

STINSON'S ONLINE ORDERING GUIDE

shop.stinsons.com

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HOME PAGE (PT 1)

- Products:** shop by categories, specials, items recently viewed and items recently purchased
- Lists:** find your Favorites Lists, Contract Lists (if applicable), easy ink & toner finder
- Quick Order:** quickly add items to your cart by item number
- Search Bar:** search by keywords & item numbers
- Login/ Acct Info:** access your account features like Saved Orders, History, etc.
- Shopping Cart:** view and edit your cart
- Register Me:** Request an online account set-up
- Rotating slides with promotions and rebates.
- Shop by Category
- Spotlight Items:** value-priced or seasonal items
- Full list of current manufacturer **Rebates**
- Find this **User Guide** for reference
- Join our **Email List** for the latest discounts & updates!
- Web Specials:** featured sale or promotional items.
- Learn more about Stinson's:** click to view our home page and discover all we have to offer customers.
- National Contracts:** learn more about the national contracts we can offer

HOME PAGE (PT 2)

1. We partner with local non-profits. Check them out!
2. **Recently Viewed Items:** see items you've recently viewed on our site
3. Locations & Addresses
4. **About Us**-History & More
Contact Us-Contact Information
Rebates-All current rebates
Help-Detailed web instructions
Return Request-Return items
Request New Account-Open an account with Stinson's
Submit Donation Request-Donation request form (required for all donations)
5. **Social Media** links. Follow us!

Just A Few Of The Organizations We Support



1

Recently Viewed

[View All Products](#)



2

About Stinson's

Stinson's has been doing business in Kern County since 1947 as a locally owned and operated independent office supply dealer. Throughout the years our business has grown, and today our service extends nationwide. To learn more about why you should partner with Stinson's, please visit our Home Page.

[Read more](#)



Canon

TORK

LEXMARK

EPSON
EXCEED YOUR VISION

BIC

Stinson's

Furniture Showroom By Appointment

Address
4600 Stone Road
Bakersfield, CA 93313
Phone: 861-323-7811

Administration & Distribution Center

200 Sonora Street
Bakersfield, CA 93306

Mailing Address

P.O. Box 3399
Bakersfield, CA 93386

Quick Links

[About Us](#)
[Contact Us](#)
[Help](#)
[Return Request](#)
[Request New Account](#)
[Submit Donation Request](#)

Categories

[Office Supplies](#)
[Office Furniture](#)
[Janitorial Supplies](#)
[Breakroom Supplies](#)

Contracts

NCPA contracts are available for use to over 30,000 agencies nationwide in both the public and nonprofit sectors, and many entities are unaware that they may be eligible for these discounts.



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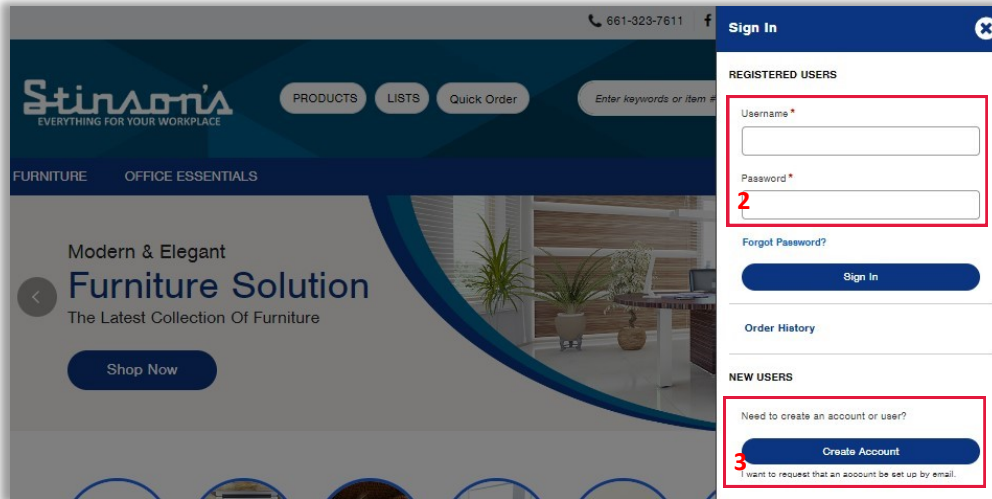
5



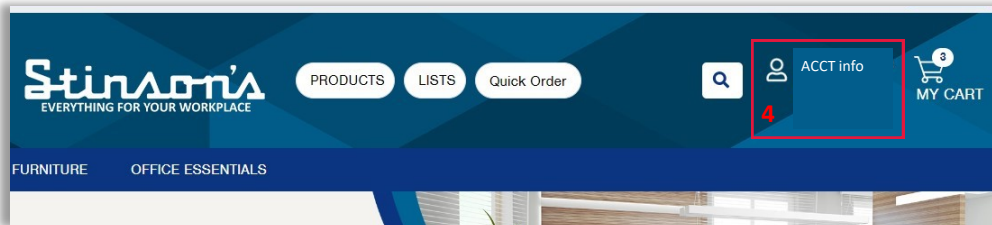


HOW TO LOG IN

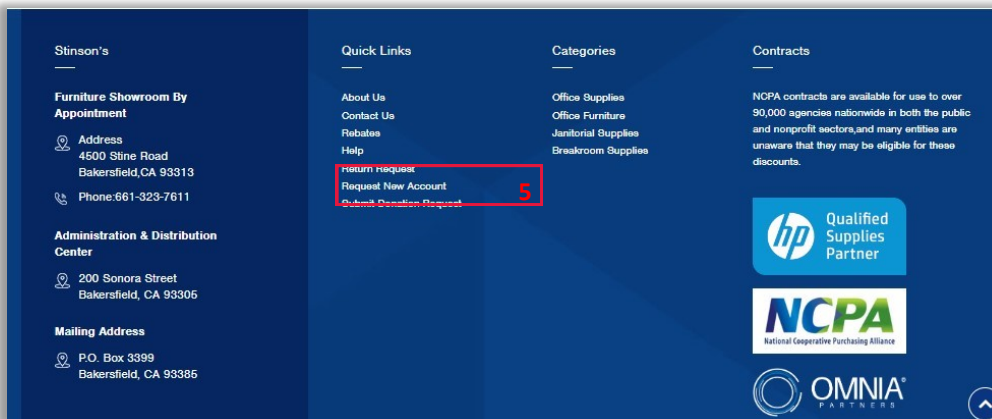
1. Click **Login**
2. A new box will pop out on the right side of your screen— Enter your Username and Password
3. If you have an account with Stinson's but are not set up online click: **Create Account**

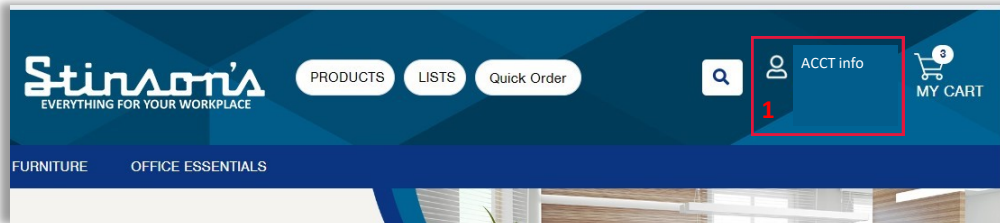


4. Once you are logged in your Name and Account/ Department info will appear in the upper right corner.



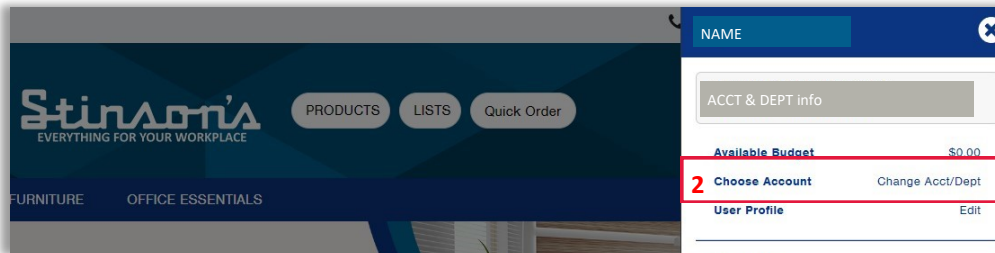
5. If you do not have an account with Stinson's, please go the footer and click: **Request New Account**





LOGGED IN: CHOOSING AN ACCOUNT/ DEPT

1. Click on **Your Account Info**
2. On the menu select **Choose Account**



Choose account

3 Current Account / Department

Account	ACCT NAME and #
Department	DEPT NAME or #
Attention	Blank Attention

Select Different Account / Department

Account

ACCT NAME and #

Department Name

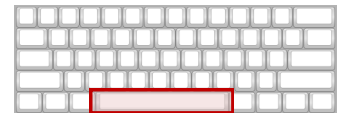
Blank Department

4

Please enter 1 or more characters, or press the space bar to see all choices.

Cancel Continue

3. This will bring up the Choose Account screen. Your Current Account/ Department/Attn information is displayed on the top of the screen.
4. To change your Account, Department or Attn field click the **drop down arrow**. *You can only change fields that have a drop down arrow.*
5. **Please enter 1 or more characters or hit the SPACEBAR to view all.** To bring up your available choices you can type the name or number in the box or hit the SPACEBAR on your keyboard to view all options. Select your new Acct or Dept choice.



Choose account

Current Account / Department

Account	ACCT NAME and #
---------	-----------------

5 ***

- #-dept 1
- #-dept 2
- #-dept 3
- #-dept 4
- #-dept 5

Blank Department

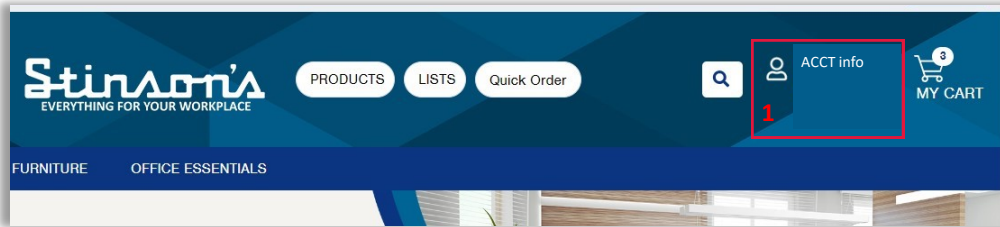
Attention

There are no attentions available for the selected account and department.

