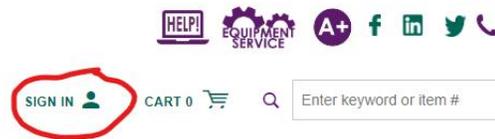


## HOW TO OVERVIEW: Online Ordering / eCommerce Website

### Step 1: Find Account Information

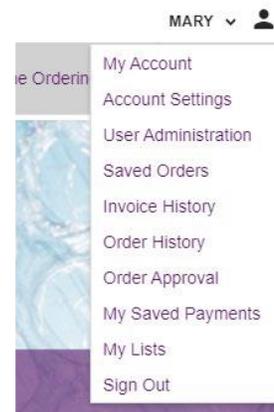
- **Already have an online ordering account?** Visit [www.enichols.com](http://www.enichols.com). Click Sign In using your current Username and Password. Begin ordering.
- **Need to set up a new online ordering account:** Visit [www.enichols.com](http://www.enichols.com). Click Sign In. Click "Request a Login." Complete the form and click "Send." You will then receive an email from [Nichols-orders@imperialdade.com](mailto:Nichols-orders@imperialdade.com) to create a password and you can begin ordering right away!



**Step 2:** Once signed in, click on your name and select an option from the drop-down menu/user menu.

### Your options are:

- "My Account" to look at your new dashboard.
- "Account Settings" – Basic information about your account.
- "User Administration" - This only shows if you are an Admin user.
- "Saved Orders" – For your "work in process" orders.
- "Invoice History" – Use to search a PO or look up history, you can also download or print invoices.
- "Order History" – Use to search a PO, check status, etc.
- "Order Approval" – This only shows if you are an Approver.
- "My Lists" which used to be called **CATALOG or ORDER SHEETS**. To manage your lists and place orders.
- "Change Customer/Ship To" – Only shows if you are set up for multiple accounts or ship to's.
- "Sign Out"



### Step 3: Find Products – Using Search (A) or My Lists (B)

#### A) Using Search.

##### a. Find product by using search box.

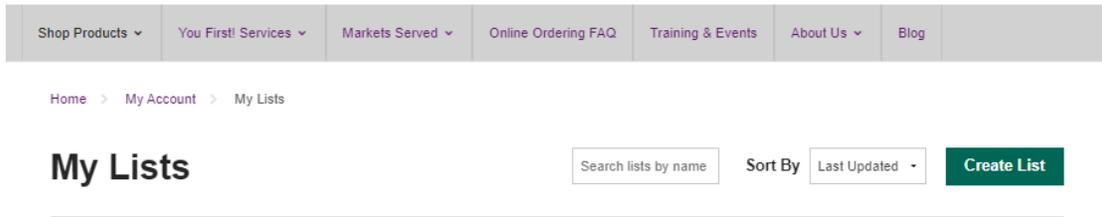
The screenshot shows the Enichols website search results for 'disinfectant'. The search bar at the top right contains the text 'disinfectant'. Below the search bar, there is a navigation menu with options: Shop Products, You First Services, Markets Served, Online Ordering FAQ, Training & Events, About Us, and Blog. The search results page displays '453 items results for disinfectant'. On the left, there is a 'Filter' section with a search box and a list of categories including Aerosols (16), All Purpose Cleaners (6), Antibacterial & E-2 Soap (1), Bio Augmentation & Enzymes (4), Bleach Ammonia & Drain Cleaners (2), Bottles Triggers & Pumps (11), Clean Room Products (1), Cleaning Carts (1), Covid-19 Defense (66), and COVID-19 Paper Product Features (1). The main product list shows two sponsored items: 'HOSPITAL DISINFECTANT SPRAY, LEMON 12/20OZ/CS' and 'VB DISINFECTANT SPRAY LAVENDER 17OZ 12/CS'. Each item includes a product image, a 'Compare' button, and an 'Add To Cart' button with a quantity of 1. The product details for the lemon spray include VCBC00007, MFG # CP1002VICTORIA, UNSPSC: 47131800, and a typical lead-time of 1-2 weeks.

##### b. Find Product through Product Categories:

The screenshot shows the Enichols website with a search for 'disinfectant'. The search bar at the top right contains the text 'disinfectant'. Below the search bar, there is a navigation menu with options: Shop Products, You First Services, Markets Served, Online Ordering FAQ, Training & Events, About Us, and Blog. The search results page displays '453 items results for disinfectant'. On the left, there is a 'Filter' section with a search box and a list of categories including Aerosols (16), All Purpose Cleaners (6), Antibacterial & E-2 Soap (1), Bio Augmentation & Enzymes (4), Bleach Ammonia & Drain Cleaners (2), Bottles Triggers & Pumps (11), Clean Room Products (1), Cleaning Carts (1), Covid-19 Defense (66), and COVID-19 Paper Product Features (1). The main product list shows two sponsored items: 'HOSPITAL DISINFECTANT SPRAY, LEMON 12/20OZ/CS' and 'VB DISINFECTANT SPRAY LAVENDER 17OZ 12/CS'. Each item includes a product image, a 'Compare' button, and an 'Add To Cart' button with a quantity of 1. The product details for the lemon spray include VCBC00007, MFG # CP1002VICTORIA, UNSPSC: 47131800, and a typical lead-time of 1-2 weeks.

