

# How to Place an Order

A Quick Walk Through





# Ways to Place an Order

There are currently three ways to place an online order:

## 1 ADD AN ITEM TO YOUR CART

Useful when you're not sure of the exact part number, you need to view the different options that are available or you need to see what is currently in stock at OED first

## 2 QUICK ORDER

Useful when you know the exact part number(s) and quantities that you want to order

## 3 PASTE AN ORDER

Useful when you keep a running list of the part numbers and quantities that you need to order

SHINDAIWA 21.2cc TRIMMER SOLID SHAFT  
Item #: SH T235  
Supplier Part #: T235

\$219.99

In Stock  
UOM : EA

QTY:

[ADD TO CART](#)

[Add To Favorites](#)

Compare

## Quick Order

Enter the part # and quantity in the boxes provided.

This quickorder session expires in 3:51:48.

Part Number	Description	Quantity	UOM	Avail	Price
<input type="text"/>		<input type="text"/>			<input type="text"/>
<input type="text"/>		<input type="text"/>			<input type="text"/>

## Paste Order

Your order may contain no more than 200 items

Paste items here...



# Add an Item to Your Cart

You can browse the product categories to find exactly what you're looking for even if you don't know the exact part number

Your search begins with selecting a product line category, moves on to a product group within that product line and continues as you narrow down the specific product attributes you are looking for.

For example, do you only want to look at Wright mowers with 52" decks or all the Stander ZK mowers?

## Browse Categories



ECHO (237)



SHINDAIWA (68)



ECHO BEAR CAT (42)



BILLY GOAT (52)



WRIGHT MANUFACTURING (27)



VELKE/GOBBLER

### Filter Your Search

- In Stock Only
- Previously Purchased Only

#### DECK SIZE

- 36 (2)
- 42 (1)

#### DECK SIZE

- 36 (2)
- 42 (1)
- 48 (5)
- 52 (9)
- 61 (9)
- 72 (1)

- IT X (4)
- IDER B (2)
- IDER INTENSITY (5)
- IDER X (6)
- IDER ZK (5)
- IHT Z (2)
- IHT ZTO (3)



### WM STAND X 52 KAW FX730E ELEC HDAC

Item #: LA WSTX52SFX730E2A  
Supplier Part #: WSTX52SFX730E2A

GEN 2

[More Info](#)

\$7,937.30

In Stock  
UOM : EA

QTY:

[ADD TO CART](#)

[Add To Favorites](#)



Compare



### WM STAND ZK8 61 KAW FX850E ELEC HDAC

Item #: LA WSK61SFX850E  
Supplier Part #: WSK61SFX850E-49S

KAWASAKI FX850 49S ENGINE 27 GROSS HP REPLACES WSK6131KAWE

[More Info](#)

\$9,185.05

In Stock  
UOM : EA

QTY:

[ADD TO CART](#)

[Add To Favorites](#)



# Add an Item to Your Cart

Once you've narrowed down your search to the exact item you want to order, you can see your dealer cost and its availability.

To order the item, enter your preferred quantity and click the **"Add to Cart"** button.

If it is something you order frequently you can click on the **"Add To Favorites"** button to access this item quickly in the future.

You can compare different models by clicking the **"Compare"** toggle for each item you wish to compare.

**Filter Your Search**

- In Stock Only
- Previously Purchased Only

**SPECIALTY PRODUCT TYPE**

- AERATORS (8)
- BLOWERS (11)
- BRUSHCUTTERS (5)
- DEBRIS LOADERS (6)
- OVERSEEDERS/RAKES (7)
- SOD CUTTERS (3)
- VACUUMS (12)

**Brand**

- Billy Goat Industries, Inc. (52)

**Shop by Category**

**GOAT 9HP FORCE HONDA GX**  
Item #: BG F902H  
Supplier Part #: F902H  
[More Info](#)

Compare

**GOAT DEBRISLOADER 18HP VNGD E/S,10inHOSE**  
Item #: BG DL1  
Supplier Part #:  
BATTERY NOT  
ID HOSE use ba  
1/8 in  
[More Info](#)