Cancel **6** Continue

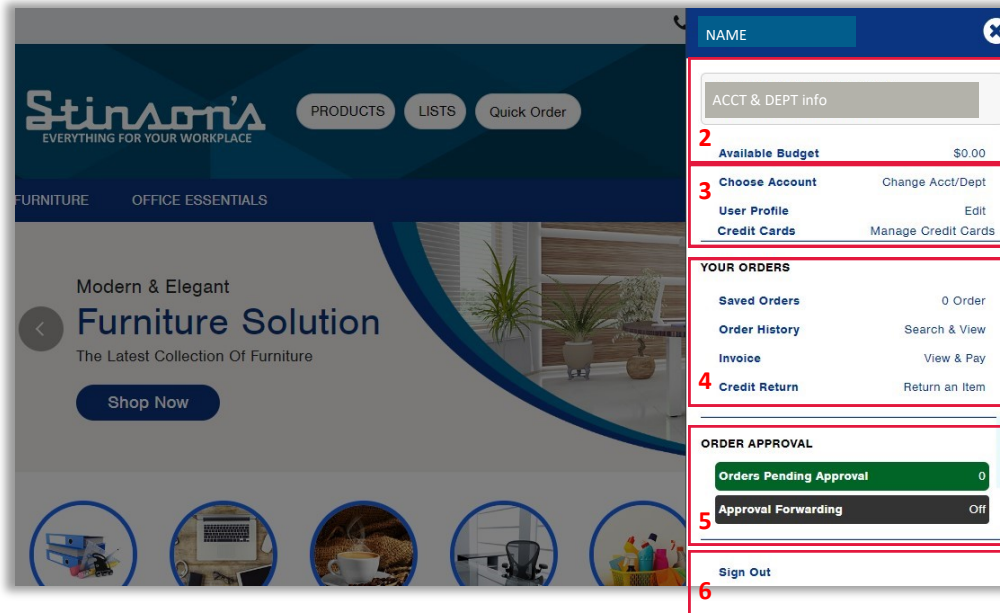
***Your drop down screen will only display the Accts/ Departments you are authorized to order under. Depending on the Department you select, only the applicable Attention (Cost Center Addresses) will be available. **not all users utilize the Attention field so you may not have this option.*

6. Click the **Continue** button.



LOGGED IN: ACCT MENU

1. Click on **Your Account Info**
2. View your Account information including:
Acct. #, Dept. Name & Available Budget (if you have a budget set-up)
3. **Choose Account**- click to change your shipping department
User Profile- click to update your personal information on file (name, email, password reset (see image A)
Credit Cards- click to update your credit card information on file **only for customers that allow credit cards** (see image B)
4. **Your Orders**
Saved Orders– Access Shopping Carts you have saved for later
Denied Orders– **only for customers that are part of an ordering approval chain.**
Order History– View your past orders
Invoice– View open invoices, option to pay online with a credit card
Credit Return– Enter a request to return an item



5. **Order Approval**
Orders Pending/Awaiting Approval– **only for customers that are part of an ordering approval chain.** Once you submit an order it is sent for approval. You can monitor it here & check your approval history. (If you Approve orders this is where you can find all pending orders & approval history.)
Approval Forwarding– If you are an approver, you can turn on approval forwarding to another user
6. **Sign Out**– Click to end your session

Image A. User Profile Screen:

Edit Your Profile

First Name * Last Name *

Email Address *

Email Format
HTML Capable v

Phone Number
 x

Unsubscribe from marketing emails

Cancel Save

OR

[Change Password](#) [Change Security Question](#)

Image B. Credit Cards Screen:

Credit Card Editor

Manage your saved credit card records or add a new card to your account.

Current Account
ACCT & DEPT info

Credit Card Record
{New Card} Delete Credit Card Record

Save a New Card

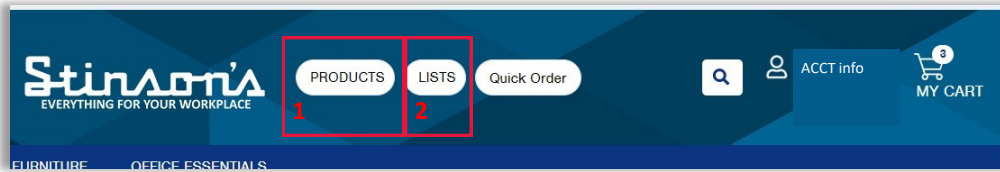
Number VISA M.C.
Enter the credit card number

Expiration Month Expiration Year
Select Month Select Year

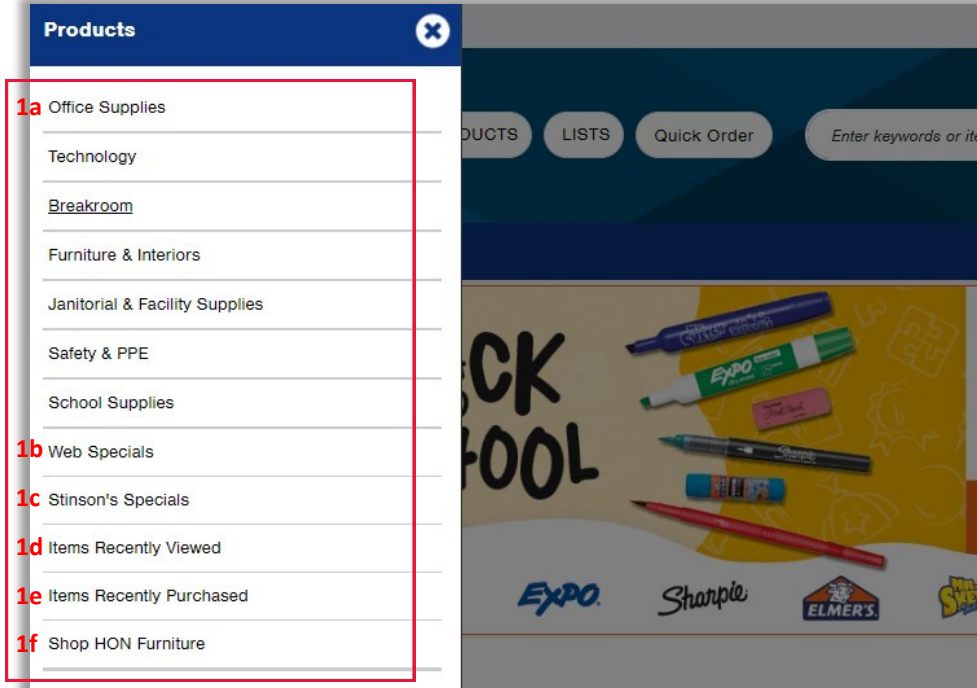
Security (or CVV) Code ⓘ
Enter 3 or 4 digit security code

Add Your Card

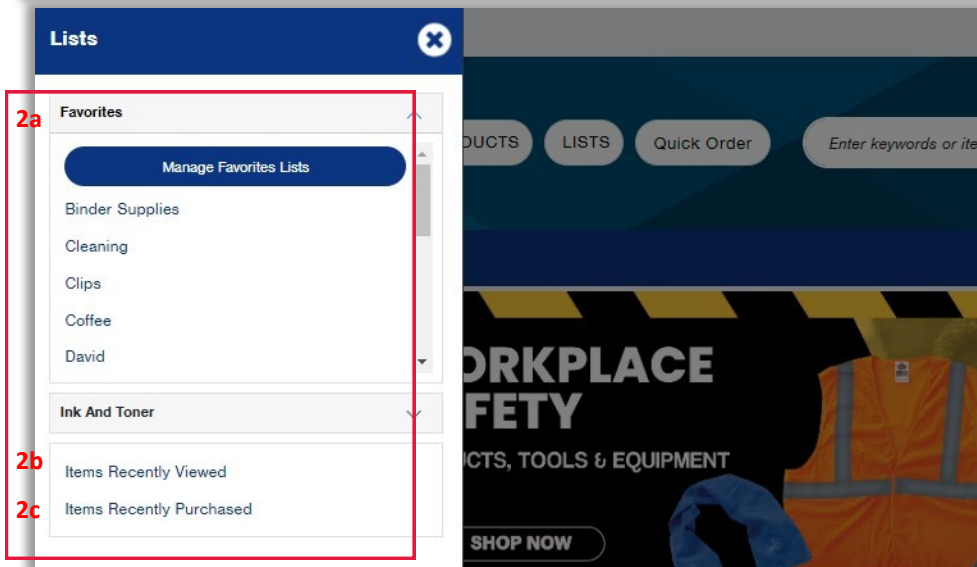
Save



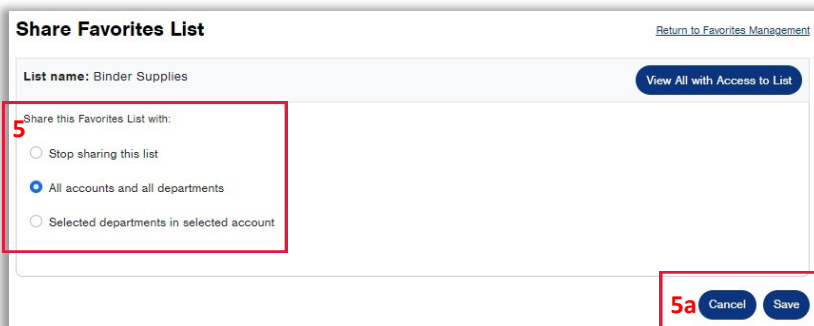
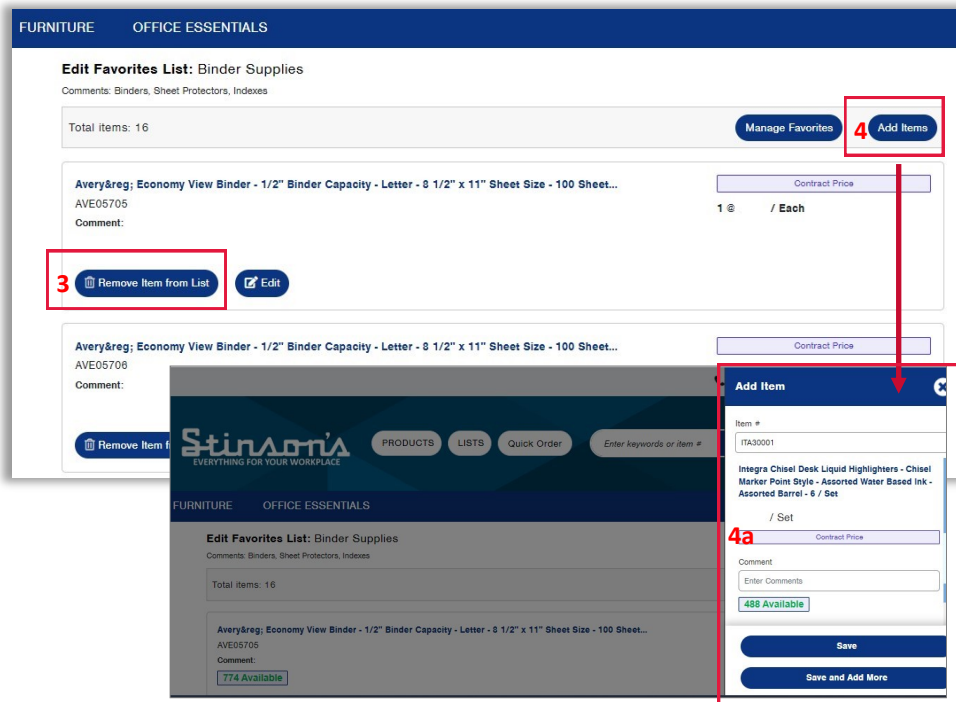
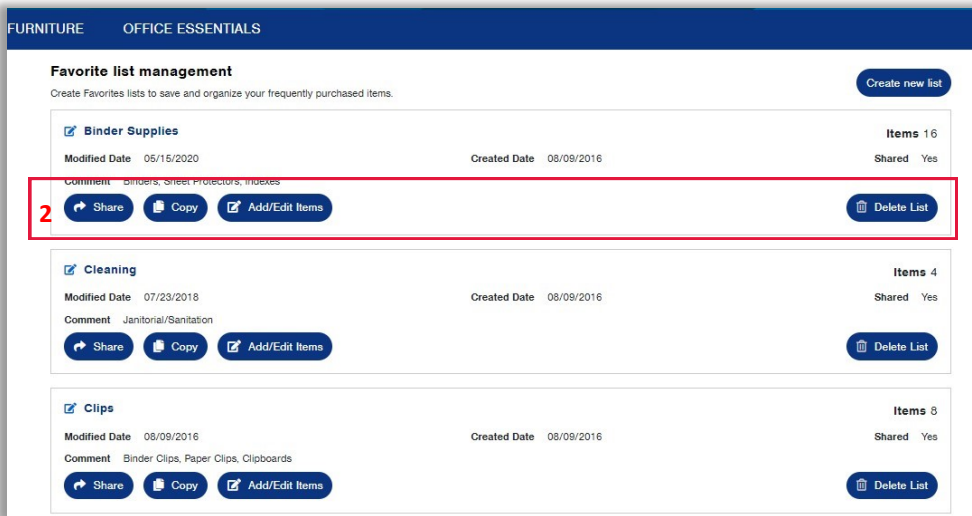
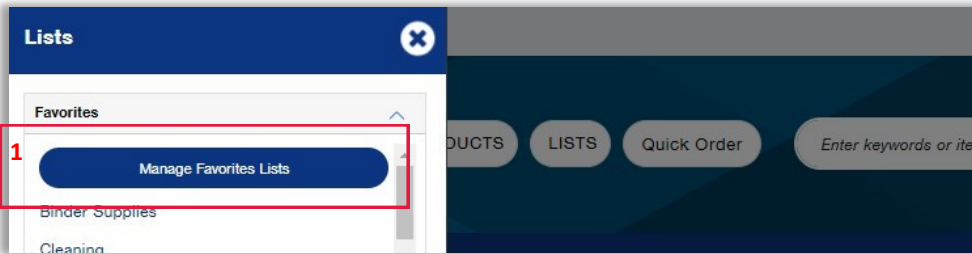
LOGGED IN: TOP MENU



