



DITTO™

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Setting up a [DITTO™ scheduled order](#) takes 5 simple steps.

1) Create a New DITTO™ scheduled order

Click Create a New DITTO™ Order, provide a name for the scheduled order and select the Order Recipient (Me or Custom List from My Contacts).

2) Add Products

Using the Quick Shop feature enter an Item Name or Number and Quantity. Each product will need to be added one by one. Click Continue.

3) Schedule Products

- View items entered by Month or by Year.
- Select View by Year to enter your preferred reoccurring order for the year.
- Each item you entered shows a series of 12 boxes under the listed product with “0” in each box. For each product, go through and enter the quantity you would like shipped for each individual month.
 - Click Update Order to view the Total Items, Cost, PV and BV for each month.
 - Once you are satisfied with the product delivery schedule, click Update Order and then click Continue DITTO™ Set Up

4) Shipping & Delivery

Recurring Order Date

- Select to have your order delivered one of two ways:
 - Choose the week (i.e., first, second, third, or fourth week, and specific weekday).
 - Choose the specific date in the month.

Shipping Address

- If you need to change the listed shipping address, click Edit Current Address, and enter the desired shipping address

Delivery Options

- Select the radio button next to the delivery option you would like to receive:
 - Ground: arrives within 7 business days
 - Expedited: arrives within 5 business days

5) Payment

- Use a saved credit card or enter a new credit card you would like to use.
- Your “exempt from Sales Tax” will be NO at default but can be edited if applicable.
- Agree the to Payment Authorization and click Submit DITTO™ Schedule.