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www.Essentialop.com



If your office products are essential,
we're only a click away!

CUSTOMER LOGIN
 Email Address: Password:

[Forgot Your Password? Click Here!](#)
[Click here to register for an online account](#)

FREE SHIPPING with any order of \$99 or more
[click here for details](#)

Binders/Supplies	Calendars	Computer Supplies	Filing Supplies	Furniture	Labels	Mail And Packing
Money Management	Office Equipment	Office Maintenance	Paper & Envelopes	Pens & Desk Supplies	Presentation	Record Keeping

Find A Product

Product Search/Price Lookup:

Product ID Keyword

[Click For Advanced Search](#)

Hello from Essential Office Products!!!!

More Shopping Tools

Printer and Supplies
Full Catalog

Customer Services

Help
Payment Methods
Returns
Shipping Policies
Contact Us
New Customer
About Us

[HOME](#)

To place a product order, you must be logged in. Enter email address and password in the customer login in the upper right hand corner.

CUSTOMER LOGIN
Email Address: Password: **GO!**

Once you are logged in you will see additional options on your left menu bar

Essential Office Products If your office products are essential, we're only a click away!

In My Cart: \$0.00 [View Cart](#) [Checkout](#) [Log Out](#) [HOME](#)
[Help](#) [Contact Us](#) [Account Admin](#)

FREE SHIPPING with any order of \$99 or more
[click here for details](#)

Binders/Supplies | **Calendars** | **Computer Supplies** | **Filing Supplies** | **Furniture** | **Labels** | **Mail And Packing** | **Money Management**
Office Equipment | **Office Maintenance** | **Paper & Envelopes** | **Pens & Desk Supplies** | **Presentation** | **Record Keeping** | **Hot Specials**

Find A Product
In My Cart: \$0.00
Product Search/Price Lookup: **GO!**
Product ID Keyword
[Click For Advanced Search](#)
Search By Category: Search All Categories
Place A Quick Order: **GO!**

More Shopping Tools
[Hot Specials](#)
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My Account
[My Account Administration](#)
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[History Lookup](#)
[Open Invoices](#)
[Departmental Usage](#)
[Credit Card History](#)

Hello IBA !
Online ordering has never been easier. Welcome!!!
We appreciate your business!! !!!

Quick Lists for IBA - Company ID: 1

List Name	Description	Create Date	Public
Sorry, No Matching Records.			

CREATE QUICK LIST


Contract Catalog
CLICK "GO" BUTTON TO CONTINUE **GO**

Printer and Supplies
CLICK "GO" BUTTON TO CONTINUE **GO**

My Saved Carts

Cart Name	Date	Delete
6/15/2007_K5271BE	6/15/2007	X
6/15/2007_H8582PF	6/15/2007	X
6/15/2007_R7007SQ	6/5/2007	X

Hot Specials! [Show All](#)


Slide-n-Grip Binding Bars for Report Covers, 40-Sheet Capacity, White, 100/ Box BACKBONE, REP CVR, 1/ 4", WE PRODUCT#: CLI34447

Was: \$20.72 Now: \$20.72 QTY
[Click For More Information](#) **Add To Cart**

If you forget your password, click on

[Forgot Your Password?](#)
... [Click Here!](#)

Get My Password Please - Microsoft Internet Explorer

Email Password To:

Please confirm or enter your Primary E-mail Address

Primary E-mail Address:

Click "Send Me My Password" and we'll e-mail your current password to you.

Enter your email address and click on SEND ME MY PASSWORD. You will receive an email giving you your password.

FULL Catalog

The FULL CATALOG option, allows you to search for items in the catalog by category. You can also go to the main categories using the category buttons across the page.

Binders/Supplies	Calendars	Computer Supplies	Filing Supplies	Furniture	Labels	Mail And Packing	Money Management
Office Equipment	Office Maintenance	Paper & Envelopes	Pens & Desk Supplies	Presentation	Record Keeping	Hot Specials	

HISTORY: [Catalog Home](#)

Find A Product

In My Cart: \$0.00

Product Search/Price Lookup:

Product ID Keyword
[Click For Advanced Search](#)

Search By Category:

Place A Quick Order:

More Shopping Tools


Hot Specials
 Printer and Supplies
[Full Catalog](#)

- Binders/Supplies
- Calendars
- Computer Supplies
- Filing Supplies
- Furniture
- Labels
- Mail And Packing
- Money Management
- Office Equipment
- Office Maintenance
- Paper & Envelopes
- Pens & Desk Supplies
- Presentation
- Record Keeping


My Quick Lists
 My Saved Carts

[My Account](#)


Catalogs




Binders/Supplies
 Binders Binding Systems Indexes Pocket Display Systems Report Covers Sheet Protectors More ...