1. **PRODUCTS** menu
 - a. **Categories**– You can shop for products by category
 - b. **Web Specials**– featured sale or promotional items
 - c. **Stinson's Specials**- value-priced or seasonal items
 - d. **Items Recently Viewed** - see items you've recently viewed on our site
 - e. **Items Recently Purchased**– see items you've purchased on recent orders
 - f. **Shop HON Furniture**– use this HON tool to find the furniture that fits your needs

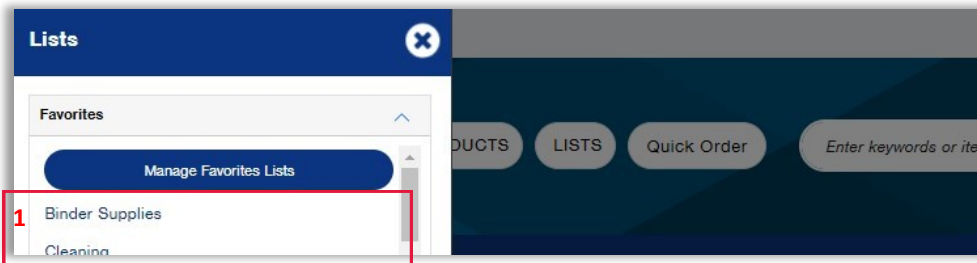


2. **LISTS** menu
 - a. **Favorites**– You can Access and Manage your Favorites Lists from this screen
 - b. **Items Recently Viewed** - see items you've recently viewed on our site
 - c. **Items Recently Purchased**– see items you've purchased on recent orders



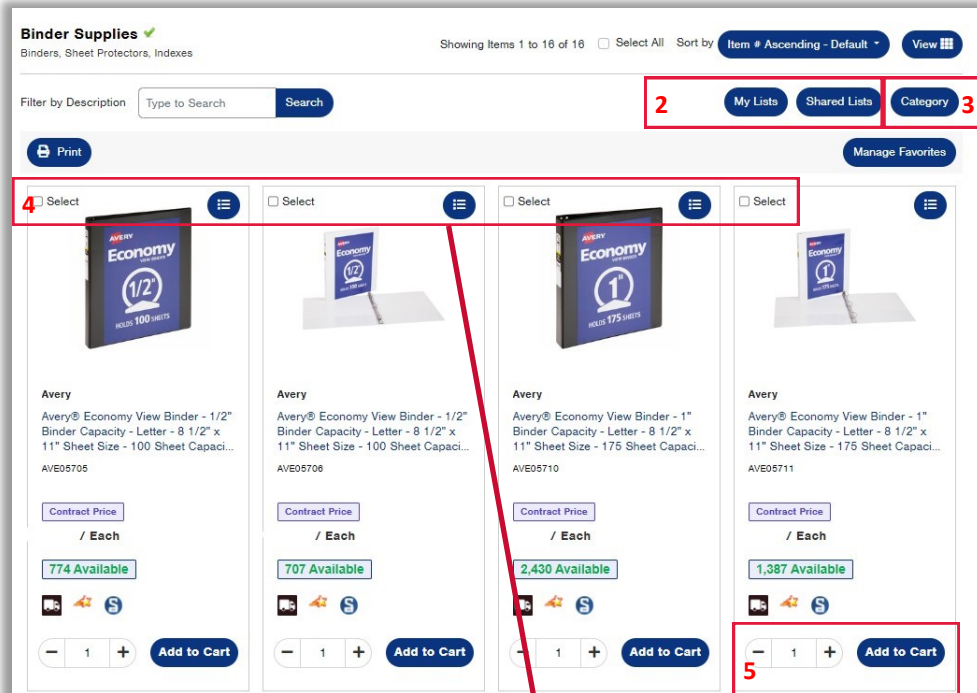
FAVORITES LIST: MANAGING LISTS

1. You can access your **Favorites** from the top menu bar. Select “**Lists**” and then “**Manage Favorites Lists**”.
2. **Share**– Share list with other users or departments (see step 5)
Copy– Create a duplicate list
Add/Edit Items– Add or delete items (see step 3 & 4)
Delete– Delete your entire list
*If a list has been shared with you, you can only **View** it. In order to edit this list, you must first make a **Copy** and then you can edit the copy.
3. When you choose **Add/Edit Items**, you can view all items currently on your list.
To Delete– click the “**Remove Items from List**” button
4. **To Add**– Click **Add Items**. The Add Item screen will pop out on the right of your screen.
 - a. Enter your item in the **Item #** box and hit the ENTER/RETURN key on your keyboard. Once you have the correct item you can add comments and then **Save** or **Save and Add More**.
5. When you choose **Share**, you can share with all users or select users.
 - a. Click “**Save**” at the bottom when finished. Other users can now see your Favorites List but only you can make changes. Any changes you make will update the list for everyone.



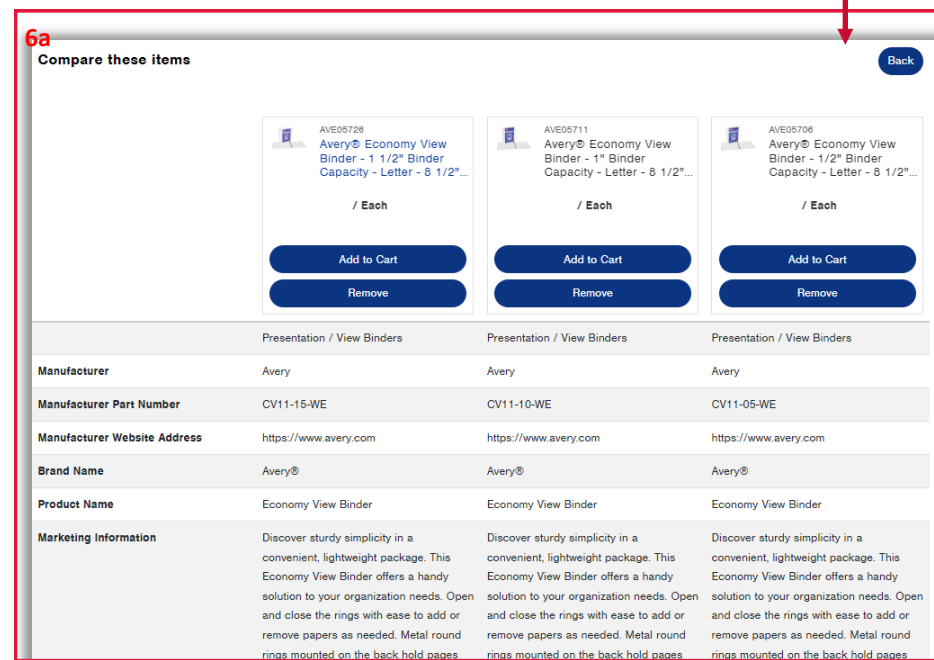
FAVORITES LIST: USING YOUR LIST TO ORDER

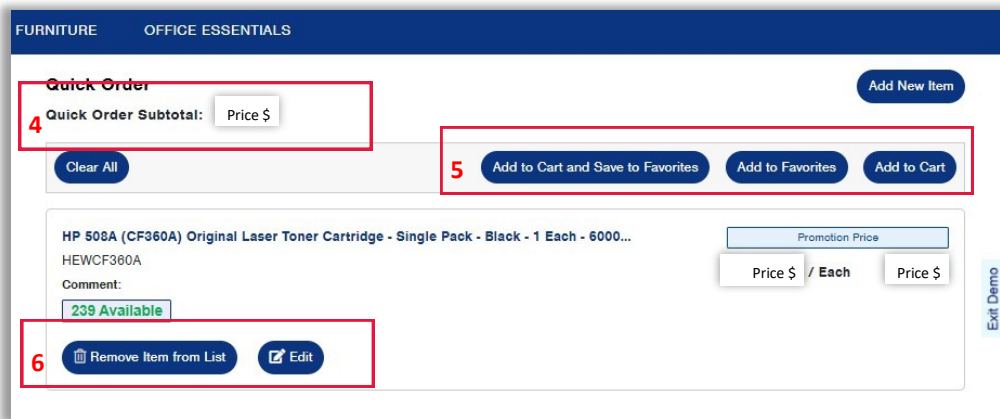
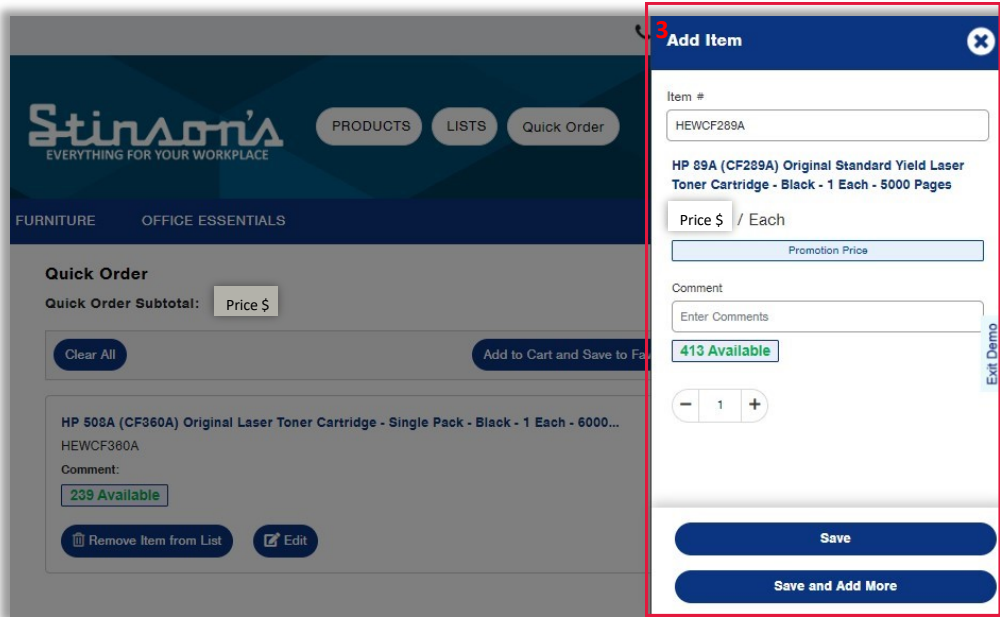
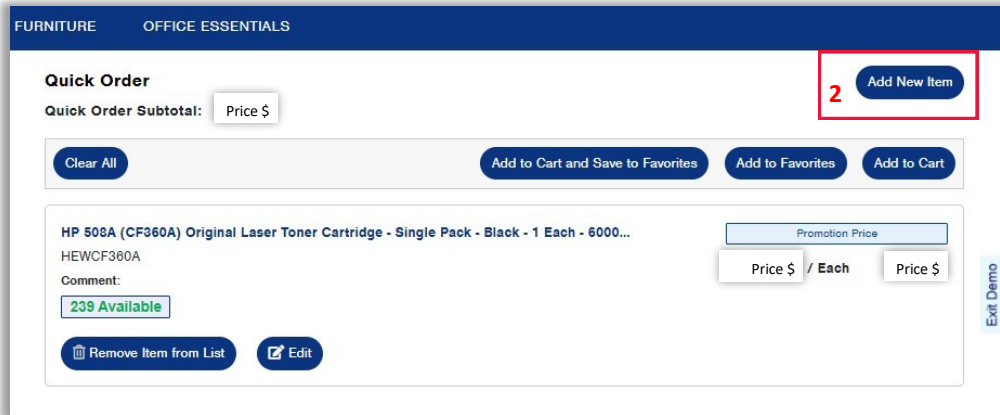
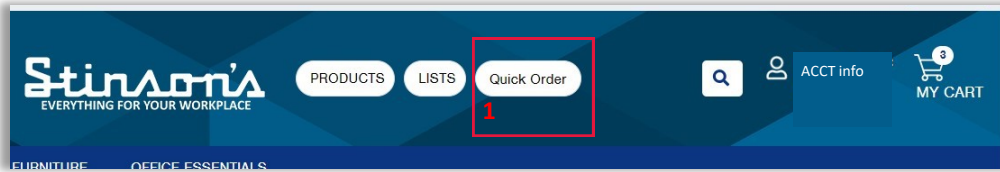
1. You can access your **Favorites** from the top menu bar. Select "**Lists**" and then in the pop out menu click on the List you want to shop from.
2. Once you have a list open, you can easily navigate to another of **My Lists** (created by you) or **Shared Lists** (shared with you).
3. You can narrow the item results within your list. Select **category** to view your options to narrow it down.
4. If you are selecting multiple items, you can check the box for **Select** by all the items you want to add to your order.
 - a. They will appear in a list at the bottom of the screen. When you are ready, click "**Add to Cart**" at the bottom.
5. You can also adjust the **quantity** on an item before clicking "**Add to Cart**".