Compare

**\$1,169.99**  
In Stock  
UOM : EA  
QTY: 2  
**ADD TO CART**  
[Add To Favorites](#)

**\$3,059.99**  
In Stock

**Product Comparisons**

Item	Price	Status
GOAT 13HP FORCE HONDA GX SELF PROP. Item #: BG F1302SPH Supplier Part #: F1302SPH	\$1,657.49	In Stock UOM : EA
GOAT 6HP FORCE VANGUARD ENGINE Item #: BG F601V Supplier Part #: F601V	\$603.99	In Stock UOM : EA
GOAT 9HP FORCE HONDA GX Item #: BG F902H Supplier Part #: F902H	\$1,169.99	In Stock UOM : EA

# Add an Item to Your Cart



Once you've clicked on the "Add to Cart" button, a pop up will confirm that it has been added to your shopping cart. In addition, it will show other items that you may be interested in.

The blue "Continue Shopping" button will close the pop up and let you search for your next item.

The gray "View Cart" button takes you directly to the Shopping Cart for you to checkout.

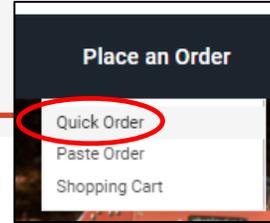
**✔ This item has been added to your cart!**

	<b>ECHO 63.3cc BACKPACK BLOWER W/TUBE THRT</b> Item #: EC PB-770T	<b>\$414.99 / EA</b>	<a href="#">Continue Shopping</a> <a href="#">View Cart</a>
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You might be interested in the following items:

 Item #: EC PB-2520AA ECHO 25.4cc HANDHELD BLOWER <b>\$124.49 / EA</b> <a href="#">Add To Cart</a>	 Item #: EC PB-580T ECHO 58.2cc BACKPACK BLOWER W/TUBE THRT <b>\$273.89 / EA</b> <a href="#">Add To Cart</a>	 Item #: EC PB-8010T ECHO 79.9 CC BACKPACK BLOWER <b>\$497.99 / EA</b> <a href="#">Add To Cart</a>	 Item #: EC PB-255LN ECHO 25.4cc HAND HELDBLOWER, LOW NOISE <b>\$167.99 / EA</b> <a href="#">Add To Cart</a>
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# Quick Order



To place a Quick Order, click on the “**Quick Order**” drop down link under “Place an Order” and the order screen will appear.

Once you enter a part number and quantity, the system will show you availability and your dealer cost per unit.

You may add up to **15 line items** in Quick Order. Items need to be placed in your cart **within four (4) hours** of starting the order, otherwise the order page will expire and you will need to start over.

You may delete an item at any time by clicking on the “Trash” icon to the right.

To place the order, click on the blue “**Add to Cart**” button.

## Quick Order

Enter the part # and quantity in the boxes provided. This quickorder session expires in 3:34:02.

Part Number	Description	Quantity	UOM	Avail	Price	
<input type="text" value="BG F902H"/>	GOAT 9HP FORCE HONDA GX	<input type="text" value="2"/>	EA	In Stock	\$1,169.99	
<input type="text" value="TM F-991H"/>	BEDEGER 9HP HON. W/ 3x9 BEDMASTER ROTOR	<input type="text" value="1"/>	EA	In Stock	\$2,768.00	
<input type="text" value="EC PB-8010T"/>	ECHO 79.9 CC PACKPACK BLOWER	<input type="text" value="5"/>	EA	On Back Order	\$497.99	
<input type="text"/>		<input type="text"/>				
<input type="text"/>		<input type="text"/>				
<input type="text"/>		<input type="text"/>				
<input type="text"/>		<input type="text"/>				
<input type="text"/>		<input type="text"/>				
<input type="text"/>		<input type="text"/>				

**Add to Cart**

[Click here to paste your order](#)

