



PARKWAY SCHOOLS
HIGHER EXPECTATIONS. BRIGHTER FUTURES.

Online Ordering Guide

Username: (Your e-mail address)

Password: Password

Upon log-in you will be asked to update your password.



How to Order Online

- Go to www.offess.com
- Enter your Username (your e-mail address) and your password (not case sensitive)
 - *Tip: Should you forget your password please email customer service for assistance*

How To Place An Order

There are several ways to place an order (Part numbers must include the Manufacturer prefix+ part number; no spaces).



1. **Quick Order (top tool bar):** If you know the part number you want to order - Use in conjunction with the catalog. Note: Pricing indicated is your pricing.
2. **Search (magnifying glass):** Type in keyword(s). Refine results by subcategory, brand, type, color, recycled content, etc. Then sort by best match, brand, price, etc. (ex. Black Sharpie)
3. **Browse:** By Product Category & then drill down by Sub-Category. Refine results as previously outlined. (ex. Desks and Workstations) (ex. Chairs)

Favorites Lists

Favorites lists allow you to save your most commonly ordered items on a convenient list located in the top navigation bar of our site. Items can be easily added to your favorites list. See below.



The screenshot shows the top navigation bar of the Office Essentials website. The 'Favorites Lists' link is highlighted with a red box and a red arrow. Below the navigation bar, there is a search bar and a login section. The main content area features a 'green works' dishwashing liquid advertisement and a 'Smart Choice' section with three bullet points: 'Rethink time.', 'Rethink costs.', and 'Rethink carbon.'

My Account | Quick Order | **Favorites Lists**

office essentials

Rethink the essentials.

Search for thousands of products

Username
Password

Login [Forgot password?](#) [Forgot username?](#)

Office Products | Technology | Furniture | Breakroom / Janitorial | Ink & Toner

Cleans Up Nicely!
Better for you.
Better for the environment.

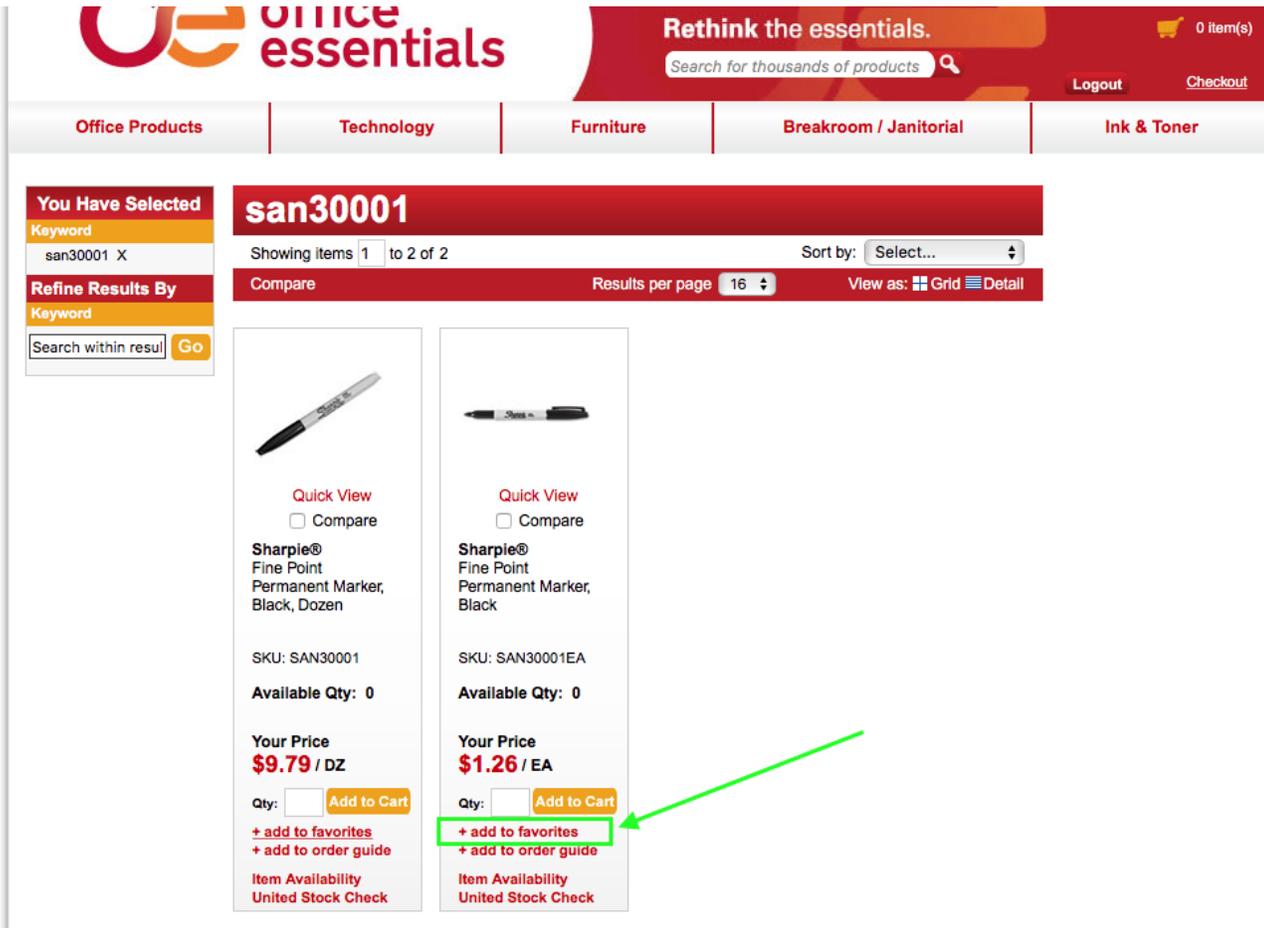
green works
naturally derived
dishwashing liquid
cuts through grease and baked-on foods

WORK ECO-NOMICALLY
Savings that will make you smile.