COMPARE ITEMS

6. You can select multiple items and "Compare" them. Check the box for **Select** by all the items you want to compare. In the list at the bottom of the screen click "**Compare**".
 - a. You'll see your items on a new screen side by side for easy reviewing.



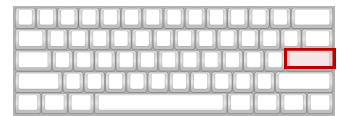


QUICK ORDER

1. Click the **Quick Order** tab on the top menu bar.
*Quick order is a simple way to order when you have your item #s, or if you are ordering a special order item that does not show up in search.

2. Click **Add New Item**

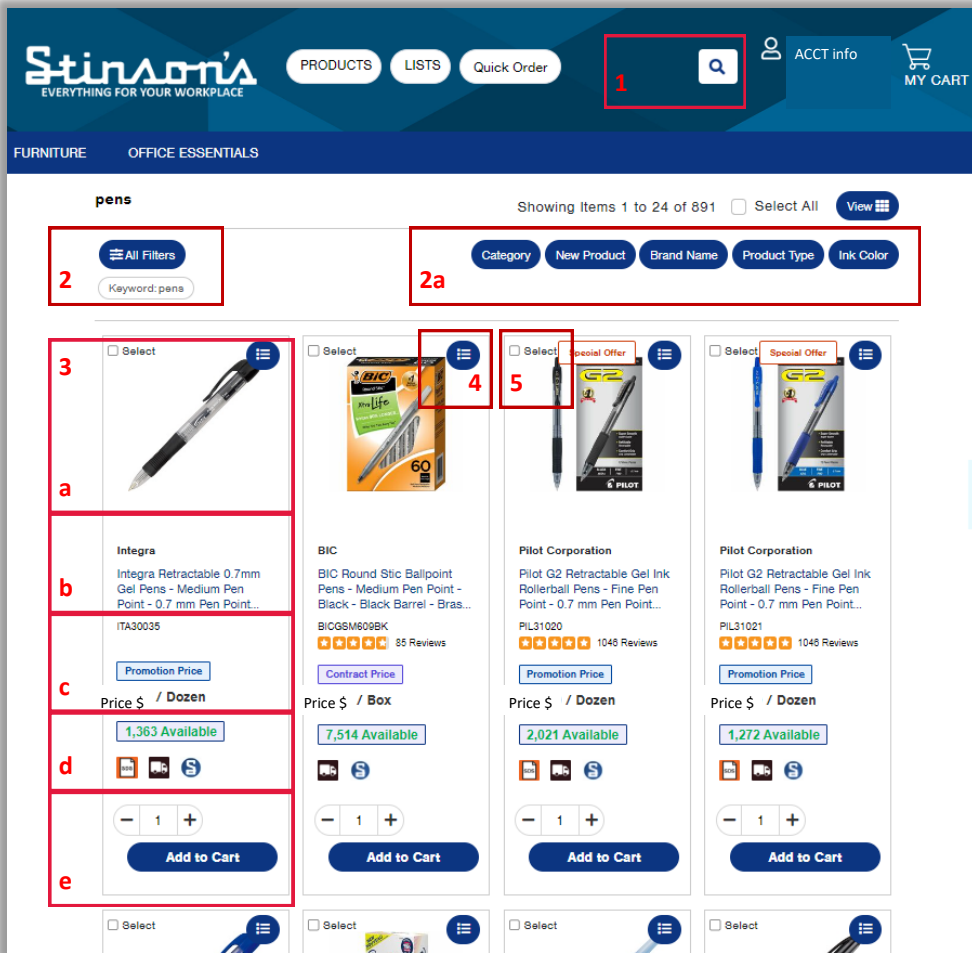
3. The Add Item screen will pop out on the right of your screen. Enter your item in the **Item #** box and hit the ENTER/ RETURN key on your keyboard. Once you have the correct item you can edit the quantity and add comments and then click **Save** or **Save and Add More**.



Format: Manufacturer & Number (no spaces in between)

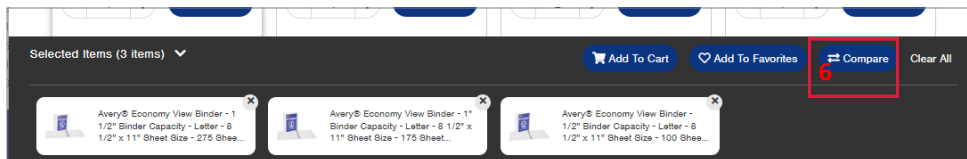
EX: *STN8511* (not *STN-8511*)

4. As you enter more items & build your quick order, the **Quick Order Subtotal** will update.
5. Once you are done building your order you can:
 - Add to Cart and Save to Favorites**
 - Add to Favorites** (only)
 - Add to Cart** (only)
6. If you need to edit an item on your Quick Order list you can
 - Remove Item from List**
 - Edit** (update the quantity or notes)



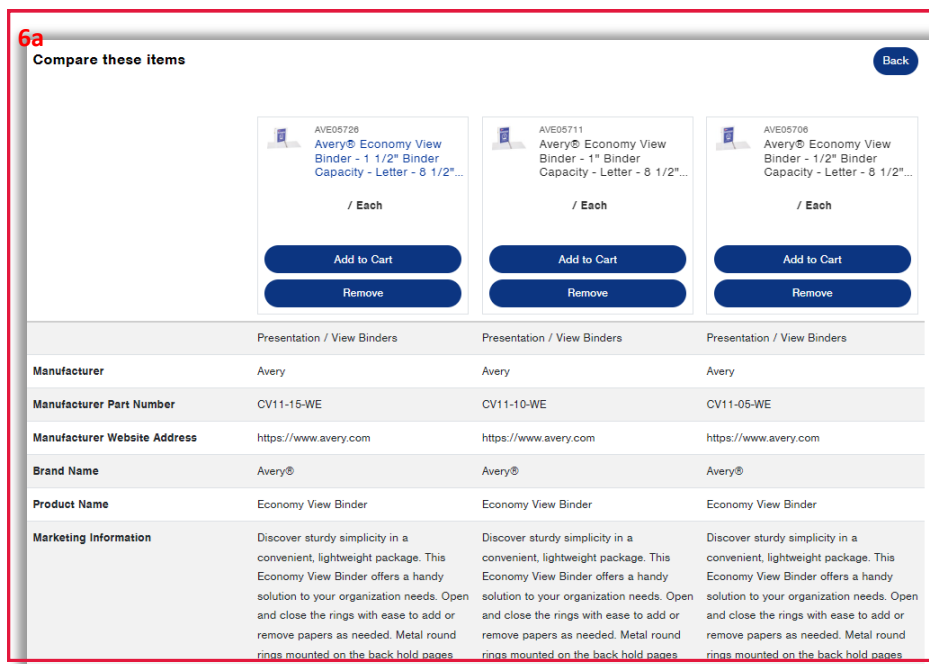
ITEM SEARCH

1. **Search** for items by item #, item description, brand name, machine number, etc.
2. You can **filter** search results based on categories including: size, color, quantity, etc. Click **All Filters** to view all your filter options.
 - a. the top 5 filters for your search are listed on the right.
3. From the results screen you can:
 - a. View a **picture** of the item
 - b. Brief **description** of the item & qty
 - c. Your **price** & the **item #**
 - d. Live **inventory availability** & **item features**
 - e. Adjust your **Order Qty** & **Add to Cart**
4. Click this button to add to a **Favorites List**
5. You can select multiple items, they will build in a list at the bottom of your screen. You can **Add to Cart**, **Add to Favorites**, **Compare**



COMPARE ITEMS

6. When you select multiple items you can "Compare" them. Check the box for **Select** by all the items you want to compare. In the list at the bottom of the screen click "**Compare**".
 - a. You'll see your items on a new screen side by side for easy reviewing.



