

WEBSITE GUIDE

supplies.co.nz

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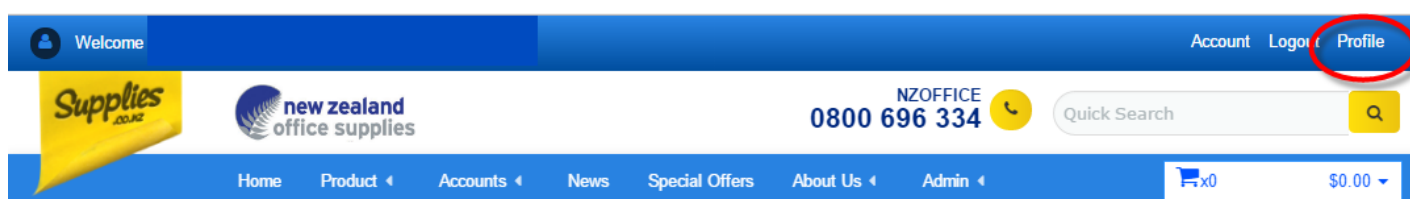
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Login to our secure website, using the username and password that you have received.

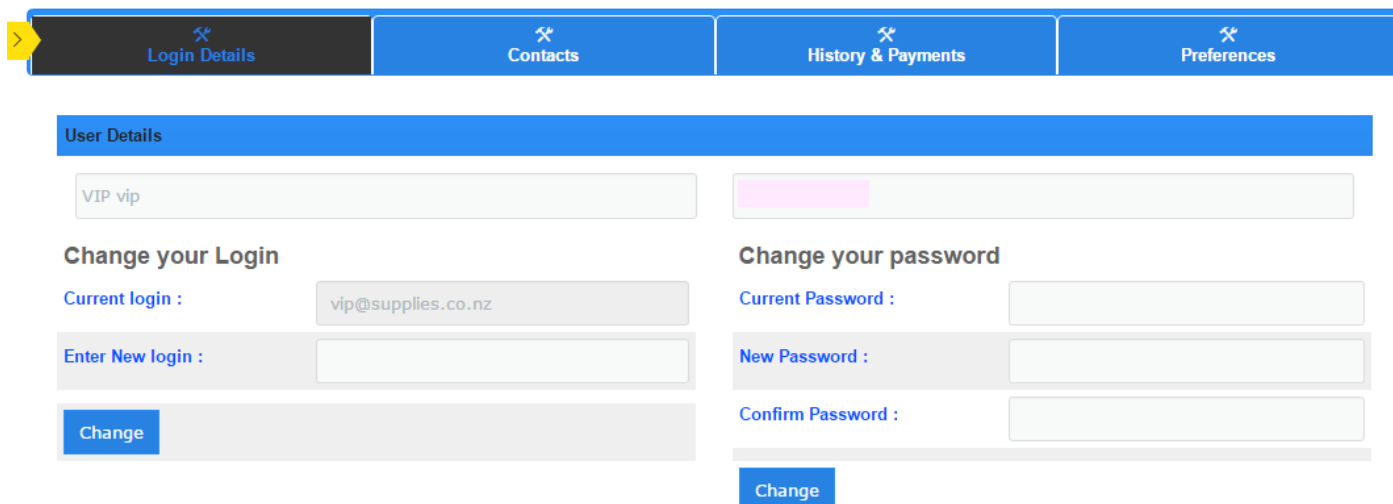
If you wish to change

- Your password
- Your name
- Your email address used for logging in

From the login page select profile



The following screen will be displayed.