##### c. Enter desired quantity. Click Add to Cart.

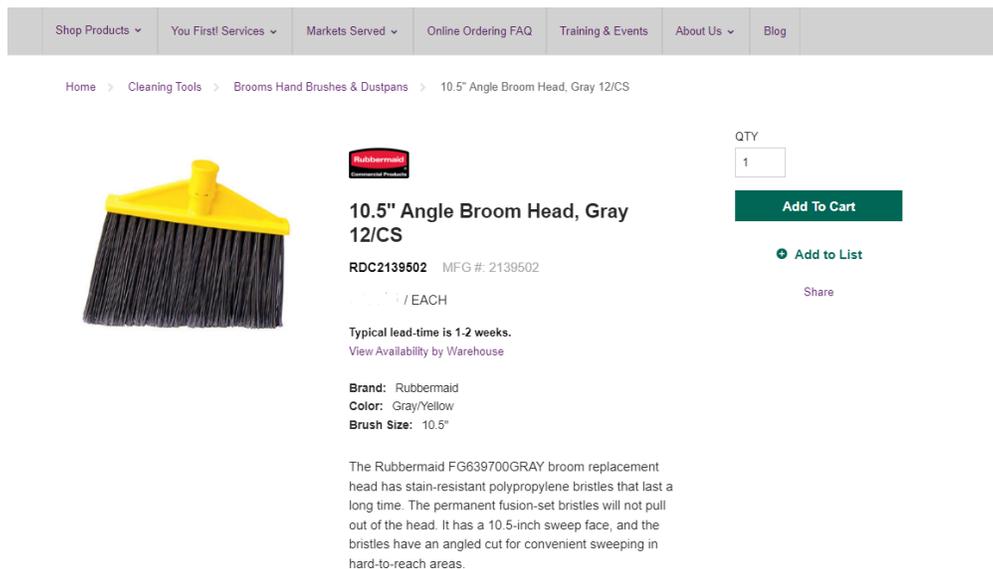
- B) Through My Lists.  
a. Create your list(s).  
i. Click Create List.



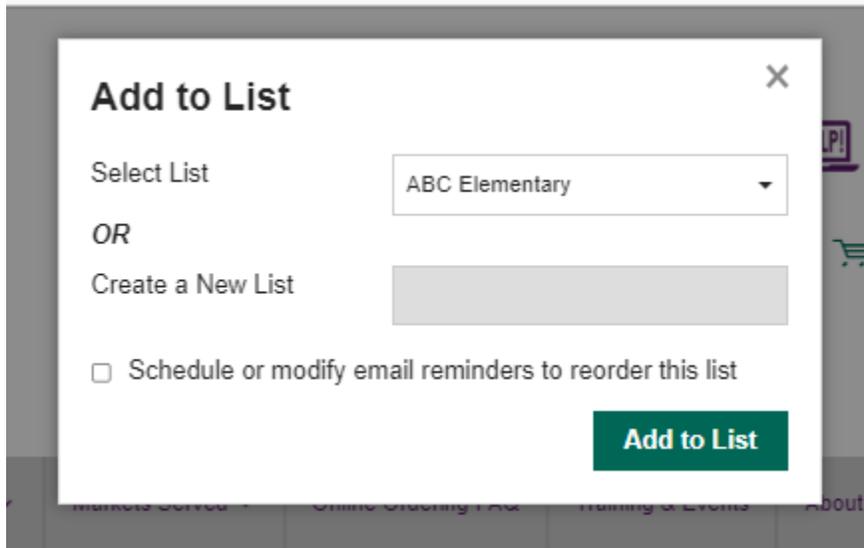
- ii. Give List a Name. ie: ABC Elementary, click Create List.

The 'Create List' modal form has a title bar with a close button (X). Below the title, it says '\* is required'. There are two main input fields: 'List Name \*' and 'Description'. The 'List Name \*' field contains the text 'ABC Elementary' and has a character count of '86 characters left.' below it. The 'Description' field is empty and has a character count of '300 characters left.' below it. At the bottom right of the form are two buttons: a gray 'Cancel' button and a green 'Create List' button.

- iii. Search for your product(s) using options listed in Step 3 (A).  
iv. Click Add to List.



