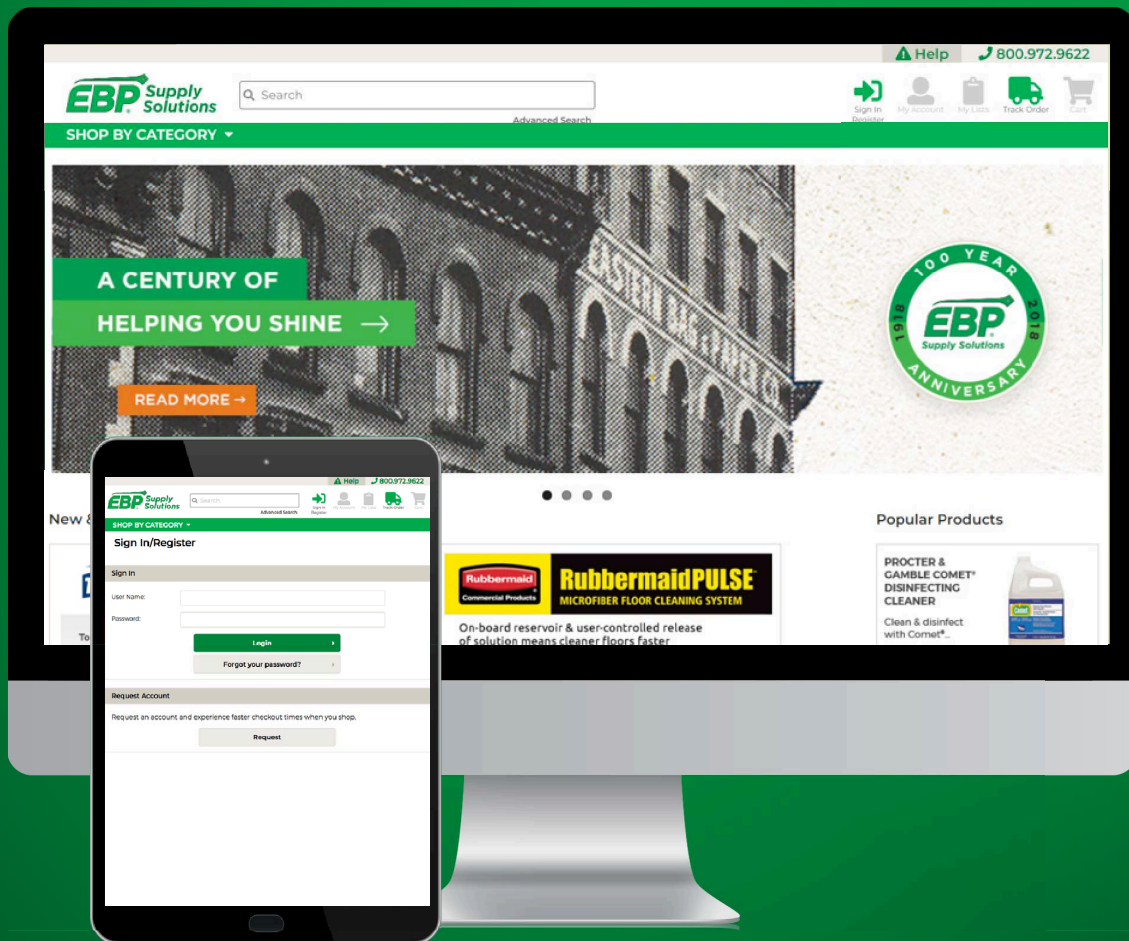


SUPPLY BASKET QUICK REFERENCE GUIDE





SUPPLY BASKET QUICK REFERENCE GUIDE

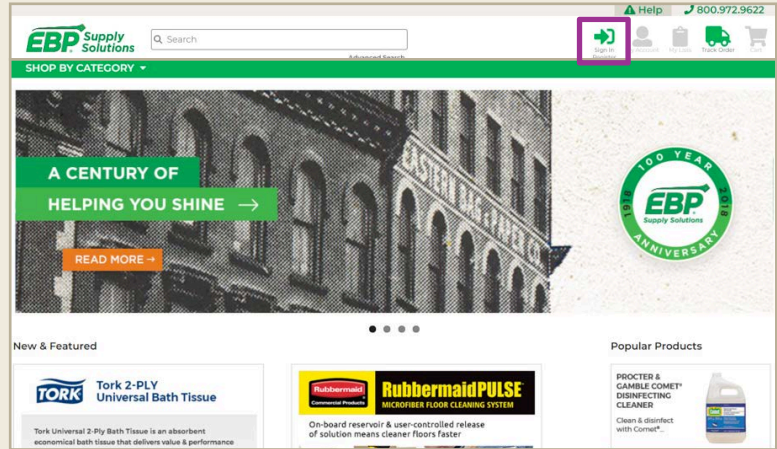
Visit the Supply Basket to save time by ordering online at your convenience. You can also find detailed product information, including images, videos, product specifications and SDS sheets on the Supply Basket. You can use the Supply Basket on your desktop computer, your tablet or your mobile device.

Please note customer information shown in this user guide is for demonstration purposes only and does not in any way represent true pricing, etc.

LOGGING IN

GO TO www.Shop.EBPSupply.com

- At the top of the home page, click on the **Sign In/Register** button
- Enter your username and password (both are case sensitive) – if you need assistance with your credentials, please contact the IT Help Desk at **203-876-3524**.

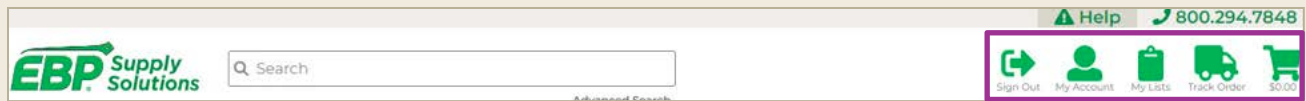


TIP FROM THE EXPERTS

Save this page to your browser favorites for easy access.

HEADER ICONS

