



everything for your office...

# Online Ordering Instructions

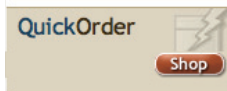
## 1. Logging-In To Your Account

Ordering online is easy. Start off by going to [www.gos1.com](http://www.gos1.com)

Enter your user name and password under the section titled **Shop Online**. Then click the button below that reads **Login**.  
Your User name and Password were included in your **Account Setup notification email**.



## 2. Quick Order



**Quick Order:** Take advantage of our easy Quick Order feature if **you do know the SKU numbers** for the items you would like to purchase.



You can quickly create an order or a favorites list here, if you already know the item numbers.

- To move from one field to the next, press the **Tab** key
- To quickly move between lines, press the **Enter** key
- The **ESC** key can be used to clear out the QuickOrder entry line
- Settings can be changed by clicking "QuickOrder Settings" above

QuickOrder Subtotal: \$0.00

Clear Hide Comments Add to Favorites Save Order to Cart

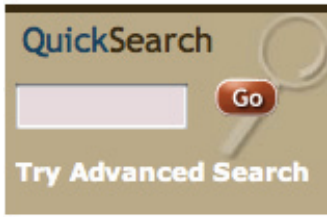
Delete	Item #	Qty	Your Price	Unit	Dept	Comments/Description
	<input type="text"/>	1	\$0.00			

Once inside Quick Order enter the part numbers in the spaces provided.

Clear Hide Comments Add to Favorites Save Order to Cart

QuickOrder Subtotal: \$0.00

### 3. Searching For Products



**Quick Search:** Take advantage of our easy Quick Search feature if **you do not know the SKU numbers** for the items you would like to purchase.

### Advanced Search

Use any combination of controls to limit your search.

Key Words

Item Number

Manufacturer

Limit to Items with These Attributes

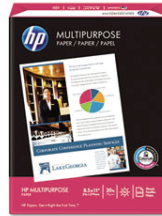
- Assembly Required
- GSA Product
- Made in USA
- Minority Produced
- New Product
- No Assembly Required
- Popular Product
- Recycled
- Shippable Product
- UPS Air Forbidden
- Special Priced Item

**Advanced Search:** This page allows you to search by keyword, item number or manufacturer. You can also limit your search to specific product attributes by checking one of the boxes below the search blanks.

### 4. Viewing Products

### Product Information

Item #: HEW112000



**Multipurpose Paper, 96 Brightness, 20lb, 8- 1/ 2 x 11, White, 500 Sheets/ Ream**

- Acid- free for archival quality.
- High- bright paper for everyday use.
- ColorLok™ technology resists smears and captures bolder blacks and brighter colors.

**Manufacturer:** HP

**Catalog:** Full Line Catalog

**Catalog page:** E65

[View more Office Paper](#)

Larger Image

Price: **\$6.99**      Packaging: Ream      Unit: Ream      Quantity:

[Add to Favorites](#)   [Add to Cart](#)   [Buy Now](#)

**Description**   [Product Details](#)   [Supplies & Accessories](#)

Extra bright and white for high contrast images perfect for everyday use. A versatile paper engineered for use in copiers, printers and fax machines.

**Add to Favorites:** This button lets you add an item to your list of favorites. By adding items to your list of favorites, you can quickly retrieve the items when you want to order them again. To add items to your list of favorites, click **Add to Favorites**.

**Buy Now:** This button lets you purchase an item immediately.

## 5. Shopping Cart



After you finish adding items, click **View** in the Shopping Cart portion of the web page to view all the items you've placed on the order.

The **My Shopping Cart** web page opens and lists all the items on your order.

**My Shopping Cart** Help

These are the items you have added to your shopping cart. You can **continue shopping** or **check out**.

Continue Shopping Print Empty Cart Save Changes Save Order Check Out **Subtotal: \$34.91**

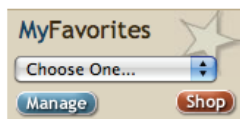
Item #	Your Price	Packaging	Quantity	Ext. Price	Delete
QUA50162	\$33.26 /Box	Box	1	\$33.26	<input type="checkbox"/> Delete
Kraft Coin & Small Parts Envelope, Side Seam, #1, Light Brown, 500/ Box Dept: <input type="text"/>					
Comments <input type="text"/>					
PIL38610	\$1.65 /Each	Each	1	\$1.65	<input type="checkbox"/> Delete
P- 700 Roller Ball Stick Gel Pen, Black Ink, Fine, Dozen Dept: <input type="text"/>					
Comments <input type="text"/>					

Print Empty Cart Save Changes Save Order Check Out **Subtotal: \$34.91**

Continue Shopping

The comments line is for your use only. These are not order instructions.

