

# MyOfficeProducts

A HiTouch Company. Called This For a Reason. Experience Why.<sup>SM</sup>

## 6 Simple Steps To Navigating MyOfficeProducts Website

### #1 Signing On To [www.MyOfficeProducts.com](http://www.MyOfficeProducts.com)

Enter your Login & Password in the box to the right of the screen.

Login:  
  
Password:

### #2 Searching For Items

Type a description or item number in the Search Center located to the left of the page and click Go. You may also browse categories using the blue tabs at the top.

Search Center  
Item#/UPC/Brand/keyword

### #3 Adding Items To Your Cart

After you have selected an item, simply input your QTY amount in the box and click ADD to CART. If you know your item numbers, you can simply type them into Turbo Quick Order, located under the Ordering Ctr. Lastly you may add items to your cart via Company or Shopping lists created to the right of the page.

QTY:   
  
**Ordering Center**  
Advanced Search  
Turbo Quick Order  
Shopping List  
Please Choose  
Company List  
Please Choose

### #4 Using a Coupon

Input the Coupon Code at the Checkout page or View Cart page. Enter the code in the Coupon ID box and click Apply Coupon. Please note that you will not see the discount applied, until you click checkout.

Coupon ID:

The discount will be seen on the confirmation page.

Line Total	84.65
Tax Total	7.37
Discount:	\$-5.00
Grand Total	\$87.02

### #5 Shipping Location

If you have multiple Ship To locations, make sure the correct address is selected. You do this by clicking on the magnifying glass to the right of the Ship To box. Click the button next to the ship to of your choice.

Ship To:

### #6 Checking Out

When viewing your cart you will see the Checkout Link. Click the link and that will take you the Confirmation Page. On this page you may add: a PO #, Credit Card, Delivery or Internal notes. Please note you may skip the above and simply click Confirm and your order will be placed. The order number will appear at the top of your screen, for reference.

Line Total 84.65  
Tax Total 7.37  
Discount: \$-5.00  
Grand Total \$87.02  
Cost Center  
PO Number  
Attention  
Credit Card Type  
Credit Card Number  
Credit Card Expire  
Credit Card Reference  
CC Name  
CC Address  
CC City  
CC State  
CC Zip  
Delivery Instructions  
In House Comments

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