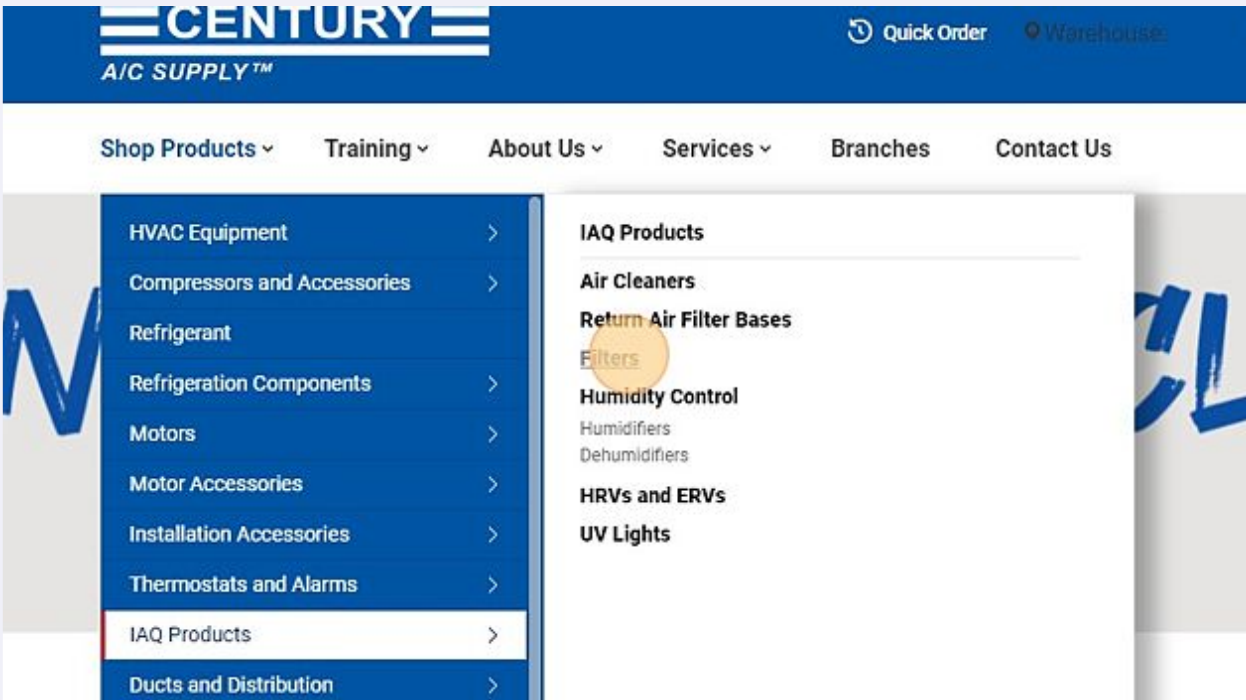





Creating a Worksheet from Product View

Create custom shopping lists to quickly access commonly placed orders or groups of items to check out in just a few clicks.


1 Select a category to shop in the "Shop Products" tab.



2 Select a product to view full details.

 <input type="checkbox"/> Compare 200320 MEDIA 16X25 RPL FOR HW FC100A1029 \$36.30 / EA Quantity On Hand : 0 Network Quantity : 2 <input type="text"/> <input type="button" value="ADD TO CART"/>	 <input type="checkbox"/> Compare 200330 MEDIA 20X25 RPL FOR HW FC100A1037 \$36.30 / EA Quantity On Hand : 0 Network Quantity : 0 <input type="text"/> <input type="button" value="ADD TO CART"/>	 <input type="checkbox"/> Compare 200515 50070171-002 TRUEDRY FLTR \$31.30 / EA Quantity On Hand : 0 Network Quantity : 66 <input type="text"/> <input type="button" value="ADD TO"/>
---	--	---

3 Enter a quantity number.

	Price \$36.30 / EA
	Quantity <input type="text"/> Price per Product
	Select Warehouse <input type="text" value="Beltway (0)"/>
	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="Add To Cart"/> <input type="button" value="Add Item To Worksheet"/> <input type="button" value="Select A Worksheet"/>
DOCUMENTS	

4 Click "Select a Worksheet".

Price \$36.30 / EA

Quantity Price per Product

Select Warehouse Beltway (0) ▾

- 4 + Add To Cart

Add Item To Worksheet

Select A Worksheet ▾

5 Enter a worksheet name and add a comment/description.

Create New Worksheet

Enter Worksheet Name

Enter Comment

CREATE

bmcclore@centuryac.com

About Us

MEDIA 20X25 RPL

Search keyword or item #...