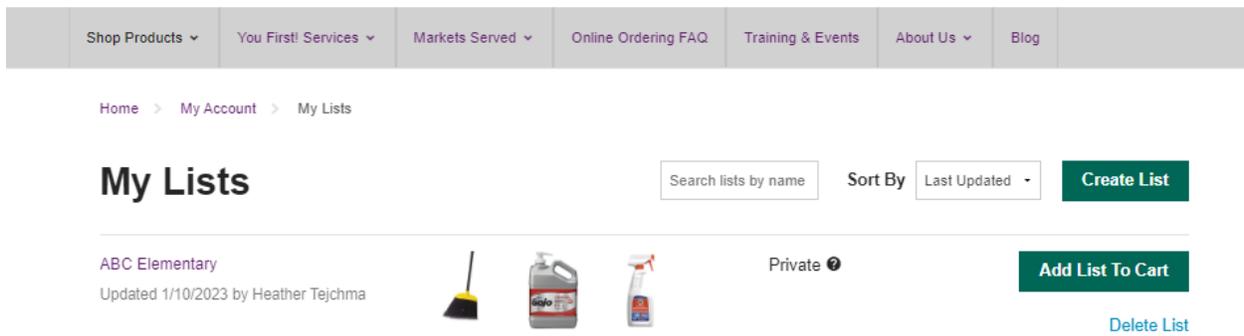
v. In dropdown, select desired list. Then click Add to List.



The screenshot shows a modal window titled "Add to List" with a close button (X) in the top right corner. Inside the modal, there are two options: "Select List" with a dropdown menu currently showing "ABC Elementary", and "OR Create a New List" with a text input field. Below these options is a checkbox labeled "Schedule or modify email reminders to reorder this list". At the bottom right of the modal is a green button labeled "Add to List".

vi. Continue steps iii.-v. until all desired products are on list.

b. You can order your entire list at once by clicking Add List To Cart.



The screenshot shows the "My Lists" page. At the top is a navigation bar with links: Shop Products, You First! Services, Markets Served, Online Ordering FAQ, Training & Events, About Us, and Blog. Below the navigation bar is a breadcrumb trail: Home > My Account > My Lists. The main heading is "My Lists". To the right of the heading are search and sort options: "Search lists by name", "Sort By", and "Last Updated" with a dropdown arrow. A green "Create List" button is also present. Below the heading, there is a list of items for the "ABC Elementary" list, updated on 1/10/2023 by Heather Tejchma. The items include a broom, a jug of disinfectant, and a spray bottle. The list is marked as "Private" with a lock icon. A green "Add List To Cart" button is located to the right of the items, and a blue "Delete List" link is at the bottom right.

- c. Or you can order individual items from your list by clicking on the list name. Adding quantity to your desired products. Click Add Selected To Cart.

## ABC Elementary

Schedule Email Reminder

Export

Share

Delete

Edit

Updated 1/10/2023 by Heather Tejchma Private

6 items

Search list by keyword or item

Add Items

Select All

Add Selected To Cart

Delete

Sort by:

Custom Sort

Edit Sort Order

Simplified View

|                                     |   |   |   |             |        |
|-------------------------------------|---|---|---|-------------|--------|
| <input checked="" type="checkbox"/> |    | <p>Rubbermaid</p> <p>Jumbo Smooth Sweep Angle Broom, Metal Handle, Black</p> <p>RDC638906BK MFG #: FG638906BLA</p> <p>QTY: 693</p> <p>Delete Add Note Added 1/10/2023</p>       | 4 | Add to Cart | / EACH |
| <input type="checkbox"/>            |   | <p>GOJO</p> <p>GOJO® Cherry Gel Pumice Hand Cleaner 1 gallon</p> <p>GOI2358-02 MFG #: 2358-02</p> <p>Typical lead-time is 1-2 weeks.</p> <p>Delete Add Note Added 1/10/2023</p> |   | Add to Cart | / CASE |
| <input checked="" type="checkbox"/> |  | <p>Procter and Gamble</p> <p>Tide Rust Stain Remover 32oz 3/Pack (3/CS)</p> <p>PGD48146</p> <p>QTY: 0</p> <p>Delete Add Note Added 1/10/2023</p>                                | 3 | Add to Cart | / PACK |
| <input checked="" type="checkbox"/> |  | <p>Procter and Gamble</p> <p>Tide Stain Remover 7.2 OZ Treatment Powder 14/CS</p> <p>PGD51046 MFG #: 51046</p> <p>QTY: 68</p> <p>Delete Add Note Added 1/10/2023</p>            | 2 | Add to Cart | / CASE |

**Step 4:** From there it is pretty intuitive! Just go to your "Cart", "Check Out", "Continue" (verify shipping address is correct), and "Place Order".