Calendars
 Appointment Books Boards/Planning Calendars Cases Organizers Pad Holders More ...




Computer Supplies
 Cleaning Supplies/Computer Computer Computer Hardware Data Storage Laptop/PDA Media Management Notebook/PDA & Mobile Computing Accessories Printer Stands & Carts Printer Supplies/Accessories Printers Ribbons More ...




Filing Supplies
 Card Filing Cards Catalog Racks File Fasteners File Folders File Guides File Jackets File Pockets Files Literature/Magazine Files Sorters More ...




Furniture
 Accessories Book Carts Bookcases Casters Chairs Clocks Clothes Racks Computer Furniture Credenzas Desks Display Cases Doorstops & Door Hardware More ...




Labels
 Badges Label Holders Label Makers Labels Stamps Stamps, Custom Order Tags Tape Flags Tickets More ...




Mail And Packing
 Boxes, Tubes & Bags Carts & Totes Equipment Letter Openers Mail Bags Mail Sorters Moisteners & Stamp Affixers Packaging Tapes & Dispensers Stretch Film Wrapping Materials More ...




Money Management
 Bags & Boxes Coin Counting & Handling Currency Handling Machines Racks & Holders Safes More ...




Office Equipment
 Batteries Calculators Cameras Copiers Dictation Equipment & Supplies Fax/Multifunction Machines & Supplies Office Environment Printwheels Shredders Telephones Typewriters More ...



Office Maintenance
 Bathroom Supplies Carts & Dollies Cleaning Supplies Electrical Flashlights Food & Beverage Gloves Hand Trucks Key Control Ladders Light Bulbs Maintenance Tapes More ...



Paper & Envelopes
 Cards/Card Stock Envelopes Mailers Notebooks Pads Paper Paper Rolls, Office Machine More ...



Pens & Desk Supplies
 Adhesives Art, Drawing & Drafting Instruments Call Bell Clipboards Clips & Clamps Copyholders Correction Fluids & Tape Desk Accessories Erasers Highlighters Magnifiers More ...

You can choose a main category by clicking on the category name in the list or the icons displayed. That category will show an expanded search list. We have selected "Binders/ Supplies".

Catalogs

Binders & Binding Supplies



Binders

Corporate Kits

Photo Album

Presentation/View

Ring Binder Accessories

Binding Systems

Comb/Wire Binding Systems

Strip Binding Systems

Indexes

Dividers

Printer/Copier

Pocket Display Systems

Counter/Floor/Wall

Report Covers

Pocket Folders

Tang Fasteners

Data

Post

Punchless

Covers

Thermal Binding Systems

Insertable Tab

Stick-On Tabs

Prong Fasteners

Estate and Trust Portfolios

Post Binder Screw Posts

Ring

Index Sets

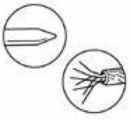


Preprinted

Punchless

You can choose a specific category by clicking on the category name. That category will show an expanded search list. We have selected "Data".

Data

To order an item simply type in the desired quantity in the **Buy Now** column. Then click **Add To Your Cart** at the bottom of the page. To see the detailed information about a product simply click on the picture or description line.

 <p>Click Here For Detail</p>	<p>DATA FLEX® Nylon Posts</p> <p>Data Flex® 8-1/2" Nylon Posts for Top/Bottom Loading Binders, 6" Cap., 20/Pack <i>Product No.: ACC50104 POST,DATA,FLXSTL8.5 20/PK</i></p> <p>Your Price: \$14.10</p>	<p>UM BUY NOW</p> <p>PK <input type="text"/> ADD TO QUICK LIST QTY</p>
 <p>Click Here For Detail</p>	<p>ACCOHIDE® Covers with Square Ring Binders</p> <p>Flexible ACCOHIDE® Square Ring Binder for 11x14-7/8 Sheets, 1-1/2" Cap., Blue <i>Product No.: ACC59273 BNR,DATA,11X14.8,BST,BE</i></p> <p>Your Price: \$22.22</p> <p>Rigid ACCOHIDE® Square Ring Binder for 11x14-7/8 Sheets, 1-1/2" Cap., Blue <i>Product No.: ACC59933 BNR,DATA,11X14.8,BST,BE</i></p> <p>Your Price: \$28.68</p>	<p>UM BUY NOW</p> <p>EA <input type="text"/> ADD TO QUICK LIST QTY</p> <p>EA <input type="text"/> ADD TO QUICK LIST QTY</p>
 <p>Click Here For Detail</p>	<p>Hanging Data Binders with Pressboard Covers</p> <p>Pressboard Data Binder for 14-7/8 x 11 Sheets, Retractable Hooks, Light Blue <i>Product No.: ACC53072 BNR,DATA,14.8X11,UB,LBE</i></p> <p>Your Price: \$8.13</p> <p>Pressboard Data Binder for 14-7/8 x 11 Sheets, Retractable Hooks, Dark Blue <i>Product No.: ACC53073 BNR,DATA,14.8X11,UB,DBE</i></p>	<p>UM BUY NOW</p> <p>EA <input type="text"/> ADD TO QUICK LIST QTY</p> <p>EA <input type="text"/> ADD TO QUICK LIST QTY</p>

Once you locate the correct product, you can enter the quantity and click on the buy now button **BUY NOW**. You can also add the item to your quick list by clicking on add to quick list.