There are several icons in the header at the top of the page that will become active once you log in.



SIGN OUT

- When you are done with your session, click on the **Sign Out** button to end your session.

MY ACCOUNT

- The My Account icon is where you can find things like your User Session Info, Item History, Order History, Order Pad, etc. More detail on this is found on pages 4 to 6.

MY LISTS

- This is where you will find your Shopping Lists (or sometimes called Order Guides) if you have any.

TRACK ORDER

- Click on this icon to track your scheduled deliveries in real time by entering your customer number which can be found under the User Session Section.

CART ICON

- Running total of how many products are in your order, including total cost. This will update as you add more items.

TIP FROM THE EXPERTS

Your session will automatically time out after 30 minutes of inactivity.

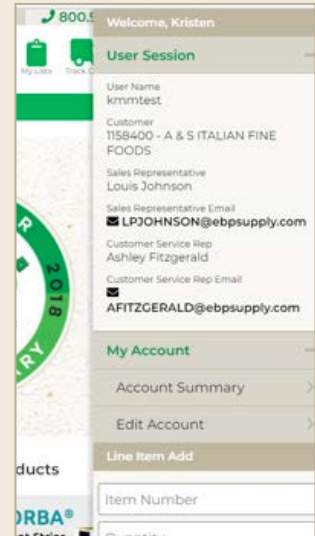
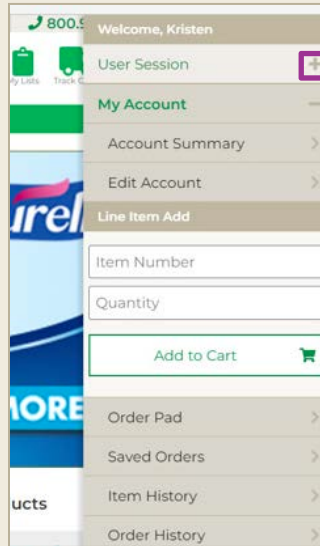
MY ACCOUNT

This is where you can find things like your User Session Info, History, Order History, Order Pad, etc.



