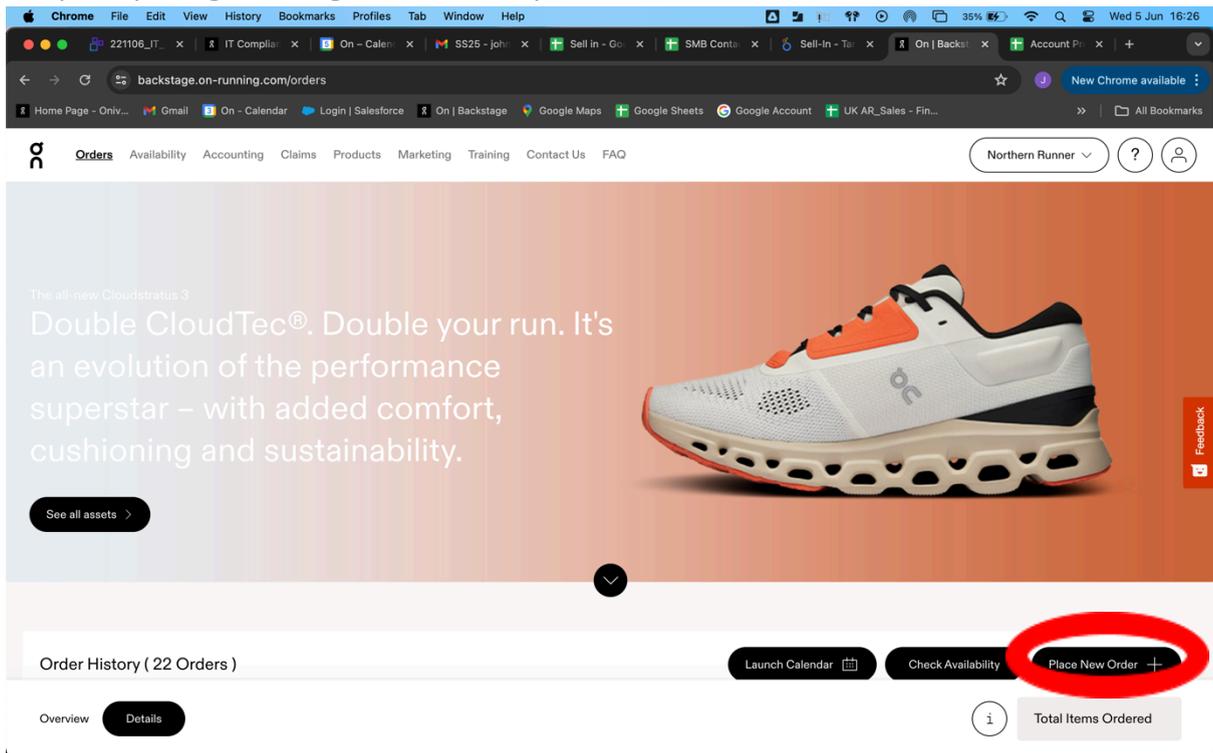
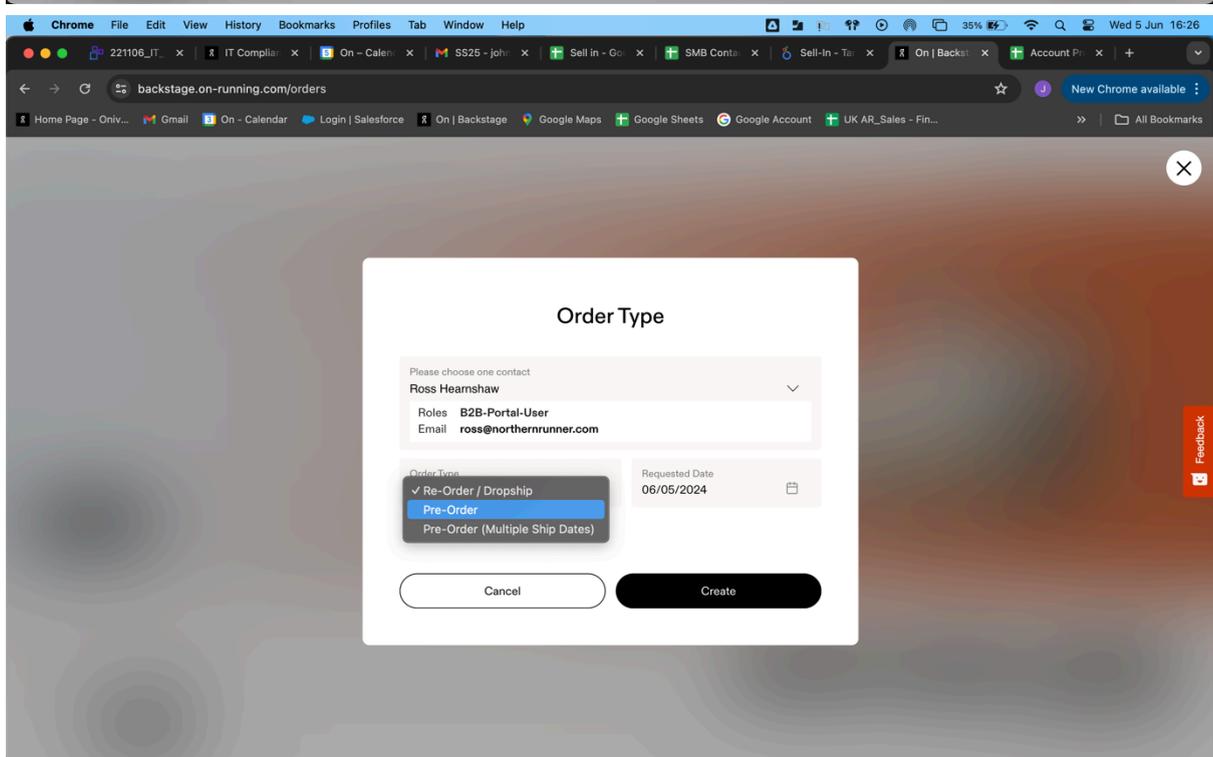
