

Using Osupplies.com Shopping Cart

Access the shopping cart by going to www.osupplies.com and click **“Shop Now”**.

You will enter your username and password you used for the previous system.

Username should be your email address unless instructed otherwise.

Home Page

The screenshot shows the Osupplies.com home page. At the top left is the logo "osupplies.com" with the tagline "Everything for the office." To the right, it says "Welcome Stutsman Test, Kim!" with a link "(Not Stutsman Test, Kim ?)" and a "LOG OUT" button. Below the logo is a search bar with the placeholder "Keyword or Item #" and a "Search" button. To the right of the search bar is a shopping cart icon showing "2 Items" and a total price of "\$301.17" with a "Checkout" button. Below the search bar is a navigation menu with buttons for "Browse Categories", "Home", "Favorites", "History", "Ink & Toner", "My Account", and "Quickshop". The "Ink & Toner" section features an "Ink & Toner Finder" with four colored droplets (blue, pink, yellow, black) and three dropdown menus: "Select Manufacturer...", "Select Machine Type...", and "Select Model Number...". Below these is a "clear" link. The "CHECK OUT THESE GREAT DEALS!" section features a "LORELL" vertical file cabinet. The price is "\$437.00/EA" for item "LLR-60651". There is a quantity input field set to "1" and an "Add to Cart" button. Below this is a "MY SHOPPING CARTS" section with a red button. At the bottom, there is a text prompt: "Click on the cart icon to make this your current shopping cart." Below that is a shopping cart summary showing a date "03/09/20", a number "#26449", a quantity of "1 Items", and a total price of "\$424.44" with a "Checkout" button.

Once logged in you can search by Keyword or Item#.

Below the search box you will find buttons to access different areas.

- Browse Categories – allows you to look for items based on category.
- Home – takes you back to the main screen.
- Favorites -- takes you to your favorites item list.
 - You can add items to favorites on each item or by adding all items in a cart to favorites.
- History – takes you to your order history.
 - Please note that order history from prior system will not be displayed, only orders placed on this new shopping cart.
- Ink & Toner – takes you to the Ink & Toner finder where you have several options to find the item you need.
- My Account – takes you to very basic information about your logged in account.
- Quickshop – takes you to a screen where you can type item and quantity and any item comments and tab through to the next item. Quick way to place an order if you have all of the item numbers you are ordering available to you already.

If you have previously saved a shopping cart you will see that on the main shopping page under My Shopping Carts.

- Each time you log out it will save your shopping cart for future use.
 - You can click on the cart you need to access and check out or continue shopping.

Product Details

The screenshot shows a product detail page for Life Savers Wint O Green Mints. The main product image is a green bag of mints. To the right of the image, the product name is "Life Savers Wint O Green Mints Bag - 3 lb. 2 oz." and the description is "Wint-O-Green, Mint - 3.12 lb - 1 Bag". The price is listed as "\$14.99 / BG". There are input fields for quantity (set to 1) and "Add To Cart". Below the main image are smaller images for "Zoom", "LIFE SAVERS MINTS WINT O GREEN", "INVIGORATING RATING", and "LIFE SAVERS MINTS WINT O GREEN". At the bottom of the page, there are three tabs: "Overview", "Specifications", and "Stock". On the right side, there is an "Also Consider" section with two other products: "Dum Dums Original Candy - Assorted - Fat-free - 200 / Bag" priced at "\$13.99/BG" and "M&M's Chocolate Candies Lovers Variety Pack - Milk Chocolate..." priced at "\$22.69/BG".

On the products detail page you can add items to cart and favorites. You will see a description of the item along with the price.

- On the right of the screen you will see similar items.
- At the bottom you will see three tabs.
 - Overview -- basic overview of item.
 - Specifications -- multiple details on the item, including weight, size, manufacture etc.
 - Stock – will show quantities available including the # of days to delivery. If there is no stock you may contact customer service to see if there is stock in another warehouse outside of your standard warehouses that has the item available, there may be an extra fee.

Checkout

You will access this screen by clicking on the cart in the top right corner.

Total: \$301.17

Continue Shopping Finish Later Cancel Order Continue Checkout

Billing Address
Sold To: Osupplies.com
Osupplies.com
3911 Venice Road

Sandusky ,OH
44870

Shipping Address
Osupplies.com
3911 Venice Road



Sandusky ,OH
44870

Additional Data

PO Number	Phone
<input type="text"/>	<input type="text" value="1-800-516-7321"/>
Attention	Email
<input type="text"/>	<input type="text" value="tjanshego@osupplies.com"/>
Comments	<input type="text"/>

Ship Via: Our Truck
Weight: 145.52 Lbs.
Shipping charge: Free Delivery!