## 6. Favorites List



The **My Favorites** button allows you to manage your favorites list, choose from a drop down menu of existing favorites lists or shop for products to add to your favorites lists.

**Manage MyFavorites Lists** Help

Create MyFavorites lists to save and organize your frequently purchased items. To shop from or work with a MyFavorites list, select it from the list at the left. You may also create new lists.

Create New List

	List Name	Count	Shared
<input type="button" value="Select"/>	khagerty	0	
<input type="button" value="Select"/>	test	0	

**Details for Selected List**

Edit Delete Items Copy Share Shop

List Name: khagerty

Comments:

Item Count: 0

Modified: 1/18/2010

Created: 1/18/2010

Edit Delete Items Copy Share Shop

Show Products By Category  
*(Categories will only display when there are more than 25 products in the selected Favorites List.)*

On the **Manage My Favorites** page, you can save and organize your frequently purchased items. Here, you can create new lists, edit your lists, delete items from your lists or copy and share your favorites lists.

## 7. Checking Out

**Check Out**

Click on the red **Check Out** button on the **My Shopping Cart** page to review and complete your order.

[Help](#)

### Review and Complete Your Order

Please review your order, and then click Place My Order to submit it. Required fields have **red labels** and an asterisk.

<b>Billing Address</b>
KEITH HAGERTY 118 SOUTH WASHINGTON AVEN GREENVILLE, SC 29611

<b>Specify Cost Center</b>
Current: - KEITH HAGERTY
Select >> Select or Start Typing...

<b>Attention</b>
Select Blank Attention
or Specify

<b>Shipping Address</b>
KEITH HAGERTY 110 EAST FRONTAGE ROAD GREER, SC 29651

<b>Specify Purchase Orders</b>
Long PO: <input type="text"/>
Short PO: <input type="text"/>

<b>Shipping Method</b>
<input checked="" type="radio"/> (\$0.00)

## 8. Online Ordering Support

If at any time you need additional help with online ordering please contact:

**Keith Hagerty**  
**phone: 800.277.0208, ext. 183**  
**email: khagerty@gos1.com**

## 9. FAQs

### How do I find to find the low-cost product alternative?

Look for the Universal brand products for the best value.



#### Choose Available Alternates When Suggested

To activate the “item substitutions”, click on the red “add to cart” button. If an item substitution is available, a page will appear entitled “Item substitutions.” Here, you view alternative products and choose to add them to your order.



#### Item Substitutions

Please select a substitute for each item shown below.

Line: 4 Quantity: 1  
MMM654YW: \$11.88/Pack -- Original Notes, 3 x 3, Canary Yellow, 12 100- Sheet Pads/ Pack  
UNV35668 has been substituted for MMM654YW.

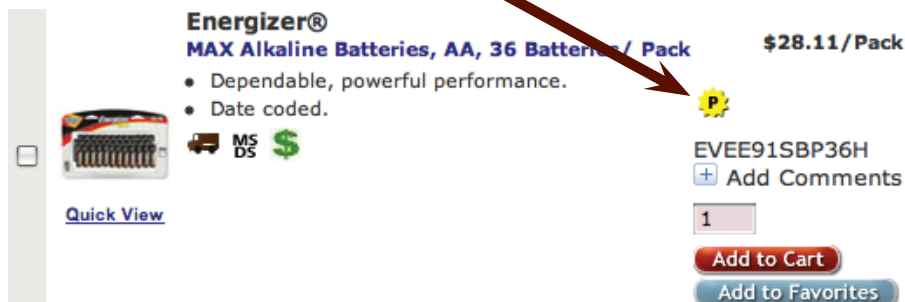
Line: 5 Quantity: 1  
MMM653YW: \$6.99/Pack -- Original Notes, 1- 1/ 2 x 2, Canary Yellow, 12 100- Sheet Pads/ Pack

Please choose from the following Alternates:

- UNV35662 Price: \$2.85/Pack Desc: Standard Self-Stick Notes, 1-1/2 x 2, Yellow, 12 100-Sheet Pad/Pack
- Use original item for order

### What do the Starburst icons indicate?

The “C” starburst indicates that it is a contract item, which includes state contract and special contract items specific to you. “P” indicates that the item is a promotional price. If the user mouses over the “C” or the “P” it will show them spelled out “contract price” or “promotional price”.



