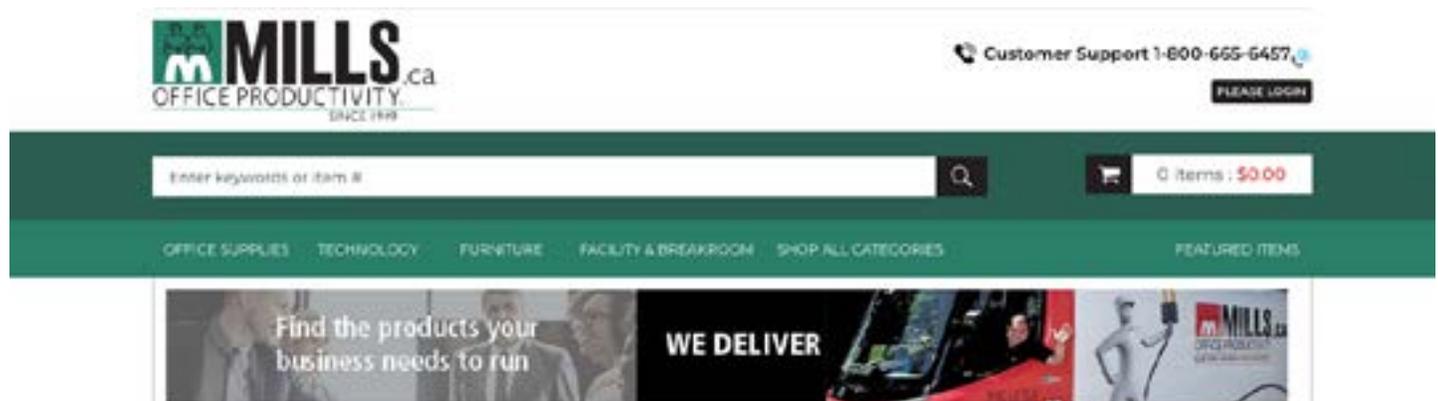


How To Order From Our E-Commerce Site

1. When You Arrive To Our Home Page, You'll See "Supplies" In The Top Navigation. This Is Your Gateway To Convenient Online Office Supplies Shopping.



2. Congratulations! You've Made It To Our [E-Commerce](#) Site!



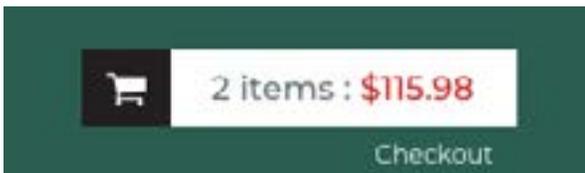
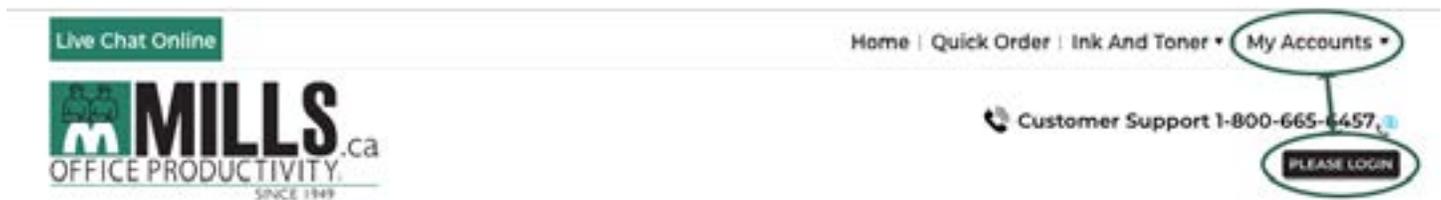
3. How Do I Find Products? You Have 2 options:

- a. Click on “[Shop All Categories](#)” to view items by category.
- b. Use the search box to search by keyword or the first five digits of a product number.