Home > Office Supplies > Writing > Markers & Dry-Erase

7 [\\$25 Visa Card w \\$75 Newell Brands Buy](#)

Newell Brands
Sharpie Pen-style Permanent Marker

1 Item #: SAN30001B [534 Reviews](#) [Email](#) [Print](#)

2 Price \$ / Dozen [Promotion Price](#)

3 Packaging: 12/Dozen [4,813 Available](#)

4 [Add to Cart](#)
[Add to List](#)

5 Ink Color : Black

 Packaged Quantity : 12 / Box

6 Hi - Res Shippable Product

Overview **Technical Specs** [Reviews](#)

8 Fine Marker Point - Black Alcohol Based Ink - 12 / Box

- Permanent ink proudly marks on paper, plastic, metal and most surfaces
- Intensely brilliant color to create eye-popping, vibrant expressions
- Remarkably resilient ink dries quickly and resists fading and water; AP certified
- Endlessly versatile fine tip to make impressively bold, detailed marks

General Information

Manufacturer	Newell Brands
Manufacturer Part Number	30001
Manufacturer Website Address	https://www.newellbrands.com
Brand Name	Sharpie
Product Name	Pen-style Permanent Marker
Marketing Information	Original Sharpie pen-style permanent marker marks on most hard-to-mark surfaces. Markings are permanent on most surfaces. Durable fine-point tip produces thinner, detailed lines. Fade-

9 Customers Who Bought This Item Also Bought:

Sharpie Fine Point Permanent Marker - Fine Marker Point - 1 mm Mark...

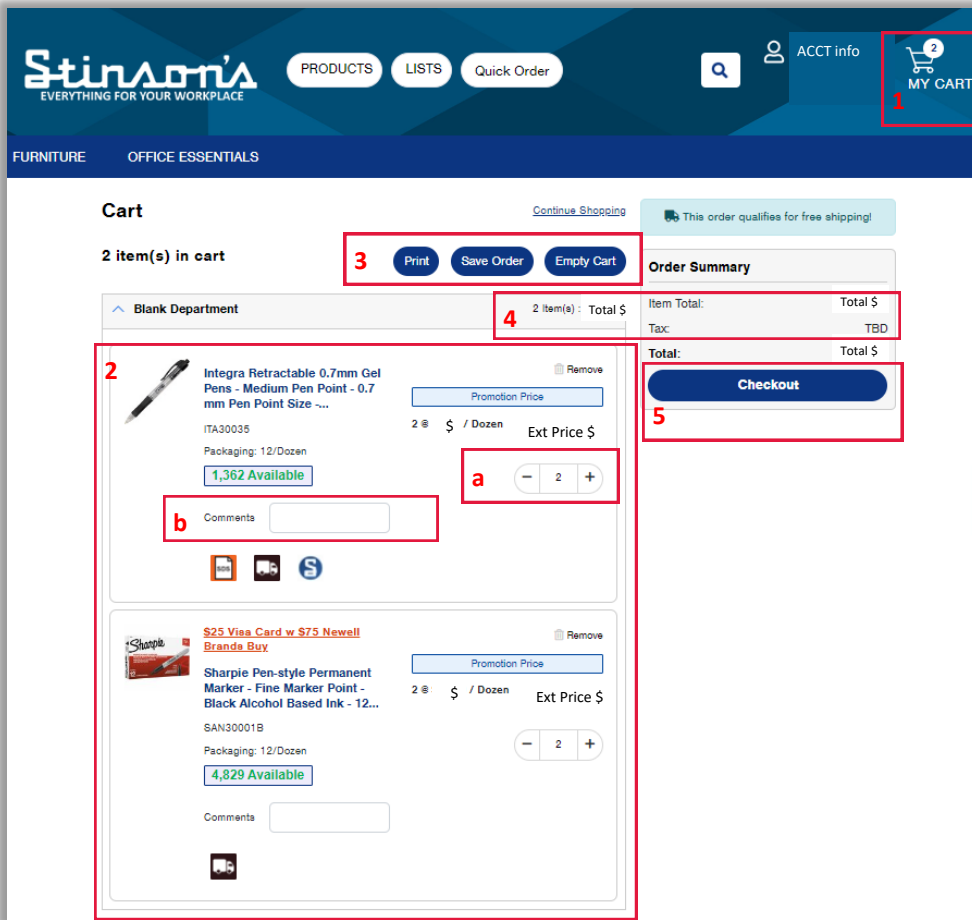
Sharpie Fine Point Permanent Marker - Fine Marker Point - 1 mm Mark...

Sharpie Ultra Fine Permanent Markers - Ultra Fine, Narrow Marker Point ...

Sharpie Large Barrel Permanent Markers - Wide Marker Point - Chisel...

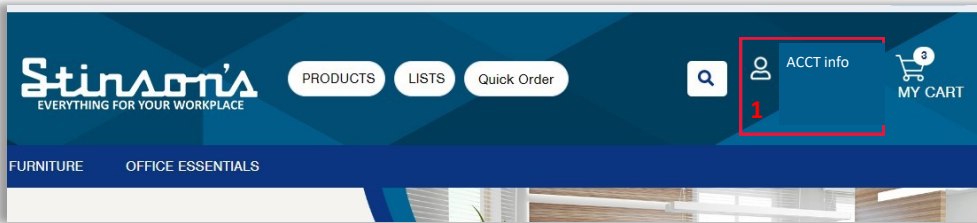
ITEM PAGE

- Item #**
- Your **Price**
- Packaging** details and Live **Inventory**
- Adjust your **order quantity** and click **“Add to Cart”** or **“Add to List”**
- All color or package **variations** are listed
- These icons can show:
 If an item needs **assembly SDS** (Safety Data Sheet)-click for a copy
Shippable product (dropship available)
S - Popular Stinson’s item
Recycled product
 and more...
(hover over any icon for a description)
- If there is a manufacturer promo for your item, you can click the **Promo Description** and get the details.
**All manufacturer rebates are hosted and redeemed through the manufacturer. You must enter your claim with them.*
- Click **Technical Specs** to view the full item description
**Different Tabs can include:*
Overview-Manufacturer info
Technical Specs-data sheet
Similar Products-similar brands or qty
Accessories-accompanying items
Reviews-customer reviews
Warranty-warranty details for select items
- Customers Also Bought** Similar items or accessories for your item.



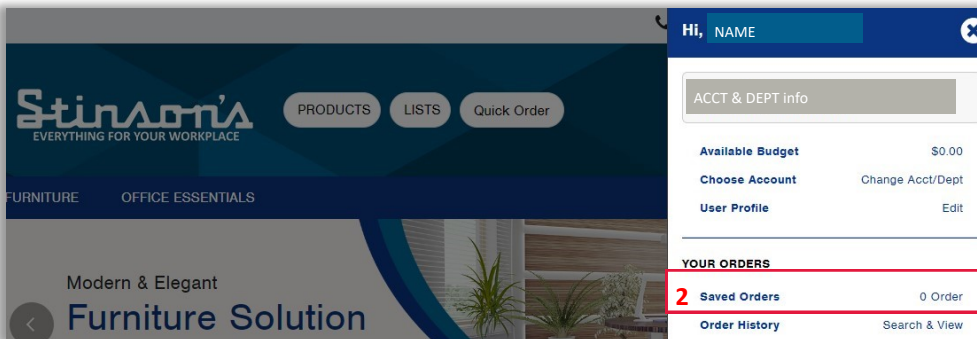
THE SHOPPING CART

1. The **MY CART** icon will always display the **total number of items** in your shopping cart. Click on the cart icon to view the detailed Shopping Cart page.
2. Your Shopping Cart will display all the items you have added, your Price/item, your Quantities, and your Extended totals/line item.
 - a. You can adjust your **Quantity** before checkout. *Your extended totals will update.*
 - b. You can add or edit **Comments** on your line items before checkout. These will appear on your invoice.
3. Shopping cart options include:
 - Print**-You can print a copy of your shopping cart
 - Save Order**-Saves your current shopping cart for later by moving it to the Saved Orders (*You will be asked to Name your order.*)
 - Empty Cart**-Delete all items
4. The **Item Total** listed at the top of the shopping cart is your Order Subtotal. This is also found in your **Order Summary**.
5. Once you've reviewed your items and finished your edits you can proceed to **Checkout**

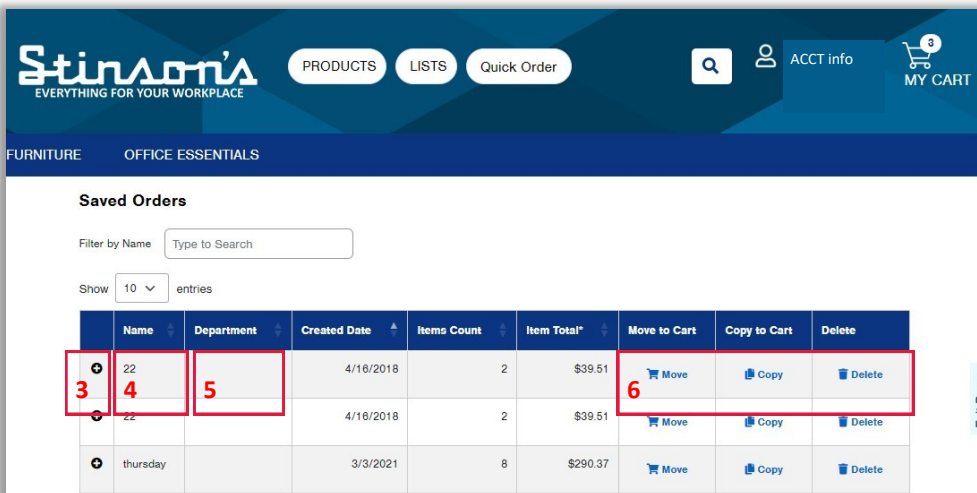


SAVED ORDERS

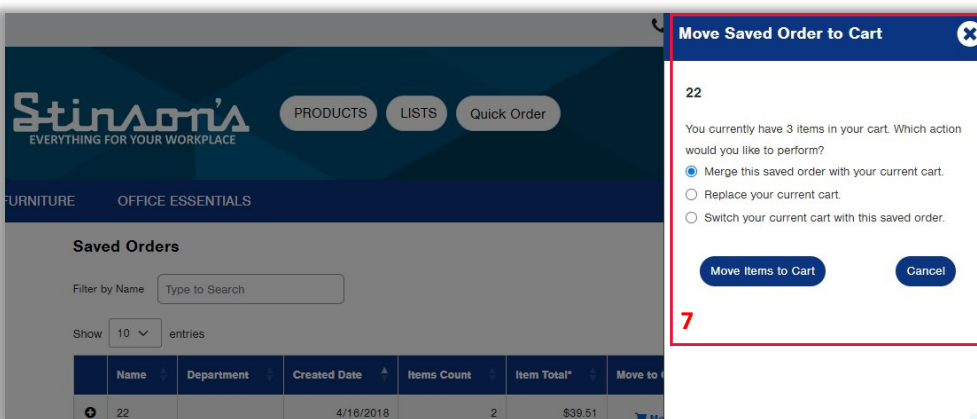
1. Click on **Your Account Info**
2. On the menu select **Saved Orders**



3. To view the items in your Saved order you can click the "+" to the left of the description name.
4. Locate your order by the **name** you gave it when you saved it.
5. If you have access to more than one **department**, you can also see the department the order was created under.



