## How do I check out using **Scribe**<sup>\*\*</sup> the Shopify App?

| 1    | Navigate to the Simply Framed S store.   | hopify App from the backend of your Shopify  |  |
|------|--|--|--|
|      |  |  |  |
| 2    | From the homepage of the app,<br>listed will reflect the exact numb<br>Framed. | click "View {2} orders." The number of orders<br>er of orders waiting to be fulfilled by Simply  |  |
|      | Но   | me   |  |
| >    | j<br>E   | Add new Simply Framed Favorites using our Designer<br>Favorites are your saved print and frame choices. Add new Favorites using the button<br>below. <u>Read more</u><br>Add Favorites   |  |
| & Fr |  | ink your products to Simply Framed Favorites<br>Each of your products or variants can be linked to one of your saved Favorites. The<br>inked product or variant will be fullfilled with the print and frame services specified by<br>he Favorite. <u>Read more</u><br>Link your products |  |
|      |  | View your Simply Framed orders<br>When you have print and frame orders, use the button below to fulfill them with Simply<br>ramed.<br>View 2 orders  |  |
|      |  |  |  |

On this page, you will see individual orders waiting to be fulfilled by Simply Framed. You can push each order to Simply Framed individually, or in bulk.



4

3

To do so in bulk, check the box next to each order that you'd like to apply the action to.



## **5** Click "Approve fulfillment" to proceed.

| FRAM  | ED HOI             | me products          |                    |                          |
|-------|--------------------|----------------------|--------------------|--------------------------|
| Drde  | ers                |                      |                    |                          |
| iew a | ind fulfill your S | Simply Framed orders |                    | _                        |
|       | 2 selected         | Cancel fulfillment   | Approve ulfillment |                          |
|       | #1009              | Tue Dec 06 2022      | 2                  | A Bird View - 16 x 24 in |
|       | #1001              | Mon Dec 05 202       | 2                  | Airplane - 11 x 17 in    |
|       |                    |                      |                    |                          |

6 A summary of each order, including the cost owed to Simply Framed and the customer's shipping address, will appear. This is your final review. Click "Proceed to payment" to continue.

| 1 | A Bird View - 16 x 24 in |       | \$62.65       |  |  |
|---|--------------------------|-------|---------------|--|--|
|   | Тах                      |       | -             |  |  |
|   | Shipping                 |       | \$17.00       |  |  |
|   |                          |       | \$79.65       |  |  |
|   |                          | Total | \$159.30      |  |  |
|   | Go back                  | Proce | ed to payment |  |  |
|   |                          |       |               |  |  |
|   |                          |       |               |  |  |
|   |                          |       |               |  |  |
|   |                          |       |               |  |  |