You will then see the items that are currently in your cart. You can add items to your cart using the catalog/ product search, the quick order, the quicklist(s), or any combination of these. The items will remain in your cart until you complete your order or until you close your browser. If you want to keep your cart items and finish the order at a later time, you will use the SAVE CART option. If you close your browser, any items in your cart will automatically be saved to your SAVED CART screen.

My Contract Catalog

Contract Catalog works just like the full catalog except you only see the items that are on your custom contract catalog.

Product Search

Find A Product

In My Cart: \$14.10

Product Search/Price Lookup:
 GO!

Product ID Keyword
[Click For Advanced Search](#)

Search By Category:
Search All Categories

Advanced Search-

Advanced Product Search

You May Also Search By: [[Product Number](#)] [[Partial Product No](#)] [[Machine Type](#)]

Note: Our catalog has over 25,000 items. Selecting a Category will improve our search engine's speed.

Word Search

Advanced Word Search:

Search for: All Words
 Any Words
 Exact Phrase

In Category: Search All Categories

Manufacturer: Search All Manufacturers

Search In: Title and Keywords
 Title, Description and Keywords

Go

The advanced product search allows you to search individually by word(s), by category or by manufacturer or the combination of these for a more specific search.

Product Number Search-



You May Also Search By: [[Product Number](#)] [[Partial Product No](#)] [[Machine Type](#)]

Advanced Product Search

Product No. Search

[CLICK HERE TO LOOK UP AND CONFIRM PRODUCT NO](#)

Go

You may also enter a product code and click to look up a picture of the product as well as your price. You must enter an entire valid product code for this feature to work. You can also search by product number from the main search box on the home page by entering the product number and clicking product ID box.

Find A Product

Product Search/Price Lookup:

GO!

Product ID Keyword

Partial Product ID Search-

Advanced Product Search

Product ID Search

[CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID](#)

GO!

If you do not know the valid product Id, you may also search by product code, by entering part of the product id code number.

Machine Search- Also PRINTER SUPPLIES on the Shopping Tools list

More Shopping Tools

Hot Specials
Printer Supplies

Printer Supplies

CLICK "GO" BUTTON TO CONTINUE

GO

Advanced Product Search

Machine Type Search

Machine Supply Search:

Copier	▼	Reset Type
CANON	▼	Reset Manufacturer
CLC300	▼	Reset Model

[Reset Supplies Search](#)

You may also, do a machine supply search. If searching by machine you will have to enter the machine type. Then you will then enter the manufacturer, you will then enter the model. The search results will be displayed in the lower part of your screen

The search results will be displayed with Thumbs Nails (picture display) either turned on or off. Thumb nails off improves your speed.

Search criteria is:

Advanced word search - *pen gel*

Search for - *All Word*

Category - *All Categories*

Manufacturer - *All Manufacturers*

To add products to your shopping cart simply write the quantity for each and click the "Add To Cart" button at the bottom of the page. You can also click on the product name to obtain more information.

Found 192 products with *pen gel* (1/20)



[Click Here For Details](#)

J-Roller@ Gel Ink Roller Ball Pen

[BUY NOW](#)

J-Roller@ Gel Ink Pen, Blue Ink, Medium Point

STOCK #: ZEB43120 PEN,J-SER,ROLR,,7MM,BE

Your Price: \$1.20

QTY

J-Roller@ Gel Ink Pen, Black Ink, Medium Point

STOCK #: ZEB43110 PEN,J-SER,ROLR,,7MM,BK

Your Price: \$1.20

QTY

J-Roller@ Gel Ink Pen, Fluorescent Violet Ink, Medium Point

STOCK #: ZEB43080 PEN,J-SER,ROLR,,7MM,FVT

Your Price: \$1.20

QTY

J-Roller@ Gel Ink Pen, Red Ink, Medium Point

STOCK #: ZEB43130 PEN,J-SER,ROLR,,7MM,RD

Your Price: \$1.20

QTY



Dr. Grip Gel Ink Retractable Rolling Ball Pens

[BUY NOW](#)

Dr. Grip Gel Ink Retractable Rolling Ball Pen, Ice Blue Barrel, Black Ink

STOCK #: PIL36271 PEN,RBALL,DGRP,BE,BRL,BK

Your Price: \$9.05

QTY

Quick Order

To place a quick order, you can enter a product ID and Quantity. You can enter 20 items per screen. You can click on the icon next to product ID to see a picture of the product with product information and your price.