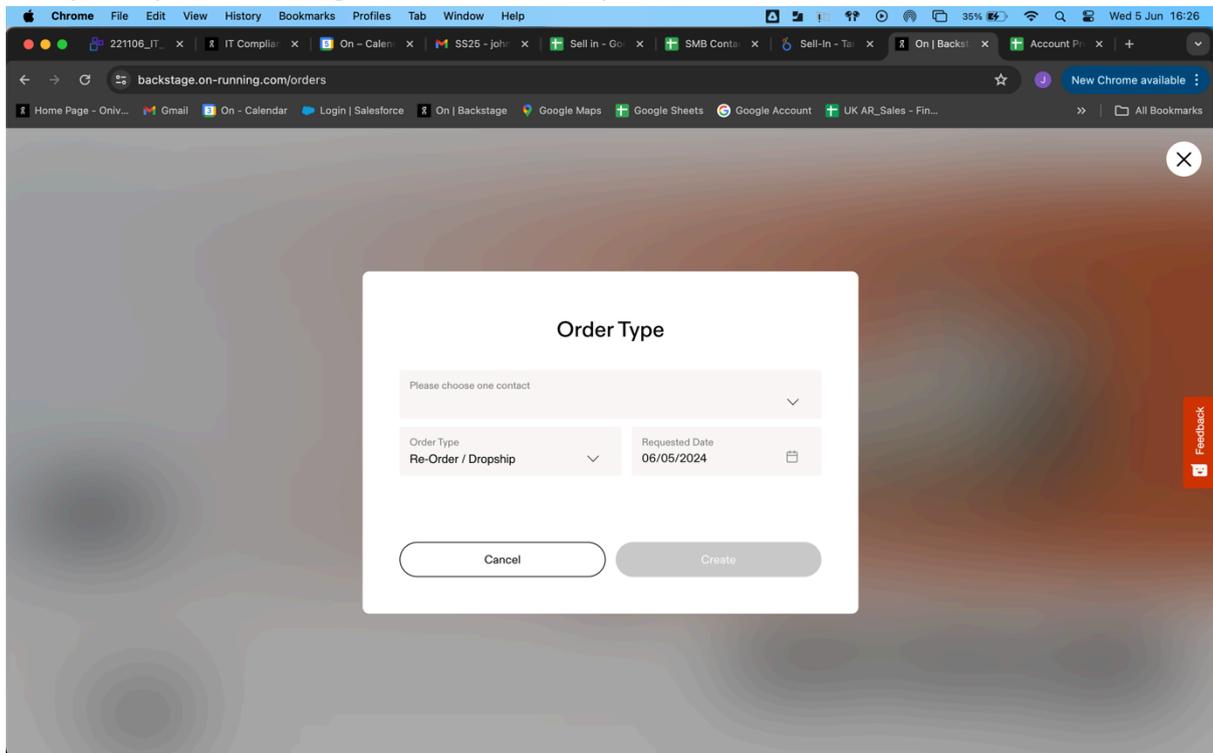