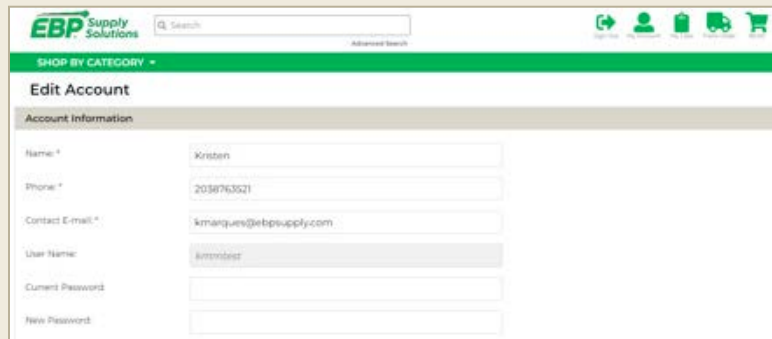
USER SESSION

- Clicking on the **plus sign** will expand the User Session section. Here is where you can find information regarding your account, such as your Customer Number, your Sales Rep and Your Customer Service Rep's names.
- You can also email your Sales Rep and/or Customer Service Rep right from the link in the User Session.



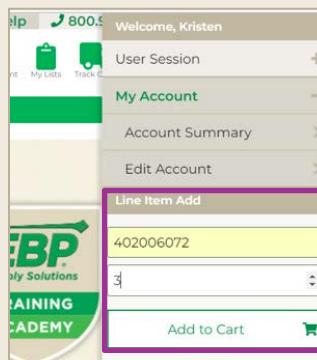
EDIT ACCOUNT

- This is where you can change the contact information as well as your password reminder question and/or your password.



LINE ITEM ADD

- You can add individual items to your cart here, just type in the EBP or Manufacturer Item # and the Quantity and click on the **Add to Cart Button**.



TIP FROM THE EXPERTS

Use the arrow in the quantity box to increase or decrease your desired quantity.

ORDER PAD

- Order Pad is a great way to import an excel file of multiple items at once and then add them all to your cart, with just one click.

SHOP BY CATEGORY ▾

Order Pad

Upload items from file

To import multiple items at one time, please upload in an .xlsx file. Please include EBP Item Number and Quantity in the file, click "Choose File or Browse to Select Your File" and then "Upload." Your items will be populated into the fields below. If there is an invalid item number returned, you must remove that item(s) from the Order Pad before clicking on the Add to Cart Button to add your items to the cart.

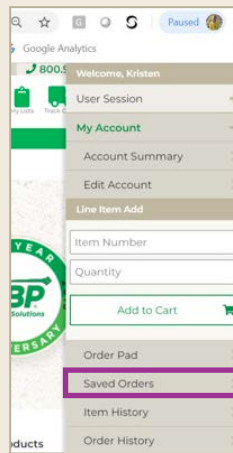
Choose File | No file chosen Upload

Rows to display: 15 25 50 100

Item Number	Quantity
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SAVED ORDERS

- You have the ability to save orders once you get to the checkout page.
- If you select this option, you can click on the Saved Orders option under **My Account** to get to your saved orders splash page.



EBP Supply Solutions

SHOP BY CATEGORY ▾

Saved Orders

There may be changes in the status of the item(s) included in your saved order due to availability and/or pricing may fluctuate.

Name	Description	Created Date	Purchase Order Number
Saved Order			

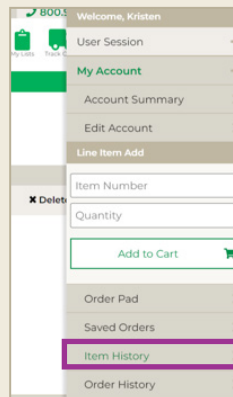
View Order Delete

TIP FROM THE EXPERTS

If you have previously saved orders, when you log in, you can also quickly access them by clicking on the link that appears on the home page.