MEDIA 20X25X4.5

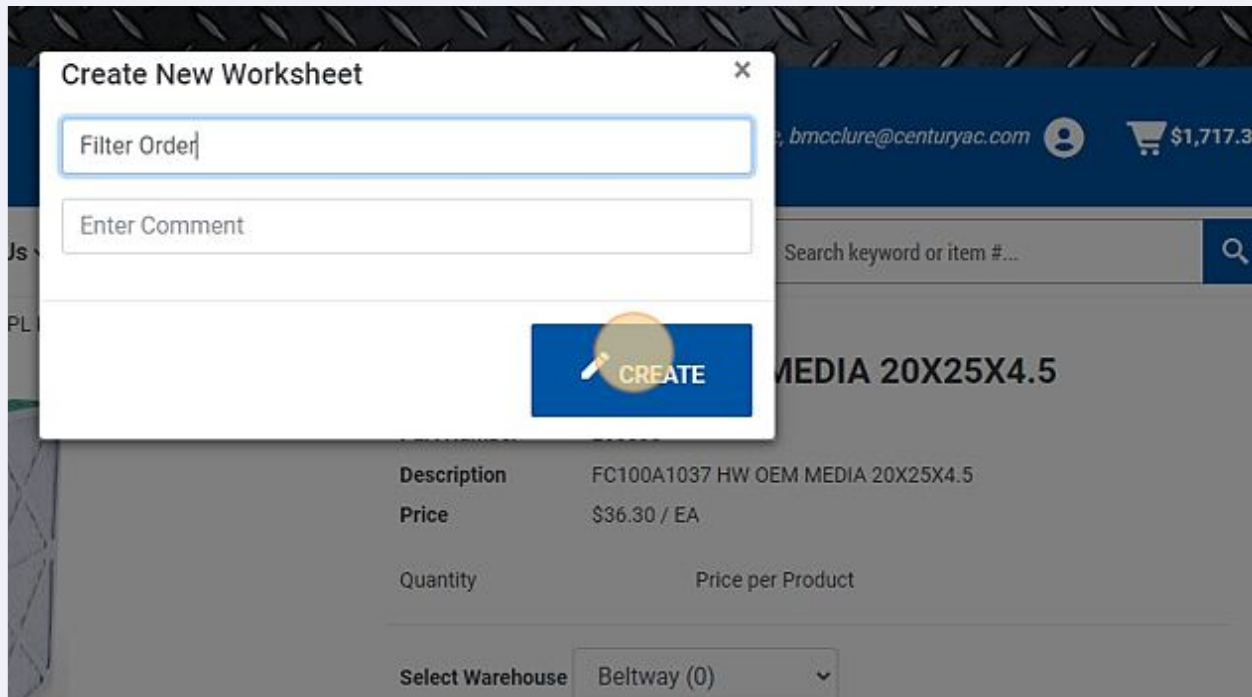
Description FC100A1037 HW OEM MEDIA 20X25X4.5