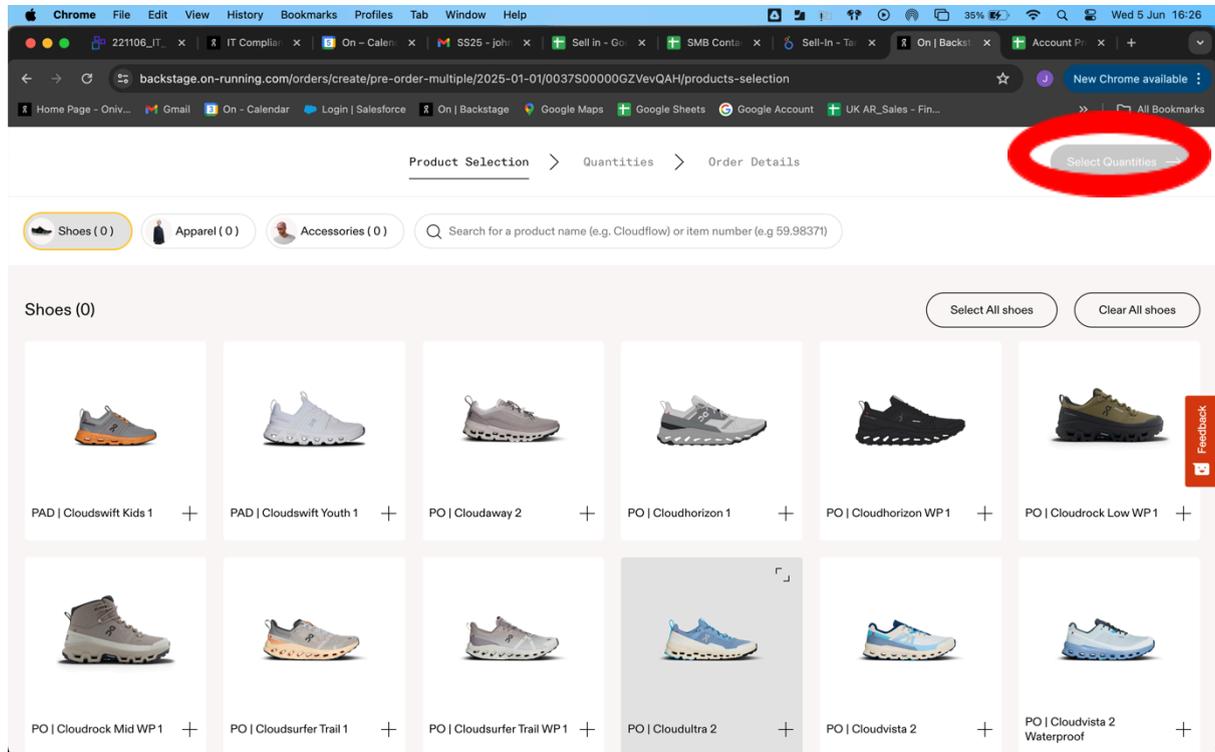
1/ Upon opening Backstage, look for the place new order tab