ITEM HISTORY

- Item History is where you can **view and/or re-order** all items that you have ordered in the past. This is a running list that continues to be added to once you order additional items.
- You can select the timeframe for which you would like to see order history.
- Timeframes must be in six month windows.



Item History

Search Criteria

From: April 2018

To: September 2018

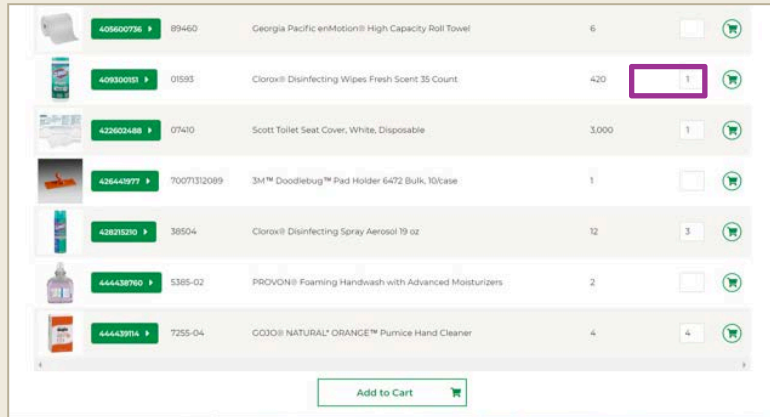
Submit

Showing 1-12 of 23 Results Page 1

Results Per Page: 12 | 24 | 48

Item Number	Manufacturer Item	Description	Case Pack	Price	Quantity	Add
488888 1	R7N38000	Santal Symphonie® Paper Waxed Cold Cloths - Size T 02	2000			<input type="checkbox"/>
488888 1	5842A	Georgia Pacific® Ambidextrous Wall Mount Automated Touchless Towel Dispenser - Single				<input type="checkbox"/>

- To order items from your **Item History**, enter the quantities for the items you wish to purchase in the Quantity Box on this page.
- If you do not wish to order that item, just leave the quantity box blank.
- Only items with a specified quantity in the quantity box will be sent to the cart. Once you enter in the quantities for the items you want, click the **Add to Cart Button** at the bottom of the page – these items will be added to your cart.

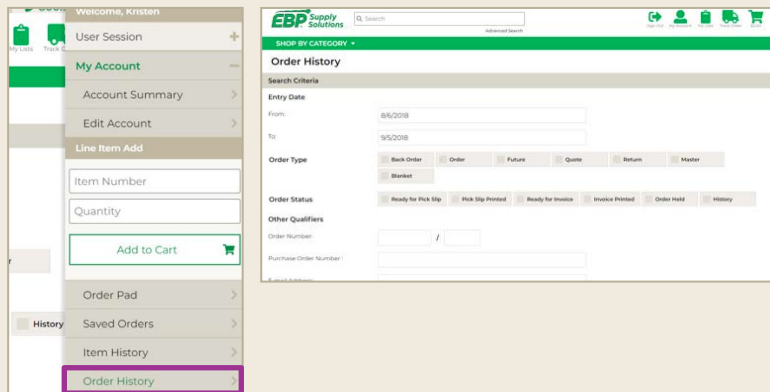


TIP FROM THE EXPERTS

Item History is a quick way to re-order the same products multiple times if you do not have a shopping list/order guide set up yet. Contact EBPS for assistance setting up shopping lists for easy ordering!

ORDER HISTORY

- Order History is where you would go to look up previous orders. Just add your date range and click on **Search**.
- This is also where you can **view/download Proof of Delivery** for any orders that have been delivered.
- You can also **print a copy** of the order by clicking on the print icon, **email a copy** of the order to the contact email assigned to the account with the email icon and **add all of the items** from the order to the shopping cart with the copy icon.



