



OFFICE OUTFITTERS

Charlesritter.net User Guide

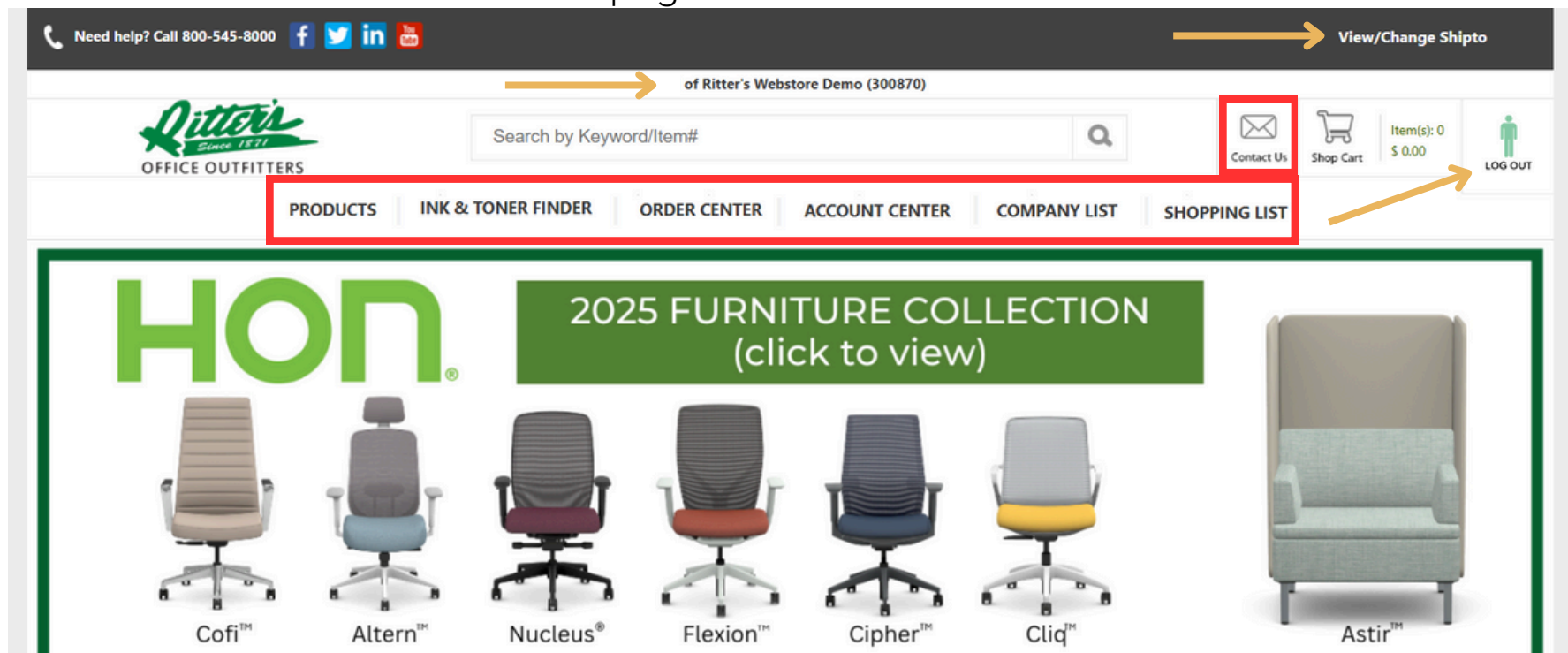
Welcome to charlesritter.net, your one-stop destination for all your business needs. Whether you're looking for office supplies, furniture, or business services, charlesritter.net has you covered. This user's guide will walk you through the various features and functionalities of our platform to ensure you have a seamless shopping experience.

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HomePage

All elements presented in the HomePage section will appear throughout every page of the website.



At the top of the homepage, you will be able to access most features of the site!

View/Change ShipTo - When logged in, you'll be able to change your ShipTo before Check Out if you have access to multiple locations. You will be able to change this information at Checkout as well.

Login/Customer Information - Your name, Company name, and Customer ID will be displayed

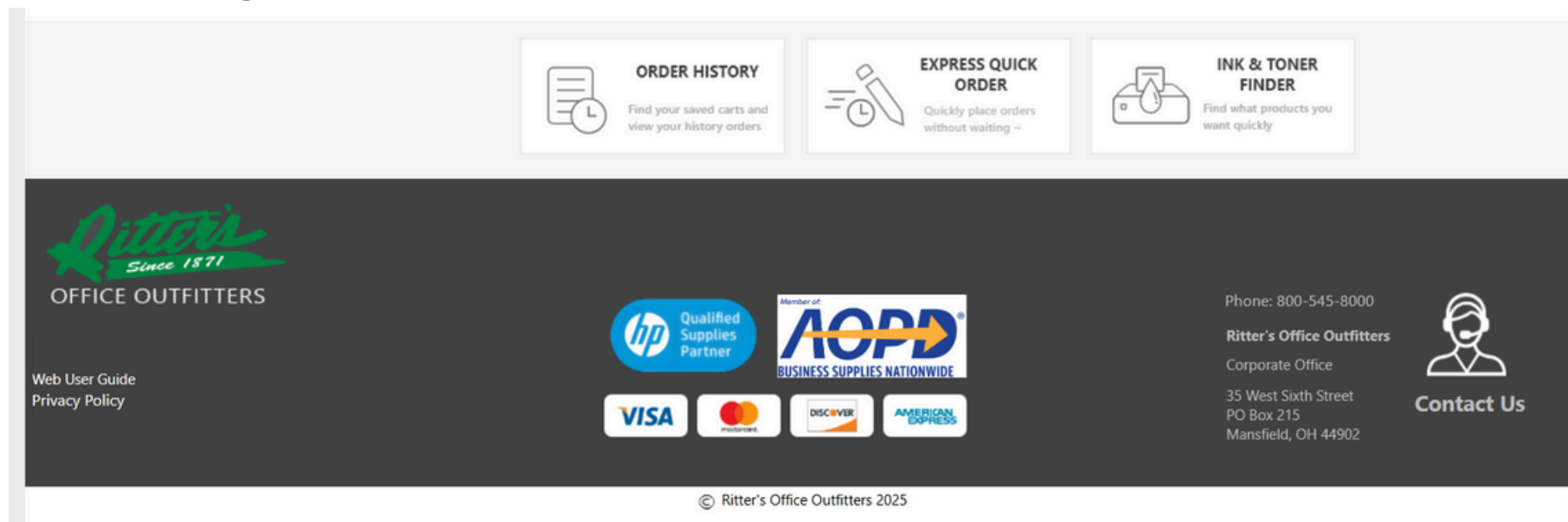
Page Logo - The page Logo will always take you back to the homepage whenever you left click on the image.

Contact Us - This will direct you to a form page to send any questions or requests to our customer service team.

Shopping Cart - This will display any items added to your current shopping cart and display a running total of your purchases.

Main Menu Bar - These menu items will direct you to their respective resources, as well as present dropdown menus for specific pages.

HomePage



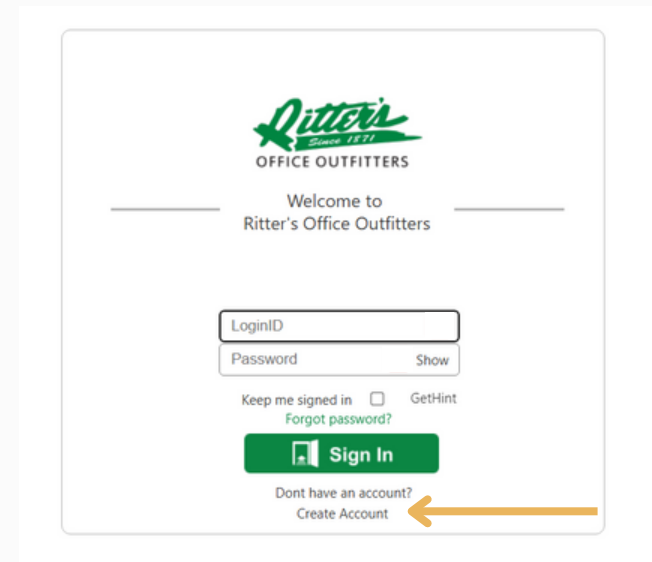
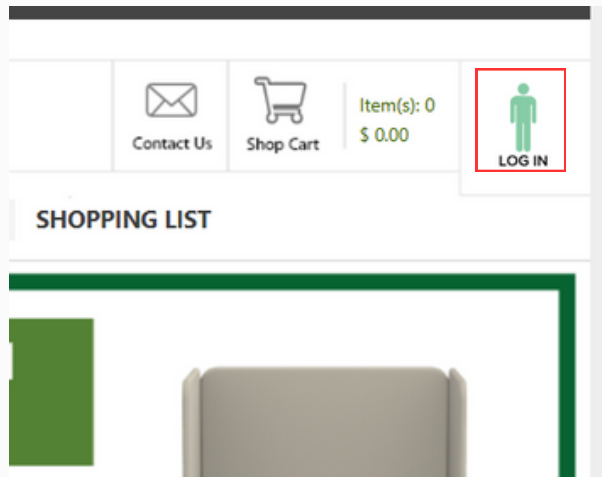
At the bottom of the homepage, you'll be able to find many useful links to different resources provided by Ritter's Office Outfitters!

