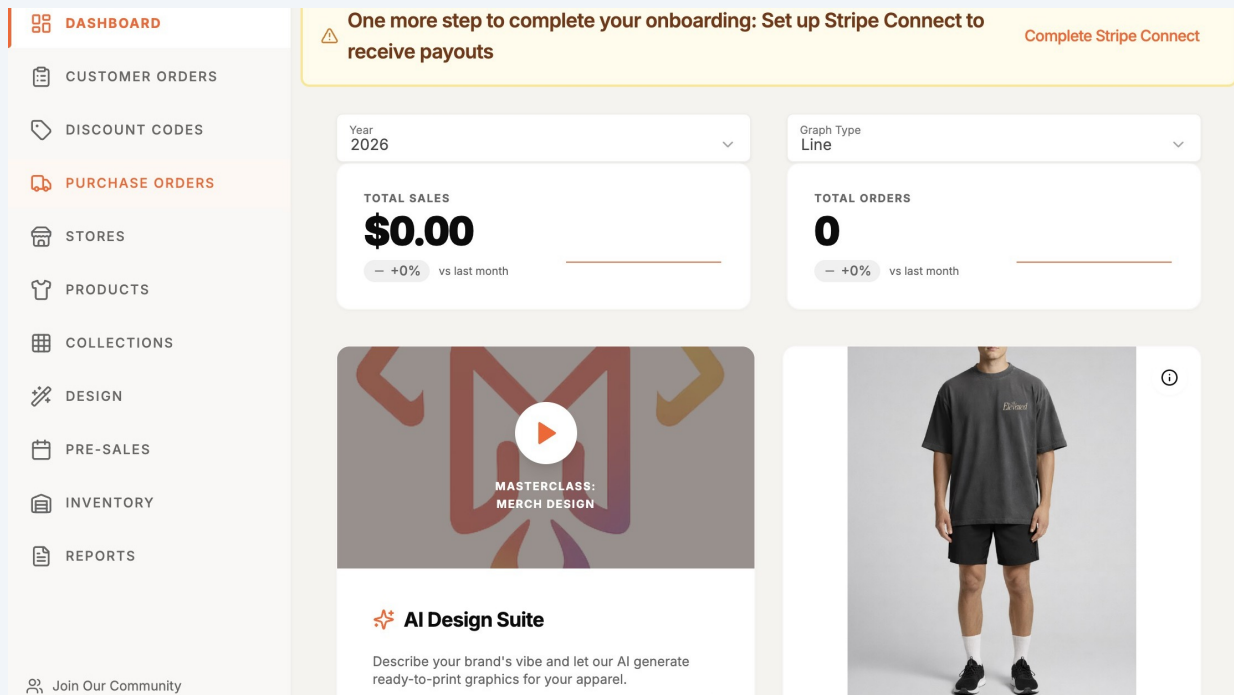


How to Place a Bulk Order on MerchLaunch

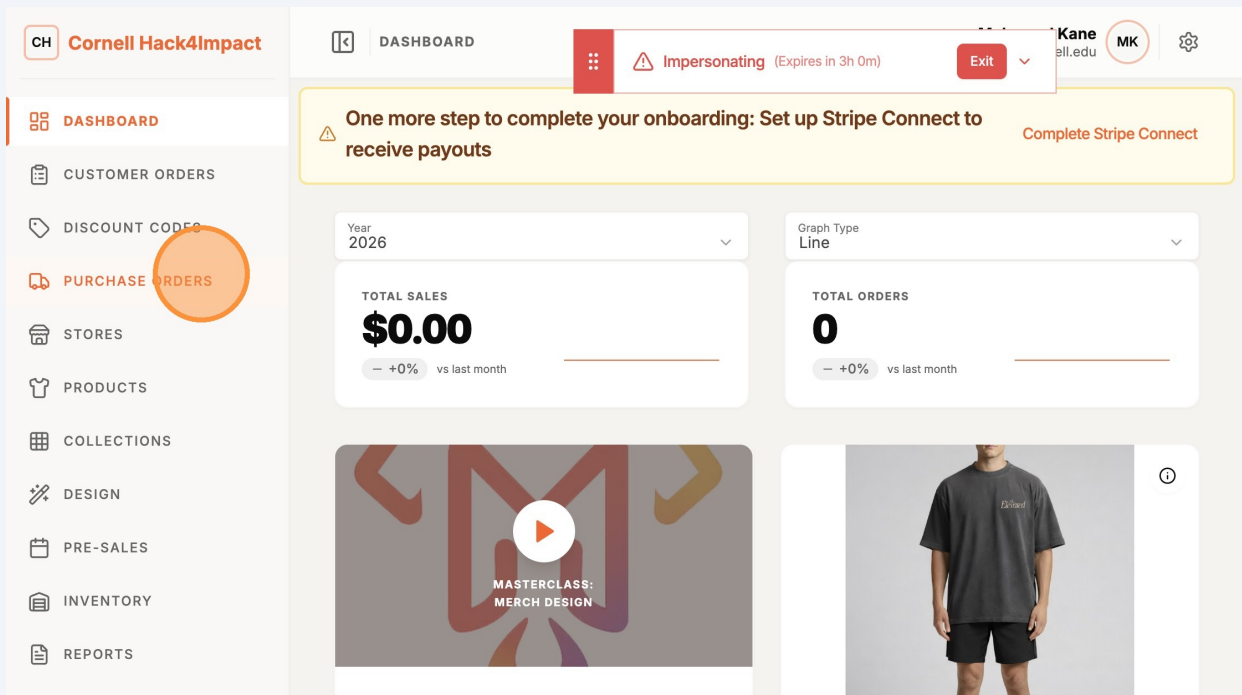
Learn how to efficiently submit bulk purchase orders through the MerchLaunch dashboard. This