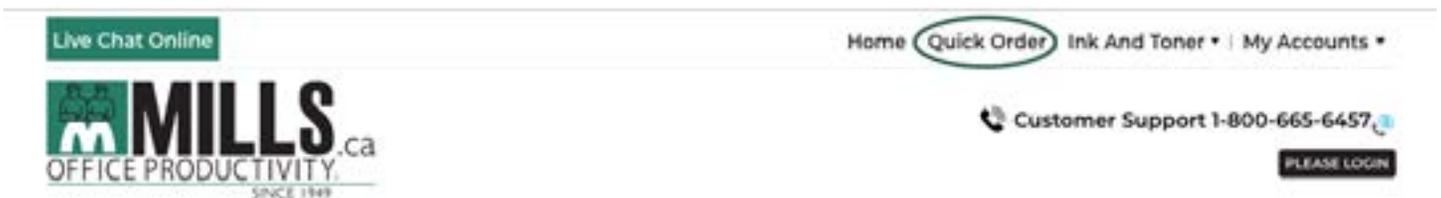


4. How Do I Place An Order?

A login is required to shop online. If you do not have a login, please contact us and we will set up a username and password for you. To login, click “PLEASE LOGIN” under the customer support phone number. Once you are logged in, you can access all of your account information by clicking “My Accounts” in the top right corner of the page.



After logging in with your username and password, you can add items to a shopping cart while browsing throughout the website. You will then see the number of items and their price next to the shopping cart image located to the right of the search bar.



Another way to shop is to use the Quick Order Form, linked at the top of every web page. To use the Quick Order Form, simply type in the number of products you want to order in the boxes. The default quantity is one but you can change the quantity to any amount you like. Once you’ve finished entering the items, scroll down and click Add To Cart. Note that by adding an item using Quick Order does not mean that it is in your shopping cart. Add To Cart must be clicked to proceed to the final stages of completing your order.

Enter keywords or item #



0 items : \$0.00

OFFICE SUPPLIES

TECHNOLOGY

FURNITURE

FACILITY & BREAKROOM

SHOP ALL CATEGORIES

FEATURED ITEMS

Quick Order

Show Tips

Quick Order Settings

Quick Order Subtotal: \$57.99

Clear All

Add To Cart And Save To Favorites

Add To Favorites

Add To Cart

Delete	Item #	Quantity	Your Price	Comment / Description
	BA0501800	1 In Stock!	\$57.99 / Case	Basics® Premium Multipurpose Paper 96B 20lbs Letter 500 sheets per package 10 package/ctn - Letter - 8 1/2" x 11" - 20 lb Basis Weight - 96 Brightness - 500 Sheet - White

Clear All

Add To Cart And Save To Favorites

Add To Favorites

Add To Cart

Quick Order Subtotal: \$57.99

From here, you will be allowed to review the items and see the total price. When you are ready to purchase click "Checkout" in the bottom right corner.

Shopping Cart

Print

Continue Shopping

Item Total: \$57.99

Checkout

Empty Cart

Expand All

Collapse All

1 Items : \$57.99					
Item #	Your Price	Quantity	Packaging	Ext Price	Remove
 BA05101800 In Stock!	\$57.99 / Case	1	Case	\$57.99	
Basics® Premium Multipurpose Paper 96B 20lbs Letter 500 sheets per package 10 package/ctn - Letter - 8 1/2" x 11" - 20 lb Basis Weight - 96 Brightness - 500 Sheet - White Comments: <input type="text"/>					

Empty Cart

Expand All

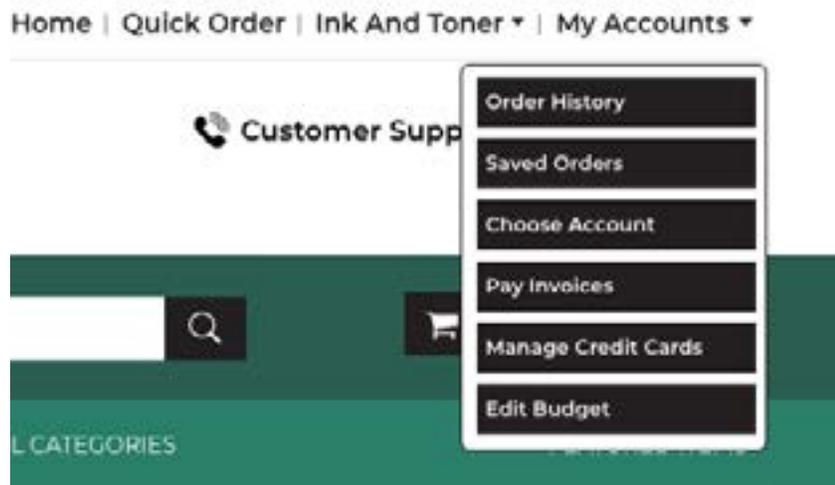
Collapse All

Continue Shopping

Item Total: \$57.99

Checkout

5. How Do I Check The Status Of An Order Or Look Up Account Details



To find details on orders that have been placed, click on My Accounts. From the drop down list, click on “Order History” to see all previous orders and invoices.