- MANAGE ACCOUNT -** This link will direct you to your account overview where you can view your account information, cost centers, ShipTos, and your specific user information for the website. Typically this access is reserved for your company's administrator.
- ORDER HISTORY -** This link will direct you to your order history specific to your login. If you are designated as a manager for your organization, you will be able to see history for all users assigned to your management.
- EXPRESS QUICK ORDER -** This link will direct you to the Express Quick Order page. This is very useful for when you have an item ProductID readily available. It allows you to build a list of items, and add them to your cart or shopping cart.
- INK & TONER FINDER -** This will present a popup window to allow you to enter your printer make and model to allow you to easily find the exact ink or toner that you need.

There are many other links that can present information about our business or product categories that you can search through!

Account Registration

Please Note: If you are a current Independence Customer shopping online, you do not have to register a new account! Please continue to “Logging In” using your welcome email.

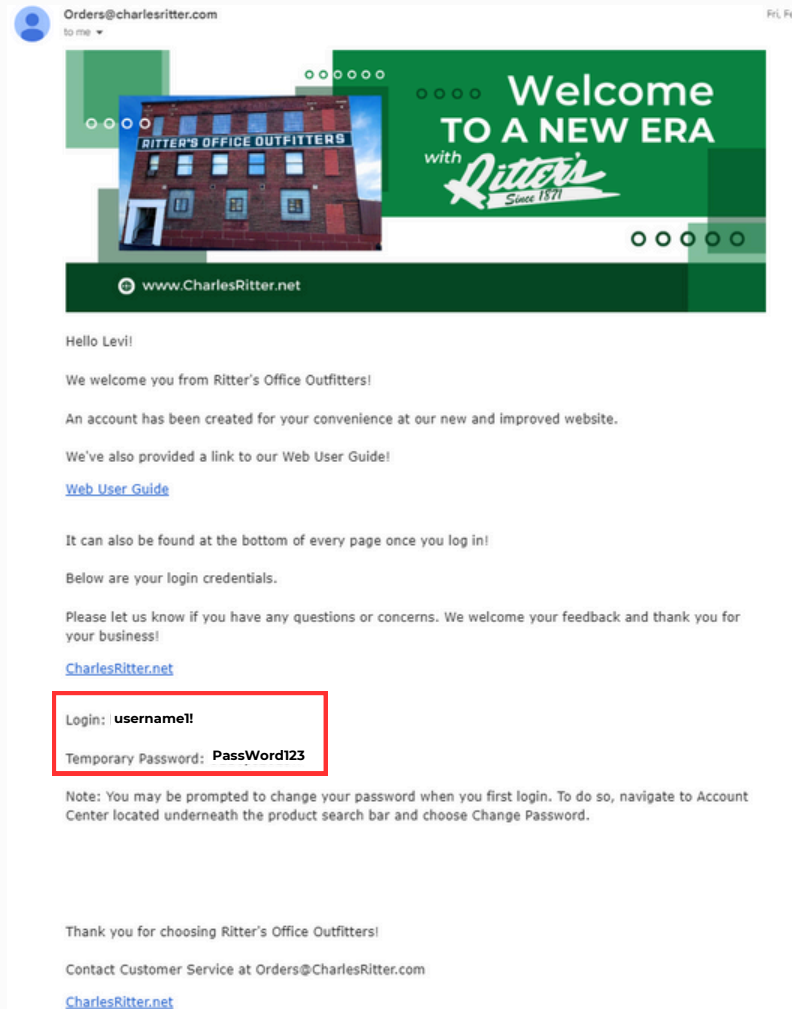
A screenshot of the Ritter's Office Outfitters account registration form. It is divided into three sections: 'Account Information', 'Shipping Information', and 'Billing Information'. The 'Account Information' section includes fields for 'CompanyName', 'Name', 'Email', 'Phone', 'PhoneExt', 'username', 'Password', 'ConfirmPassword', and 'PasswordHint'. The 'Shipping Information' section includes fields for 'Ship To Name', 'Ship To Address1', 'Ship To Address2', 'Ship To City', 'Ship To State', 'Ship To Zip', and 'Ship To Country'. The 'Billing Information' section includes a checkbox for 'Use Ship To as Bill To', and fields for 'Bill To Name', 'Address1', 'Address2', 'City', 'State', 'Zip', and 'Country'. A green 'Send' button is located at the bottom of the form.

Click the Login Link and you will be directed to the account log in page. From here, you're able to click on the “Create Account” Link.

You will be directed to the account setup page where you will need to fill in the relevant information for creating an account.

Once you click “Send” our customer service team will finish your account set up and send you a welcome email to login and have access to full site features!

Welcome Email



When you're login in connected to your account and you're ready to start shopping, you'll receive a welcome email containing your login and password for site access!

If you are having trouble with logging in, reach out to your sales or customer service rep! Or simply email orders@charlesritter.com

First Login Password Reset

The screenshot displays a web application interface. At the top, there is a navigation menu with the following items: PRODUCTS, INK & TONER FINDER, MACHINE SERVICE, ABOUT US, ORDER CENTER, ACCOUNT CENTER, COMPANY LIST, and SHOPPING LIST. In the center, a modal dialog box titled "Change Password" is open. The dialog contains the message: "You have not changed your password for more than 90 days, please change your password." Below this message are four input fields: "Old Password", "New Password", "Confirm Password", and "Password Hint". To the right of these fields, there is a password requirement notice: "Password must be at least 8 characters, with at least 1 Upper Case, 1 Lower Case, 1 Number, and 1 Special Character (!@#\$%^&*+=). The new password cannot be the same as the last 5 used passwords." Below the input fields is an orange "SUBMIT" button. Below the dialog box, there is a login form with a "username11" field, a password field (masked with dots and a "Show" button), a "Keep me signed in" checkbox, a "Forgot password?" link, a blue "Sign In" button, and a "Dont have an account?" link.