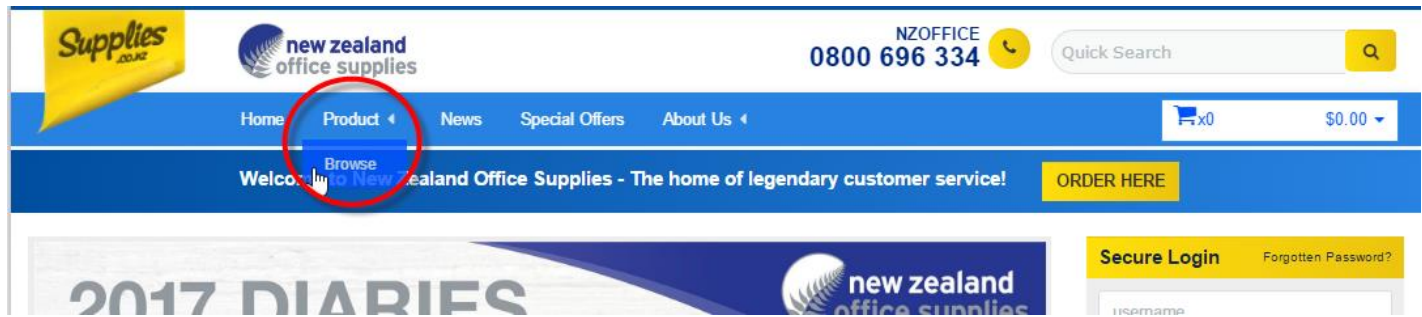


1. Creating an Order

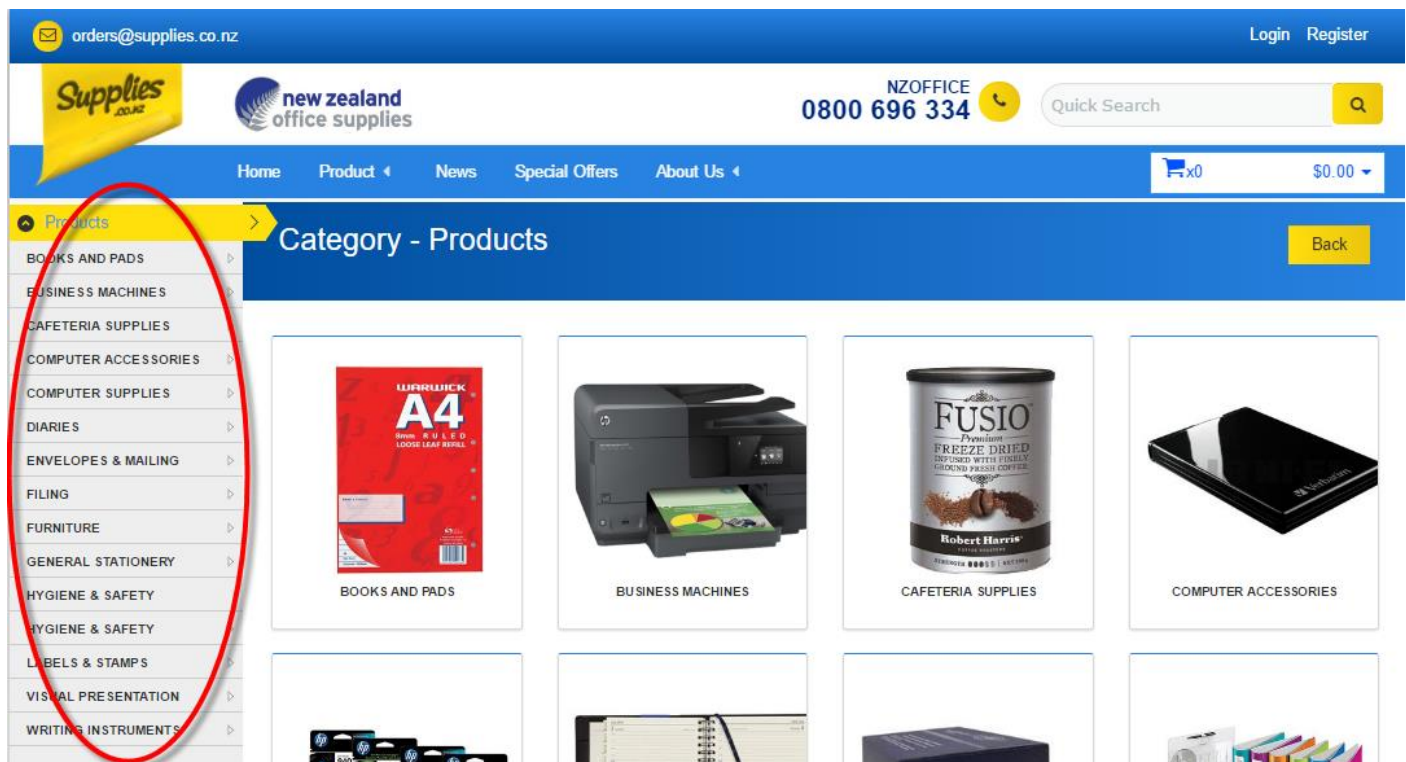
The process of creating an order is based on items being added to a 'shopping trolley', just like shopping in the supermarket, you add items to it and then checkout the order. You can achieve this in several ways.

a) Adding by Navigation

If you hover over the word PRODUCT a drop-down menu appears,



click BROWSE. This will populate a category list to the left of the screen.