2/ You will be prompted with the type of order you wish to place, select Pre-Order or Pre-Order (Multiple ship date) [The latter is quicker if you know there are likely to be multiple shipments throughout the season required]



3/ This screen allows you to select all products you're interested in. Click the image to select the styles required. It will be highlighted in yellow upon selection. Choose as many styles as required. Once complete, click 'select quantities'.





6/ Once complete, click 'View Order Details' for a summary of your order(s). If multiple ship dates are selected, the first window will show the season order. You can click into each specific date order to review individually if required.

The screenshot shows the 'Multiple Pre-Order' interface. At the top, there are tabs for 'Overview' (16 Items), '2025-04-10' (8 Items), and '2025-01-01' (8 Items). The '2025-01-01' tab is selected. Below the tabs, there is a section titled 'Items (16)' containing a table with the following data:

Item Number	Description	Size	Quantity Ordered	EAN
3ME10122903	Cloudmonster 2 M Tempest   Horizon 8	8	1	7615537197715
3ME10122903	Cloudmonster 2 M Tempest   Horizon 8.5	8.5	1	7615537197722
3ME10122903	Cloudmonster 2 M Tempest   Horizon 9	9	1	7615537197739
3ME10122903	Cloudmonster 2 M Tempest   Horizon 9.5	9.5	1	7615537197746
3ME10122903	Cloudmonster 2 M Tempest   Horizon 10	10	1	7615537197753
3ME10122903	Cloudmonster 2 M Tempest   Horizon 10.5	10.5	1	7615537197760
3ME10122903	Cloudmonster 2 M Tempest   Horizon 11	11	1	7615537197777

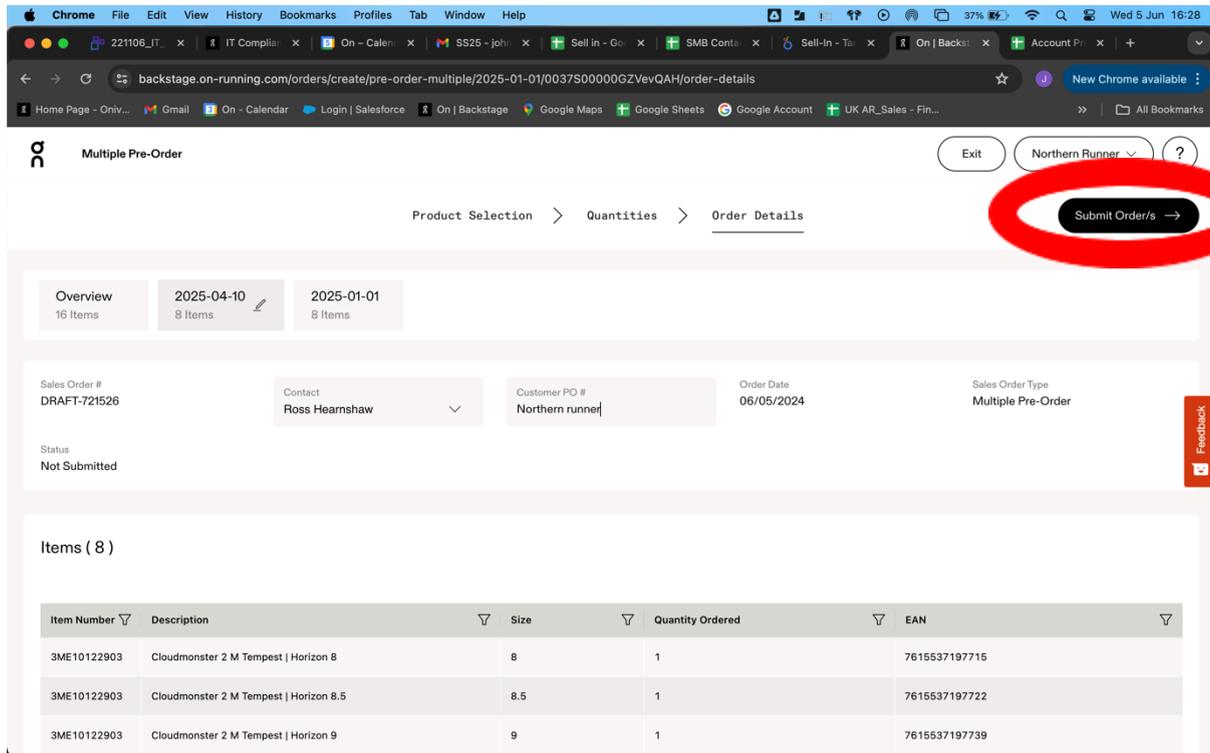
7/ Upon opening the individual orders, you can select individual PO's for each order if required.

The screenshot shows the 'Multiple Pre-Order' interface with the '2025-04-10' tab selected. Below the tabs, there is a section titled 'Items (8)' containing a table with the following data:

Item Number	Description	Size	Quantity Ordered	EAN
3ME10122903	Cloudmonster 2 M Tempest   Horizon 8	8	1	7615537197715
3ME10122903	Cloudmonster 2 M Tempest   Horizon 8.5	8.5	1	7615537197722
3ME10122903	Cloudmonster 2 M Tempest   Horizon 9	9	1	7615537197739

Below the items table, there is a section for order details. The 'Customer PO #' field is highlighted with a red circle and contains the text 'Northern runner'.

8/ Finally you can choose to submit the order if you are happy.....



.... Or by selecting 'Exit' you will be prompted to delete the order, save for later as a draft to continue editing later, or submit the order.