guide walks you through selecting product variants and setting shipping details to streamline your ordering process.

1

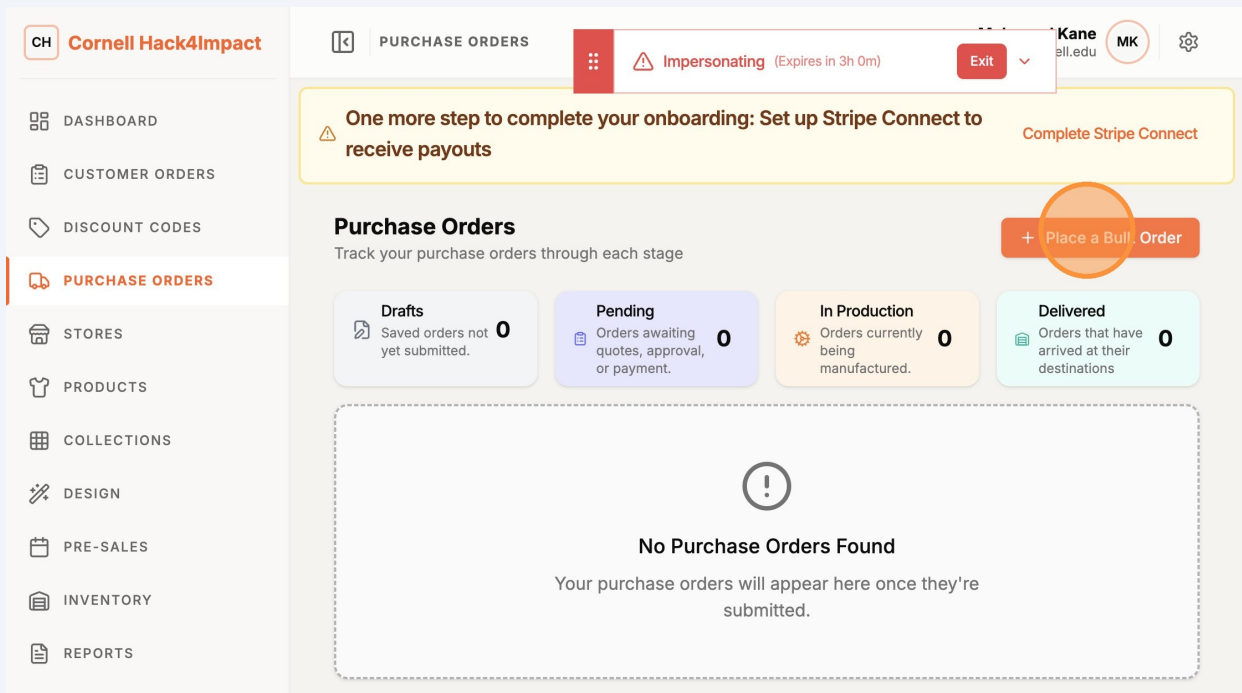
Navigate to <https://app.merchlaunch.com/c/dashboard>



