

## Accessing the Internet

- Launch web browser
- In address field- type [www.ipobuy.com](http://www.ipobuy.com)
- Press enter key
- Click on the IPO Logo

## Logging In to Resource Center

- Type your user id = *firstnamelastname* (no spaces)
- Press tab key
- Type password = (We maintained same password) if "new" its now new!



Welcome to The Integrated Purchasing Options On-Line Ordering System.

**Repeat User? Sign in below:**  
 Username:   
 Password:

**Need to modify your information?**  
 Username:   
 Password:

**Forgotten your password? We can email it to you right now.**  
 Username:

Questions?  
 Email IPO

## Changing Password for Security

- Enter username and password in the need to modify section
- You will get your personal information where you can modify as desired.

**YOUR INFORMATION**

First Name:

Last Name:

Email:

Phone Number:  Ext.

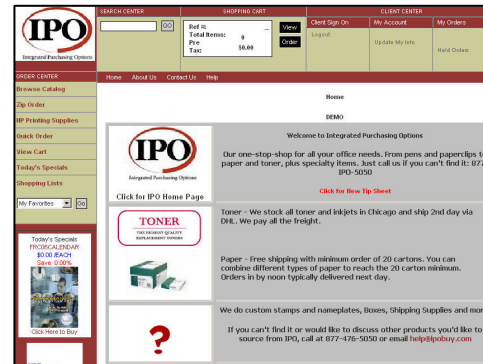
Username:

Password:

(Used for accessing the system. NO SPACES)

Confirm Password:

## Placing Orders – No Departments or Additional Shipping Locations



Upon successful login you will see the home page.

## Placing Orders – Shopping Lists

A productive way to place orders is to create a shopping list of the most commonly ordered items. You can make as many personal lists as you like, and if you need help, call us and we will help set them up.

Select your created list and click "Go" to display.

Lists can be displayed with just text, or expand the view and include the picture of the items.

Add an Item to the List

MR Item #	Description	Item Price	Quantity	UOM
UNV72210	CLIP,P1,DEM,SMOOTH,1CEBX	\$0.15	0	BOX
UNV72220	CLIP,JUMBO,SMOOTH,1CEBX	\$0.48	0	BOX
BCOSM11BK	PEN,ROUND,STIC,MED,BK	\$1.45	0	DOZEN
PRC45A	INK,CART,DJ750C,600C,BK	\$14.50	0	EACH
PNZ10600	TONER,CTRO,LASRIT,C4127X	\$84.10	0	EACH
MEY1951001	PAPER,XEROX,DUP,LTR,20#JYV	\$32.26	0	CARTON

**Shopping Lists**

My Stuff

Add Selected Item to Cart

CLIP & CLAMP, PAPER, CLIP, PAPER CLIP	Your Price	UOM
UNV72210 CLIP,P1,DEM,SMOOTH,1CEBX	\$0.15	UM BOX
UNV72220 CLIP,JUMBO,SMOOTH,1CEBX	\$0.48	UM BOX
BCOSM11BK PEN,ROUND,STIC,MED,BK	\$1.45	DOZEN
PRC45A INK,CART,DJ750C,600C,BK	\$14.50	UM EACH

To order from the shopping list, click the box on the left hand side to select, change the quantity to the desired amount. Use the drop down to add to cart or buy, the click "go".

## Placing Orders – Quick Order

If you know the part number of the product you wish to order, the fastest way to order is the quick order option. Simply fill in the part number, press tab, enter quantity and either add to cart or buy now.

PREFIX:	ITEM #:	QTY:	COMMENTS:
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

## Placing Orders – Catalog Search

You can search the catalog by selecting the category of product and drilling down in more detail to find the specific item. Please note that there is the standard office supply catalog, as well as a new IPO catalog. In the IPO catalog you will find the unique items that we have specifically sourced and/or stocked for your location. This includes our paper and toner programs and banking supplies. Anything not found can be added by notifying us at the Resource Center.