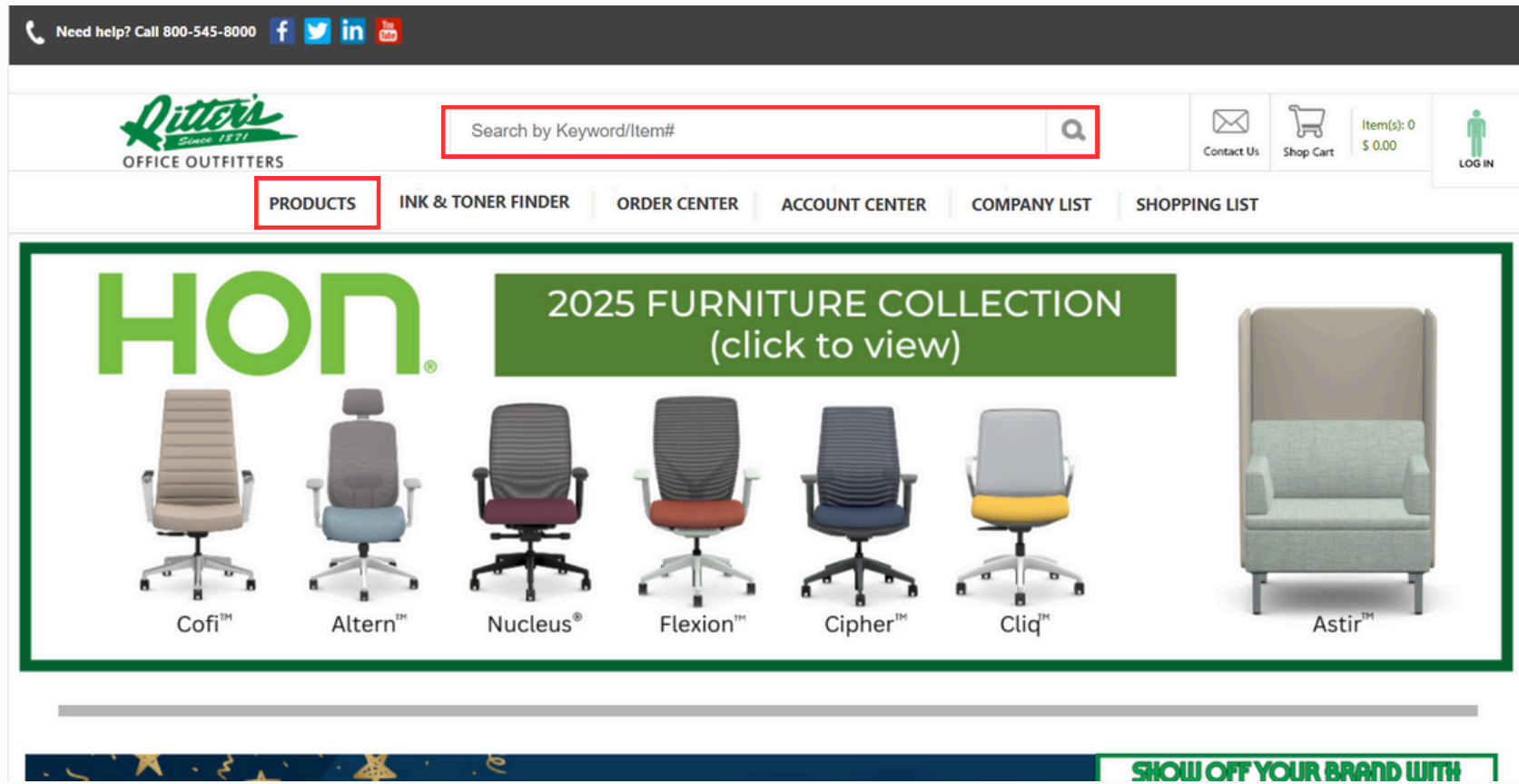
Due to us upgrading our system, you may be asked to reset your password upon your first login attempt.

Using your welcome email information to login, populate the “Old Password” field with the password provided to you in the welcome email. Once entered, you may populate “New Password” and Password Hint with the information of your choosing.

Password must be at least 8 characters, with at least 1 Upper Case, 1 Lower Case, 1 Number, and 1 Special Character (!@#\$%^&*+=)

The new password cannot be the same as the last 5 used passwords.

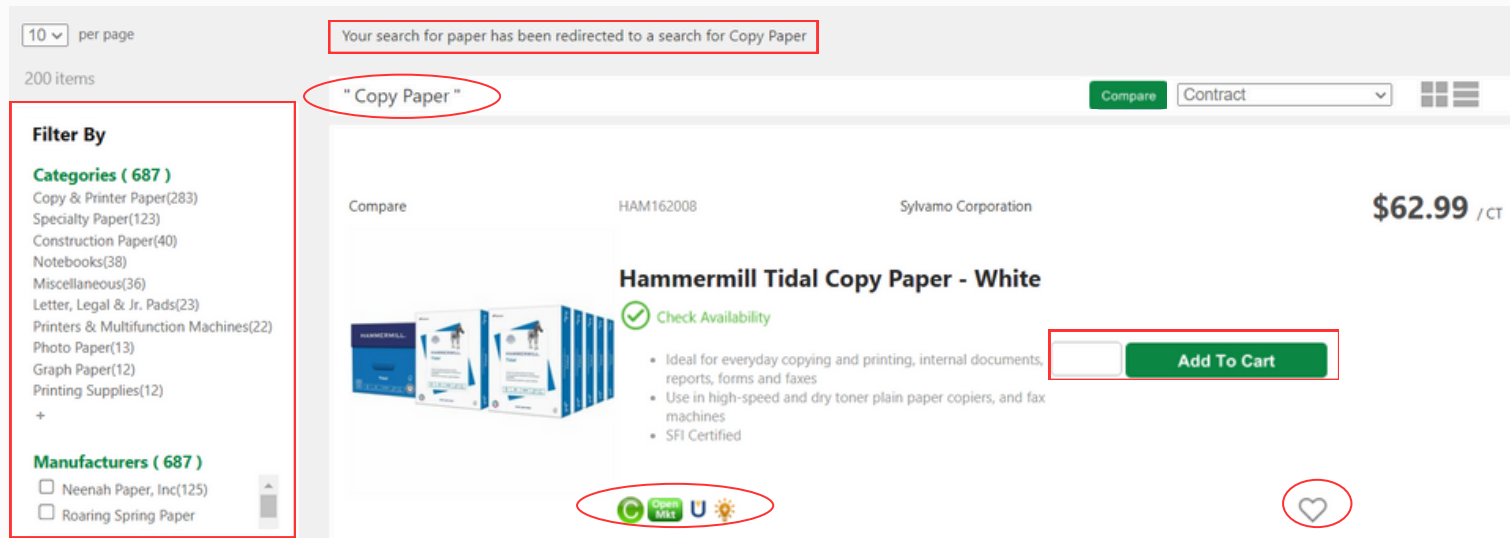
Products and Search



Our site utilizes a very strong product search feature that searched through over 100,000 items to best present you for what you're looking for! Use keywords or exact part numbers and a list of products that best match your search will appear.

You can also use the "Products" tab on the main menu to look through categories and drill down to a specific subcategory!

Products and Search



Sorted By Contract

Does the prospect of searching through 100,000 seem daunting? Don't worry. by default, all searches look for keywords shared with items on your specific contract! So just searching "paper" will prioritize the specific paper that you and your company purchases. Just look for the green "C"

Adding Items to Cart and Shopping Lists

From the search results page, you're able to enter a quantity of an item and add it directly to your cart. Clicking the heart in the bottom right hand corner, you're able to add it to your Shopping List!

Filter Your Search

You're also able to further filter your results by using the filter table on the left hand side. You can filter by Category, Brand, Green Products, or even by specific dimensions!

Product Detail Page

Clicking on the description of any product will open it's [Product Detail](#) page

Product Comparisons

PRODUCTS | INK & TONER FINDER | ORDER CENTER | ACCOUNT CENTER | COMPANY LIST | SHOPPING LIST

10 per page

551 items

Compare Relevance

Filter By

Categories (551)

- Batteries & Battery Chargers(204)
- UPS Backup Systems(73)
- Calculators(59)
- Miscellaneous(53)
- Flashlights(35)
- Skin Care Dispensers & Refills(29)
- Air Freshener Dispensers(13)
- Keyboards & Mice(12)
- Safes(11)
- Lamps & Lighting(8)

Manufacturers (551)

- Energizer Holdings, Inc(140)
- Duracell Inc.(78)
- Schneider Electric SA(65)
- Miscellaneous(52)
- Texas Instruments, Inc(15)
- Victor Technology, LLC(14)
- Gojo Industries, Inc(13)

New Product (551) +

Brand Name (499) +

Product Type (499) +

Country of Origin (323) +

Compare EVEEN91 Energizer Holdings, Inc \$16.83 / BX

Energizer Industrial Battery

Check Availability

- Long-lasting power source
- Operates well in extreme conditions
- Holds power for 5 years in storage

Add To Cart

Compare EVEEN92 Energizer Holdings, Inc \$16.90 / BX

Energizer Industrial Battery

Check Availability

- Long-lasting, reliable power source for high-drain devices
- Holds power for up to 7 years in storage
- Use in medical devices, cameras and more