Place A Quick Order

QUICK ORDER HELP		
Product ID		Quantity
1:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
2:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
3:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
4:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
5:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
6:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
7:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
8:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
9:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
10:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>
20:	<input type="text"/> CLICK HERE TO LOOK UP AND CONFIRM PRODUCT ID	<input type="text"/>

CLICK THE "ADD TO CART" BUTTON TO CONTINUE ADD TO CART

When you have finished entering products, click on ADD TO CART Button to proceed to the next step. If any items are invalid you will be notified and asked to correct before going to the next screen.

If all Product ID's are correct the above screen will be displayed. If you enter an incorrect product ID, you will get an error message pointing out the incorrect item and you will have to go back and correct the item before the items are added to your shopping cart. Click on NEXT to add the items to your cart and to see all items currently in your shopping cart along with extended pricing and order total. Click on CONTINUE SHOPPING to return to quick order for additional item entry (20 items).

 *Your Shopping Cart*

Product No.	Description	UM Price	Qty	Delete Line	Total
ACC50104	Data Flex® 8-1/2" Nylon Posts for Top/Bottom Loading Binders, 6" Cap., 20/Pack	PK 14.10	<input type="text" value="1"/>	Delete	14.10 ADD TO QUICK LIST
Note: <input type="text"/>					
Cart note: <input type="text"/>					
Quick Add Type in a single Product No.: <input type="text"/> Qty: <input type="text"/>					
PRINT VIEW SAVE CART EMPTY CART UPDATE					Total = \$ 14.10

From the Shopping Cart screen, you can print the order, save your cart (to be completed later), empty the cart, or update any changes to the cart, or delete an item. You may also add a single item to the cart by keying the product id and quantity.

If you chose to save cart you will be asked to name your cart. You can have several carts saved at any given time. If you close the website or get out in any way before saving your cart, the items get saved automatically and the system assigns a cart name which consists of a series of numbers and letters and the date the cart was saved.

Cart Name

Check Out

Once you have completed your order and are ready to send it while in the shopping cart, Click on **PLACE ORDER NOW**. You may also click on the Check out link at

In My Cart: \$4.86

[View Cart](#) [Checkout](#) [Log Out](#) [HOME](#)
[Help](#) [Contact Us](#) [Account Admin](#)

the top right hand of the screen. Please note since you can have multiple carts you must be in a specific cart in order to click check out. The cart total dollars are indicated.

Your company information screen will be displayed for verification and to select departments or ship-to if required.

PLACE ORDER - STEP 1

Company Bill To Information:
Please review your company Billing Information and select the delivery destination and department.

Company:

Address:

Phone:

Your eMail:

CONTACT/ATTN:

Contact Phone:

SELECT DEPARTMENT: ▼

SELECT SHIPTO: ▼

CLICK THE "GO TO STEP 2" BUTTON TO PROCEED [Reset Data](#) [GO TO STEP 2](#)

Also, on this screen you can enter the Phone number (if different than displayed number) for the contact person or person placing this order. This is also where you select your Department and Ship-to.

When all information is correct, click on **GO TO STEP TWO**. Step Two is where your order is finalized and sent.

PLACE ORDER - STEP 2			
Confirm Billing And Shipping Information			
BILL TO: DEMO ACCOUNT 123 ANYWHERE USA FAYETTEVILLE, TN 37334 PHONE: 800-123-4567 DEPARTMENT: ACCOUNTING	SHIP TO: DEMO ACCOUNT ADDRESS: 123 ANYWHERE USA City: FAYETTEVILLE State: TN Zip: 37334	CONTACT/ATTN: MDILL@ESSENTIALOP.COM Phone:	
YOUR PO#: <input type="text"/>			
Confirm Order Information			
Product No.	Description	Price	Qty UM Total
ZEB22220	Z-Grip™ Disposable Retractable Ballpoint Pen, Medium Point, Blue Ink, Dozen PEN,BPT,RET,Z-GRIP,1MM,BE	6.00	2 DZ 12.00
Note: <input type="text"/>			
MER9	DICTIONARY,COLEGIATE,HARD	26.95	1 EA 26.95
Note: <input type="text"/>			
Product Sub Total:			\$ 38.95
Total:			\$ 38.95
Note: You may enter any <i>comments</i> , questions or special instructions below (5 lines of 40 characters):			
<input type="text"/>			
Payment Information			
Payment Method	Cardholder's Name	Credit Card Number	Expiration Date
VISA	MELINDA DILL	<input type="text"/>	01 02 (mm/yy)
Please review and confirm all of the information above. Be sure the department ship to address is correct. Also, be sure that you agree with the total amount to be charged to your account. Then click the SUBMIT ORDER NOW button below to process your order.			
CLICK THE "SUBMIT ORDER NOW" BUTTON TO PROCEED		Go Back	Reset Data
SUBMIT ORDER NOW			