Smart Choice
Our custom programs and solutions help you rethink the true essentials of business.

- Rethink time.
- Rethink costs.
- Rethink carbon.





You Have Selected
Keyword: san30001 X

Refine Results By
Keyword: Search within result

san30001
Showing items 1 to 2 of 2 Sort by: Select...
Compare Results per page 16 View as: Grid Detail

Product 1:
Quick View Compare
Sharpie® Fine Point Permanent Marker, Black, Dozen
SKU: SAN30001
Available Qty: 0
Your Price: **\$9.79 / DZ**
Qty:
[+ add to favorites](#)
[+ add to order guide](#)
Item Availability: United Stock Check

Product 2:
Quick View Compare
Sharpie® Fine Point Permanent Marker, Black
SKU: SAN30001EA
Available Qty: 0
Your Price: **\$1.26 / EA**
Qty:
[+ add to favorites](#)
[+ add to order guide](#)
Item Availability: United Stock Check

Additional “How to” Information

The **My Account** section has several features:

- View and reprint invoices.
- Customer Purchase History. This is a living automatic shopping list of all items bought by your store location making it easy to find and reorder previously ordered items.
- Quick Search feature to pull up recent orders or invoices.

Saved Orders

Saved orders allow you to build multiple orders over time and then place the orders when you're ready. You can switch between the orders and work on them individually.

Tip: If you only have one order to build up over time, you do not need to save it. You can just leave it in your cart and continue adding to it each time you log in.

To save an order, view your cart, and then click the Save Cart link in the grey header bar. This will clear your cart and save the order under the Saved Orders tab.

To retrieve a Saved Order, or see orders that are on hold Pending Approval by your approver, click on the Saved Orders link in the red header at the top of the page.

When you click Make Active, if you have items in your cart currently, you have several options as follows:

Confirm Make Cart Active

You currently have 1 item(s) in your cart, which total \$9.99.

What would you like to do?

- Switch:** place saved order in cart and move cart to a saved order.
- Replace:** empty the cart and replace it with the saved order.
- Add:** place the saved order in your cart, along with its current contents.
- Cancel:** go back to the previous page.

[Go >>](#)

Request a Return

Click on the "My Account" tab at the top of the web site, then click "Lookup Orders, Invoices & Quotes" under the first section on the resulting page. Then follow these steps:

1. Click on the "Invoices" button to show invoiced orders.
2. Mouse over the Invoice number and choose "Request a Return".

After following these steps, you'll be greeted with the Request Item Return page. You can either Return All items, or enter quantities and select a reason for the items you do wish to return. When ready, click on "Submit" to complete your request.



Once your request has been submitted please have your item(s) for return available for the OE driver to pick up within the next two business days. Once your item(s) has been picked up it will be processed and you will receive a credit to your account (you can find this credit online under Order History).

Order History

To look up your order history, click on the “My Account” tab at the top of the web site. On the My Account page, click on “Lookup Orders, Invoices & Quotes”. You can select what to search for in the first box.

Description of Order Types:

- **Sales Orders:** These are all orders you have placed. The status column will provide more information as to whether it is completed and invoiced. When you click on the sales order number to view the detail, you can also find a link on that page to the invoice that was created.
- **Invoices:** These are all your invoices for completed orders. You can reprint invoices and request returns from this page. To reprint an invoice, click on the invoice number, then choose Printable View.
- **Sales Quotes:** These are quotes that have been entered for your review.
- **Purchased Items:** This option allows you to search all your past orders for a product.

Checkout

When your order is complete, review your shopping cart, and adjust quantities if necessary. If you are not ready to checkout select the “Save Cart” feature.

If you're ready to place your order, proceed to “Checkout”

1. Confirm your delivery address
2. Confirm your order information
3. Enter your Purchase Order #
4. Review and submit!

My Account | Quick Order | Favorites Lists

office essentials

Rethink the essentials.

Search for thousands of products

WELCOME, ALTON!

CART 1 Item(s)

Logout Checkout

Office Products Technology Furniture Breakroom / Janitorial Ink & Toner

Checkout

Step 1 Delivery Address Step 2 Order Info Step 3 Review & Submit

Order Information

Please enter order information.

Enter your promo or coupon code:

Purchase Order #:

Billing Code:

Special Instructions:

e-mail: crown109@crownoptical.cc

Telephone:

Pick Different Ship To Cancel Next >>

Questions

- For product questions, deliveries or returns, contact Customer Service at 866-251-9802 ext. 1 or customerservice@offess.com
- For special quotes, new user set up or program questions, contact Jim Landholt at 866-251-9802 ext. 204 or jlandholt@offess.com