Add To Cart

Compare these items

Return to previous page

EVEEN91
Energizer Industrial Battery
\$16.83
QTY: 1
Add To Cart

EVEEN92
Energizer Industrial Battery
\$16.90
QTY: 1
Add To Cart

Only show differences

Manufacturer	Energizer Holdings, Inc	Energizer Holdings, Inc
Manufacturer Part Number	EN91	EN92
Manufacturer Website Address	http://www.energizer.com	http://www.energizer.com
Brand Name	Energizer	Energizer
Product Line	Industrial	Industrial
Product Name	Industrial Battery	Industrial Battery
Marketing Information	Industrial Alkaline AA Battery offers an economical, high rate source of portable power for today's devices that require heavy current or continuous use. Each battery provides four to nine times more energy than similar sized carbon zinc batteries. More from the Manufacturer	24 pack of Energizer Industrial AAA Alkaline Batteries contains six 4-packs sized for easy distribution or use in vending machines. Built to protect your everyday professional devices from leakage of fully depleted batteries for up to 2 years. Keep everyday devices operating in the field, the office, the classroom, and anywhere else you need dependable alkaline battery power. Get right to work with AAA batteries that hold power for up to 10 years in storage. Keep work devices and workdays running smoothly with reliable, long-lasting power for precision electronics at construction sites and commercial spaces. More from the Manufacturer
Packaged Quantity	24 / Box	24 / Box
Product Type	Battery	Battery

Comparing Products

When on the search results page, use the compare button on multiple specific product entries. Then use the “Compare” button at the top of the page to show your selected items within one page and have the item attributes in line with each other to easily see the difference!

Product Detail




Energizer Industrial Battery
For Vending Machine, Office, Classroom, Electronics - AA - 24 / Box

Item# EVEEN91 by Energizer Holdings, Inc

\$16.83 BX

[Add To Cart](#)  

 [Check Availability](#)

- Long-lasting power source
- Operates well in extreme conditions
- Holds power for 5 years in storage
- Use in medical devices, cameras and more
- No added mercury or cadmium

The Product Detail page will provide you with enhanced content and in-depth descriptions to better understand your selected product.

Check Availability

Clicking on the green checkmark on this page will allow you to see current stock in all of our available facilities!

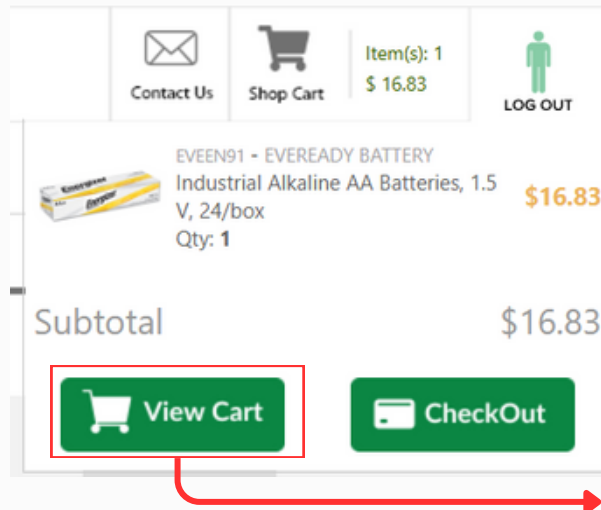
Next Day Delivery

Mansfield OH
COLUMBUS OH
INDIANAPOLIS IN

Two Day Delivery

CHICAGO IL
GRAND RAPIDS MI

Checking Out

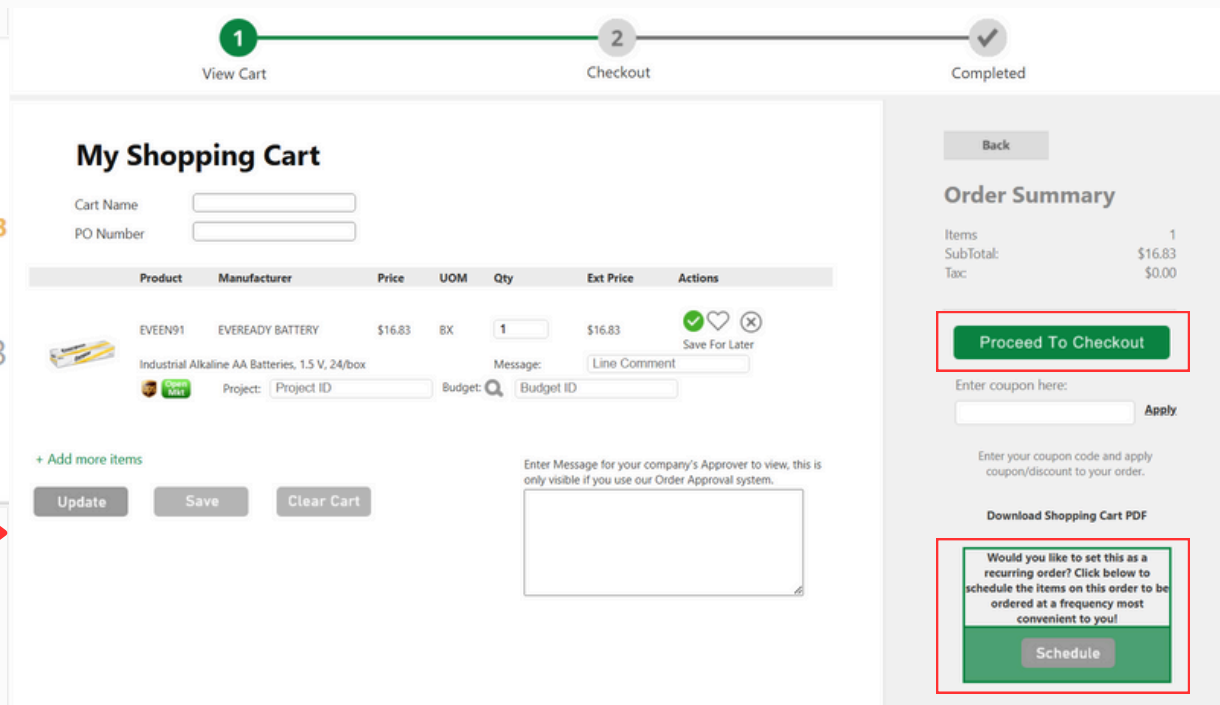


After adding items to your cart, you can navigate to the top right of the screen to find the Shopping Cart dropdown.

Clicking on “View Cart” will direct you to the My Shopping Cart page.

Here, you can specify a cart name, PO number, or add notes to your order approver!

Once everything is set, click “Proceed To Checkout” and you’ll be directed to the Checkout page!



Recurring Orders

On the Shopping Cart and Checkout page, you’ll be able to schedule your currently order to be place at a recurring frequency, or just set it to automatically send you a reminder to place the order!

Checking Out

Contact Us Shop Cart Item(s): 1 \$ 16.83 LOG OUT

EVEEN91 - EVEREADY BATTERY Industrial Alkaline AA Batteries, 1.5 V, 24/box Qty: 1 \$16.83

Subtotal \$16.83

View Cart **Checkout**

After reviewing the items in your cart, you can navigate to the top right of the screen to find the Shopping Cart dropdown.

Clicking on “Checkout” will direct you to the Checkout page.

Here, you can specify your ShipTo location, and your cost center!

1 Back To Cart 2 Checkout Completed

Checkout

Shipping [Edit Shipping & Billing](#)

Ship To ID: MAIN
ShipToName: Ritter's Webstore Demo
Address 1: 35 W 6TH ST
Address 2:
City: MANSFIELD
County: RICHLAND
State: OH
Zip: 44902-1038
Contact Name: Levi
Phone:
Ext:
PO Number:
Special Instructions:

Billing

Bill To ID: Accounting
Bill To Name: Ritter's Webstore Demo
Address 1: 35 W 6TH ST
Address 2:
City: MANSFIELD
Zip: 44902-1038
State: OH

Payment Method [Edit Cost Center & Payment](#)

Cost Center:

Shop Cart Name

Product	Description	OrdQty	Price/UOM	Ext Price	Message	Budget	Project
	EVEEN91 Industrial Alkaline AA Batteries, 1.5 V, 24/box	1	\$16.83/BX	\$16.83			

Save **Place Order**

Order Summary

Items: 1
SubTotal: \$16.83
Tax: \$0.00

Total: \$16.83

Place Order

Would you like to set this as a recurring order? Click below to schedule the items on this order to be ordered at a frequency most convenient to you!