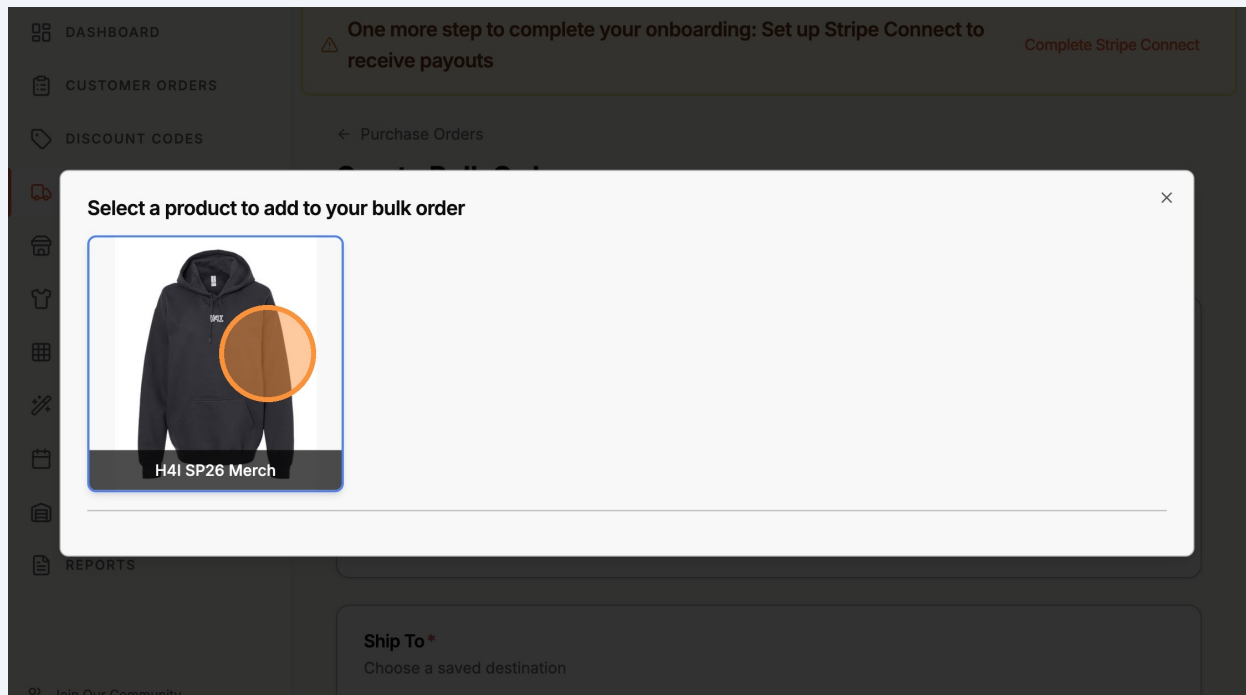
2 Click "Purchase Orders"