Showing 1 - 2 of 2 Results

Results Per Page: 12 | 24 | 48

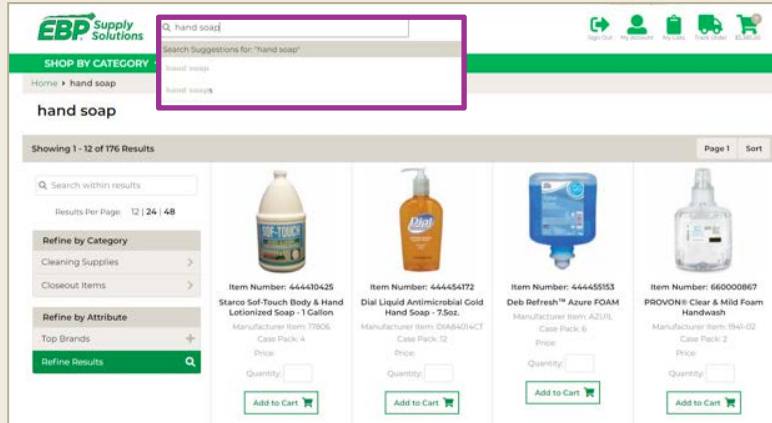
Order Number	Order Type	PO Number	Order Status	Order Date	Order Amount	Estimated Ship Date	Invoice Amount	Invoice Date	PDF Download	Order Actions
12883/00	Return		History	7/20/2018		7/23/2018		7/20/2018		 
11549/00	Order		History	7/19/2018		7/20/2018		7/20/2018	Proof of Delivery	  

SEARCHING FOR PRODUCTS

Our assortment features thousands of products. There are several different ways to search for products you are looking for.

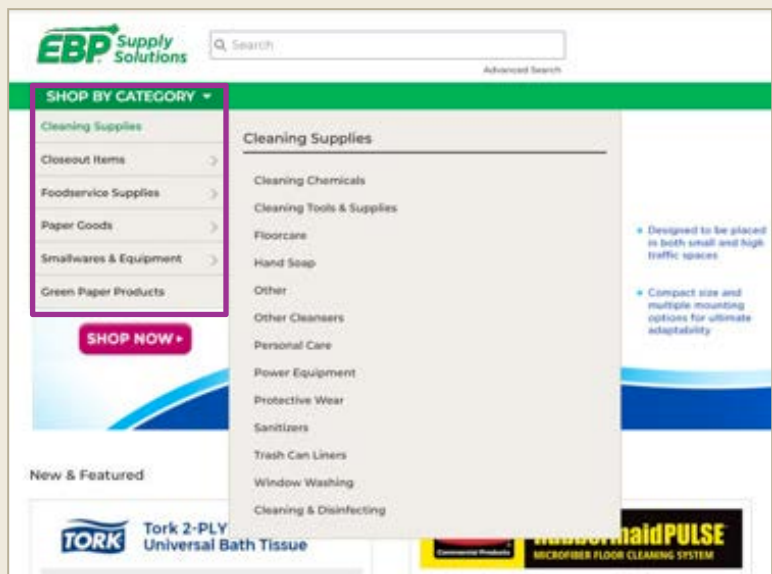
KEYWORD SEARCH

- Here you can type in name of item, manufacturer, item number or just a general description and hit **“Enter”** on your keyboard.
- Your results will appear in what we call the **“List View.”**
- From the list view, you can quickly adjust the quantity and add the item to your cart or go to the product page of that item for more information. More on that later.



