



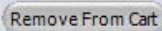
Quick Reference Ordering Products



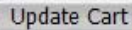
Guest Customers & Customers with logins: Can browse catalog or use the search box & send products to the Order Pad (also known as Shopping Cart).

Customers with logins ONLY: Can also open previous templates, quotes, or draft orders on file

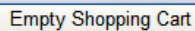
Shopping Cart Contents - if you add product(s) to the cart from the Search box at the top or the Catalog Buttons on the left and click the VIEW CART tab near the top you will go to this screen.

 Remove From Cart

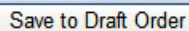
Remove from Cart button allows you to remove items from the cart.

 Update Cart

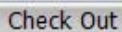
Update Cart button - change the quantity in the box next to each product and click the button

 Empty Shopping Cart

Empty Shopping Cart - removes all the products listed on this screen

 Save to Draft Order

Save products for future order. It will ask for a PO# & type of order to save it as (draft, quote, or template) then click submit. You will be able to find this order under your My Accounts section.

 Check Out

Check out button allows you to place the order with the products you have listed.

Account Manager – has a section called “Create and Review Orders” which contains Saved Draft Orders, Quotes, and Templates. Clicking on any of these brings you to the orderpad (aka shopping cart).

OrderPad Header - Click the EDIT HEADER link to fill out your information. Don't forget to click the Submit button once complete so it will save your information.

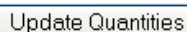
Order Pad Product Entry - In the Part# field, enter a part #, manufacturer #, keyword(s), or quick hit.

- Enter a Coburn's Part # or quick hit correctly in the part# box & click the Go button. The product will appear on your order pad.
- Enter a manufacturer # or keyword(s) & a pop up will open. It contains a listing of products that have that mfg # or keyword(s). Scroll through the pages by clicking the #s at the top. Click on the description for another window to open that contains product information. Once you find the product you are interested in you can click ADD TO CART on the left hand side & it will add that product to your cart. Or you can click the CANCEL button near the bottom to close the pop-up.

Products on the OrderPad - Click the description of a product on your orderpad for a window to pop up with more information on that product.


Below each product description you will see under each product:

- The Manufacturer # and the Coburn's Part#
- Qty Avail: the quantity available at the branch you are logged in at
- If you are a guest customer you will only be able to see the quantity available at all of the locations
- Total Avail: the total available at all of the Coburn's locations
- Price: This is your price for 1 product
- Ext Price: This is your price for the total quantity of the products you want

 Update Quantities

Change quantity of an item

You can change the Qty of each product in the box to the left and click the button.

 You can delete a product off the order pad by clicking the trash can to the right of the product.

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Complete your Order - To complete your order choose a button(s) at the bottom of the page. Choices are different depending on if you are in your quotes, templates, or draft web orders.(located in Acct Manager)



Draft Order Buttons

Send to Cart - Allows you to complete the ordering process. Fill in the necessary info, reviewed & submitted it then within 10 minutes your order will be printed at the branch you are logged into.

Save as a Template - Save this list of products if you would like to use again in the future. A link to your templates can be found under the Account Manager.

Send to your printer - Clicking this button prints out a copy of this page.



Template Buttons

Send to Cart - Allows you to complete the ordering process. Fill in the necessary info, reviewed & submitted it then within 10 minutes your order will be printed at the branch you are logged into.

Save as a Quote - Allows you to store your info in your Quotes section (located in Account Manager).

Send to your printer - Clicking this button prints out a copy of this page.



Quotes Button

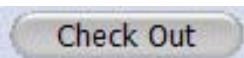
Send to Cart - Allows you to complete the ordering process. Fill in the necessary info, reviewed & submitted it then within 10 minutes your order will be printed at the branch you are logged into.

Save as an Order - Allows you to store your info in your Draft Web Orders (located in Account Manager.)

Save as a Template - You can save this list of products if you would like to use again in the future. A link to your templates can be found under the Account Manager.

Create invoice - Clicking this button allows you to create an invoice/quote to give to your customer

Send to your printer - Clicking this button prints out a copy of this page.



Finalizing Order – Sending to Cart

Ready to place an order? Click SEND TO CART button or the CHECK OUT button depending on which screen you are at when you are ready to check out.

Shipping/Billing - On this screen you will have to fill out the Billing and Shipping information.

If you click the box that says 'Shipping Information is the same as Billing Information' then it will use the information you entered on the left side. Once you are finished click the Continue Button.

Special Instructions and Payment Screen - Make any changes to header. Choose the Shipping Method. Special Instructions box allows you to enter any comments. Choose Payment Options.

Invoice Detail - The final screen shows you everything you entered for your order. It is recommended that you print this page for your records. You will also receive an e-mail confirmation with this information.

For more Quick References, go to <http://www.coburns.com/site/help.aspx>