Schedule

Checking Out

Edit Shipping & Billing →

By clicking on “Edit Shipping & Billing,” you’ll be able to change your ShipTo location and your Billing location. If you only have 1 of these, it will be prepopulated for you!

Clicking into either field will present you with the top 10 options assigned to your login. If you have more than 10 or you do not see your designed location in the dropdown, you can click on the grey magnifying glass to see a listing of all locations assigned to you.

You can also populate the contact field with whomever the order is to be delivered to. As well as populate or edit any specific shipping instructions or PO number. (if this was filled on the Shopping Cart page, this will be populated here.)

Click “Update” at the end of the window!

Checkout

Shipping [Edit Shipping & Billing](#)

Ship To:
ShipToName:
Address 1:
Address 2:
City:
County:
State:
Zip:
Contact Name: Levi Burden
Phone:
Ext:
PO Number:
Special Instructions:

Payment Method [Edit Cost Cent](#)

Cost Center: 3506
Credit Card Type: VS
Card Number: 8794
Expire Date: 10 / 27
Auth Amount:

Shop Cart Name

Product	Description
BETA200400	Betco FiberC

Shipping

Ship To: [Search]
Name:
Address:
Apt etc.:
City:
County:
State:
Zip:

Shipping information prints on label and documents.
Click the [Search] icon to select ShipTo.

Contact Name: [Text]
Phone: [Text]
Ext: [Text]

Prints on label and documents.
You may overwrite Contact Name, Phone and Ext.

Billing

Bill To: [Search] **DEFAULT**
Name: CLEVELAND FUSION
Address: 4536 RENAISSANCE PARKWAY
Apt etc.:
City: WARRENSVILLE HEIGHTS
State: OH
Zip: 44128

Billing information prints on Invoice.

Purchase Order & Special Instructions

Select Your Shipping Method: [Dropdown] PO Number: [Text]
Special Instructions: [Text Area]

Prints on delivery manifest and documents.

Purchase Order & Special Instructions

Select Your Shipping Method: [Dropdown] PO Number: [Text]
Special Instructions: [Text Area]

Prints on delivery manifest and documents.

Update

Checking Out

Edit Cost Center & Payment

By clicking on “Edit Cost Center & Payment,” you’ll be able to change your cost center, if your organization uses them. Or switch from “On Account” to “Credit Card”

When you add a new card, or choose an existing card, you will be given an option to split your payment among multiple cards.

We use the highest level of credit card security and no useable information will be saved.



IMPORTANT NOTE

You previously might have used ShipTos (Departments) and Cost Centers for the same thing. Our system splits these out into different uses. Your previous Cost Center is now a ShipTo and you will be able to assign and view it through the “Edit Shipping & Billing” window.

Checking Out

Once everything looks good, click the “Place Order” button to finish checkout!

You’ll be directed to the confirmation page which gives you the details of your order as well as an assigned order number that will be presented on all documents and history generated for this order.

You will also receive an email with this same information!

If your organization utilizes our Order Approval System, your order will be sent to your assigned approver for them to review, approve, send back, or reject.

When the approver takes an action on your order, you will receive an email letting you know the status!

1 Back To Cart 2 Checkout Completed

Checkout

Shipping [Edit Shipping & Billing](#)

Ship To ID: MAIN
Ship To Name: Ritter's Webstore Demo
Address 1: 35 W 6TH ST
Address 2:
City: MANSFIELD
County: RICHLAND
State: OH
Zip: 44902-1038
Contact Name: Levi
Phone:
Ext:
PO Number:
Special Instructions:

Billing

Bill To ID: Accounting
Bill To Name: Ritter's Webstore Demo
Address 1: 35 W 6TH ST
Address 2:
City: MANSFIELD
Zip: 44902-1038
State: OH

Order Summary

Items: 1
SubTotal: \$16.83
Tax: \$0.00

Total: \$16.83

[Place Order](#)

Would you like to set this as a recurring order? Click below to schedule the items on this order to be ordered at a frequency most convenient to you!

[Schedule](#)

Payment Method [Edit Cost Center & Payment](#)

Thank you! Here is your order number: **WO-88713**

Order Information

Ship To: MAIN
Name: Ritter's Webstore Demo
Address: 35 W 6TH ST
Apt, Bldg, Suite:
City: MANSFIELD
County: RICHLAND
State: OH
Zip: 44902-1038
Contact Name: Levi
Phone:
Ext:

Bill To: Accounting
Name: Ritter's Webstore Demo
Address: 35 W 6TH ST
Apt, Bldg, Suite:
City: MANSFIELD
State: OH
Zip: 44902-1038
Cost Center:

Product	Description	OrdQty	Price/UOM	Ext Price	Message	Budget	Project
	EVEEN91 Industrial Alkaline AA Batteries, 1.5 V, 24/box	1	\$16.83/BX	\$16.83			

Delivery Instruction:
InHouse Comments:

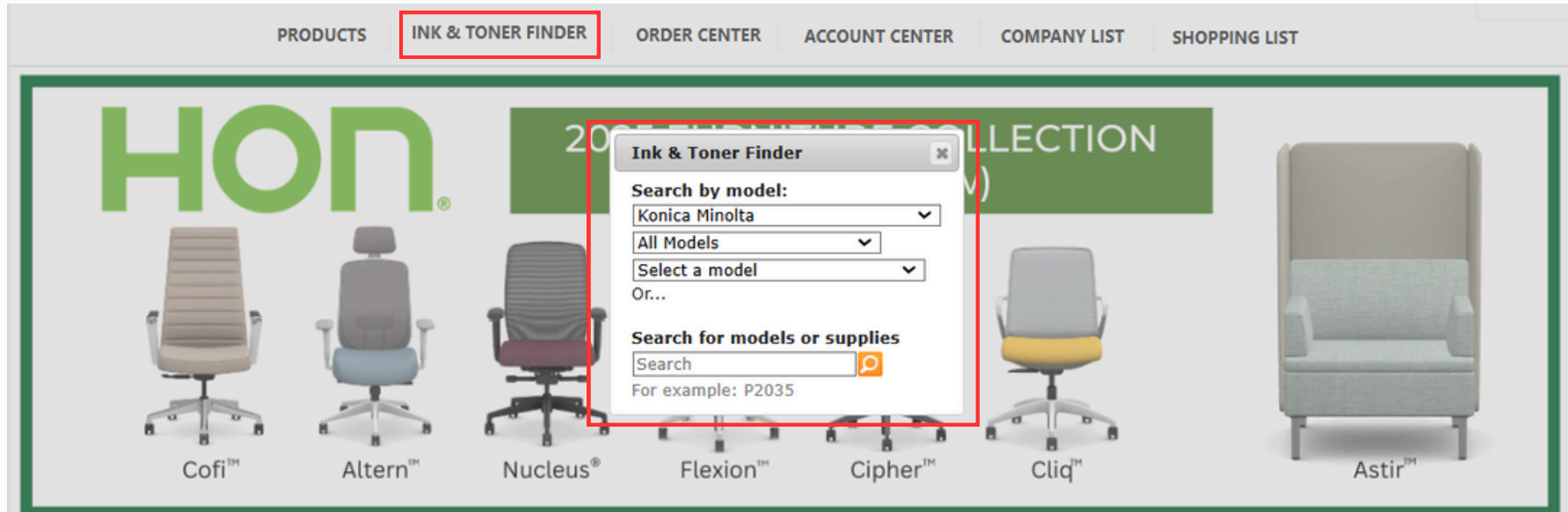
Order Summary

Item Subtotal: 1 \$16.83
Tax: \$0.00

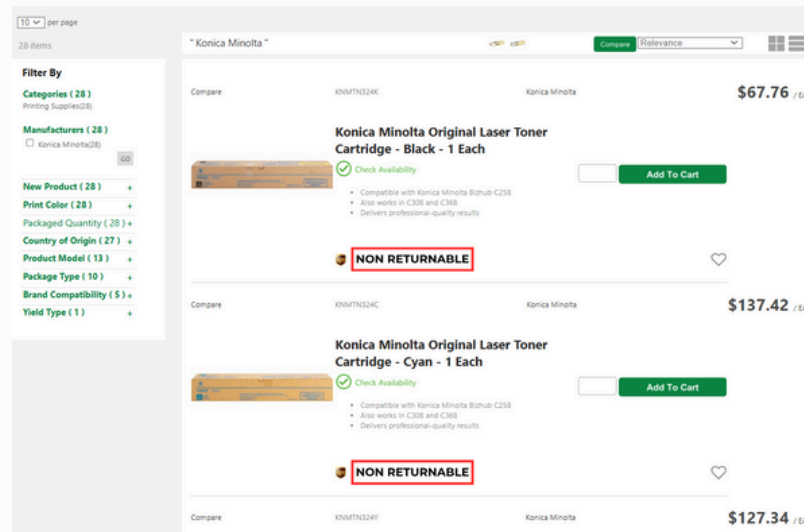
Total: \$16.83

[Continue Shopping](#)

Ink and Toner Finder



Using our Ink and Toner Finder is quick and easy! A popup will appear where you can input your specific make and model, then you will be directed to the appropriate search results for you to choose your product.



