

Web User's Guide Text Version

I. User Section

Please note* during the check out you will see a screen asking for a **PO# or Billing code, if you do not require click continue.**

Purchase Order #:	<input type="text"/>
Billing Code	<input type="text"/>
Special Instructions:	<input type="text"/>
e-mail:	<input type="text"/>
Telephone:	<input type="text"/>

Searches

Using the Tabs and Categories

The tabs are links to specific product types, Office Supplies, Coffee and Breakroom, and Technology.

There are two tabs that are links outside our site and may not be available to all users depending on what your company's Administrator has decided. They are "Printing" which has links to Custom Printing of Stamps, letterhead and envelopes, or Imprinted items such as mugs, pens, shirts, etc.

The "Furniture" tab takes you a site that allows you to select furniture items for a quote. Please contact your sales representative for help with the furniture and Printing tabs.

The tabs labeled "Office Supplies," "Coffee and Breakroom," and "Technology" have sub categories, which are accessed by drop down boxes.

Using the Search Box

This is the most popular way to find items. Keywords such as "Folder," will retrieve all the available folders. It is best to start with the most defining word, followed by other keywords. For example try "Folder" then a space, "Legal," space, then the word "Blue." Now click "Go" and the results will be all items with those 3 words in the description. You can also enter partial part numbers and the search will return all items that contain those numbers. Example: Enter 75213 in the search box and click "Go." Only items with "75213" in their product number will be returned.

Refining a Search

Sometimes too many items are returned during a word search. If that is the case use the "Refine Your Search" box which appears with the results. This box contains the word(s) that were used in the search and by adding more words (don't erase the ones already there) you can narrow your choices. For instance, if you are looking for a Green folder and only used the word "folder" you will get thousands of products. Add the word "green" to the words in the box, click the "Match: All Words" circle and you will narrow the list down considerably.

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1. Carts

Adding to

Every time you login, you access a cart. If you had one open from a previous visit and exited without submitting the cart it should still be waiting for you. Otherwise a new cart will start upon logging in. A product can be added to a cart from almost anywhere. Simply use the "Add to Cart" line next any item where "Add To Cart" is displayed such as in a Search, Catalog or Our Popular Items.

Changing Quantities

The default quantity is "1" for any product displayed in searches of any kind. Just highlight the quantity in the box and type in how many you want and click "Add to Cart." If you are in the Cart and want change a quantity there, just highlight what is in the box, put in your new quantity, and click "Update Cart" at the bottom of the page.

Removing an Item

Click "remove," which is located next to each line item.

Adding Comments to a Line.

Carts and Catalogs have a "Comment" box on each line item. In the Cart you can type in words that will show up on the packing list and invoices for that one order. For example: During calendar time a persons name can be added in the comment section so when the order comes in it makes it easier to get the correct item to that person.

Removing a Comment

Just highlight the comment, click the "backspace" or "delete" key on your keyboard, and click "Update Cart" at the bottom of the page.

Clearing All Items

While in the cart click "Remove All Items" at the bottom of the page.

Saved Carts

Carts only appear in the "Saved Carts" section of the "Carts On Hold" page if: 1) They have been rejected, or 2) If the approver has items in their cart and they open another users cart to modify it.

Making a Saved Cart Active

Selecting "view" or "Modify" will make the selected cart active. If there is a cart open at that time the cart that was open will be moved to "Saved Carts"

2. Favorites

Creating a Favorites list

To create your own list of items go to My Favorites list. In the box labeled "Name of New Favorites list," enter the name of the list you want to create. For Example "My Printer Supplies." Then click the "Create Favorites list" button. The screen will then display all of your Favorites lists.

Activating a Favorites list

To Activate a list go to the "Edit" line for that list and click it. Check the "Active" box and click "Update." There can be only one Active list at any one time.

Renaming a Favorites list

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To Add or change a description of a list, open “My Catalogs” then click the “Edit” line for that list. Enter the description of the list and click “Update.”

Deleting a Favorites list

To delete a list open “My Favorites list” and click the word delete.

Viewing a Favorites list

To view a list open “My Favorites list” and click the word “View.”

Adding Items to a Favorites list

You can add items to an Active list when viewing any search result. Any items added to a list during searches will be added to the list that is active. Future enhancements will allow for choosing a list.

Removing Items from a Favorites list

View the list and click the “remove item” line next to the item to be removed.

Adding items to a cart from a Favorites list

View the list and hit the “add to cart” line below the quantity.

Sorting a Favorites list

When viewing the list, at the top of the find the “sort by” drop down box. Click on the arrow to drop down the sort choices of : Price: Low to High, Price: High to Low, Item Name A to Z, Item Name Z to A, Item ID A to Z, Item ID Z to A.

Adding Comments to Items in a Favorites list

View the list and find the “Comment” box to the right of the price and unit of measure. Fill in the comment, then click on “update item.”

Changing Default Quantities in a Favorites list

View the list and find the “Quantity” box to the right of the “Comment” box. Fill in the quantity, then click on “update item.”

3. *Check Out*

Starting the Check Out Process

To start checking out click the “Checkout” button in the upper right hand section of the page. If you are already in a Cart you can click “Begin Checkout” at the bottom of the page.

Selecting the Delivery Address

The next page will list all of the shipping addresses available to you. These are pre-determined by your administrator. Choose one and click the word “Select” to the left of the address.

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Confirming the Delivery Address

The next page confirms the address you selected. If correct click the "Continue" button. If incorrect click the "Pick Existing Ship To" line next to the words "Current Ship To Address." DO NOT CLICK THE BACK BUTTON" on your browser.

Adding a Purchase Order Number and/or a Billing Code

This page is for adding a Purchase Order number and/or a Billing Code to your order. If neither is required click the "Continue" button. If either or both are required and the boxes are empty the order will halt until those boxes are completed.

Special Instructions

The "Special Instructions" box is for the packing slip and is never required. These instructions will only be seen when the packing slip is printed in the morning.

Final Review

The last page before the order goes in is the "Review Your Order" page. It will list all the information entered up to this point. If it is all correct, click the "Submit Order" button. If anything needs to be changed click the "Previous" button to go back.

Submitting the Order

Once the "Submit Order" button is clicked you will be presented with a "Sales Order Receipt." Clicking the "Print Receipt" button on the left will print this receipt. The sales order number is shown on the right. If your order needs to be approved you will receive a message indicating so. Orders that need approval can be viewed on the "Carts on Hold" page.

4. Carts on Hold page

Orders Waiting Your Approval

When you need to review an order it will appear here. You can then click on approve, view, modify or reject.

Your Orders Pending Approval

When you have placed an order and it is waiting to be approved, it will appear here.

Saved Carts

These are carts that have been saved because you have opened another cart when approving.

Cart Status

Approvals

5. Order History

Searching for orders