6. There are 3 actions for saved orders:
 - Move**-move your order back to the cart
 - Copy**-keep your saved order & move a copy to the cart (great for reoccurring orders)
 - Delete**-delete your saved order



7. If you select **Move** or **Copy**, and already have other items in your cart, a pop-up box will ask you to select your preferred action:
 - Merge**-Your saved order will be added to your current cart to create a combined order.
New cart= saved order + current cart
 - Replace**- Your current cart is emptied and your saved order is moved to the cart.
New cart= your saved order items
Old cart= deleted
 - Switch**-Your current cart becomes a saved order & your saved order is moved to the cart.
New cart= your saved order items
Old cart= moved to a new saved order

1 Edit Order Details Update Changes

Account ACCT NAME and # DEPARTMENT DEPT NAME or # Attention <input type="text"/>	Billing Address BILLING ADDRESS <input type="text"/>
Shipping Address SHIPPING ADDRESS <input type="text"/>	Additional Instructions Shipping Instructions <input type="text"/> Special Instructions <input type="text"/> Purchase Orders *** <input type="text"/>
a Shipping Method free freight	e Payment* <input checked="" type="radio"/> Charge to my account. <input type="radio"/> Enter credit card information

Cancel Continue Shopping **f Update Changes**

CHECKOUT- REVIEW ORDER

- Once you click "Check Out" in the shopping cart you are brought to the **Edit Order Details** screen. The current order details are listed, including:
 - Shipping Method** (we do not charge for shipping).
 - Shipping Instructions**
 - Special Instructions**
 - Purchase Orders** ***Purchase Orders are not required unless you request them to be.
 - Payment**– if you choose to pay with a credit card you can add or edit card info here
 - Click "**Update Changes**"
- Only for customers that are part of an ordering approval chain: Once you submit an order it is sent to the next level for **Approval**. The name of your Approver is listed here.
- To edit your **Account or Dept details**- click this **Edit** button. This updates your:
 - Account/ Dept Name
 - Billing Address
 - Shipping Address
- To edit your **Order Instructions** - click this **Edit** button.
 - PO, Special Instructions, Shipping Instructions, etc.
- If you need to make changes to your items click **Edit Cart Items** and you will be taken back to the Shopping Cart.
- The **Order Summary** box on the upper right of the screen displays the order subtotal, tax and final total.

**We do not charge for shipping on standard orders. If you order furniture online, you will be contacted about install charges before your order is processed.*
- Click **Place Order** as the final step in the order process.
- If you need to exit your order before placing it, click **Save Order** to make sure no information is lost. You can also **Print** a copy or **Continue Shopping**.

8 Save Order Print Continue Shopping

DEPT NAME or # 1 Item(s) Price \$
 Add Promo Code Shipping \$0.00

2 The order will be submitted for approval to:

3 **Order Details**

Account ACCT NAME and #	Department DEPT NAME or #	Edit
Shipping Address SHIPPING ADDRESS <input type="text"/>	Billing Address BILLING ADDRESS <input type="text"/>	Edit
Shipping Method free freight		
ADDITIONAL INSTRUCTIONS Special Instructions <input checked="" type="checkbox"/> Edit Special Instructions Shipping Instructions <input checked="" type="checkbox"/> Edit Shipping Instructions		
PURCHASE ORDER Short PO <input type="text"/>		
Payment <input checked="" type="radio"/> Charge to my account. <input type="radio"/> Enter credit card information		

4 **Order Summary**

Item Total:	Subtotal \$
Shipping	*\$0
Subtotal:	Subtotal \$
Tax	Tax \$
Total:	Total + Tax \$

7 **Place Order**

Please review your order, and then click Place Order to submit it.
 Need help? Please Call 661-323-7611 for assistance.

5 **Your Items** Edit Cart Items

Lysoal Disinfecting Wipes - Ready-To-Use - Lemon, Price \$
 Lime Blossom Scent - 7" Length x 7.25" Width - 80

AFTER YOU PLACE AN ORDER...

WITHOUT AN APPROVAL CHAIN:

1. Once you place an order, you will receive an email that it has been **submitted** for processing. Your order will now have an **invoice** number (this is also called a **reference** number.)
2. Stinson's will now process your order for delivery. Most items ship next day. UPS orders may take an extra day depending on their shipping procedures.

IF YOU HAVE AN ORDERING APPROVAL CHAIN:

1. Once you place an order, you will receive an email that it has been **submitted for approval**. Your approver(s) will also receive an email letting them know there is an order waiting for their approval. Because you are set up with an approver, your order will not be processed by Stinson's until it is approved.
2. Once your order has been approved, you will receive an email letting you know. You will be notified if any items have been denied or changed, including a reason for denial. Your order will now have an **invoice** number (this is also called a **reference** number.)
3. Stinson's will now process your order for delivery. Most items ship next day. UPS orders may take an extra day depending on UPS's shipping procedures.

*You can find sample emails on the following pages.

1 Thank you for your order!
 • Your order has been submitted for approval. An email has been sent to FullName* (Name of Approver(s) & Email

DEPT NAME or # 1 Item(s) Price \$
 Payment: Charge to my account.

Order Total: Price \$

Delivery Details

Need help? Please Call 661-323-7611 for assistance.

Shipping Address	Department
SHIPPING ADDRESS	DEPT NAME or #

2 [Continue Shopping](#)

Item #	Description	Qty	Ext. Price
RAC77182CT (RAC99716)	Lysol Disinfecting Wipes - Ready-To-Use - Lemon, Lime Blossom Scent - 7" Length x 7.25" Width - 80 / Canister - 6 / Carton - Bleach-free, Antibacterial, Disinfectant, Pre-moistened - White	1	Price \$



Stinson's Stationers
 INVOICE
 200 Sonora Street
 Bakersfield, CA 93305
 Phone: 661-323-7611
 Fax: 661-327-5299

Your purchase detail appears below. You may view the status of your order [here](#) or you may contact us directly.

Order Information		Submission Information	
Status:	Order Submitted	Submitted By:	YOUR NAME
Reference #:	293085-0	Email:	YOUR EMAIL
Order Date:	Jul 16, 2024 3:29 PM	Phone #:	YOUR PHONE NUMBER ON FILE
Account #:	ACCT #	Extension:	
Department:	DEPT NAME or #		
LONG PO:	LONG PURCHASE ORDER	SHORT PO:	PURCHASE ORDER
Bill To:	Ship To:		
BILLING ADDRESS	SHIPPING ADDRESS		

#	Item #	Description and Comments	Price	Qty	Unit	Ext
1	CLO30112CT	Clorox Disinfecting Cleaning Wipes Value Pack - For Multi Surface - Ready-To-Use - Fresh, Citrus Blend Scent - 35 / Canister - 15 / Carton - Pre-moistened, Disposable - White	Price \$	1	CT	Price \$

Items:	Subtotal \$
Shipping:	\$0.00
Subtotal:	Subtotal \$
Tax:	Tax \$
Total:	Total + Tax

Payment method: Charge to my account.

Shipping Instructions:

Special Instructions:

As always, thank you for visiting <http://www.stinsons.com>

CHECKOUT- THANK YOU

- Once you've placed your order it is **submitted** for fulfillment. *If you are part of an ordering approval chain then your orders are submitted for approval before fulfillment.*
 - You will also receive an email confirmation with your order status: submitted or submitted for approval
 - A submitted order will receive an invoice # (reference #)
- You can exit this screen by clicking **Continue Shopping**

SAMPLE EMAIL- SUBMITTED (NO APPROVAL)

- Here is a sample confirmation email. When an order is complete the status will show "Order Submitted" and have a reference # (this is our Invoice #).

1 Thank you for your order!
 • Your order has been submitted for approval. An email has been sent to Full Name# **Approver email** and **Approver email**

DEPT NAME or # 2 Item(s): Total Order Total: Total

Payment: Charge to my account.

Delivery Details

Shipping Address Department

SHIPPING ADDRESS DEPT NAME or #

Need help? Please Call 661-323-7611 for assistance.

[Continue Shopping](#)

Item #	Description	Qty	Ext. Price
CLI32004	C-Line Classroom Connector Letter Report Cover	1	Price \$
DURPC1500BKD	Duracell Procell Alkaline AA Battery - For Multipurpose - AA - 2100 mAh - 1.5 V DC - 24 / Box	1	Price \$

Stinson's EVERYTHING FOR YOUR WORKPLACE

PRODUCTS LISTS Quick Order

ACCT info **2**

MY CART

PRODUCTS LISTS Quick Order Enter keywords or item #

ACCT & DEPT info

Available Budget \$0.00

Choose Account Change Acct/Dept

User Profile Edit

YOUR ORDERS

Saved Orders 2 Orders

Order History Search & View

Credit Return Return an Item

ORDER APPROVAL

Your Orders Awaiting Approval 1

3 Denied Orders 0

Sign Out

Order Approval

4 Your Orders **Approval History** **5**

Show 10 entries

Approved Denied Awaiting Review Under Review Submitted

Display orders: 30 days

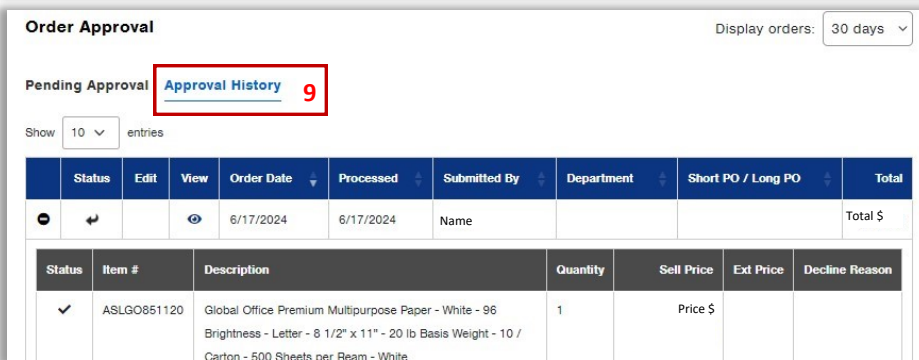
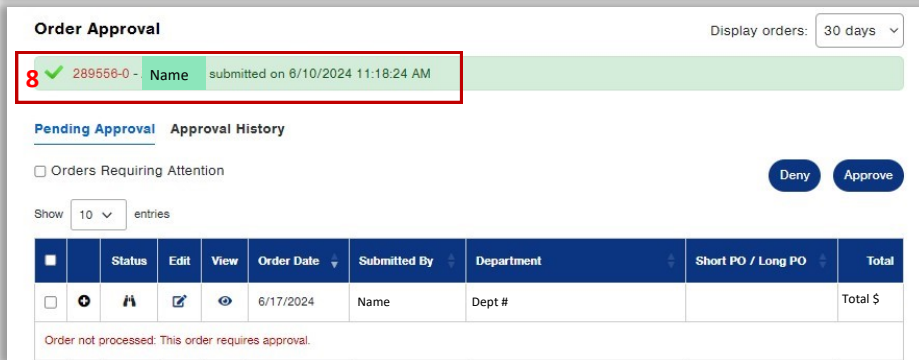
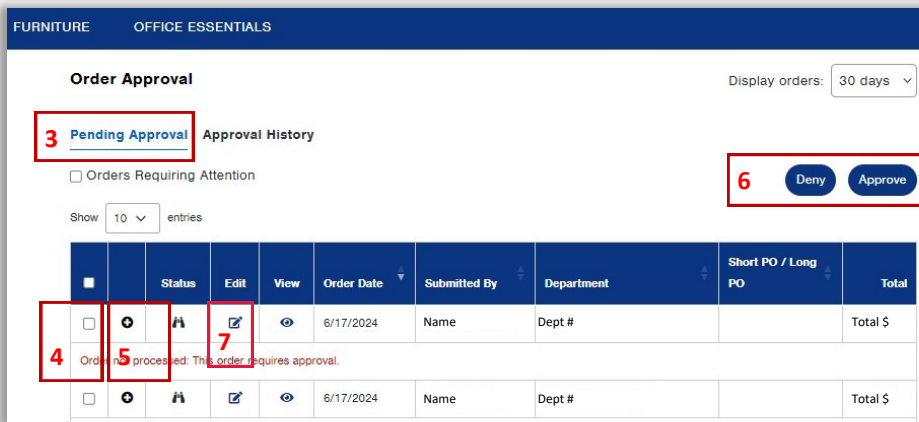
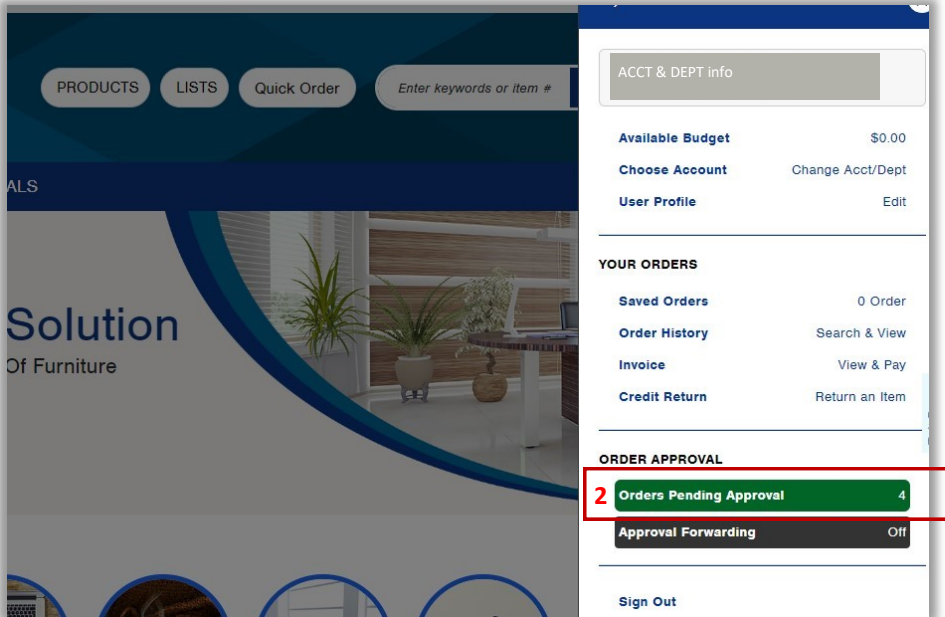
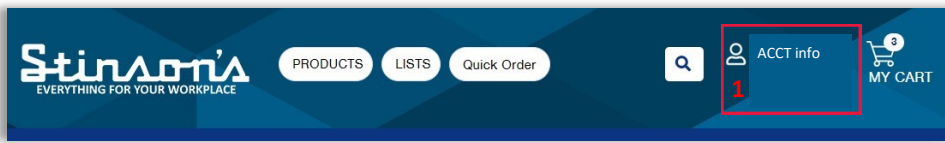
Status	Edit	View	Order Date	Processed	Submitted By	Department	Short PO / Long PO	Total
+	↶	👁	7/15/2024	7/15/2024	Name	Dept #	PO#	Price \$

