merchandise credit.

Example: Outside orders \$175 / Trunk show \$650 / Total \$825 / Merchandise credit \$82.50

When you are ready to key in your orders you must email us for a Hostess credit code in the amount above. Within a couple hours we will send you a email confirming the hostess code.

Example Hostess Code : ssmith8250

At this time we will be unsure if the total for the hostess credit is correct. So please make sure to double check all your work before submitting the amount to us. If there are any discrepancies in amounts we will have to obtain the fees applied to hostess from Baby Bump Experts weekly commission.

3. Now you can start keying in your guests orders. Make sure to put in the code given in step one for each order as this is our way of keeping track of your sales and commission. Once you have completed all guests you may then key in the hostess using the hostess code in step 2. This will apply all of the hostess discounts. Please make sure to not include the hostess special if they qualify as we will add that to any order once we have determined they qualify.