**Remain on this page after adding items to cart.**



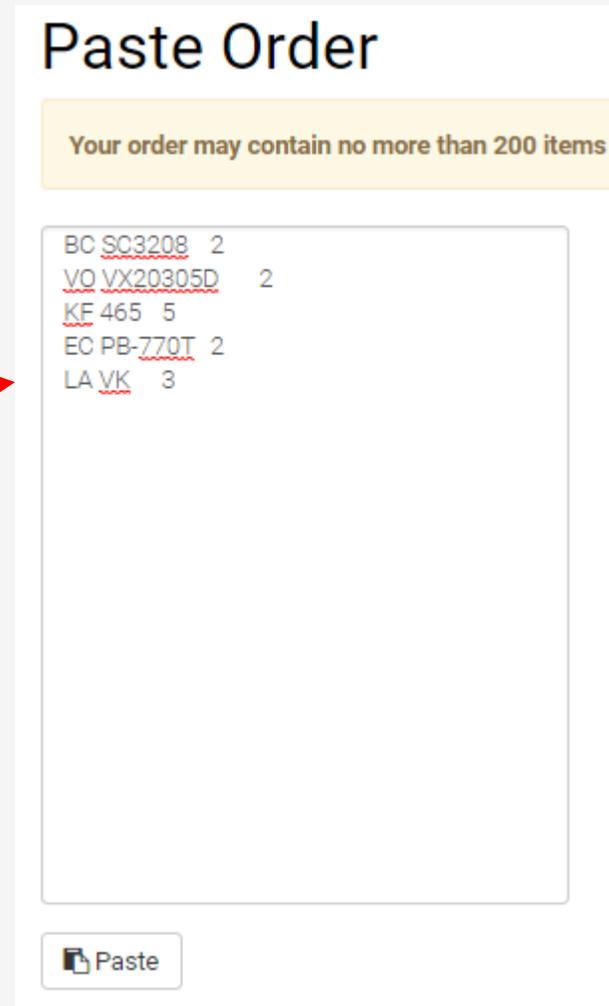
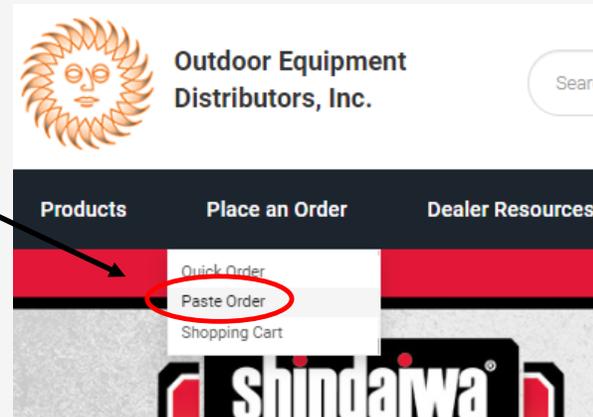
# Paste Order

To place a Paste Order, click on the **“Paste Order”** drop down link under **“Place an Order”** and the order screen will appear.

You may add up to **200 line items** in Paste Order. Whether you create the list in Microsoft Word or Notepad, you will need to paste your part numbers and quantities separated by either a tab or comma.

- **PartNumber [tab] Quantity**
- **PartNumber , Quantity**

To paste the items, click on the **“Paste”** button.



# Paste Order



After you click on the "Paste" button you will see **"Please wait while we load your order..."** to the right of the order pad area.

The items you entered will appear and show your dealer cost per unit and product availability. If there is a price break for ordering additional quantities, the system will show that.

If you need to remove an item, delete the line containing the part number and its quantity completely. If you need to change a quantity, do so. After you make the change(s), hit the "Paste" button again to update the order (you can do this in the Shopping Cart as well).

To place the order, click on the blue **"Add to Cart"** button.

## Paste Order

Your order may contain no more than 200 items

BC SC3208 2  
VO VX20305D 2  
KF 465 5  
EC PB-770T 2  
LA VK 3

Part #	Description	Quantity	Stock	UOM	Price
BC SC3208	BEARCAT 3' CHIP/SHRED—208cc B&S, S BELT	2	Non Stock	EA	\$999.20
VO VX20305D	VORTEXX PROFESSIONAL 2950PSI 3.0GP GX200	2	In Stock	EA	\$961.72
KF 465	K100 MG+ GAS 2.5 oz PILLOW PK FUEL TREAT	5	In Stock	CS 1-9 10+	\$52.14 \$50.83
EC PB-770T	ECHO 63.3cc BACKPACK BLOWER W/TUBE THRT	2	In Stock	EA	\$414.99
LA VK	VELKE, PRO 1, 1 WHEEL	3	In Stock	EA	\$324.70

Quantities listed in red are greater than immediately available stock.  
Item numbers listed in red were not found and will not be added to the cart.  
Quantities listed in green were changed to match UOM requirements

Paste

Add To Cart

# My Shopping Cart



To open your Shopping Cart, click on the dollar figure shown next to the Shopping Cart icon at the top right of any page. You can view a quick snapshot of the Shopping Cart by hovering over the grocery cart image.