Status	Item #	Description	Quantity	Sell Price	Ext Price	Decline Reason
⊘	CLI32004	C-Line Classroom Connector Letter Report Cover	1	Price \$	Ext Price \$	not allowed
✓	DURPC1500BKD	Duracell Procell Alkaline AA Battery - For Multipurpose - AA - 2100 mAh - 1.5 V DC - 24 / Box	1	Price \$	Ext Price \$	7a
✓	PFX84101	Pendaflex 1/3 Tab Cut Letter Recycled Top Tab File Folder - 8 1/2" x 11" - 225 Sheet Capacity - 3/4" Expansion - Assorted - 10% Recycled - 50 / Box	1	Price \$	Ext Price \$	

Showing Items 1 to 3 of 3

ORDER APPROVAL - ORDER PLACER

- If your orders need approval you will see a message after you place your order saying that it has been emailed to your approver(s).
- As an Order **PLACER**:
To view your Order Approval status, click on **Your Account Info**
- On the menu select **Your Orders Awaiting Approval** or **Denied Orders**
**You only have access to Order Approvals if you are part of Approval Chain ordering*
 - This will bring up the **Order Approval—Approval History** screen.
 - Your order will not have an invoice # (reference #) until it is approved.
- To view pending orders click the tab **Your Orders**— these are your orders awaiting approval
**You can't do anything to your order at this point while you wait for it to be reviewed by your approver.*
- To view your order history, click **Approval History**. You can view order details for all orders that have been reviewed and either submitted or denied.
- Click the **+** to **expand** the order details.
- You can get a quick view of **order and item status**. Check the Legend.
 a. If an item or order is denied then your approver has to enter a reason.



ORDER APPROVAL - ORDER APPROVER

- As an Order **APPROVER**:
You will receive an email notification letting you know an order has been submitted for your approval. You can also view your **Orders Pending Approval** online. To view your Order Approval status, click "**Your Account Info**".
- On the menu select **Orders Pending Approval**
**You only have access to Orders Pending Approval if you are a designated approver in the Approval Chain.*
- This will bring up the **Order Approval—Approval History** screen.
- To view pending orders click the tab **Pending Approval**— these are orders awaiting your approval
- You can Approve or Deny an entire order from this screen. First, **check** the box for the order.
- Click the **+** to **expand** the order details.
- Then click **"Deny"** or **"Approve"**
**This effects the ENTIRE order*
- Click **Edit** to approve an order item by item (see pg. 20 for more info)
- When you approve an order it will be assigned an invoice # (reference #) and be submitted to Stinson's for fulfillment.
- The user who submitted the order will receive an email letting them know the changes you made: approved, denied, or edited, invoice #.
- To view your order history, click **Approval History**. You can view order details for all orders that have been reviewed and either submitted or denied by you or anyone else in your approval group.

Pending Approval Approval History

Orders Requiring Attention Deny Approve

Show 10 entries

Status	Edit	View	Order Date	Submitted By	Department	PO FROM BLUE COPY / Budget PO	Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/15/2024	Name	Dept #	PO #	Total \$

Order Approval Edit

Total Items: 2 Print **2** Return to Pending Orders

Order Details

Specify Purchase Orders

Budget PO *
PO #

PO FROM BLUE COPY *
PO #

Shipping Method

free freight (\$0.00)

Additional Instructions

Shipping Instructions
Special Instructions

Payment Method Override

Use the payment method selected on the order (Charged to account)

Override the order's payment method with the following

Payment method

Charge to my account.

Enter credit card information

Order Summary

Reason: This order requires approval.

Order Status: Awaiting Approval

Order Date: 10/10/2023 4:43:11 PM

Submitted By: Name

Department: DEPT NAME or #

Item Total	Subtotal \$
Shipping	\$0
Sub-total	Subtotal \$
Tax	Tax \$
Total	Total + Tax \$

3

10 Approve Order

9 Deny Order

Add Items

Add Promo Code

Deny

C-Line Classroom Connector Letter Report Cover - 8 1/2" x 11" - 2 Internal Pocket(s) - Red - 25 / Box
SLR32004
1 Box
78 Available

Price \$ Total \$

7 - 1 +

Comments: Enter Comments

Selected Items (1 item)
8 Deny Items Clear All

Denial Reason

Please enter a reason for denying selected items.

Reason for denying items
not allowed

8a Cancel Done

Add Item

Item #
SAN30001B

Sharpie Pen-style Permanent Marker - Fine Marker
Point - Black Alcohol Based Ink - 12 / Box

Price \$ Dozen

Comment
Enter Comments
7,889 Available

9a Save Save and Add More

Deny

Pendaflex 1/3 Tab Cut Letter Recycled Top Tab File Folder - 8 1/2" x 11" - 225 Sheet Capacity - 3/4" Expansion - Assorted - 10% Recycled - \$0 / Box
PFX84101
50/Box
53 Available

Comments: Added by Approver Name

Item History

Date	Action	Changed By
7/15/2024 12:01 PM	Added	Approver Name

9b Description: The line was added to the order.

ORDER APPROVAL - APPROVE BY ITEM

- From the **Order Approval** screen click the **Edit** order button
- To exit an order before completing the editing process click **Return to Pending Orders**. If you accidentally lock an order call Stinson's to help unlock it.
- On the **Order Approval Edit** you can view order **status** details and the **Order Summary** pricing totals– important for budgets.
- You can Add or Edit a **Purchase Order**. If someone submitted an order with the wrong PO# you can change it here. **Anything with an asterisk is a required field.*
- You can view an order's **shipping and specials instructions** and Add or Edit. **You cannot change the shipping address or department. Please contact Stinson's customer service if you need help with this.*
- You can see how an order is being paid for and override **payment**.
- You can increase or decrease an item's **quantity**. When finished you will see:
 - the **price** update
 - a **note** appear on that item detailing the change made
- To **deny items** (and not the entire order) check the box next to the item(s) you wish to deny and click the **Deny Items** button that appears.
 - A box will pop out for **Denial Reason**. Enter a reason and click **Done**.
- To **add** a substitute item or forgotten item click **Add Items**.
 - A box will pop out. Enter in the item number, quantity, and notes. Then click **Save** when finished adding.
 - The item will now show "added by"
- When finished with changes, click **Approve Order**. **Deny Order** denies everything; be careful.
 - When you approve an order it will be assigned an invoice # (reference #) and be submitted to Stinson's for fulfillment.



Stinsons Stationers
 INVOICE
 200 Sonora Street
 Bakersfield, CA 93305
 Phone: 661-323-7611
 Fax: 661-327-5299

Your order has been submitted for approval. An email has been sent to FullName# YOUR EMAIL. An email has been sent to APPROVER NAME & EMAIL for order approval. Your purchase detail appears below. You may view the status of your order here or you may contact us directly.

Order Information		Submission Information	
Status:	Awaiting Approval	Submitted By:	YOUR NAME
Order Date:	Jul 11, 2017 11:20 AM	Email:	YOUR EMAIL
Account #:	ACCT #	Phone #:	YOUR PHONE NUMBER ON FILE
Department:	DEPT NAME or #		
LONG PO:	LONG PURCHASE ORDER	SHORT PO:	PURCHASE ORDER
Bill To:		Ship To:	
BILLING ADDRESS		SHIPPING ADDRESS	

#	Item #	Description and Comments	List Price	Price	Qty	Unit	Ext
1	STN8511	Multi-Function Paper, Bright White, 20lb., 8-1/2	Price \$	Price \$	1	CT	Price \$
2	CGW24514CT	Alpine Spring Water, 16.9 oz Bottle, 24/ Carton	Price \$	Price \$	1	CT	Price \$
						Items:	Subtotal \$
						Shipping:	\$0.00
						Subtotal:	Subtotal \$
						Tax:	Tax \$
						Total:	Total + Tax \$

3 Payment method: Charge to my account.

4 Shipping Instructions:

5 Special Instructions:

As always, thank you for visiting <http://www.stinsons.com>

SAMPLE EMAIL-SUBMITTED FOR APPROVAL

1. The top of your order confirmation email lists who your order was sent to for approval (this could be several people).
2. Your order **Status** will show: **Awaiting Approval**-your order must be approved first
3. Your **Payment Method** will note whether you chose to charge to your account or pay with credit card (if this is an option.)
4. Any **Shipping Instructions** you entered will show here.
5. Any **Special Instructions** you entered will show here.



Stinsons Stationers
 INVOICE
 200 Sonora Street
 Bakersfield, CA 93305
 Phone: 661-323-7611
 Fax: 661-327-5299

The order submitted by YOU 10/12/2016 has been approved by APPROVER NAME submitted for fulfillment; however, changes have been made by the approver. Changes are indicated by a '**' on each line item directly underneath the item's description.