Order Center

The screenshot shows the Order Center interface. At the top, there is a navigation menu with tabs: PRODUCTS, INK & TONER FINDER, MACHINE SERVICE, ABOUT US, ORDER CENTER (highlighted with a red box), ACCOUNT CENTER, COMPANY LIST, and SHOPPING LIST. Below the navigation menu, there is a 'My Orders' dropdown menu with options: Order by Item #, Scheduled Orders, Return Request, and Special Item Request. The main content area is titled 'Order History' and includes search filters for CustomerID and LoginID, along with 'Search', 'Reset', and 'Save Current Settings' buttons. A dropdown menu for 'Orders for Current Login' is also visible. Below the filters is a table with columns: Date, C, X, Order/Cart, PO, Ln, Ship To, Total, Cust/Login, and Re-Order Form. The table lists various orders including Pending, Confirmed, Shipped, and Rejected orders, as well as an Order Search result.

Date	C	X	Order/Cart	PO	Ln	Ship To	Total	Cust/Login	Re-Order Form		
5/11/2024			View Cart		1	Jake Bush Sales Rep Access	3506	48.20	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form
5/7/2024		!	View Cart		1		2105	28.59	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form
5/7/2024		!	View Cart		1		2105	194.85	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form
5/6/2024		!	View Cart		1		2105	28.59	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form
5/5/2024		!	View Cart		1		2105	28.59	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form
4/22/2024		!	View Cart	TEst	2	Cleveland Fusion 2	2105	52.98	Resume Cart	3233:CLEVELAND FUSION level	Re-Order Form

Navigating to the Order Center and choosing “My Orders” will show you a list of orders that you have saved or placed!

This will show carts that you have not yet checked out. “View Cart” will show you the details of the cart, “Resume **Saved Cart** -Cart” will make the selected cart your active Shopping Cart, and “Re-Order Form” will let you pick and choose items from the saved cart to your active Shopping Cart

Pending Orders - These are orders that have been placed, but are awaiting approval through your organization’s Order Approval System.

Confirmed Orders - Orders placed but not yet shipped will be populated here.

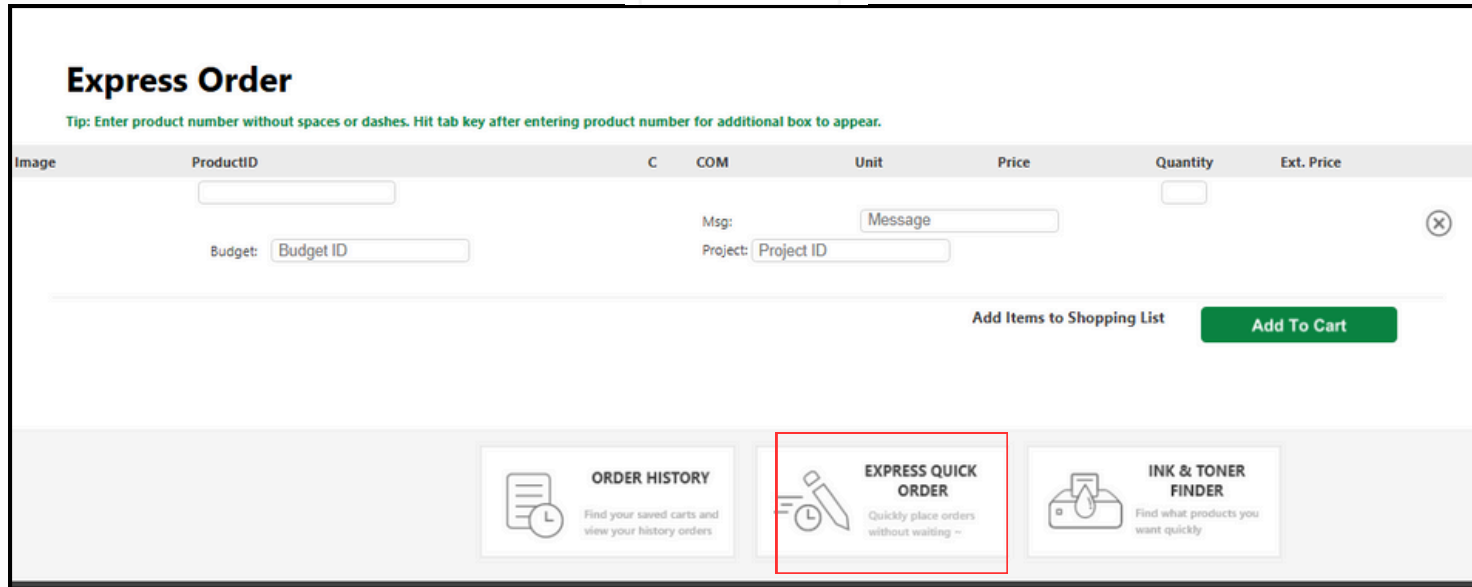
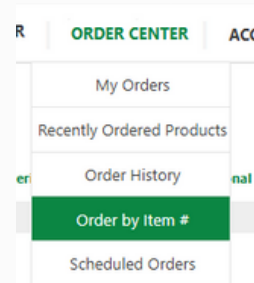
Shipped Orders - Orders that have been shipped and invoiced will appear here. Allowing you to see the details of the order.

Rejected Orders - Any orders that have been rejected by your order approver will be shown here along with the reasons they were rejected.

Order Search - This will allow you to use many filters to search for specific details of an order.

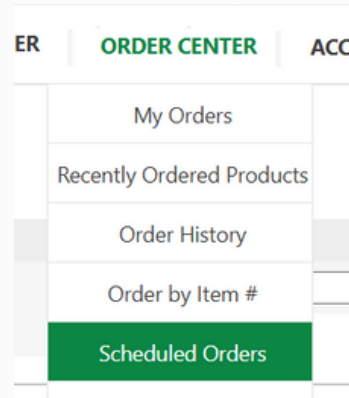
If you are specified as a Manager, you are able to see orders placed by users assigned to you. If you are specified as an Accountant, you will be able to see orders for your entire organization.

Order By Item



Navigating to Order by Item # will direct you to the Express Order page. Here, you can add items quickly to your cart or Shopping List. There is also a quick link at the bottom of all pages that will direct you here.

Scheduled Orders



Scheduled Orders


Name	Frequency	On Day	From	To	
Weekly Copy P	Every 1 <input type="text"/> Week(s) <input type="text"/>	<input type="text" value="2"/>	<input type="text" value="3/3/2025"/>	<input type="text"/>	<input type="text" value="Automatically"/> <input type="button" value="X"/>
Last Order:					
<hr/>					
<input type="button" value="Update"/>					

Scheduled Orders will show you a listing of all of your current recurring orders and the details of each. You can edit all of the details if any adjustments need to be made. Clicking on the shopping cart on the right of each line will move the items to your active cart.

Return Request


Return an Item

Order: OE-79549

Product	Description	U/M	Price	Order Qty	Return Qty	Return Reason
 PGC34899CT	Plus Lotion Facial Tissue, 2-Ply, White, 56 Sheets/Box, 24 Boxes/Carton	CT	35.39	1	0	

Name

Email Phone Ext

 Send

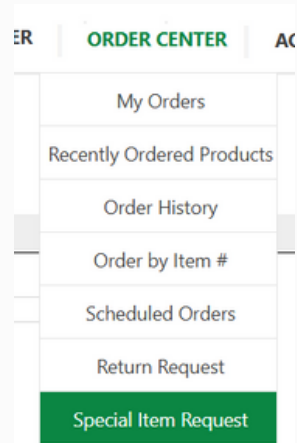
Return Request will allow you to submit a return for a product that has been shipped and invoiced. Using the Order dropdown will populate a listing of recent orders, or you can use the magnifying glass to see a full listing of orders to search through.