## How can I order more efficiently each time I log in?

### Build a Favorites List

We highly suggest that each user build a favorites to help reduce repetitive searching. This feature allows you to select the best item and always have it right there in your specific favorites.

**Manage MyFavorites Lists** Help

Create MyFavorites lists to save and organize your frequently purchased items. To shop from or work with a MyFavorites list, select it from the list at the left. You may also create new lists. Create New List

	List Name	Count	Shared
Select	khagerty	0	
Select	test	0	

**Details for Selected List**

Edit Delete Items Copy Share Shop

List Name: khagerty

Comments:

Item Count: 0

Modified: 1/18/2010

Created: 1/18/2010

Edit Delete Items Copy Share Shop

Show Products By Category  
*(Categories will only display when there are more than 25 products in the selected Favorites List.)*

## How do I approve an order?

The ability to view this page depends on the approver type. If you are the individual whose order is awaiting approval, the **Pending Approval page** does not appear. If you are a mid level or top level approver, this page is available as long as you are part of the approval group. Orders you have previously approved or denied appear on the **Approval History tab**.

Home **My Account** My Orders Shopping Featured Items HON Furniture

Choose Account Help

Machine Matching ▶

Manage Credit Cards

MyFavorites Lists ▶

News

**Order Approval** ▶ Show Legend

Pay Invoices Approval Settings

Rewards

Saved Orders

Update My Information

Edit Budget

**Pending Approval**

The following orders are pending your review. You can view the detailed lines for any order by clicking the plus sign next to the order. You may also approve or deny an entire order by checking the box next to the order and clicking the 'Approve' or 'Deny' button at the top or bottom of the list of orders.

Approve Deny

All	Status	View	Submitted By	Department	Total	Date ▼	Purchase Order
No orders to display.							

Approve Deny

Select **My Orders** from the pull down menu and choose **Order Approval**.

Click the **Pending Approval** tab.

This tab displays only those orders that are awaiting your review. The Total column displays the order's total, including tax. You can re-sort the orders by clicking the **Submitted By, Department, Date, and Purchase Order** headings.

You can approve or deny entire orders or specific line items. You can also modify the existing order.

Use the Payment Method Override options to change the payment method to use for your order.

Click **Approve Order** to approve the entire order. Items that are on the order that are not marked to be deleted will be approved.

Click **Deny Order** to deny the entire order. You will be prompted to enter a reason why you are denying the entire order.

## If I am an order approver, how do I set up the “Out-of-office Approval” system?

1. Click on “**My Account**”, **Order Approval** then **Out of Office Approval Forwarding**.

The screenshot shows a navigation menu with the following items: Home, My Account, My Orders, Shopping, Featured Items, HON Furniture. The My Account dropdown menu is open, showing: Choose Account, Machine Matching, Manage Credit Cards, MyFavorites Lists, News, Order Approval, Pay Invoices, Rewards, Saved Orders, Update My Information, and Edit Budget. The Order Approval sub-menu is open, showing: Approval History, Out of Office Approval Forwarding, and Pending Approval. The Out of Office Approval Forwarding option is highlighted. Below the menu, there is a table with columns: All, Status, View, Submitted By, Department, Total, Date, and Purchase Order. The table is currently empty, displaying "No orders to display." There are "Approve" and "Deny" buttons at the top right and bottom right of the table area.

2. Click **Enable Approval Forwarding**.

## Approval Forwarding

Approval Forwarding Status: Off

**Enable Approval Forwarding**

**Continue**

3. Set the start and end dates /times or leave them blank to set forwarding indefinitely.

## Approval Forwarding

Help

Enable forwarding for specific times (leave blank to enable forwarding indefinitely)

Start Date: 8/11/2011 12:00 AM

End Date: 8/11/2011 12:00 AM

**Previous**

**Next**

4. Select or type the User's name from the drop down that you want to be set to approve the orders. The user can select from the entire company's list of users as this is a temporary assignment in most cases. Click the **Assign Temporary Approver** button and then click **Finish**.

## Approval Forwarding

Help

Select Account: 9232 - KEITH HAGERTY

Available User(s):

Keith Test (khagerty@gos1.com)

**Assign Temporary Approver**

Temporary Approvers:

Name	Email	User Name
No Temporary Approvers Assigned		
Count :		

**Previous**

**Finish**