1

Order Information		Submission Information	
Status:	Approved and Submitted (with changes)	Submitted By:	YOUR NAME
Reference #:	692999-0	Email:	YOUR EMAIL
Order Date:	Oct 12, 2016 4:10 PM	Phone #:	YOUR PHONE NUMBER ON FILE

3

Account #: ACCT #
 Department: DEPT NAME or #

Bill To: BILLING ADDRESS
 Ship To: SHIPPING ADDRESS

#	Item #	Description and Comments	List Price	Price	Qty	Unit	Ext
1	SMD14539	Smead WaterShed®CutLess® Fastener Folders	Price \$	Price \$	1	BX	Price \$
2	GEO47837	HOLDERS,CERTIF,TRIFOLD,NAVY ** Quantity changed from 3 to 1 by APPROVER NAME Denied: by APPROVER NAME DENIAL REASON	Price \$	Price \$			Price \$
3	ECOEPS003	Eco-Products Plant Starch Material Cutlery - 50/Pack - Plant Starch - Beige	Price \$	Price \$	20	PK	Price \$
4	ECOEPS002	Eco-Products Plant Starch Material Cutlery - 50/Pack - Plant Starch - Beige	Price \$	Price \$	10	PK	Price \$
5	SAN84074	Expo Dry Erase Marker - Fine, Broad, Bold Point Type - Red, Black, Blue, Green - 4 / Set	Price \$	Price \$	3	ST	Price \$
6	SAN30001	Sharpie Permanent Fine Point Marker - Fine Point Type - Black Alcohol Based Ink - 1 Each	Price \$	Price \$	1	DZ	Price \$
7	KEB12346	Keebler Rice Krispies Treats Original Mini Squares - Individually Wrapped - Chocolate Marshmallow - 1 Serving Pack - 50 / Box Non returnable	Price \$	Price \$	1	BX	Price \$
8	MMMC38BK	Scotch Classic Desktop Tape Dispenser for 1	Price \$	Price \$	1	EA	Price \$
9	MMM6122	Scotch Magic Tape in a Handheld Dispenser - 0.75	Price \$	Price \$	1	PK	Price \$

4

Items:	Subtotal \$
Shipping:	\$0.00
Subtotal:	Subtotal \$
Tax:	Tax \$
Total:	Total + Tax \$

5 Payment method: Charge to my account.

Shipping Instructions:

6 Special Instructions:

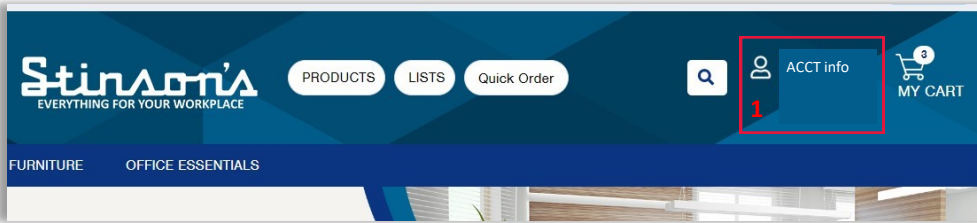
Approval History:

- 10/12/2016 6:10:43 PM APPROVER NAME approved this order and order has been submitted for fulfillment.

As always, thank you for visiting <http://www.stinsons.com>

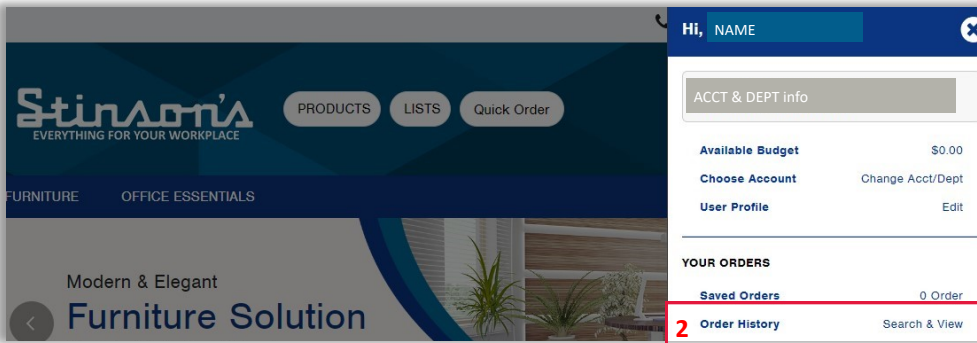
SAMPLE EMAIL- APPROVED ORDER

- The top of your order confirmation email lists who your order was sent to for approval (this could be several people). **If your approver made changes to quantities, denied or added new items then it will be noted with a (**)
- Your order **Status** could be several things:
Approved and Submitted-no changes made
Your order will now have an **invoice # (this is also called a **reference #**.)*
Approved and Submitted (with changes)-your order has been sent to Stinson's for fulfillment but your approver made some changes
Your order will now have an **invoice # (this is also called a **reference #**.)*
Denied-your order has been denied by your approver and will not be fulfilled
- Only approved orders will have a **reference #**. This is the same as your **invoice #**.
- Example of Approver changes (**) & denied item.
- Your **Payment Method** will note whether you chose to charge to your account or pay with credit card
- Any **Shipping Instructions** and **Special Instructions** you entered will show here.
- Your **Approval History** is listed at the bottom with details and dates.
If your approval chain has multiple approval levels your approval history will show details for all the people that have edited or approved your order.

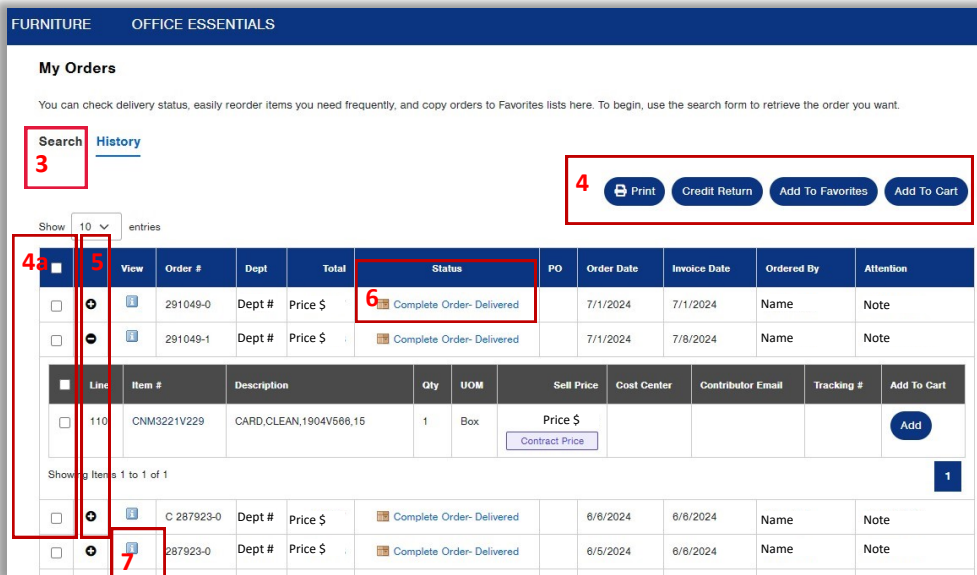


ORDER HISTORY

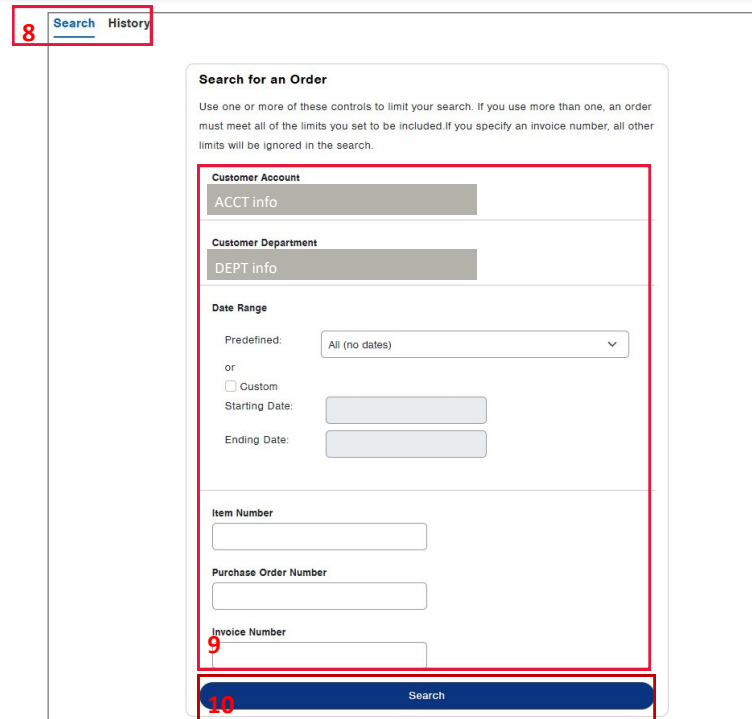
1. Click on **Your Account Info**
2. On the menu select **Order History**
3. This will bring up the **My Orders** screen. If you have access to multiple departments you can filter and search your history. Click the **search** tab (see screenshot below.)
**If you need access to multi-department history please contact Stinson's customer service for help.*



4. You can **Print** orders from this screen—check the box next to the order and click “Print”. You can select items (**4a**) from past orders and create a **Credit Return**, add items to your **Favorites**, or add them to a new **Cart**.



5. You can view order details. Click the “+” to **expand** the order details.
6. You can check the **delivery status**.
7. Click the Information “i” button next to any order to see **Order Details**



8. You can search for an order by clicking the **Search** tab
9. Search options include:
Changing **Departments** **only if you have access to multiple depts*
 - A specific **Date** range
 - By **Item** Number
 - By **Purchase Order** Number
 - By **Invoice** Number
10. Once you've set your limits, click the “**Search**” button to return to the search results screen.

Order Details 5 Print Back

Order Status

Status: Processed
 Reference #: 290119-0
 Order date: 6/21/2024
 Submitted By: Your Name
 Account: ACCT NAME and #
 Department: DEPT NAME or #
 Attention: ATTN details

1

Order Details

Bill to: BILLING ADDRESS

Ship to: SHIPPING ADDRESS

2

Order Items

Line	Item #	Description	Qty	UOM	Pack	Sell price
100	BAL8574GM	Bausch + Lomb Sight Savers Lens Cleaning Tissues - For Eyeglasses, Binocular, Monitor, Reading Glasses, Camera Lens - Pre-moistened, Anti-fog, Anti-static, Silicone-free, Individually Wrapped - 100 / Box - Multi	3	BX	Box	Price \$

3 Comment: CHRISTIAN

Order History

Date	Action	Changed By
6/21/2024 10:55 AM	Notification Attempt	
Description: An email notification was sent.		
Comment: Email 'Confirmation from Stinsons Stationers (290119-0)' email from 'supplies@stinsons.com' to 'Your Email' sent.		
6/21/2024 10:55 AM	Submitted	Your Name
Description: The order was submitted for fulfillment.		
6/21/2024 10:55 AM	Created	Your Name
Description: The order was created.		

4

ORDER HISTORY - ORDER DETAIL

1. **Order Status** shows the invoice # and account details.
2. **Order Details** shows the Purchase Order, Billing and Shipping details.
3. **Order Items** lists items on the order and any comments added.
4. Expand the **Order History** to see a timeline of when the order was placed, emailed for approval, items on the order changed or denied, and order approval or denial. You can also see who your order was emailed to.
5. You can **print** Order History and it will include items, all delivery and order history, and pricing TOTALS.