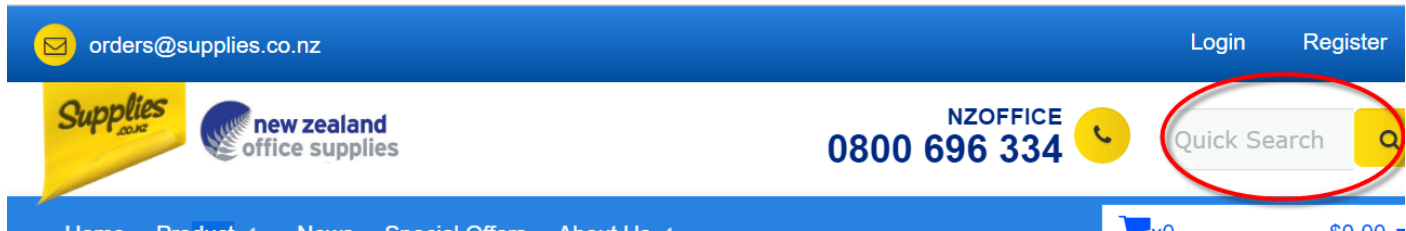
Select a category to expand that range further and keep selecting the sub category until you find yourself at a list of products.

Click on the item that you would like to order. If you want to order more than one, click the plus icon until you reach the number required, or type the quantity directly in to the box.

Click BUY. You will see a green notification bar appear briefly at the top right hand corner of the site with a tick and the item will be added to your shopping trolley.

b) Adding by Search

At the top right of the screen is a quick search box and a magnifying glass.



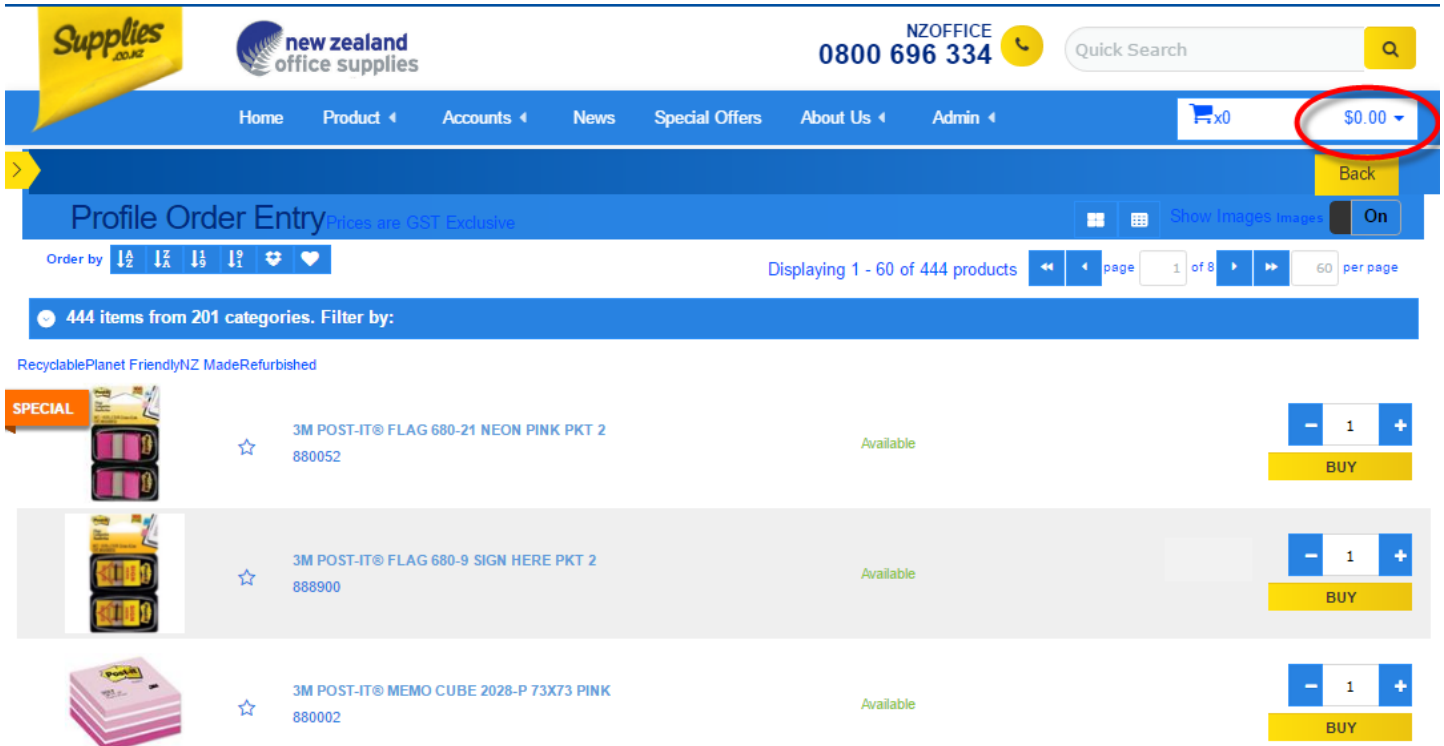
You can enter a name of a product eg Foldback and hit the enter key or click the magnifying glass to initiate a search. This will bring up a list of items associated with the word, or if you know the product code you can enter that to return just that product.