Price \$36.30 / EA

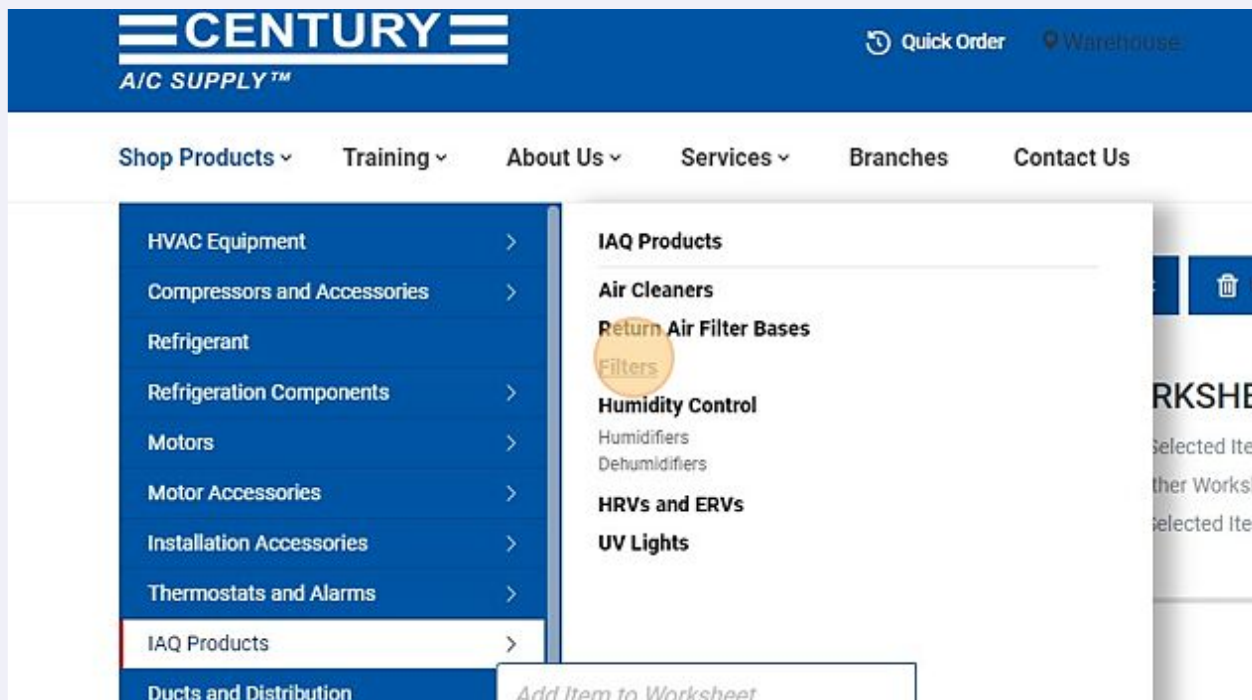
Quantity Price per Product

Select Warehouse Beltway (0) ▾

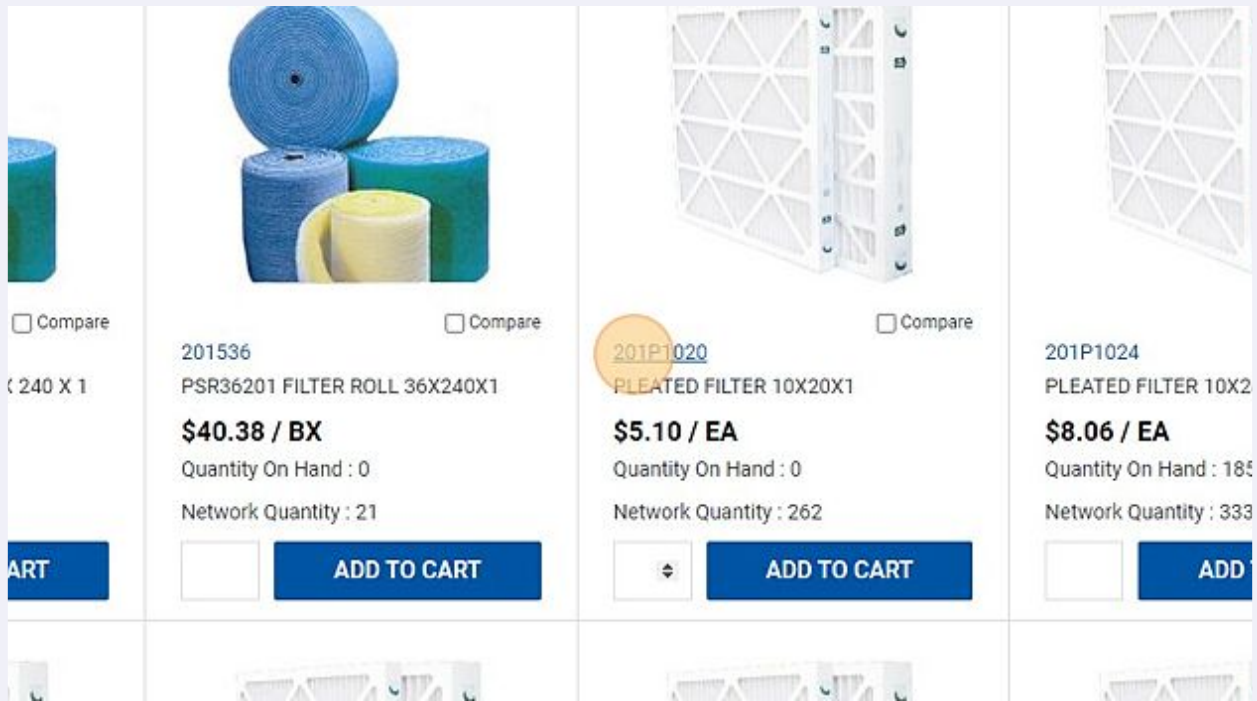
6 Click "Create" to create a new worksheet.