You may enter notes for each item (these notes will print on your invoice) or you may enter Comments or questions in the NOTE box. This message is emailed to Essential Office Products Customer Service Department. Select method of payment and enter credit card information. Click on **SUBMIT ORDER NOW** to send your order, click on **GO BACK** to make changes.

Once you click on SUBMIT and the order is sent, you will get an order confirmation screen as well as an email confirmation. From the Order Confirmed Screen you may print a hardcopy of your order or return to the Home Page. If the order has to be approved, an email will be sent to the supervisor advising them an order has been entered that needs approval. You will receive an email order acknowledgement when the order has been approved, or if no approval is necessary you will receive an email that the order was sent.

YOUR ORDER HAS BEEN PROCESSED

Billing And Shipping Information		ORDER NUMBER: 422359645
BILL TO: DEMO ACCOUNT 123 ANYWHERE USA FAYETTEVILLE, TN 37334 PHONE: 800-123-4567 DEPARTMENT: PURCHASING YOUR PO#: REF ID#:1000	SHIP TO: DEMO ACCOUNT ADDRESS: 123 ANYWHERE USA FAYETTEVILLE, TN 37334 CONTACT/ATTN: NEW@ESSENTIALOP.COM	
Order Information		
Product No.	Description	Price Qty UM Total
ZEB22220	Z-Grip™ Disposable Retractable Ballpoint Pen, Medium Point, Blue Ink, Dozen PEN,BPT,RET,Z-GRIP,1MM,BE Note:	6.00 1 DZ 6.00
UNV21200	Bulk Multipurpose Copy Paper, 20-lb., 8-1/2 x 11, Ten 500-Sheet Reams/Carton PAPER,XERO/DUP,WE,LTR,20# Note:	124.56 1 CT 124.56
MER9	DICTIONARY,COLEGIATE,HARD Note:	26.95 1 EA 26.95
Product Sub Total:		\$ 157.51
Total:		\$ 157.51

Your Order requires approval by a supervisor. It will remain on hold until one of the following SUPERVISOR(s) approves it:
MDILL@ESSENTIALOP.COM

NEW@ESSENTIALOP.COM should receive an eMail Confirmation in a few minutes.

Please note your order number above and print a copy of this invoice for your records.

[Click Here To Return To Home Page](#)

NEED A HARDCOPY?
If you require a hardcopy of this page, you may print it by [clicking here](#).
You may also access and print this invoice by using the **MY ORDERS** function of our Web Site.

My Quick Lists

You can create a quick list of the products you most commonly order. This quick list can be used to place your orders, instead of keying products numbers or doing a product search. Quick lists are limited to 50 items, but you can create multiple quick lists if necessary. Click on "Create a Quick List"

List Name	Description	Create Date	Public
YOUR TOP ITEMS		6/21/2007	No
CREATE QUICK LIST			

QuickList Name:

Description:

Public: No Yes






Step 2 >>

Enter a Quick list name and description.

You can make a quick list public or not. If you select public yes, all users that are attached to the account number will see the quick list and will be able to use it to place orders. If you click no, the quick list is only available for the user that created it.





QuickList Name: Toners
 Description: All Accounting Printers
 Public List: No

New QuickList

Product No.	Notes	Quantity
 <input type="text"/>	<input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>	<input type="text"/>

Order Quantity can be entered for suggested order amounts, or the quick list can be set up with no quantities. When finished entering your quick list items click on **CREATE QUICKLIST**.

You can make corrections, additions, or delete an existing quicklist by selecting it and using the icons displayed. You can modify a quick list by changing quantities, adding items or deleting items.




Product No.	Notes	Quantity	
 <input type="text" value="ACC11038"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
 <input type="text" value="UNV21200"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
 <input type="text" value="MER9"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
 <input type="text"/>	<input type="text"/>	<input type="text"/>	

When you are finished changing the quick list, click the **Save Quick List** button. You can also delete an entire quick list by clicking the **Delete Quick List** button.

Once a quick list is created, it may be selected to use in placing an order.

YOUR TOP ITEMS

Review your QuickList below. When you are ready to add these items to your cart, click the "Add to Cart" button. If you need additional items, you will be able to add them to your cart later on.