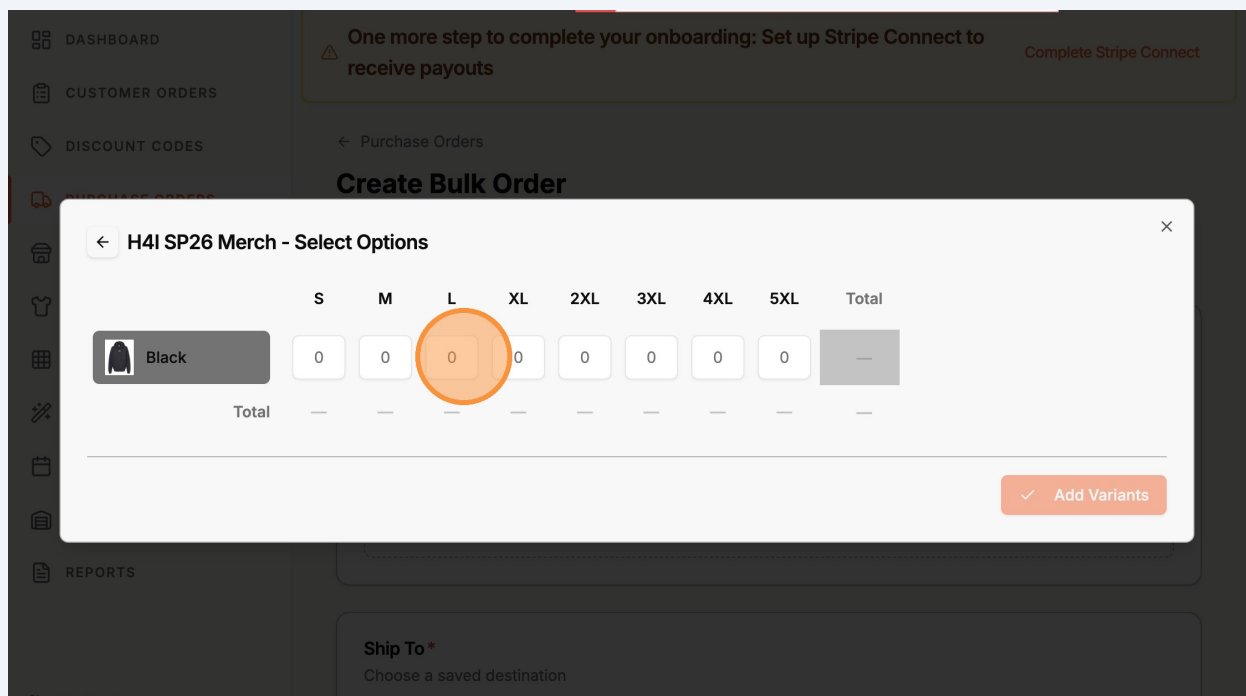
3 Click "Place a Bulk Order"



4 Click this image.



5 Click the "0" field.



6 Type "80" (using this as an example)

7 Click "Add 1 Variant"

The screenshot shows a 'Create Bulk Order' modal window. At the top, it says 'H4I SP26 Merch - Select Options' with a 'Clear all' link. Below is a table with columns for sizes (S, M, L, XL, 2XL, 3XL, 4XL, 5XL) and a 'Total' column. The 'L' column has a value of '80' entered, which is highlighted with a red box. The 'Total' column shows '80'. At the bottom right, there is an orange button labeled 'Add 1 Variant' with a checkmark icon, which is circled in orange.

	S	M	L	XL	2XL	3XL	4XL	5XL	Total
Black	0	0	80	0	0	0	0	0	80
Total	—	—	80	—	—	—	—	—	80

8

Double check that your quantity is the exact quantity that you want (using 80 as an example)

PURCHASE ORDERS

Products*
Add products and pick the variants and quantities you want to order.

+ Add Product Design Products

H4I SP26 Merch		M	L	XL	2XL	3XL	4XL	5XL	Total
Black	0	80	0	0	0	0	0	0	80
Total	-	-	80	-	-	-	-	-	80