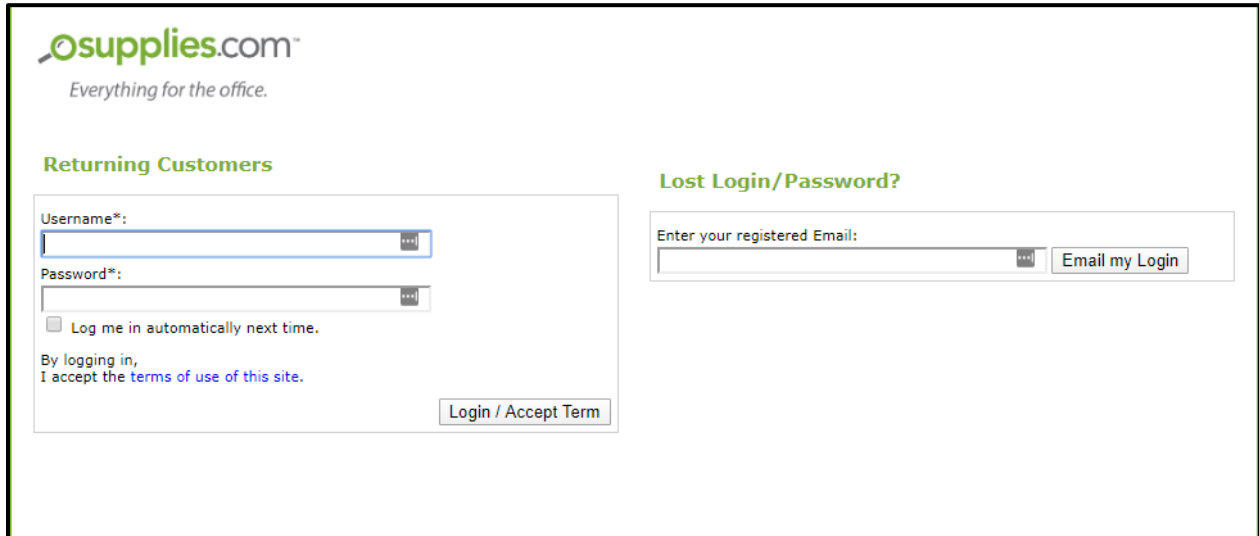
Your Order:

	Our Price	Comments	Quantity	Line Total	Taxable	Remove
	\$11.17 /BG HMT-19061 Thank You Mints, 1lb, ButterMints	<input type="text"/>	<input type="text" value="1"/>	\$11.17	N	<input type="checkbox"/>
	\$290.00 /EA LLR-69371 Rectangular Desk Shell,72"x36"x29-1/2",Mahogany	<input type="text"/>	<input type="text" value="1"/>	\$290.00	N	<input type="checkbox"/>

- From here you can choose to Continue Shopping, Finishing Later, Cancel Order.
- If you are ready to check out, you can Add PO#, Attention Name, Order Comments, Items Comments, Remove an Item or Change Quantity.
 - If you make any changes to the Your Order section be sure to hit the Update button to update the order before going to Continue Checkout.
- You will also notice at the bottom you can add the Cart to Favorites List, which will add all items to favorites.
- Once you select Continue Shopping the next screen shows stock check results. This will show what is available and the delivery date you will receive the item.
- Next screen will allow you to enter any coupon codes you might have.
- Final check screen will allow you to select payment method and add Credit Card information if necessary. From here you will Complete Checkout.

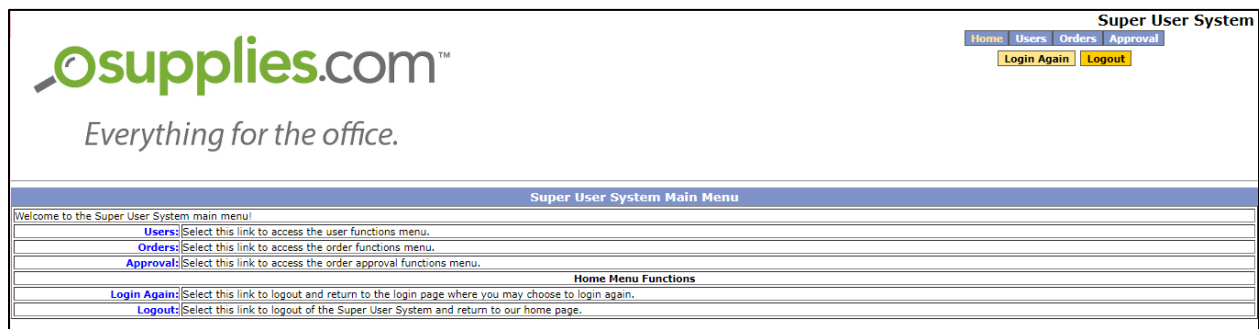
Using Super User System

Shopping Cart Log In



- Enter your Username and password supplied for the super user system. Click Login/Accept Term