If you have multiple accounts and wish to look up an account different from the one you are currently using, click on the My Accounts button again. The Choose Account page opens and displays your current account number, department, and attention.

To change the department, click the Department box in the Select Different Account/Department section and enter a partial or full department name. The system displays information that most closely matches the department specified. Click the department to use.

To change the attention, click the Attention box in the Select Different Account/Department section and enter a partial or full attention name. The system displays information that most closely matches the attention specified. Click the Attention to use.

When you are finished, click “Continue.” The change is saved and the Home page opens again.

6. How Do I Manage A Recurring Order?

1. Hover your cursor over *My Accounts*.

2. Select *Manage Recurring Orders*. The *Recurring Orders* page lists all the recurring orders, along with the order name, number of items, recur order frequency, last order date, and next scheduled order date.

3. Click the order to change.

4. When the *Manage Recurring Orders* page opens, you can edit the recurring order, as follows:

Click *Order Now* to place the order now.

Click the *Order Name* box to change the name of this recurring order. For example, you could change an order name from RO-0026 to *My 3 Week Recurring Order*, for example.

Click the *Next Order Date* box to change the date for the order.

Click *Reschedule* to change the frequency or date.

Click the *Order Frequency* drop-down menu to change the order frequency, 1 week, 2 weeks, and so on. When the order is rescheduled, you receive an email, displaying the updated order details.

Click *Edit Account* beside the *Recurring Order Details* heading to change the account. The *Choose Account* page opens. Change the account and/or department and save your changes. See [Edit Account Details](#).

Click *Add New Items* to add more items to the order. On the *Product Detail* page, click the *Recurring Orders* drop-down menu and select the order to add the item. Then, click *Add to Order*.

Click Delete Items to remove items from the recurring order.

Click  beside the Last Order Processed date to view the status of a recurring order. When Order Detail page opens, click  beside the Status box to view additional details. When finished viewing, click Back

Change the shipping address, payment method, purchase order numbers, additional instructions. See [Edit Order Details](#).

Click Delete Order to delete the recurring order.

Click  beside the Last Order Processed date to view the approval order status for a recurring order. When the Order Detail page opens. Click  beside the Status box to view additional details. When finished viewing, click Back.

5. When you're ready to checkout, see [Review and Complete Your Order](#)

7. What Is A Laundry List?

Use the Laundry Lists feature to quickly view and place items on an order. Laundry Lists contain items you commonly order, and is generated by Mills. It can be located under "My Accounts."

1. Click Laundry Lists and select the list to view. The Laundry List page opens and displays items for the selected list.

2. You can select items to order, enter item quantity, and add the items to your cart. For details, see [Search Results](#).

8. How Do I Approve An Order?

(NOTE: This Is Only Required For Accounts With Approvers Set Up.)

If you have any orders pending approval, the text Orders Pending Approval displays at the top of the web page. Click this link to check the status of these orders, as well as view item numbers, date the orders were placed, the customer departments, and the total cost of the order. You can approve or deny orders and individual line items. You can also view approval order history. The information and tabs that display depends on the approval type.

You can check the status of your order by clicking “Order Approval” under “My Accounts.” This will show the status of your pending orders.

Note: The “Your Orders” tab does not display if you are a top-level approver.

This tab shows the status of your pending orders. You can click Show Legend to view the status legend detail at the top of the page. You can view approved, denied, awaiting review, under review, and submitted orders.

To view line item information, click  beside the order for which to view line item information.

The order detail opens and displays additional information, such as the reason the order was denied. In some cases, the entire order could be under review, but only one item could have already been denied.