## Checking Out

When ready to submit your order, select “Order” from the Shopping Cart. You will get a review of your current ordering cart.

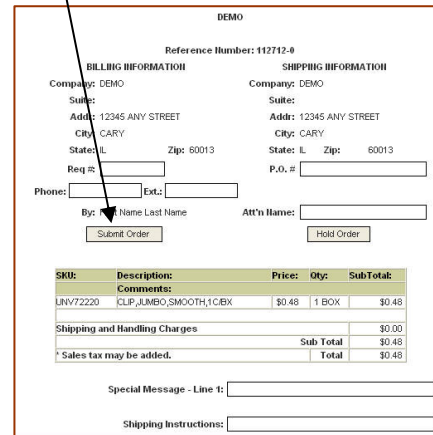


**SHOPPING CART**

Ref #:	112712-0	<a href="#">View</a>
Total Items:	1	<a href="#">Order</a>
Pre Tax:	\$0.48	

## Checking Out – Final Review

If you have only one location or cost center this screen is where you will confirm the information, or enter additional notes. Once reviewed click on “submit order”.



**DEMO**

Reference Number: 112712-0

BILLING INFORMATION		SHIPPING INFORMATION	
Company: DEMO	Company: DEMO	Company: DEMO	Company: DEMO
Suite:	Suite:	Suite:	Suite:
Address: 12345 ANY STREET	Address: 12345 ANY STREET	Address: 12345 ANY STREET	Address: 12345 ANY STREET
City: CARY	City: CARY	City: CARY	City: CARY
State: IL	Zip: 60013	State: IL	Zip: 60013
Req #:		P.O. #:	
Phone:	Ext.:		
By: Name Last Name	Att'n Name:		
<a href="#">Submit Order</a>	<a href="#">Hold Order</a>		

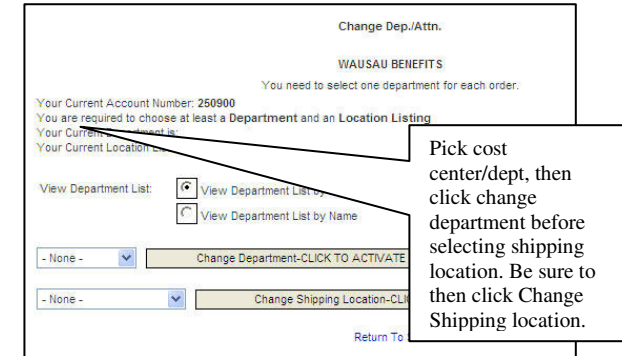
SKU:	Description:	Price:	Qty:	SubTotal:
UNV72220	CLIP, JUMBO, SMOOTH, 1 CBX	\$0.48	1 BOX	\$0.48
Shipping and Handling Charges				\$0.00
Sub Total				\$0.48
Total				\$0.48

Special Message - Line 1: \_\_\_\_\_

Shipping Instructions: \_\_\_\_\_

## Multiple Cost Centers

If you have more than one location or cost center you will see this screen when you login. You will be required to make your selection before you can continue placing your order. Only one per order.



Change Dep./Attn.

WAUSAU BENEFITS

You need to select one department for each order.

Your Current Account Number: 250900

You are required to choose at least a Department and an Location Listing

Your Current Location: \_\_\_\_\_

Your Current Department: \_\_\_\_\_

View Department List:  View Department List by  View Department List by Name

- None -

- None -

[Return To](#)

Pick cost center/dept, then click change department before selecting shipping location. Be sure to then click Change Shipping location.

## Approval Routing

If you are set up for approval routing, upon checkout you will get a notification screen alerting you to the fact that you are over your limit and need to have it approved.



Exceeded Order Limit

[Print This Order](#)

[Return To Catalog](#)

Your approver will get an email alerting them they have an order to approve, and you will get a cc of the email.

