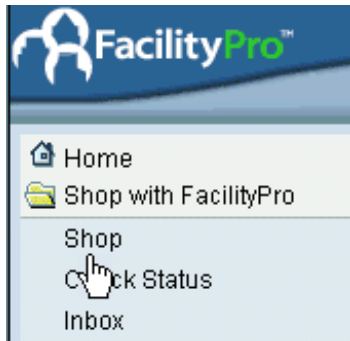


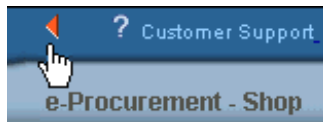
Shopping Basics

1. Open the Shop Page

Click Shop in Navigation Menu.



Tip: Click the Arrow icon to hide the Navigation menu.



2. Open the Catalog

Click the Catalog name to open it.



3. Search for Items


On the Quick Search form, type a word or words to search for, then click [Go](#).



Quick Search Tips

- The more detail you enter, the better the results. For example, instead of just typing "pencil", you might enter a description of the pencil "5mm mechanical", its manufacturer "Pentel", or its part number "1655".
- Here are two examples of well-defined searches:
bic blue ballpoint pen
1/2 HP general electric compressor motor
- You can enter words in any order.
- Upper and lower case does not matter. "Pen", "PEN", and "pen" all yield the same results.
- A part number usually returns one item (an exact match).

4. Sort and PageThrough the Results

You can sort results by any field where the column heading has up and down arrows .

Click the Next and Previous links to page through the results.

5. Choose Items to Purchase


- a. Click the checkbox in the Set All/Clear All column.
- b. Enter the Quantity for each item.
- c. Click [Add selected item\(s\) to cart](#).

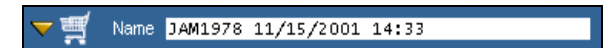
The Shopping Cart page is displayed, listing the items you selected.


- d. Click [Order Items](#).

The Catalog closes and the Shop page is displayed. Your items are not in the Cart.

6. Submit the Order

- a. Click the arrow next to the Shopping Cart icon to display the Cart contents. 
- b. Optionally, change the name of the cart by deleting the default name, and typing a new name.



- c. To change the default account assignment or delivery address for the order, click [Default settings for items](#)
- d. To change the account assignment or delivery address for a single item, click the Details icon .
- e. To submit the order, click the [Order](#) button [Order](#).

Logging In

- 1 Start your web browser.
- 2 In the browser address field, type <http://www.FacilityPro.com> and press Enter.

The FacilityPro home page is displayed.

- 3 Click User Login and Tour.

The User Login page is displayed.

- 4 Type in your Member ID and password. Click the Quick Access checkbox to go immediately to FacilityPro's e Procurement application.

- 5 Click the Login button.

The e Procurement Main Page is displayed.

Getting Help

How to contact customer support

<need text for this section>

Spot Sourcing

If you need to order an item not found in the Catalog, click the Spot Sourcing tab.



- 1 Type a Description and Quantity for the item. Include as much information as possible.

- 2 Click the Add to Shopping Cart button.

[Add to shopping cart](#)

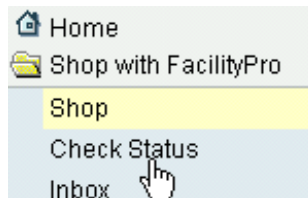
The Shopping Cart is displayed with the new item listed.

- 3 Process the order as usual.

When the request is processed, FacilityPro Customer Support will contact you with a price quote for the item. You then have the option to accept or decline the quote.

Check Status

You can check the status of orders you have placed. On the Navigation menu, click Check Status.



View the status

Tip: You can change any order whose status is not "Approved."

FRONT PANEL.
LOGO AND TITLE/