

**User Login**

Enter Username

Enter Password

Please login below

Username	Password	<input type="button" value="Go"/>
<input type="text"/>	<input type="password"/>	

Hit enter Key or click GO

**Choose a Department**

Select Department

- A-001 - Accounting
- HR-002 - Human Resources

Select Department

**Home Page**

Search

Customer Information

Quick Order

Favorites Lists

Saved Carts

Order History/Returns

**Add items to your**

**Search**

Search for an item by all words, any word, exact phrase and sku # (item #).

**Quick Order**

Enter the item number you wish to order and **hit tab**, enter the quantity (defaults to 1), **hit tab**. If desired, enter a line comment, **hit tab**. After all item numbers have been entered, click on add to cart.

**Favorites Lists**

From your Favorites List, select the list you wish to order from. Check the items you wish to order, change the quantity if desired and click on add checked items to cart. Or, click check all items and click add checked items to cart.

\*Note: If you'd like to return to a previous screen, use the "breadcrumb" method. By clicking on any of the words in the "trail or breadcrumb", you can go to the previous pages.

Office Supplies Technology Furniture Maintenance & Breakroom

Office Supplies > Batteries & Electrical Supplies > Batteries

# OS Express Quick Reference Guide

## Product


Access a product page through a search or from your Favorites List

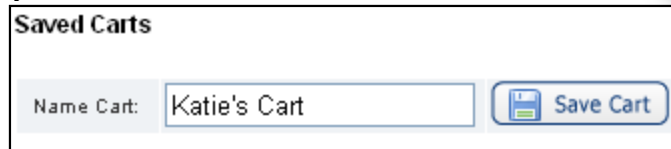
To add the item to your order, enter quantity in the Quantity Text Box and click **Add To Cart**

If you add an item to a list, click **Add To Favorites**

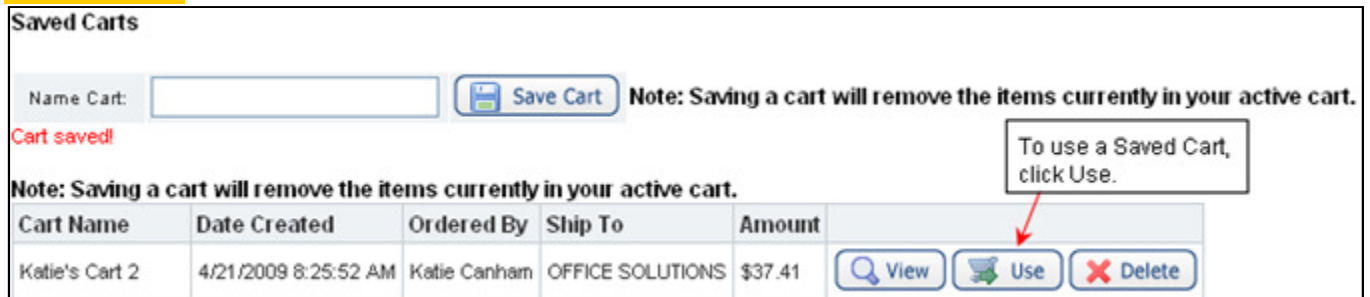


## Save a Cart

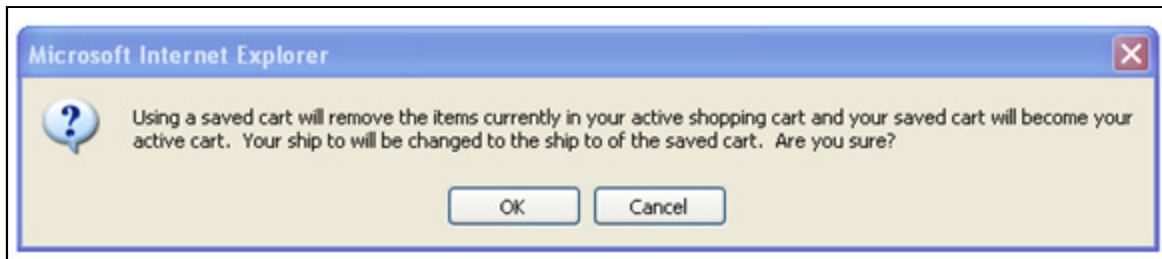
If you would like to save your cart for later edits, after adding to cart, click  Save Cart. Then name the cart you would like to save.



## Use a Saved



When you click Use, the message below will appear. This message is explaining that your saved cart will become your active cart and the ship to address from the saved cart will be applied.



If you were previously working in an active cart, you must save it before using another cart or the items you are currently working on will be deleted.

# OS Express Quick Reference Guide

## Your Order

Click **View Cart** to see items in your current order.

To continue shopping: Click the **Continue Shopping** button.

Continue to add items to your cart through **Search, Quick Order** or from **Favorites Lists**.

To modify: Change the quantities and click **Update Cart**.

To submit order: Click **Checkout**. Complete required fields, click **Next**, review information and click **Submit**.

Item	Name	Price	Qty	Amount
	Item: AVE5160 Manufacturer: AVERY-DENNISON Laser Address Labels w/Smooth Feed Sheets, 1 x 2-5/8, White, 3000 per Box Line Comment	\$28.05/BX	3	\$84.15

## Checkout

When checking out, be sure to fill in the Contact Name and PO if required by your organization.

Bill To		Ship To	
Company Name	OFFICE SOLUTIONS	Company Name	OFFICE SOLUTIONS
First Name	Krista	Contact Name*	katie
Last Name	Elkins	Address	Human Resources
Address*	23303 LA PALMA AVE	Address 2	123 HR Road
Address 2		City	Yorba Linda CA
City	YORBA LINDA	Country	US
Country		State/Province	ca
State/Province	CA	Zip/Postal Code	
Zip/Postal Code	928874773	Phone Number	714 692 7412
Phone Number	714-692-7412	Email Address	
Email Address			

**Payment Method**

On Account  
 By Credit Card  
New Credit Card

P.O. Number 1234 Department No. HR-002

When in Checkout, you still have the opportunity to edit your cart. Be sure the required fields are filled out which will allow you to edit your cart then click Update.

Delete	Product ID	Name	Price	Qty	Amount	Line Comment
<input checked="" type="checkbox"/>	AVE5160	Laser Address Labels w/Smooth Feed Sheets, 1 x 2-5/8, White, 3000 per Box	\$28.05/BX	1	\$28.05	
<input type="checkbox"/>	UNV00700	Jaw-Style Staple Remover, Brown	\$0.79/EA	1	\$0.79	
<input type="checkbox"/>	UNV21200	Bulk Copy/Laser/Inkjet Paper, 92 Brightness, 20lb, Letter, 5000 Sheets/Cartron	\$37.41/CT	2	\$74.82	

*Thank You for Shopping OS Express!*