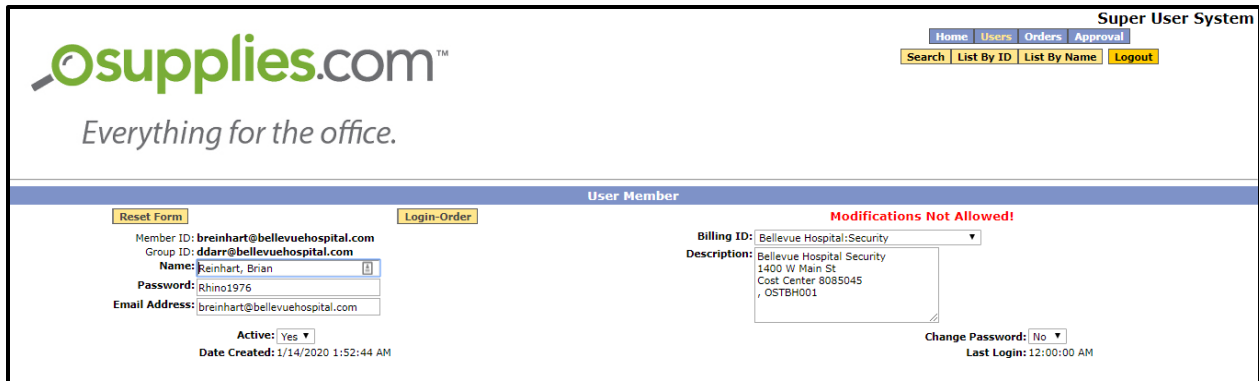
Super User System Main Menu



- From here you can access Users, Orders and Order Approvals for any member linked to your account

User Functions

- Click Users and from here you can search, list by member ID or Name. Once you have found the member you need to order for, you click the [Member ID](#) link to open the User's record.



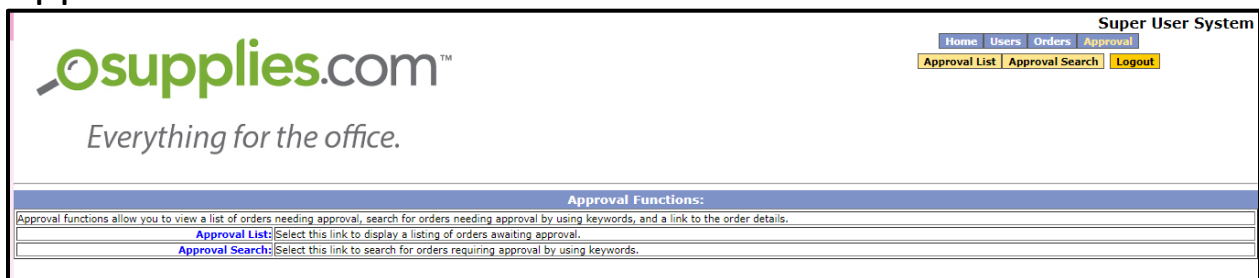
- Click Login-Order to access the User's shopping cart to place an order as the Member

Order Functions



- Click Orders, from here you can access orders placed by the Members within your group
 - Order List -- access full order list, showing most recent first
 - Order Search – search for an order by keyword
 - Add New – create a new order based on a Member within your group.
- Once you see the order listing you can click the link on the Order ID to access the order details.

Approval Functions



- If you are set as an order approver you will see the Approval button.
- Click approval and from there you can access by a list of orders awaiting approval or by keyword.

- Once you have entered the approval screen you will be able to access the order using the Order# link to review order detail. The order can be approved, modified, declined or canceled.
 - Click Approve to approve the order without any changes.
 - Click Edit to modify the order. The order will re-open into the shopping cart for the Super User to edit. Once the order is complete, it is automatically approved since it is the Super User making the order changes.
 - Click Decline to decline the order. The order will be sent back to the Member placing the order for modifications.
 - Click Cancel Order to cancel the order. The order will be completely canceled and cannot be modified.
- You can also just approve or decline without out accessing the order details page by selecting the appropriate options.