Product No.	Description	UM	Quantity	Include
 <input type="text" value="ACC11038"/>	COVER,REP,20PT,5.5X8.5,RD	EA	<input type="text"/>	<input type="checkbox"/>
 <input type="text" value="UNV21200"/>	PAPER,XERO/DUP,WE,LTR,20#	CT	<input type="text"/>	<input type="checkbox"/>
 <input type="text" value="MER9"/>	DICTIONARY,COLEGIATE,HARD	EA	<input type="text"/>	<input type="checkbox"/>

When you are finished entering, changing or accepting quantities, you must click the **INCLUDE** box for each line and then click on **ADD TO CART**.

My Saved Carts

My Saved Carts

Saved Carts		
Cart Name	Cart Date	Delete Option
Purchasing	6/20/2007	<input checked="" type="checkbox"/> CLICK HERE TO DELETE THIS CART
Accounting	6/15/2007	<input checked="" type="checkbox"/> CLICK HERE TO DELETE THIS CART
6/25/2007 S2222FQ	6/25/2007	<input checked="" type="checkbox"/> CLICK HERE TO DELETE THIS CART

Chose My Saved Carts to go back to your cart to make changes, add items or complete and send your order. You can also delete the saved cart if you do not want to place the order by clicking the delete option.

Your Shopping Cart

[Place Order Now](#) [Continue Shopping](#) Cart Name

Product No.	Description	UM Price	Qty	Delete Line	Total
ACC50104	Data Flex® 8-1/2" Nylon Posts for Top/Bottom Loading Binders, 6" Cap., 20/Pack	PK 14.10	<input type="text" value="1"/>	Delete	14.10 ADD TO QUICK LIST


Note:

Cart note:

Quick Add Type in a single Product No.: Qty:

[PRINT VIEW](#) [SAVE CART](#) [EMPTY CART](#) [UPDATE](#) Total = \$ 14.10

Recent Web Orders

 **MY ACTIVITY**

- **RECENT WEB ORDERS**
- HISTORY LOOK-UP
- OPEN INVOICES
- DEPARTMENTAL USAGE
- CREDIT CARD HISTORY

Recent Web Orders Screen allows you to check the status of your order(s), view a web order and also send an online request for return authorization.

4 Active Orders							Page: 1 of 1
My PO	Order ID	Date	Department	Ship To	Status	Total	
WEBORDER	283-1260078	5/31/2002	6410/INTERNATIO	ATTENTION: ACCO	Pending Approval	21.16	
11111	271-132	5/28/2002	6150/PURCHASING	ATTENTION: ACCO	Order Placed	80.15	
12345	270-1260078	5/28/2002	5000/CORPORATE	ATTENTION: ACCO	Pending Approval	5.99	
32131	269-1260078	5/28/2002	6150/PURCHASING	ATTENTION: ACCO	Pending Approval	16.03	

Page End

You may click the Order ID to View an order. If the order has not yet been approved, you may also edit the order by clicking on the words Pending Approval.

Click the symbol to request *return authorization* or *cancel* an order that has been approved and placed.

Return Authorization

Click the symbol to request *return authorization*

Return Authorization Request:					
PO Number: 11111			Placed By: TREESE@DAVEANDBUSTERS.COM		
Product	Description	Price	ORD QTY	RMA QTY	Total
AVE79783		16.03	5	<input type="text"/>	80.15
Line Note: <input type="text"/>		RMA Reason: THIS ORDER LINE IS OK			
Order Total:					80.15
Tax:					0
Total:					\$ 80.15
For: 6150/PURCHASING					
RMA Note: <input type="text"/>					

Send Return Request

NOTE: This form may be used to request product pickup and return. *If* we have not yet shipped your order from our warehouse, this form *may also* be used as a change order request.

An email record of this return/change request will be sent when you click the **Send** button. The email is **NOT** a confirmation! A formal confirmation will be faxed/mailed to you by our order processing department.

Enter the quantity, any comments in the LINE NOTES box, and use the drop down to select a return reason code. Click on **SEND RETURN REQUEST** button. An email will be sent to you acknowledging the return request was sent. You will get an email/ fax from Prime to acknowledge the return was approved.

History Look-Up

History retrieval page

Manufacturer prefix:

Products description:

Enter either the Manufacturer or product description and click GO.

History retrieval page

Number of products: 1

Page: 1 of 1				
Product key	Product price	Unit of measure	Description of product	Order type
UNV21200	26.99	CT	PAPER,XERO/DUP,WE,LTR,20#	XX
Page End				

All items that match the entered criteria will be displayed.

Open Invoices

Open invoices allows you to view any invoices that are still open (unpaid). This is driven by your security set up which is based on your company's requirements. Not all users will have the Open Invoices button.