When you choose an order, the items from the order will populate, just enter a return quantity, a return reason, your contact information, and you're all done! Click "Send" and a return will be processed and credit given after our driver has picked up the returned product.

NOTE -Look out for the "Non-Returnable" Flag when adding product to your cart!



Special Item Request



Special Item Request

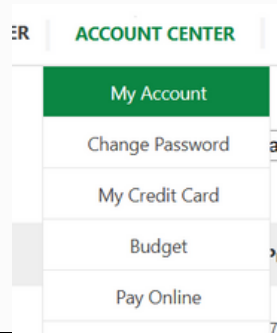
Description	Quantity	Unit of Measure/ Pack Size	Price Range
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Name

Email Phone Ext

Not finding the product you need? You can use Special Item Request to inquire about an item you'd like to purchase. Use these open text field to give as much information as possible and your sales rep will reach out to you about meeting your needs!

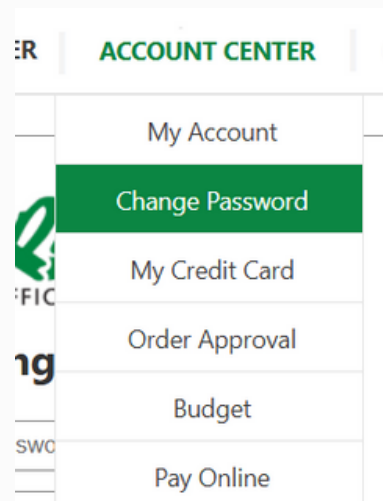
Account Center



Customer	Cost Center	Ship To	Login (New Copy)
Customer ID	3233		
Name	CLEVELAND FUSION		
Contact Name	TJ MONACHINO		
Contact Email	TJMONACHINO@SOSSPEEDY.COM		
Contact Phone	216-990-6310		
Address1	4536 RENAISSANCE PARKWAY		
Address2			
City	WARRENSVILLE HEIGHTS		
State	OH		
Zip	44128		
Credit Card Type			
Credit Card Number			
Credit Card Expire	/		
Credit Card Name			
Credit Card Address1			
Credit Card Address2			
Credit Card City			
Credit Card State			
Credit Card Zip			
Credit Card Inactive	No		
UsesOAS	Yes		
PORequired	No		
CostCenterRequired	No		
ContactNameRequired	Yes		
BudgetRequired	No		
ProjectIDRequired	No		
BuyFromContractOnly	No		
BuyFromCompanyListOnly	No		
CCRequired	No		
EmailOrderAck	Yes		
EmailShipmentAck	No		
BillComplete	No		
ShipComplete	No		
UseShipToAsBillTo	No		
ShowComparePrice	Yes		
Sales Rep	WHOLE		
Net Due In (days)	0		
Freight Exempt	Yes		

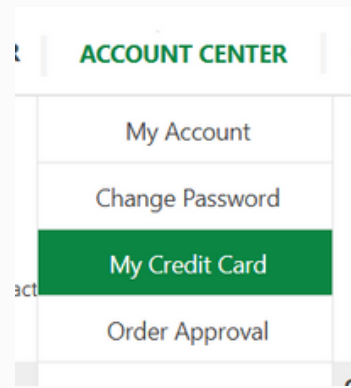
My Account will show you details of your account, as well as your available cost centers, ShipTos and Login. If changes need to be made to any of these sections, please reach out to your sales rep and we'll make the changes within 24 hours!

Change Password

A screenshot of the 'Change Password' form. At the top is the 'Dittler's Since 1871 OFFICE OUTFITTERS' logo. Below the logo is the title 'Change Password'. The form contains four input fields: 'OldPassword', 'NewPassword' (with a small square icon to its right), 'ConfirmPassword', and 'PasswordHint'. Below these fields is a 'Refresh' link and a green 'Update' button.

Change password will allow you to update your current password for your user login. Simply enter your current password into “Old Password” and fill out the remaining fields to your choosing. Click “Update” and your password will be changed immediately!

My Credit Card



Credit Card

My Default Card:

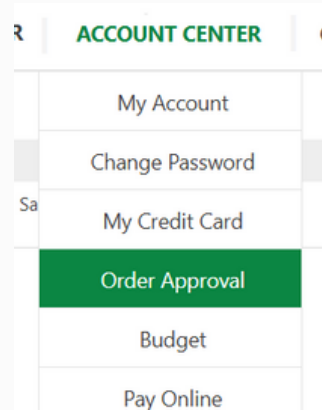
Name on Card: CC Number: Inactive:

[Search](#) [Reset](#) [Save Current Settings](#) [Add New Card](#)

CCType	CCNumberDisplay	Exp Month	Exp Year	Name	Address1	Address2	City	State	Zip	Country	Inactive	Edit
VS		10	27	Levi Burden	25701 Richmond Rd		Bedford Heights	OH	44146	US	No	Edit

My Credit Card will allow you to view, add, or delete any credit card attached to your account. Your organization may not have this access turned on depending on the request of your accounting department.

Order Approvals



	Status	Rule	Order/Cart	PO	C	Lines	Ship To	Cost Cr	Date	Total	Login
<input type="checkbox"/>	P	All Approval	WO-35156		C	2	Cleveland Fusion 2		5/13/2024	\$65.97	levl
<input type="checkbox"/>	P	All Approval	WO-35154		C	1	DEFAULT	3506	5/11/2024	\$48.59	alltest
<input type="checkbox"/>	P	All Approval	WO-35155		C	1	Jake Bush Sales Rep Access		5/11/2024	\$44.99	jakesales

[Select All](#) [Clear All](#)

If you are specified as a Manager for your organization, you will receive order notifications for orders placed by your assigned users who require approval. Use the check boxes on the left hand side to select orders to approve or reject.

If you'd like to see the order detail, simply click on the order number and you will be directed to the Order Approval Detail page!

Order Approvals

Order Number: WO-35156

Ship To: Cleveland Fusion 2
Name: CL2
Address: 4578 RENAISSANCE PKWY
Apt, Bldg, Suite:
City: WARRENSVILLE HEIGHTS
County:
State: OH
Zip: 44120-5702
Contact Name: Levi Burden
Phone:
Ext:

Bill To: DEFAULT
Name: CLEVELAND FUSION
Address: 4578 RENAISSANCE PARKWAY
Apt, Bldg, Suite:
City: WARRENSVILLE HEIGHTS
State: OH
Zip: 44128
Cost Center:

Shop Cart Name: PO Number:

Product	Manufacturer	Price	UOM	Qty	Ext Price	Actions
SAN30001 Fine Tip Permanent Marker, Fine Bullet Tip, Black, Dozen	SHARPIE	\$12.99	DZ	<input type="text" value="2"/>	\$25.98	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
HAM162008 Tidal Print Paper, 92 Bright, 20 lb Bond Weight, 8.5 x 11, White, 500 Sheets/Ream, 10 Reams/Case	HAMMERMILL PAPER	\$59.99	CT	<input type="text" value="1"/>	\$59.99	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Special Instructions:

Inhouse Comments:

Buttons: Add Items, Update, Update Card & Cost Center, Back

OAS Notes:

Buttons: Approve, Push Back, Reject

Order Summary

Subtotal: \$85.97
Tax: \$0.00

Total: \$85.97

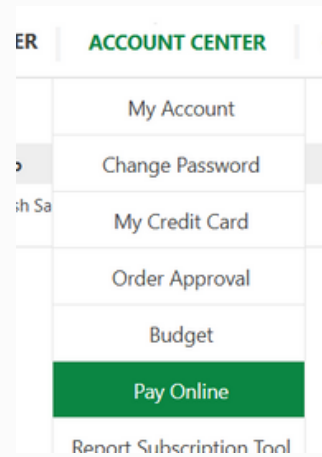
The Order Detail page will allow you to change quantities, add items, remove items, save items to your own Shopping List, or add notes to the items or the order itself.