You are able to make order quantity changes and/or remove any items from your cart as needed.

If you have an item that cannot ship immediately for some reason, you will receive notification to this effect.

## Shopping Cart

Part #	Description	Qty	UOM	Avail	Price	Ext. Price	
BG F902H	GOAT 9HP FORCE HONDA GX	2	EA	In Stock	\$1,169.99	\$2,339.98	✖
TM F-991H	BEDEDGER 9HP HON. W/ 3x9 BEDMASTER ROTOR	1	EA	In Stock	\$2,768.00	\$2,768.00	✖
EC PB-8010T	ECHO 79.9 CC PACKPACK BLOWER	5	EA	On Back Order	\$497.99	\$2,489.95	✖
BC SC3208	BEARCAT 3' CHIP/SHRED-208cc B&S, S BELT	2	EA	Non Stock	\$999.20	\$1,998.40	✖
VO VX20305D	VORTEXX PROFESSIONAL 2950PSI 3.0GP GX200	2	EA	In Stock	\$961.72	\$1,923.44	✖
KF 465	K100 MG+ GAS 2.5 oz PILLOW PK FUEL TREAT	5	CS	In Stock	\$52.14	\$260.69	✖
LA VK	VELKE, PRO 1, 1 WHEEL	3	EA	In Stock	\$324.70	\$974.10	✖

Enable Line Notes Clear Cart Save Cart For Later

[Checkout](#)

[Express Checkout](#)

**Inventory Info**

Part of your order is not available for immediate shipment or pickup.

EC PB-8010T ECHO 79.9 CC PACKPACK BLOWER

BC SC3208 BEARCAT 3' CHIP/SHRED-208cc B&S, S BELT

**Subtotal:** \$12,754.57

**Estimated Tax:** \$0.00

**Estimated Total:** \$12,754.57

Shipping and tax will be calculated at time of shipping.

[Checkout](#)

There is a \$30.00 minimum order requirement.



# My Shopping Cart

You now have the option to **“Enable Line Notes”** to flag a certain item for a particular customer of yours.

The Line Notes will appear on the packing slip and invoice. This feature helps ensure that when the product arrives at your dealership you know that it’s sold already and exactly where it needs go.

## Shopping Cart

Part #	Description
 BG F902H	GOAT 9HP FORCE HONDA GX <input type="text" value="Ryans Lawn Care"/>
 TM F-991H	BEDEGGER 9HP HON. W/ 3x9 BEDMASTER ROTOR <input type="text" value="Enter Item Note..."/>
 EC PB-8010T	ECHO 79.9 CC PACKPACK BLOWER <input type="text" value="Enter Item Note..."/>
 BC SC3208	BEARCAT 3' CHIP/SHRED—208cc B&S, S BELT <input type="text" value="Enter Item Note..."/>
 VO VX20305D	VORTEXX PROFESSIONAL 2950PSI 3.0GP GX200 <input type="text" value="Enter Item Note..."/>
KF 465	K100 MG+ GAS 2.5 oz PILLOW PK FUEL TREAT <input type="text" value="Enter Item Note..."/>
 LA VK	VELKE, PRO 1, 1 WHEEL <input type="text" value="Enter Item Note..."/>

**Enable Line Notes**



# Placing the Order

After clicking on the blue “Checkout” button, if there are items in your cart that are not in stock you will receive a pop up showing the affected items and giving you the option to change your cart or to continue placing the order.

**Change Cart** closes the pop up and lets you make any necessary changes.

**Continue** allows you to proceed to the next checkout step.

## Shopping Cart

Part #	Description	Qty	UOM	Avail	Price	Ext. Price
 BG F902H	GOAT 9HP FORCE HONDA					768.
 TM F-991H	BEDEDGER 9HP HON. W					489.
 EC PB-8010T	ECHO 79.9 CC PACKPACK					998.
 BC SC3208	BEARCAT 3" CHIP/SHRE					923.
 VO VX20305D	VORTEXX PROFESSIONAL					260.
 KF 465	K100 MG+ GAS 2.5 oz P					974.
 LA VK	VELKE, PRO 1, 1 WHEEL					439.

Enable Line Notes

### Inventory Information

Part of your order is not available for immediate shipment or pickup.