7 Select a category to shop in the "Shop Products" tab.

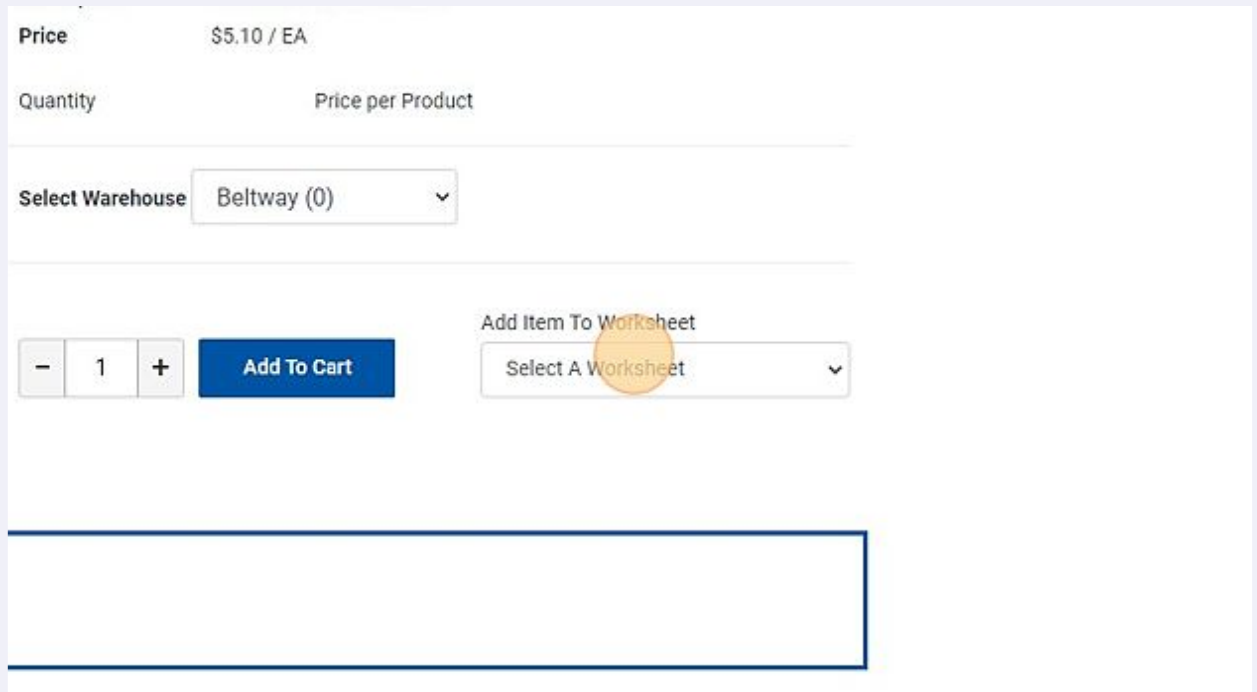


8 Select another product to view full details.



A grid of four product cards. The first card shows a roll of blue filter material. The second card shows three rolls of filter material (blue, yellow, green) and is titled '201536 PSR36201 FILTER ROLL 36X240X1' with a price of '\$40.38 / BX'. The third card shows a white pleated filter and is titled '201P1020 PLEATED FILTER 10X20X1' with a price of '\$5.10 / EA'. The fourth card shows another white pleated filter and is titled '201P1024 PLEATED FILTER 10X20X1' with a price of '\$8.06 / EA'. Each card includes a 'Compare' checkbox, a quantity input field, and an 'ADD TO CART' button.

9 Click "Select a Worksheet" to add item to an existing worksheet.



A form for adding a product to a cart and worksheet. It includes a 'Price' field showing '\$5.10 / EA', a 'Quantity' field, and a 'Price per Product' field. Below these is a 'Select Warehouse' dropdown menu with 'Beltway (0)' selected. At the bottom, there is a quantity selector with minus, 1, and plus buttons, an 'Add To Cart' button, and an 'Add Item To Worksheet' dropdown menu with 'Select A Worksheet' selected. A large empty rectangular box is located below the form.

10

When viewing your worksheet in your "My Account" page, click "Qty" to adjust product quantity.

Description	Price	Qty	
MEDIA 20X25 RPL FOR HW FC100A1037	\$36.30	<input type="text" value="4"/>	
PLEATED FILTER 10X20X1	\$5.10	<input type="text" value="1"/>	

[Update Worksheet](#) [Add Selected to Cart](#)

11

Click "Update Worksheet" to save new quantity number.

Item Number	Description	Price	Qty	
	MEDIA 20X25 RPL FOR HW FC100A1037	\$36.30	<input type="text" value="4"/>	
	PLEATED FILTER 10X20X1	\$5.10	<input type="text" value="6"/>	

[Update Worksheet](#) [Add Selected to Cart](#)



12

When you are ready to order from your worksheet, click the "Select All Items" field.

View Order History
Import Shopping List
View Item History
View Open Quotes
View Open Orders
Change Warehouse
Upload Orders
Billtrust Account
Credit Line Increase Request

Edit Comment

Add Item to Worksheet +

Select All Items

	Part Number	Description
<input type="checkbox"/>	200330	MEDIA 20X25 RPL FOR
<input type="checkbox"/>	201P1020	PLEATED FILTER 10X20

Delete Selected from Worksheet

13

Click "Add Selected to Cart". Your items will now appear in your shopping cart to check out.

	Price	Qty	
R HW FC100A1037	\$36.30	<input type="text" value="4"/>	
20X1	\$5.10	<input type="text" value="6"/>	

Update Worksheet Add Selected to Cart

CTOR RESOURCES

STAY UP TO DATE