Use the “OAS Notes” to include a message to the original user. This will be populated in the order history and on the Approve/Reject email they will receive.

Using the “Push Back” button, will return the order to the original user’s Saved Carts tab in the Order Center.

If Approved, the order will be processed, or will continue through your Approval System if another approval is required.

Pay Online



Pay Online

*Note: **Pay Online** feature only supports full payment of invoice.

From Due Date: To Due Date:

Total Invoice Amount Due: Invoices Selected:

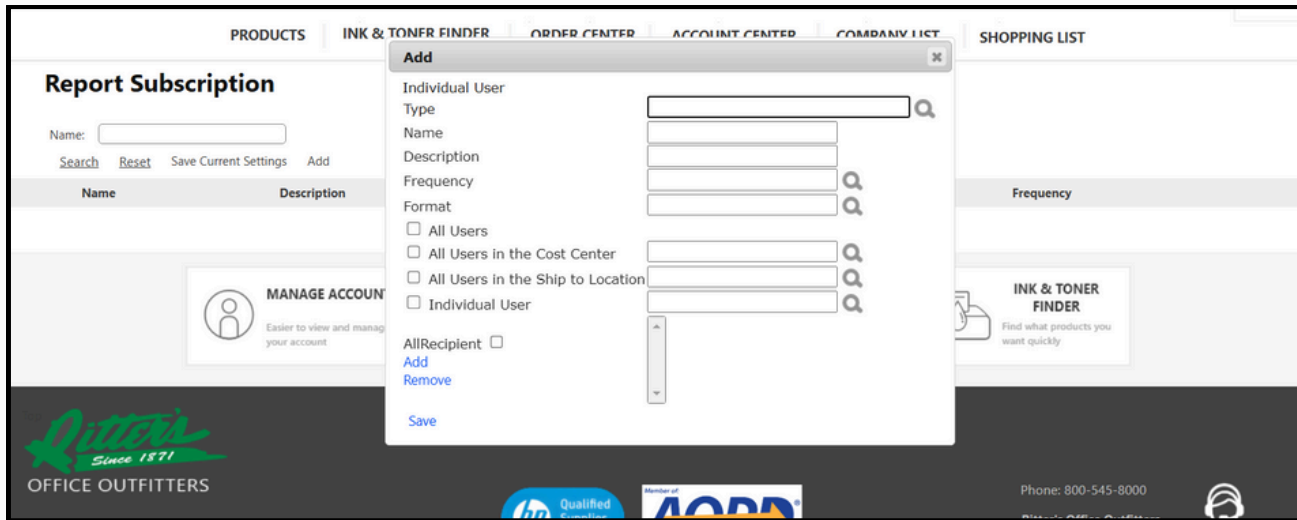
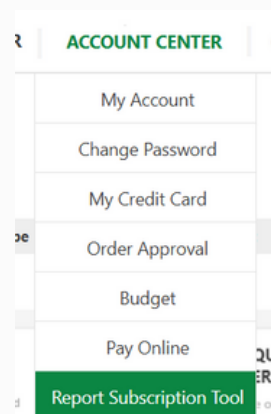
[Search / Refresh](#) [Select All](#) [Clear All](#) [Pay Selected](#)

Pay	Status	Invoice No	Invoice Date	Due Date	Ship To	Ship To Name	Cost Center	Invoice Total	Balance
<input type="checkbox"/>	Ready	OE-72931-1	11/16/2023	11/16/2023	Cleveland Fusion 2	CL2		15.71	15.71
<input type="checkbox"/>	Ready	OE-78811-1	2/21/2024	2/21/2024	Cleveland Fusion 2	CL2		23.26	23.26
<input type="checkbox"/>	Ready	OE-79549-1	3/5/2024	3/5/2024	Cleveland Fusion 2	CL2		35.39	35.39
<input type="checkbox"/>	Ready	OE-80161-1	3/14/2024	3/14/2024	Cleveland Fusion 2	CL2		50.99	50.99
<input type="checkbox"/>	Ready	OE-81579-1	4/5/2024	4/5/2024	Cleveland Fusion 2	CL2		10.32	10.32

Pay Online allows you to apply a credit card to invoices that are currently outstanding. Using the check boxes on the left hand side will allow you to select specific invoices to pay and will total at the top of the page based on the open balance of each invoice, shown on the right hand side of each invoice.

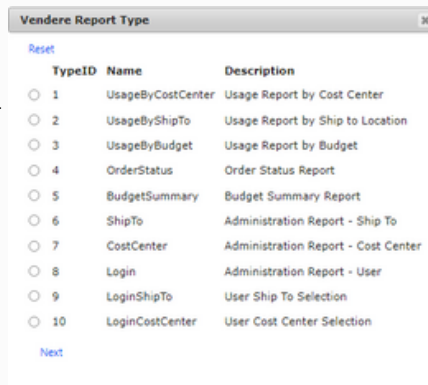
Once you've made your selection, you can click "Pay Selected" to choose a credit card to use or to add a new one.

Report Subscription Tool

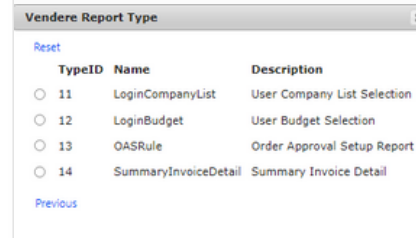


The Report Subscription Tool allows you to automatically have reports emailed to your user email. This access will need to be requested.

Please reach out to your sales rep, and the access will be available to you within 24 hours!



Available Reports















Company List

PRODUCTS | INK & TONER FINDER | MACHINE SERVICE | ABOUT US | ORDER CENTER | ACCOUNT CENTER | COMPANY LIST | SHOPPING LIST LOG OUT

Company List Name [Delete List](#)

+ Show Qty - Hide Qty

Product	Description	Unit	Price	Qty	Ext. Price	
 BSN17525	File Folders, 11 Pt., 1/3 Cut Ast Tab, Letter, 100/BX, Manila Stock Check	BX	12.99	<input type="text" value="10"/>	129.90	  Message: <input type="text"/>
 SAN30001	Fine Tip Permanent Marker, Fine Bullet Tip, Black, Dozen Stock Check	DZ	12.99	<input type="text" value="10"/>	129.90	  Message: <input type="text" value="ATTN Sue"/>
 BICGSF118E	Round Stic Xtra Precision Ballpoint Pen, Stick, Fine 0.8 mm, Blue Ink, Translucent Blue Barrel, Dozen Stock Check	DZ	2.55	<input type="text" value="1"/>	2.55	  Message: <input type="text"/>
 RUB96600ROS	Optimizers Multifunctional Six-Tier Jumbo Incline Sorter, 6 Sections, Letter Size Files, 9. 38 in. x 10. 5 in. x 7. 38 in. , Clear Stock Check	EA	39.60	<input type="text" value="1"/>	39.60	  Message: <input type="text"/>

[Add To Cart](#)

Company List is managed by your organization's Administrator or your sales rep. This is a list that is shared among all users in your organization or specific departments. You can add items directly to your active Shopping Cart or add it to your personal Shopping List.

Shopping List

	Product	Description	Unit	Price	Qty	Ext. Price
+Shopping List	UBS21200	Copy Paper: 8.5" x 11" (5,000 Sheet Carton) Stock Check	CT	44.99	<input type="text"/>	
						Message: Deliver to Copier on 2nd floor
+Shopping List	BSN17525	File Folders, 11 Pt., 1/3 Cut Ast Tab, Letter, 100/BX, Manila Stock Check	BX	12.99	<input type="text"/>	
						Message:
+Shopping List	UNV18103	Top Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 0.75 in. Expansion, Manila, 250/Box Stock Check	CT	35.19	<input type="text"/>	
						Message:
+Shopping List	UBS28110	Copy Paper, 92 Bright, 20 lb, 11 x 17, White, 500 Sheets/Ream, 5 Reams/Carton Stock Check	CT	65.99	<input type="text"/>	
						Message:

The Shopping List is a personal list specific to your user account. You can add items right from this page using the “Add Items” button at the top and bottom of the page.

Use the arrows on the left hand side to rearrange your list view, then click the “Update” button.

Use the encircled “X” to remove items from this list.

When searching for products or viewing a Product Detail page, look for the to quickly add items to any list you have access to.