



# S&S Supplies & Solutions Web Site Ordering Introduction

The following is an overview of the S&S Supplies & Solutions web site. It explains the general web site layout and features as well as provide basic instructions.

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## User Login

You must first log in to access your company's online catalog.

Enter your user name and password provided to you in your welcome email. Once logged in you will be on the site's Home page, under the Online Catalog tab.

In order to help expedite orders, the S&S Supplies & Solutions Sales Representative for the user's account is notified of the customer's login, new orders, and change orders.

## Home Page (Online Catalog) Features

### In the Header

**Sales Representative Information and/or Welcome Message:** In the center of the header is a listing of ordering related contact information or a message for you.

**Shopping Cart:** The Shopping Cart displays the total line items and sub-total amount for the current web order. The user can change the item quantities, Update Cart, Return to Shopping, Clear Cart, or Checkout.

**Corporate Information:** Above your Cart information is your company affiliation. If not listed, please let us know.

**Checkout/Shipping Information:** The users can confirm and update shipping and payment information and continue with their purchase.

**Log Out:** Click on this to log off site.

**Support/Contact:** You can click on the Support link on the upper right and send S&S support personnel questions and comments. Be sure to provide your contact information; either email or phone. Of course, you can also always call as well and we will be happy to help. Click on the "Contact Us" tab (in the footer as well) to find all our telephone numbers.

**Search:** Using the Search field, located below the Header, a user may search for products by

keyword, manufacturer part number, or customer part number.

A search using a full or partial part number will take the user to a search results page for one or more specific items, or list categories you can click into to find related items. You can also narrow your results by Product Type, Description, or Manufacturer or any other term using the features at the top of the search results page.

A keyword search or a partial part number search may take the user to a list of pages containing the results. After clicking on a listing the user may be taken to a sub category page or a list of items.

You can page through the results if multiple pages of items are found.

Within the list of resulting items from the search you may click on the highlighted item title to view details of a product (such as MSDS or full product description) or, if the product is the what you want, you may enter the quantity you would like to order, and click on “Add to Cart”.

**My Account:** This area is explained in more detail below.

## **In the Page Body (Online Catalog tab)**

### **Product Listing and Search Results**

**Browse by Product Category:** The user can click any of the product categories listed. From there they will be taken to a list of sub-categories or items.

**View all results now:** After doing a search, or picking a category if there are more than a few results, the user may be able to click on the “View all results now” link. From there the user can choose to look for their item, update the quantity, Add To Cart, Sort By different options, Narrow Results, View Description, or Add Items to My Product Groups.

**Sort By:** The user may choose to sort by one of the options available in the drop down in order to find their item more quickly.

**Narrow Results:** The user may add more descriptive information here to narrow the search criteria and decrease the number of item results for easier product selection.

**Add Items to Cart:** The user may select the item and input the quantity desired and click “Add Items to Cart” to add to current order.

**View Description:** Use View Description, or simply click on the items image, name, or the “More...” link to see a detailed description of the item.

**Add Items to Product Group:** On the View Description, below the Product Specifications, there is a link for “Add Item to My Product Groups”. This function is used to group products that would be purchased regularly. This feature can be used to group products by job or by job type.

## **In the Left Column (Online Catalog tab)**

**Online Catalog:** The “Browse by Product Category” dropdown displays the selection of product categories available to you; allowing you to browse for products by specific category. After selecting a category, a results page will display the products in that section or a list of additional subcategories. Click on the “Online Catalog” tab to get back to the main list of categories. All categorization is based off of the United Nations Standard Products and Service Codes® (UNSPSC). Visit [www.UNSPSC.com](http://www.UNSPSC.com) for more information.

**Quick Pad:** Use to quickly order items if you know the customer part numbers; add directly to order.

**Reorder Pad:** Contains the list of items that you have ordered online within the last 365 days. You may select from this list to place on your current order.

**My Product Groups:** This function is used to group products that would be purchased regularly. You can group products by job or by job type. An item can be added to a new or existing group by clicking on the Add Items to Product Group as described below.

**Popular Refinements Module:** The Popular refinement module may appear and display items related to current or previous category and item selections.

## **My Account**

### **Account Management**

**Personal Settings:** Here the user can set their Product Display Settings and Express Checkout Settings. This will affect how the Product and Search results will appear in the online catalog.

**Log Out:** Click on this to log off the site.

### **Account Review**

**Account Inquiry / Monthly Statement: (Only if Authorized to view):** This page details financial information about the user’s account. It displays future, current and aged balances with totals. It also displays month and year to date sales, available credit limit, last payment, terms, and contact information. This information covers all open orders, not just those placed over the web.

The user can search by Invoice # or P.O. # number (Sales order number) or by selecting a page number or view all. The date span defaults to everything, and it determines what transactions are listed and the aging of all account balances displayed.

**Open Quotes / Open Orders:** A user may view or edit open quotes or orders here when necessary. These items may also be searched using the Advanced Order Search below.

**Order History:** The order history contains a record of all open orders and other transactions that have been invoiced and notes whether each transaction is a credit or debit. These items may be searched

using the Advanced Order Search below.

**Advanced Order Search:** A user may search for Open Orders, Open Bids, and Order History by number or description.

**Print (Friendly) Invoices/Create Export Files:** A user may select a range of dates to output a copy of order invoices by entering the dates in a mm/dd/yyyy format in the two fields in the upper right of the spreadsheet results. You can also export the spreadsheet (on the left underneath the data) and format it so it is print “friendly”