Invoice List

Page: 1 of 0				
INVOICE#	DATE	P.O.#	AMOUNT	BALANCE DUE
				TOTAL BALANCE DUE: \$0.00

You may view the invoice by clicking on the Invoice# you want to view.

Invoice

Invoice ID: 516969
Purchase order: 1-22-03
Date: 01/23/03

Bill To:	Ship To:
-----------------	-----------------

WINTER CONSTRUCTION CO.
1330 SPRING ST. , 2ND FLOOR
ATLANTA, GA 30303

WINTER CONSTRUCTION CO.
1330 SPRING ST.
2ND FLOOR
ATLANTA, GA
ATLANTA, GA 30303

Product	Description	Price	Qty	UM	Total
AVT75410	LANYARDS,BDGE STRP 100	20.88	1	BX	20.88
GBC50165	POUCH,LAM,GOVT ID W/PUNCH	23.78	1	BX	23.78
BRTM-231	CARTRIDGE,TPE1/2*BK ON WE	9.09	4	EA	36.36
XER6R881	TONER,XC820/830/1020/1040	139.39	1	EA	139.39
Sub Total:					220.41
Tax:					15.43
Freight:					0.00
Total:					235.84

Comments:




You may use the print function to print out a copy of this invoice.

You may also view a (scanned) signed copy of the original order/ invoice by clicking on the Prime truck to the right of the invoice number.

For UPS deliveries there will be a brown truck to the right of the invoice number. Click the truck to go directly to UPS tracking webpage.

Invoice List

Page: 1 of 1				
INVOICE#	DATE	P.O.#	AMOUNT	BALANCE DUE
499709	12/04/02	WEBORDER	-6.49	-6.49
499708	12/04/02	WEBORDER	-0.39	-0.39
499707	12/04/02	WEBORDER	-33.71	-33.71
499706	12/04/02	13236	-20.10	-20.10
487009	10/30/02	WEBORDER	0.39	0.39
487007 	10/30/02	WEBORDER	6.49	6.49

UPS Tracking

Legend:



Order shipped UPS. Click the truck to check the status.

UPS Package Tracking - Microsoft Internet Explorer

UNITED STATES

ups OFFICIAL DELIVERY COMPANY

LOG IN TO MY UPS.COM

Service Guide E-Business Customer Service About UPS Site Guide

TRACK SHIP RATES TRANSIT TIME PICKUP DROP-OFF SUPPLIES

TRACKING NUMBER | REFERENCE NUMBER

Tracking Summary

To see a detailed report for each package, please select the Detail button.

TRACKING NUMBER	STATUS		
1. 1Z 580 8E4 03 0866 672 7	Delivered	Delivered on:	Jan 21, 2003 3:23 P.M.
DETAIL		Delivered to:	DECATUR, GA, US
		Signed by:	SMITH
		Service Type:	GROUND

Tracking results provided by UPS: Feb 20, 2003 6:02 P.M. Eastern Time (USA)

MY ACTIVITY

- RECENT WEB ORDERS
- HISTORY LOOK-UP
- OPEN INVOICES

487009		10/30/02	WEBORDER
487007		10/30/02	WEBORDER

You can click the Detail button for tracking detail.

Departmental Usage

Usage Inquiry

DEPARTMENT

Month	Sales	Orders
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
YTD		

Departmental usage allows you to view (by department) total sales and total orders broken down by calendar month with YTD totals.

Credit Card History

Credit Card History allows you to view any invoices that were paid for by credit card. This history goes back 45 days. Any invoices older than 45 days will not be available to view. This is driven by your security set up which is based on your company's requirements. Not all users will have the Credit Card History button under MY ACTIVITY.

My Account (non-supervisors)



The account screen is used to change your name, or to change your password. All other fields are grayed out and must be changed by your supervisor. When the change has been made click on **Save and Close** at the top left of the screen or at the bottom of the page.

Account Admin (supervisors only)



Account Administration

LIST DEMO ACCOUNT USERS				TOTAL USERS: 25	
EMAIL ADDRESS		F.NAME	L.NAME	TITLE	SUPERVISOR
ABC@IBAINC.NET		TEST			
ANYONE@IBAINC.NET		TEST	USER		
BILL@TRADEWEB.NET		BILL	Harris	DEV	
CHRIS@TRADEWEB.NET		CHRIS	HARRIS		MDILL@PRIMEOP.COM VASL@DEV.COM,UA
DAVISOFFICE@DAVISOFFICE.COM		New	User		M.PHILLIPS@DAVISOFFICE.COM
DBROWN@PRIMEOP.NET		USER#9	Nine		MDILL@PRIMEOP.COM
DCARROLL@PRIMEOP.NET		DOUG	CARROLL		

Account Admin allows a supervisor access to all users assigned to them. Click on the email address to bring up the user account. Changes can be made to most fields. Fields not available for change will be grayed out.