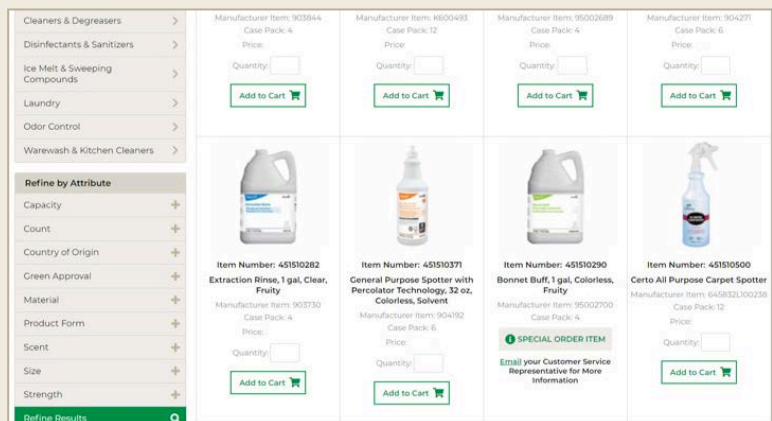
PRODUCT CATEGORIES

- Another way to shop is to browse the **product catalog** by going through the product categories at the top of the page.
- For instance, if you are looking for a Cleaning Chemical product, hover over that category and a second level will appear.
- **Select the category** you wish to search and you will be brought to a landing page with more search results. You have the ability to drill down even further either by category or by attribute and/or manufacturer on the left hand side of the page within these search results.
- Once you find what you are looking for, you can adjust the quantity and quickly add the item to your cart.



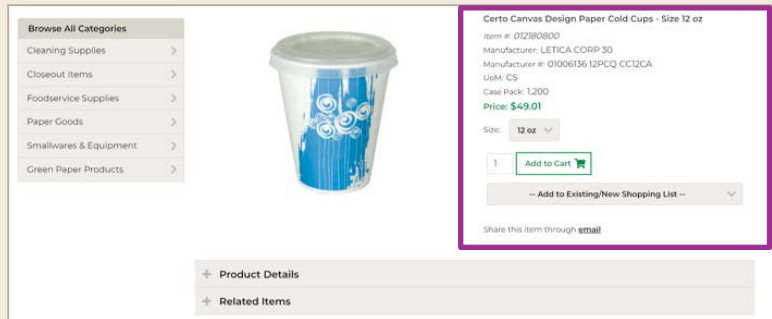
TIP FROM THE EXPERTS

If an item that you are interested in is indicated as a Special Order Item, click on the **Email your Customer Service Rep** link and you can easily send an email to your CS Rep to inquire about the item – all the required information will be pre-populated into the email; all you have to do is click **SUBMIT**.



PRODUCT DETAIL PAGES

- If you want to learn more about a specific product, download the SDS if applicable, see if there are related items associated with this item, etc, click on the image from the search result and you will be taken to the product detail page.
- Here you will see all of the information regarding the product. **Click to expand** the tabs towards the bottom of the page for more information.
- From the **Product Detail Page**, you can add the item to your cart, add the item to an existing or new shopping list (see page 9) for more info or share the info on this product with a co-worker.



TIP FROM THE EXPERTS

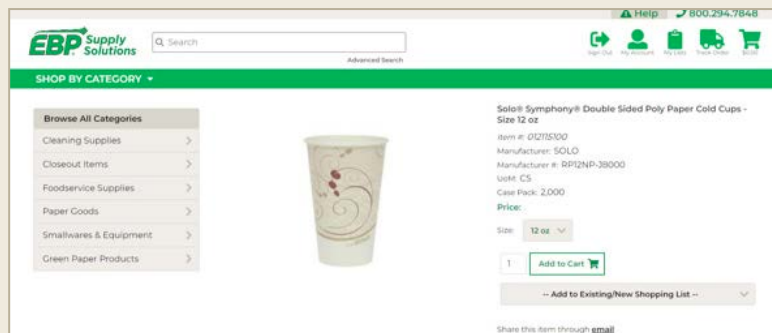
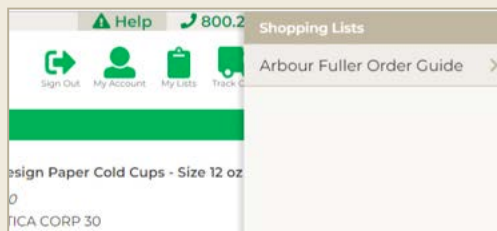
If there is an **OPTIONS** button, it means there are more items in that family of products. Click on that to see all of the variations that item is available in (size, color, etc).

