CREATE NEW ORDER
To start your order, choose Create New Order.

If you order for multiple locations or if your account uses cost centers you will be asked to select your delivery address, as well as cost center and routing information. To start shopping, click on the Continue button.
ORDERING SCREEN
You will see several shopping options in the ordering screen. You may choose any shopping method to add items to your shopping cart.

- Quickly add items to your order with Order by Item #
- Find an item quickly and easily by using a Shopping List
- Use the Ink & Toner Finder to find ink and toner by the machine model number
- Shopping Cart displays the number of items and order

Search by keyword or item #

View your Message Board for important announcements

Browse our electronic Catalog by searching through our Item Categories

ORDER BY ITEM #
Order by Item # screen is for quickly adding items to your order by typing in the item #.

After typing in the product codes click on any Add to Cart button. You will then be taken to the Shopping Cart screen.

Click Add to List to add items to your shopping list.
SHOP BY CATEGORY
Need to quickly find an item? **Shop By Category** groups our product offering into intuitive headings, making your product search a snap! You can find your items in three easy steps.

**Choose a Category.**

**Select a Subcategory**

Further **Refine** your product search to view items to add to your order.

VIEWING PRODUCTS
Once finding an item using the shopping options noted above, you will see a picture and description of each item. Click on the **Product Name and Description** to view the **Product Overview** and **Item Specifications**. To add items to your cart, enter **Quantity** then click **Add to Cart**
INK & TONER FINDER
Find your toner, ink, transfer kits, ribbons, and more with our Ink & Toner Finder. Search by cartridge number or use the selection guide to find what you need easily and quickly.

You can either:
Enter your Cartridge # or Printer Model

OR

Select a Product Category, Manufacturer, Product Line, and Model from the dropdown menus.

Click View Results to see the products available for your machine.
SEARCH

Not sure what you’re looking for? Our Search feature allows you to quickly and easily find the items you need.

Type a Keyword or Item # into the search box and click Search. OR, our predictive text feature will display possible results, and you can click on a suggestion to see additional information.

Refine search results by selecting a Product Type (such as Small Business, Diverse Supplier and/or Recycled Goods), Brand, Color, Size, or any Other Attribute that appears for your product. Simply Check the Boxes as needed and your search results will update automatically!

You can sort the results by using the Sort By dropdown menu.

See the C? C indicates this item is on your company’s preferred core list.
ITEM COMPARISON
The Item Comparison feature allows you to display items side by side and see item similarities and differences.

There is a Compare Column to the far left of every item. Check the boxes of the items you want to compare then click on the Compare button.

You have an option to Print or Email the page by clicking on the respective buttons.

You can type in a quantity and click on Add to Cart to add an item to your order.

The selected items are put side by side. The Highlights show the difference between the two items.

SAVE ORDER & DELETE ORDER
The options to Save Order and Delete Order will always be located at the top right of your screen.

When you click on Save Order you will have a choice of saving the order as a Repeat Order or as an Order You Will Finish Later. If you choose to Save as a Repeat Order, you will be asked to name the order before clicking on Save.

Click on Delete Order to permanently delete your entire order.
Creating Personal Shopping Lists

There are 2 options for creating personal shopping lists: before you begin shopping and during the shopping process. The below instructions will walk you through both options.

**CREATING A SHOPPING LIST BEFORE YOU SHOP**
From the Manage Orders tab, click on Manage Shopping Lists.

**CONFIGURE YOUR LIST**
On the Manage Shopping Lists screen, click Create New List, Name your list, and enter a Category Name. The Category Name can help keep items grouped by product type (i.e. Binders or Writing Instruments). Then, choose how you want your items to be Sorted (the Examples link can help you decide).

Click Continue to go the next page.

**ADDING ITEMS TO YOUR LIST**
You will be brought to the Order by Item # page where you can search for items in the Shop By Category section to add to your list. Within the Search Results, select your Category from the Add Items to This Category dropdown. You can then simply click the Add to Shopping List box next to each item you'd like to add, or click the Checkbox next to the Add to Shopping List box for each item you'd like to add and then click the Add to Shopping List box to add all checked items at once.

**SAVE YOUR LIST**
Once finished, click Save List at the top of the page.

**USING YOUR LIST**
To place an order with items from your personal shopping list, click Create New Office Products Order, choose your shipping and billing codes if necessary and click Continue. Click the Shopping List tab, click on the Name of your list to open it. Enter Quantities and click Add to Cart.
CREATING A SHOPPING LIST WHILE YOU SHOP
You can create a shopping list while you are in shopping mode. You will see two buttons, Add to Cart and Add to List. Clicking on the Add to List button will add the item to a personal shopping list, either new or existing.

ADDING ITEMS FROM YOUR SHOPPING CART
Remember if you add the items to your list they are not in your shopping cart! An easier way to create the list while shopping is to add the items to your cart then create your shopping list.

When you are in your Shopping Cart, check the Box to the left of the items you want to add and then click Add to Shopping List.

ADD ITEMS TO NEW OR EXISTING LIST
Click Create a New List or select an Existing List from the dropdown box. Then continue as if creating a list using the steps on the prior page.

CONFIRMATION OF ADDED ITEMS
A confirmation screen will appear to display how many items have been added.

Remember:
You must click Continue Shopping to return to your shopping cart.