CLICK HERE TO SAVE AND CLOSE CLICK HERE TO CANCEL AND CLOSE CLICK HERE TO DISABLE THIS USER

Login Information



EMAIL / LOGIN NAME * MDILL@ESSENTIALOP.COM

EFFECTIVE DATE 06/28/07

EXPIRATION DATE 12/31/15

PASSWORD * ****

CONFIRM PASSWORD * ****

Detailed User Information



F. NAME * MELINDA L. NAME * DILL

TITLE

DIRECT PHONE 800 1234567 EXT

COMPANY NAME DEMO ACCOUNT

ORDER LIMIT, \$

ITEM DOLLAR LIMIT, \$

MONTHLY BUDGET, \$

PURCHASE HISTORY DAYS 180

- ACCOUNT SUPERVISOR SHOW PRICES? VIEW INVOICES
- VIEW CONTRACT ITEMS ONLY BUY CONTRACT ITEMS ONLY ITEMS NOT ON CONTRACT SHOULD BE APPROVED
- SUBSCRIBED FOR NEWS SUPER USER APPROVAL CONFIRMATION
- DO NOT RECEIVE EMAILS

DEPARTMENT(S)

PLEASE SELECT SELECTED

ACCOUNTING
PURCHASING

>> <<

Select All Select All

SHIP TO # -- ALL --

CREDIT CARD BUYER(S)

PLEASE SELECT SELECTED

-- NO CREDIT CARD BUYERS --

>> <<

Select All Select All

CC E-MAIL

SUPERVISOR(S)

PLEASE SELECT SELECTED

MDILL@ESSENTIALOP.COM

>> <<

Select All Select All

Greetings Page Preferences



- SHOW CONTRACT ITEMS BLOCK SHOW ALL CATALOG ITEMS BLOCK SHOW QUICK LISTS BLOCK

Please Note- * * * if the box at the end of USER MAINTENANCE is checked, the user will have account admin security and can make account changes to all account users.

When all changes have been made, click on **Save and Close** at the top left of the screen or at the bottom of the page.

Approve Orders (SUPERVISORS ONLY)

When an order is submitted that needs an approval, an email is sent to the approving supervisor(s). The supervisor can click the link in the email to login and go directly to the approval screen, or you can get there by clicking the APPROVE ORDERS button on the left menu bar.

PRIME Office Products®
essential gear for business® On-Line Sales Order#: 781154811

 [Click Here To Approve or Deny Orders](#)

SOLD TO:

- DEMO ACCOUNT
- ADD1

SHIP TO:

- TEST 2 SHIPTO
- 667 TEST LANE

Approve Orders

1 Orders Pending Your Approval							Page: 1 of: 1	
PO NUMBER	Date	Placed By	Department	Status	Total	Approved		
 66	6/28/2007	NEW@ESSENTIALOP.COM	PURCHASING	Pending Approval	157.51	<input type="checkbox"/>		
Page End							<input type="button" value="Approve All Checked"/>	

Instructions: Click The **PO Number** to make any required changes to the order details. Check the Approved Box next to the Order Total amount and then click the **Approve All Checked** Button to complete the approval process.

Click the PO number or binoculars icon to the left to go into the order to make any required changes or view items ordered. You can also delete the entire order if necessary.

Edit PO Number: <input type="text"/>		Placed By: NEW@ESSENTIALOP.COM				
Product No.	Description	UM	Price	Qty	Delete	Total
ZEB22220	PEN,BPT,RET,Z-GRIP,1MM,BE <input type="text"/>	DZ	\$ 6.00	<input type="text" value="1"/>	<input type="checkbox"/>	\$ 6.00
UNV21200	PAPER,XERO/DUP,WE,LTR,20# <input type="text"/>	CT	\$ 124.56	<input type="text" value="1"/>	<input type="checkbox"/>	\$ 124.56
MER9	DICTIONARY,COLEGIATE,HARD <input type="text"/>	EA	\$ 26.95	<input type="text" value="1"/>	<input type="checkbox"/>	\$ 26.95
Quick Add Type in a single Product No.: <input type="text"/> Qty: <input type="text"/>						
						Order Total: \$ 157.51
						Tax: \$ 0.00
						Total: \$ 157.51
For: PURCHASING						

Delete This Order

Update Order

Update & Approve Order

NOTE: This order has not yet been approved by your supervisor and may be edited. A confirmation email with your changes will be sent **when** your supervisor **approves** the order.

Once all changes are made and order review is completed, click on **UPDATE & APPROVE ORDER**. The order is approved and will be sent. The user that submitted the order will be sent an email to notify them of the approval.