SHOPPING LISTS

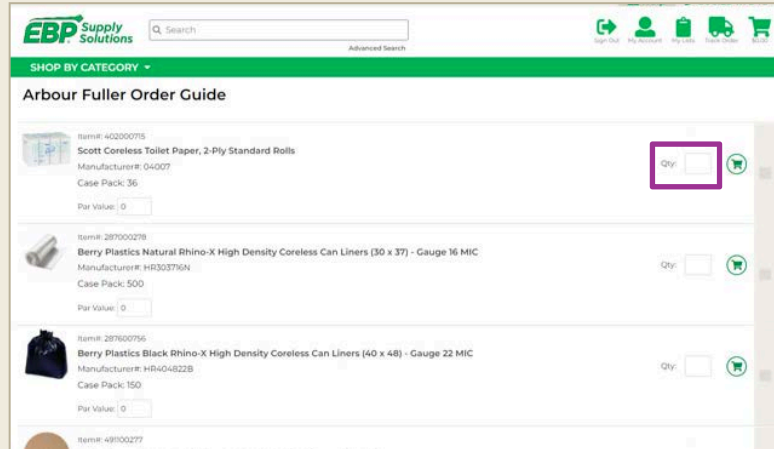
Shopping lists or Order Guides are a great tool if you continuously order the same group of items repeatedly.

MY LISTS

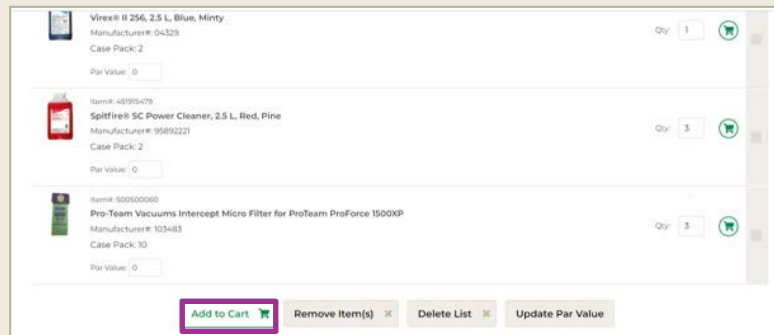
- All of your shopping lists will appear under the **MY LISTS** icon in the header at the top of the page.
- To work with an existing shopping list, click on **MY LISTS** and then select the particular shopping list.
- Your full shopping list will appear.



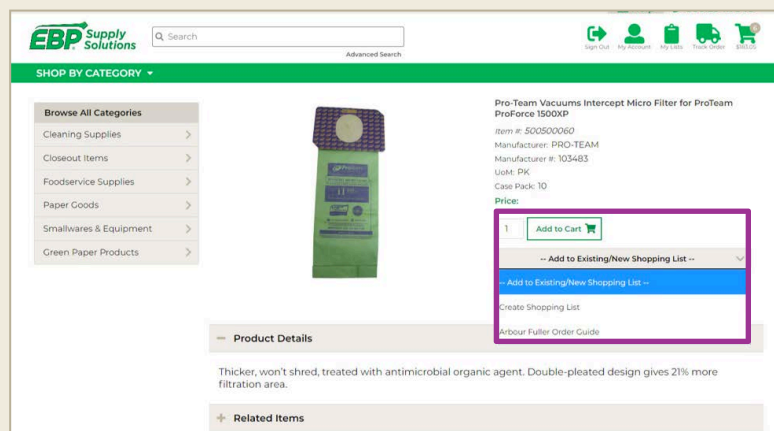
- To add items to your cart from your shopping list, populate the **quantity boxes**.



