Get in your comfort zone
Find mind and body wellness with ergo accessories and remote must-haves.

Orders
Order number 0239126
January 29, 2017 | Items 12

View all

Lists
Conference Room
Cleaning Supplies

Create your own list and expedite shopping today!

Header Navigation
Search
Lists – My lists, quick order and frequently purchased items
Account – My orders
Help – Messages, help center and feedback
Cart
Products

Orders
Active orders are presented with the date it was placed, # of items, shipping information and expected delivery date. If orders have all delivered, most recent orders will show.

Lists
Up to 3 active shopping lists display with the ability to create a new list.

Note Orders and Lists are only available with certain third-party (3PP) e-procurement systems.

Customer Service contact information:
BES@ediversitynetwork.com
Phone: 800-270-9102
Product Search & Ordering

Search Products
Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products.

Ink & Toner Finder
Access the ink & toner finder under Products, Ink & Toner
- Search by cartridge model number, printer model number, Past Purchases, popular brands or “Add My Printer” to quickly find the compatible ink and toner

Search Results
Add an item to your cart from search results to save time
- Use the left hand filter attributes to narrow your search results
- Check the “compare” box to do a side by side comparison of up to 4 items at a time
- Need it fast? Filter by “next-day eligible”

Product Page
Access the product page through by browsing categories or through a search.
- To view product details, specifications and reviews, click “View Full Product Details”
- To add an item to your cart, enter quantity and click “Add, Review & Checkout” or “Continue Shopping”
- To check the expected delivery date, enter the quantity you want and click “Check Delivery Date”

Your Shopping Cart
Review your order before you click submit
- Change quantities, add a packing slip note or remove an item
- Click “Save for Later” if you don’t want to purchase now but want to easily purchase an item at another time
- Click “Submit Order” to complete your transaction

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Ordering Quick Tools

**Frequently Purchased**
Easily reorder items by viewing your Frequently Purchased items from the List tab:
- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Even add an item to your shopping list by clicking on the “List” icon

**Shopping Lists**
Create shopping lists for fast ordering from the Reorder navigation, product search results, product pages or your home page:
- Click lists or the “Add to List” icon to create a list
- Create a name for your list
- Select personal or shared (note: only site administrators have access to set up, edit or delete a shared shopping list)
- Determine if it should be a favorite
- Add item numbers and click “Create List”

**Quick Order**
Quick order up to 50 items at a time
- Go to “Account” and use the drop down menu to click on Quick Order
- Enter the item numbers of the products you want to purchase, “Add to Cart” and “Submit”
Account Manage Orders

Home Page

- View orders in progress on the delivery tracker or details on orders that have delivered
- Click “View All” to see additional orders and to go to the order details page

Order Status & Tracking

Order status and order search are all on one page with advanced search
- Go to “Account” and click “Orders”
- Search and filter by Order #, Ship to, Ordered by, Date Range, Total, Accounting Info or Item
- Review up to 2 years of order history

Order Details

- Click on “View Tracking” to see details at the summary level as well as the shipment level
- View delivery progress on the delivery tracker with the number of items in a box
- Easily reorder or make a return by clicking on “Return an Item” or “Duplicate Order”
- View order summary with accounting information, payment method and billing

Note: administrators can also view pending orders for their approval

The home page, order status & tracking and order details are only available with certain third-party (3PP) e-procurement systems.

Please reach out to your Account Manager if you are interested in enabling this functionality.

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Find everything you need in the Help Center

- Under Help click Help Center
- Simply search to find answers to your questions
- Or view Help Center topics

Manage your Account
- Manage notification settings
- Edit Your Profile
- Change your password

Products & Services
- Use the ink & toner finder
- Request special orders & quotes
- Create an ink & toner recycling return label
- View safety data sheets

Manage your Orders
- Check order status
- Search for orders
- Package tracking
- Return items

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