**The following items are affected**

Part #	Desc
EC PB-8010T	ECHO 79.9 CC PACKPACK BLOWER
BC SC3208	BEARCAT 3" CHIP/SHRED—208cc B&S, S BELT

You may continue and items will be backordered as needed, or you may change your cart.

[Change Cart](#) [Continue](#)

Shipping and tax will be calculated at time of shipping.

[Checkout](#)

There is a \$30.00 minimum order requirement.

[Checkout](#)

[Express Checkout](#)

### Inventory Info

Part of your order is not available for immediate shipment or pickup.

EC PB-8010T ECHO 79.9 CC PACKPACK BLOWER

BC SC3208 BEARCAT 3" CHIP/SHRED—208cc B&S, S BELT



# Placing the Order – Shipping Address

The first step in the Checkout process is to select the Ship To address. Most dealers will have only one address listed so you simply need to click the **“Select”** button to pick that address and then click the blue **“Continue”** button to proceed to the next step.

**Checkout Wizard**

Shipping Address | Delivery & Billing | Checkout Review | Checkout Complete

**Selected Address** Search Enter address info (name, zip, city)

Please select your address

OED  
2721 Discovery Dr  
Raleigh, NC 27616  
[Set As Default](#) **Select**

**Continue**

**Cart Summary - Cart 511**

9 item(s) in your cart

<b>Subtotal:</b>	\$13,609.54
<b>Shipping &amp; Handling:</b>	--
<b>Estimated Tax:</b>	--
<b>Total:</b>	--

Shipping and Tax will be calculated at time of shipment.

[Back to Shopping Cart](#)

If you do have multiple locations, they will appear here.

# Placing the Order – Delivery and Billing



## Checkout Wizard

Shipping Address

Delivery & Billing

Checkout Review

Checkout Complete

### Delivery Information

#### Delivery Method

- Best Way
- Customer Pickup

#### Special Instructions

Please add 10 ECHO hats to the order.

- Ship Complete Order Only

### Billing Information

#### PO

123456

#### Payment Type

On Account

Continue

### Ship-To Address

OED  
2721 Discovery Dr  
Raleigh, NC 27616  
(919) 876.6937  
Cust id: 101632

### Cart Summary - Cart 511

#### 9 item(s) in your cart

Subtotal:	\$13,609.54
Shipping & Handling:	--
Estimated Tax:	--
<b>Total:</b>	<b>--</b>

Shipping and Tax will be calculated at time of shipment.

[Back to Shopping Cart](#)

The next step is to select your preferred **Delivery Method**, add a **PO** number, choose your **Payment Type** and add any special Instructions concerning the order. You can also indicate whether or not you wish the order to ship complete (i.e. wait until any backorders are filled prior to shipping). Click the blue **“Continue”** button once all the selections are made.

# Placing the Order – Checkout Review



## Checkout Wizard

Shipping Address

Delivery & Billing

Checkout Review

Checkout Complete

### Ship To

#### OED

2721 Discovery Dr  
Raleigh, NC 27616  
(919) 876.6937

Cust id: 101632

Ship Method: Best Way

### Order Information

Cart # 511  
Placed By Lori White  
PO Number 123456  
Payment Method On Account  
Special Instructions Please add 10 ECHO hats to the order.

[Finish Checkout](#)

**⚠ Your checkout is not complete**  
You must click the "Finish Checkout" button in order to complete your checkout.

### Cart Summary - Cart 511

#### 9 item(s) in your cart

Subtotal: \$13,609.54  
Shipping & Handling: --  
Estimated Tax: --  
**Total: --**

Shipping and Tax will be calculated at time of shipment.

[Back to Shopping Cart](#)

Part #	Description	Qty	UOM	Price	Ext. Price
BG F902H	GOAT 9HP FORCE HONDA GX	2	EA	\$1,169.99	\$2,339.98
TM F-991H	BEDDGER 9HP HONL W/ 3v9 BEDMASTER ROTOR	1	EA	\$2,768.00	\$2,768.00
EC PB-8010T				7.99	\$2,489.96
BC SC3208				9.20	\$1,998.40
VO VX20305D				1.72	\$1,923.44
KF 465	K100 MG+ GAS 2.5 oz PILLow PK FUEL TREAT	5	CS	\$52.14	\$260.69

The next step is to review your order one final time to make sure everything is correct. If everything looks fine, click the blue **"Finish Checkout"** button. If you need to make any changes, click the **"Back to Shopping Cart"** link.