- You can add each item individually by clicking on the cart button next to each quantity box or you can add them all at once by clicking the **Add to Cart** button at the bottom of the page.
- Items without a quantity will not be added to your cart.



- To add an item or create a shopping list, go to a particular item that you want on the shopping list and click on the **Add to Existing/New Shopping List** option.
- Select the desired choice.



TIP FROM THE EXPERTS

You can create a shopping list from all of the items in your cart for easy ordering next time you place an order.

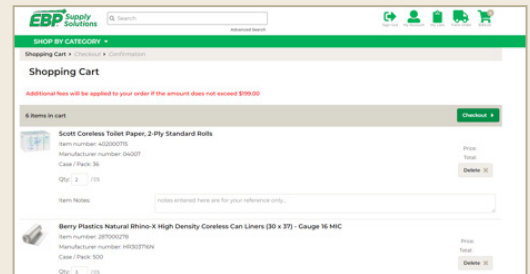
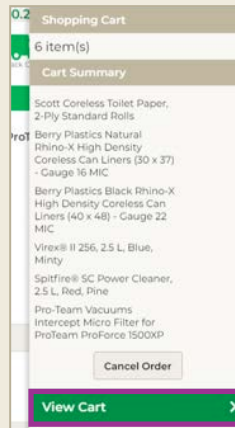
CHECKING OUT

Once you have added all of the items you wish to order (by whichever method you choose) to your cart, and you are ready to place your order, you can begin the checkout process.

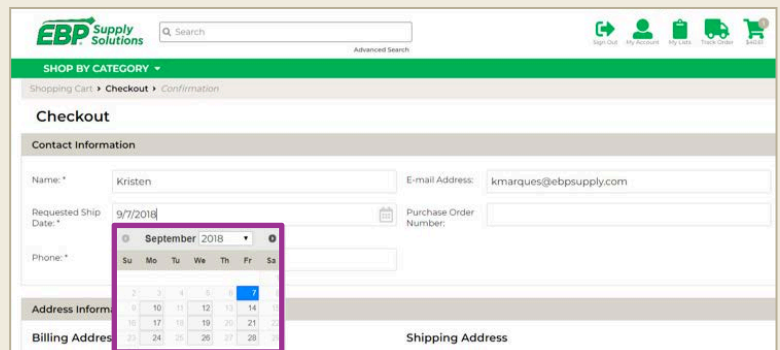


MY CART

- Click the **CART** icon in the header.
- A summary of your cart will appear, click on **View Cart** and you will be brought to your cart.
- Enter any notes for internal reference only in the Notes field. Once you have reviewed everything, click the **Checkout button**.

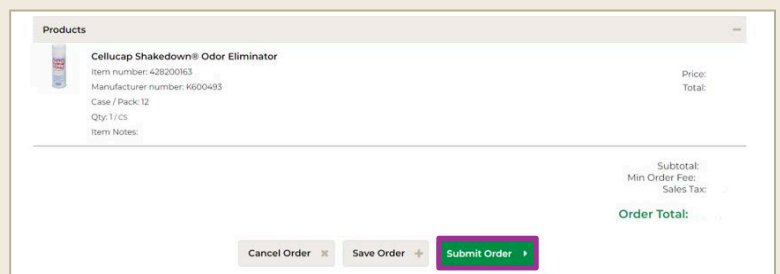


- This is the last screen before you place your order. **Enter a PO Number** as well as a phone number if required. You can also select a delivery date in the future if you wish by clicking on the calendar icon to the right of Requested Ship Date field.
- If you do not select a delivery day, your next delivery day will be the default.



SUBMITTING YOUR ORDER

- To place your order, click the **Submit Order Button** at the bottom of the page.
- You will be brought to an order confirmation page with your order number. An order confirmation email will be sent to the email address associated with the account.



ALL OF THE SAME FEATURES AND FUNCTIONALITIES ARE ALSO AVAILABLE VIA YOUR TABLET OR MOBILE PHONE.