Ship To*
Choose a saved destination

+ Add Shipping Location

Recipient Name* **Phone***

Full name Phone number

9

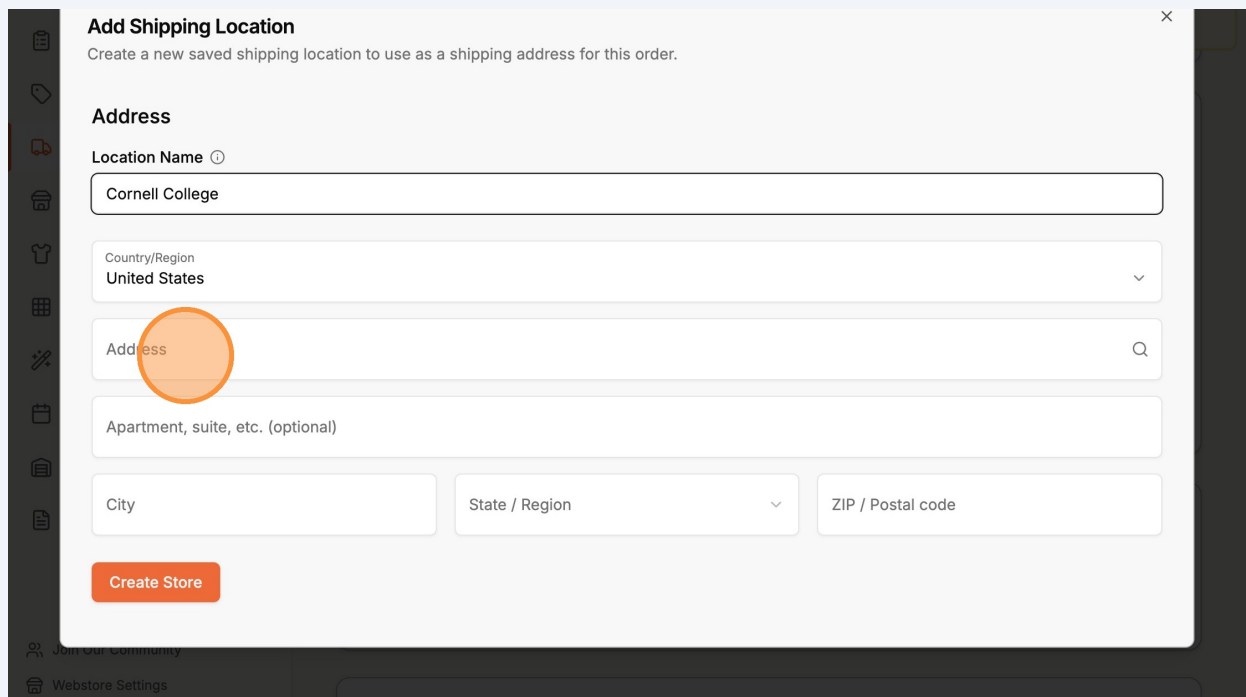
Enter your name, phone number, and contact email

10 Click "Add Shipping Location"

The screenshot shows the 'PURCHASE ORDERS' page in the Cornell Hack4Impact system. The left sidebar contains a navigation menu with options: DASHBOARD, CUSTOMER ORDERS, DISCOUNT CODES, PURCHASE ORDERS (highlighted), STORES, PRODUCTS, COLLECTIONS, DESIGN, PRE-SALES, INVENTORY, and REPORTS. The main content area has a header with 'PURCHASE ORDERS' and a user profile for Kane (MK). A yellow banner at the top of the main area states: 'One more step to complete your onboarding: Set up Stripe Connect to receive payouts' with a 'Complete Stripe Connect' link. Below this, the 'Ship To*' section is visible, which includes a 'Choose a saved destination' prompt and a button labeled '+ Add Shipping Location' circled in orange. Below the button are input fields for 'Recipient Name*' (Full name), 'Phone*' (Phone number), and 'Contact Email*' (name@example.com). At the bottom, there is a 'Needed By Date*' section with the prompt 'When do you need this order delivered?'.

11 Add the name of your location (Cornell College as an example but try to be as detailed as possible.)

12 Click the "Address" field.



Add Shipping Location ×

Create a new saved shipping location to use as a shipping address for this order.

Address

Location Name ⓘ

Cornell College

Country/Region

United States

Address

Apartment, suite, etc. (optional)