Notes:



# Placing the Order – Order Confirmation

On the confirmation screen you have the ability to print the order if you desire.

You can also download this order in an Excel spreadsheet if you would like.



## Congratulations - Your order is complete!

We will get your item(s) ready for you as soon as possible

Cart #: 511

[Print Order](#)

Ship To	Order Information
OED 2721 Discovery Dr Raleigh, NC 27616	<b>Shipping Method</b> Best Way <b>Cart #</b> 511 <b>PO #</b> 123456 <b>Placed By</b> lwhite@loadline.com <b>Payment Method</b> OnAccount <b>Shipping Instructions</b> Please add 10 ECHO hats to the order.

Part Number	Description	Qty	UOM	Price	Est. Price
P902H	GOAT 2HP FORCE HONDA GX	2	EA	\$1,159.99	\$2,320.00
TM F-991H	RECOGGER 2HP HON. W/SHG BEMASTER ROTOR	1	EA	\$2,750.00	\$2,750.00
EC PB-8010T	ECHO 79.9 CC BACKPACK BLOWER	5	EA	\$497.99	\$2,490.00
EC SC3205	GEARCAT 2' CHIP/SHRED-205cc GAS 5 BELT	2	EA	\$999.20	\$1,998.40
VO VX203050	VORTECK PROFESSIONAL 2500PSI 2.0GPA GX200	2	EA	\$961.72	\$1,923.44
KF 465	K100 MG+ GAS 2.5 cc FLOW PK FUEL TREAT	5	CS	\$52.14	\$260.69
LA VK	VEUKA PRO 1, 1 WHEEL	2	EA	\$324.70	\$649.40
SH T235	SHINDAIWA 21.2cc TRIMMER SHED SHAFT	2	EA	\$219.99	\$439.98
EC PB-770T	ECHO 63.3cc BACKPACK BLOWER W/TUBE THRT	1	EA	\$414.99	\$414.99

[Download an Excel™ version of this cart](#)

Subtotal: \$13,609.84

Estimated Total: \$13,609.84

Your final total will be calculated at time of shipping based on freight and tax.

# Placing the Order – Order Confirmation



After each successful order placed, you will receive a confirming email to save for your records.

Reply Reply All Forward

OE Outdoor Equipment Distributors, Inc. Cart Confirmation <support@aes2.com> | Lori White 1:22 PM

**Your Outdoor Equipment Distributors, Inc. online order - Cart 511**

*If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.*

### 511 Cart Confirmation

<b>Ship To:</b> Paul Gi 4215 W Raleigh	OED 2721 Discovery Dr Raleigh, NC 27616	<b>Order Information:</b> <b>Cart #:</b> 511 <b>Placed By:</b> <a href="mailto:lwhite@oedinc.com">lwhite@oedinc.com</a> <b>PO Number:</b> 123456 <b>Payment Method:</b> OnAccount <b>Shipped Via:</b> Best Way <b>Shipping Instructions:</b> Please add 10 ECHO hats to the order.
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Part Number	Description	Qty	UOM	Price	Ext. Price
BG F902H	GOAT 9HP FORCE HONDA GX	2	EA	\$1,169.99	\$2,339.98
TM F-991H	BEDEDGER 9HP HON. W/ 3x9 BEDMASTER ROTOR	1	EA	\$2,768.00	\$2,768.00
EC PB-8010T	ECHO 79.9 CC PACKPACK BLOWER	5	EA	\$497.99	\$2,489.96
BC SC3208	BEARCAT 3" CHIP/SHRED—208cc B&S, S BELT <i>Note:</i>	2	EA	\$999.20	\$1,998.40
VO VX20305D	VORTEXX PROFESSIONAL 2950PSI 3.0GP GX200 <i>Note:</i>	2	EA	\$961.72	\$1,923.44
KF 465	K100 MG+ GAS 2.5 oz PILLOW PK FUEL TREAT <i>Note:</i>	5	CS	\$52.14	\$260.69
LA VK	VELKE, PRO 1, 1 WHEEL <i>Note:</i>	3	EA	\$324.70	\$974.10
CH T235	SHINDAIWA 21 2cc TRIMMER SOI ID SHAFT	2	EA	\$219.99	\$439.98