## For Approvers- Releasing Orders

You will get an email indicating you have an order that requires your approval and release.

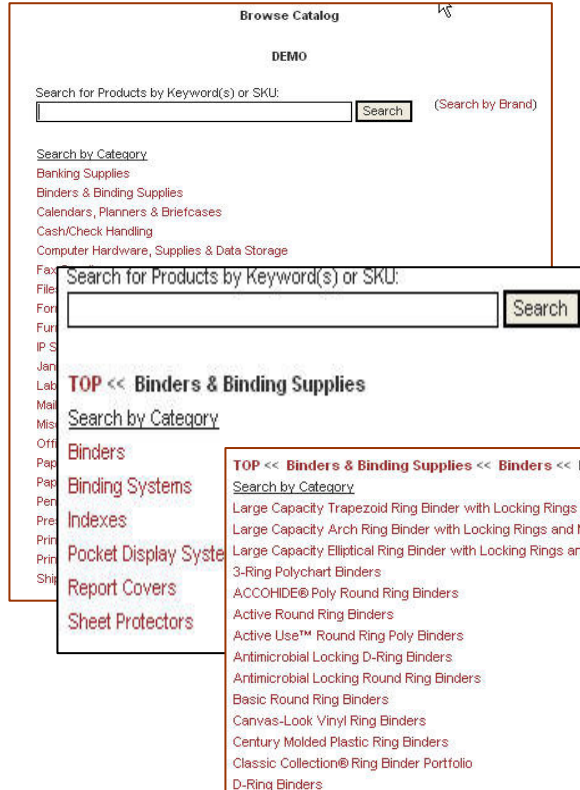
## Placing Orders – Search Engine

Still can't find what you are looking for, use the basic search engine. Type your search request and click “go”.



**SEARCH CENTER**

\_\_\_\_\_



**Browse Catalog**

DEMO

Search for Products by Keyword(s) or SKU: \_\_\_\_\_  (Search by Brand)

Search by Category

- Banking Supplies
- Binders & Binding Supplies
- Calendars, Planners & Briefcases
- Cash/Check Handling
- Computer Hardware, Supplies & Data Storage

Search for Products by Keyword(s) or SKU: \_\_\_\_\_

**TOP << Binders & Binding Supplies**

Search by Category

- Binders
- Binding Systems
- Indexes
- Pocket Display Systems
- Report Covers
- Sheet Protectors

**TOP << Binders & Binding Supplies << Binders << R**

Search by Category

- Large Capacity Trapezoid Ring Binder with Locking Rings and
- Large Capacity Arch Ring Binder with Locking Rings and M
- Large Capacity Elliptical Ring Binder with Locking Rings and
- 3-Ring Polychart Binders
- ACCOHIDE® Poly Round Ring Binders
- Active Round Ring Binders
- Active Use™ Round Ring Poly Binders
- Antimicrobial Locking D-Ring Binders
- Antimicrobial Locking Round Ring Binders
- Basic Round Ring Binders
- Canvas-Look Vinyl Ring Binders
- Century Molded Plastic Ring Binders
- Classic Collection® Ring Binder Portfolio
- D-Ring Binders

Log into the system, and after selecting department and/or location, you will have a notice on the top of the screen alerting you that you have orders pending. You can click on that link to begin the approval process.

**FISERV DEMO - DEPARTMENT 1**  
Available Budget: \$0.00

**There are orders awaiting your approval.**

You can check the box and do a quick approval from this screen, or select the order number to review in detail and if necessary edit the order before submission.

**FISERV DEMO - DEPARTMENT 1**  
Available Budget: \$0.00

Orders Pending Approval

<input type="checkbox"/>	ORDER #	DATE	ORDERED BY	DEPARTMENT	ATTENTION	TOTAL
<input type="checkbox"/>	10072-0	02/14/05	demo3 demo3	DEPARTMENT 1		\$0.39

## Order Confirmation

You will get a complete order confirmation on screen, as well as an email confirmation with your order and its status.