City

State / Region

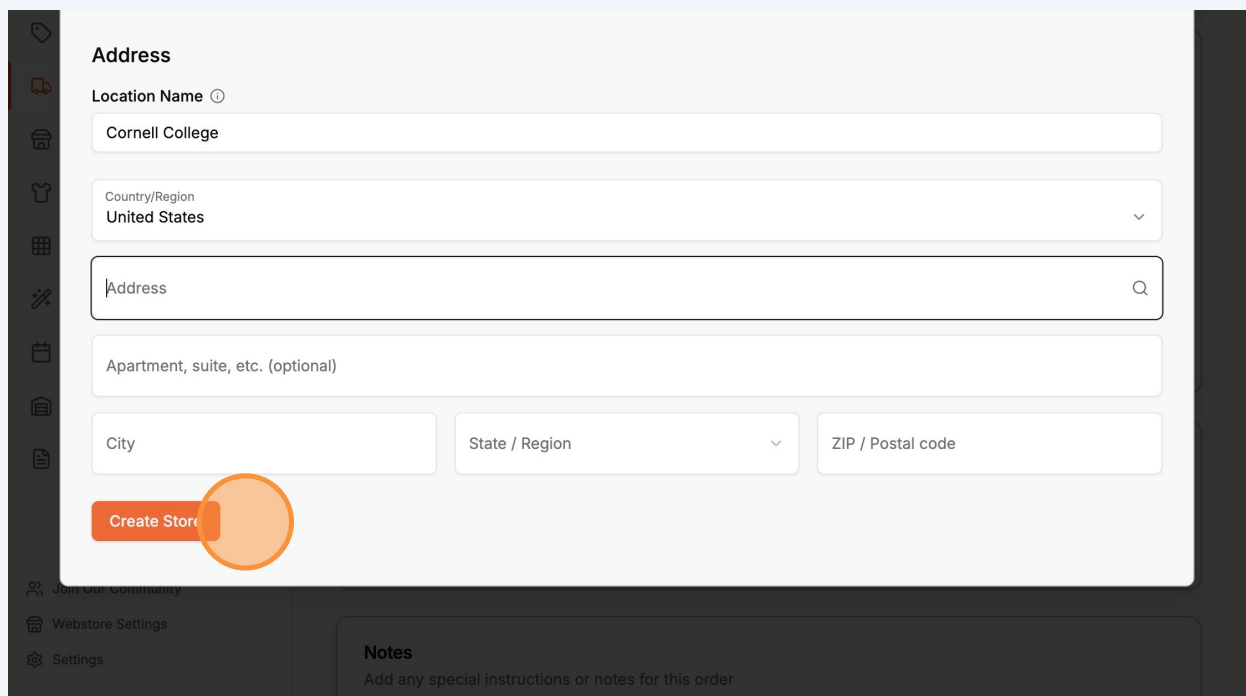
ZIP / Postal code

Create Store

Join our Community

Webstore Settings

13 Click Create Store



Address

Location Name ⓘ

Cornell College

Country/Region

United States

Address

Apartment, suite, etc. (optional)

City

State / Region

ZIP / Postal code

Create Store

Join our Community

Webstore Settings

Settings

Notes

Add any special instructions or notes for this order

14 Click this date field. Select the date you need the items by.

The screenshot shows a sidebar on the left with navigation links: CUSTOMER ORDERS, DISCOUNT CODES, PURCHASE ORDERS (highlighted), STORES, PRODUCTS, COLLECTIONS, DESIGN, PRE-SALES, INVENTORY, REPORTS, Join Our Community, and Webstore Settings. The main content area is titled 'receive payouts' and contains three sections: 'Recipient Name *' with fields for 'Full name' and 'Phone *' (Phone number), 'Contact Email *' with the value 'name@example.com', and 'Needed By Date *' with the prompt 'When do you need this order delivered?'. The date field shows 'mm/dd/yyyy' and is highlighted with an orange circle. Below these is a 'Notes' section with the prompt 'Add any special instructions or notes for this order' and a text area containing 'Any special instructions, delivery notes, etc.'.

15 Click the "Any special instructions, delivery notes, etc." field. Add special instructions if needed.

This screenshot shows the same 'PURCHASE ORDERS' form as above, but with the 'Notes' section highlighted. The 'Needed By Date' field now shows the date '05/05/2026'. The 'Notes' section has a text area with the placeholder 'Any special instructions, delivery notes, etc.' which is highlighted with an orange circle. At the bottom right of the form, there are two buttons: 'Save as Draft' and 'Next'.

16 Click Next to submit your order

DISCOUNT CODES

PURCHASE ORDERS

STORES

PRODUCTS

COLLECTIONS

DESIGN

PRE-SALES

INVENTORY

REPORTS

Join Our Community

Webstore Settings

Settings

Full name

Phone number

Contact Email *

name@example.com

Needed By Date *

When do you need this order delivered?

05/05/2026

Notes

Add any special instructions or notes for this order

Example Notes

Save as Draft

Next