Your order 10172-0 has been submitted.

Order Totals - 10172-0	
Total:	\$0.54
Taxes:	\$0.03
<b>Grand Total:</b>	<b>\$0.57</b>
<a href="#">Print This Order</a>	
<a href="#">Return To Catalog</a>	

## Order Status

You can see the status of you orders and history on-line. To see all orders, select "Order History".

FISERV DEMO - DEPARTMENT 1  
Available Budget: \$0.00

Orders for Account 999500:

ORDER #	DEPARTMENT #	STATUS	PO #	LONG PO #	ORDER DATE	INVOICE DATE	ORDERED BY	ATTENTION
10113-0	0001	Order Being Processed	PO FIELD	REQ #	03/17/05		FRC Demo FRC Demo	ATTN NAME
10111-0	0001	Order Being Processed			03/16/05		FRC Demo FRC Demo	CHICAGO
10105-0	0001	Order Being Processed			03/16/05		FRC Demo FRC Demo	CHICAGO
10104-0	0001	Order Being Processed	1234	FOR TERRY	03/15/05		FRC Demo FRC Demo	RICK PLUMMER
10101-0	0001	Order Being Processed			03/15/05		FRC Demo FRC Demo	bILL
10100-0	0001	On Hold			03/14/05		FRC Demo FRC Demo	CHICAGO
10099-0	0001	Order Being Processed			03/14/05		FRC Demo FRC Demo	CHICAGO
10098-0	0001	On Hold			03/11/05		FRC Demo FRC Demo	CHICAGO
10097-0	0001	Order Being Processed			03/11/05		FRC Demo FRC Demo	CHICAGO
10096-0	0001	On Hold			03/10/05		FRC Demo FRC Demo	CHICAGO
10095-0	0001	On Hold			03/14/05		FRC Demo FRC Demo	CHICAGO

## Return Process

You are able to process returns on-line or by calling customer service, whichever method you are most comfortable with. Have a copy of your packing slip available before you start, you will need the item number and department the order was placed.

Click on the Request Return button to begin the return process on-line.

**Request Return**

Next, type in the item number for the return. (Make sure you are in the correct department so the proper accounting credit will be processed, otherwise you will get a message saying can't find)

REQUEST RETURN

PREFIX:	ITEM #:	QTY:	REASON:
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="button" value="Search for Item"/>			

BEHESIGHT IBC. - 3000 FINAICE

REQUEST RETURN

PREFIX:	ITEM #:	QTY:	REASON:
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<input type="button" value="Search for Item"/>			

Please enter the Item and quantity and we will find the last matching order.

Return Cart

Return Order Ibr: 10085-0

By: \_\_\_\_\_ Attention: \_\_\_\_\_  
 PO #: \_\_\_\_\_ Requisition: \_\_\_\_\_

DELETE	PREFIX	ITEM #	QTY	REASON
<input type="checkbox"/>	RSA	234	1	WRONG FILL

Click on Process Return and system will automatically process the credit request.

BEHESIGHT IBC. - 3000 FINAICE

Return Submission Status Return More Rems

Order Ibr: C 10175-0      Return Order Ibr: 10085-0

By: \_\_\_\_\_ Attention: \_\_\_\_\_  
 PO #: \_\_\_\_\_ Requisition: \_\_\_\_\_

These items will be credited to your account.

Item were successfully submitted.

We will send you a DHL tag for shipping back to the Resource Center

PREFIX	ITEM #	QTY	REASON	STATUS
RSA	234	1	WRONG FILL	Successfully Submitted

Sub-Total \$19.91  
 Tax: \$1.20  
**Grand Total \$21.11**

Confirmation of the credit is displayed. We will provide DHL ground labels for you to send the merchandise back or call with other instructions for pickup.