c) Rapid Order

If you are a customer with a core range, you use rapid order to order the products required from your core range. Select Product, Rapid Order



The following screen will be displayed.

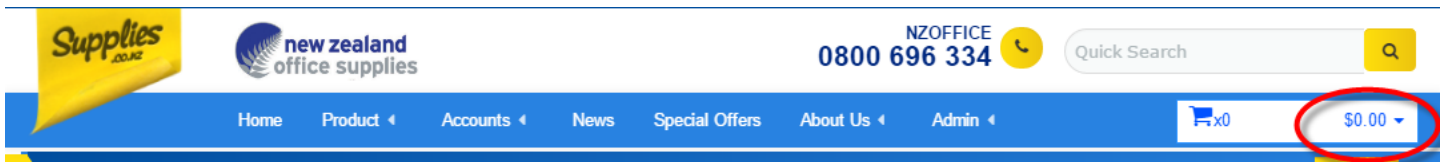


The screenshot shows the website's header with the logo, contact number (0800 696 334), and a search bar. Below the header is a navigation bar with links: Home, Product, Accounts, News, Special Offers, About Us, and Admin. On the right of the navigation bar is a shopping trolley icon with 'x0' and a price of '\$0.00', which is circled in red. Below the navigation bar is a blue banner with 'Profile Order Entry' and 'Prices are GST Exclusive'. Below the banner is a section for '444 items from 201 categories. Filter by:' with a list of filters: Recyclable, Planet Friendly, NZ Made, and Refurbished. Below the filters is a list of products, each with an image, a star icon, a description, a status (Available), and a 'BUY' button. The products are: 3M POST-IT® FLAG 680-21 NEON PINK PKT 2 (880052), 3M POST-IT® FLAG 680-9 SIGN HERE PKT 2 (888900), and 3M POST-IT® MEMO CUBE 2028-P 73X73 PINK (880002).

Select the product and the quantity required and click BUY. You will see a green notification bar appear briefly at the top right hand corner of the site with a tick and the item will be added to your shopping trolley.

2. Viewing Items in your Shopping Trolley

You can view items in your shopping trolley at any time, simply select the down arrow next to the shopping trolley icon at the top right of your screen.



This screenshot is identical to the one above, showing the website's header, navigation bar, and product list. The shopping trolley icon with 'x0' and '\$0.00' is circled in red.

3. Creating Favourites and Lists

a) Favourites

Any time that you see the star sign next to a product, you can click on this to add the item to your favourites.



The star will change colour and look filled in when you have successfully added it to your favourites.



To access your favourites later, choose Products, Favourites and all items that you've added will be displayed.



If you want to remove a product from your favourite list, just click the star and it will be removed.

b) Lists

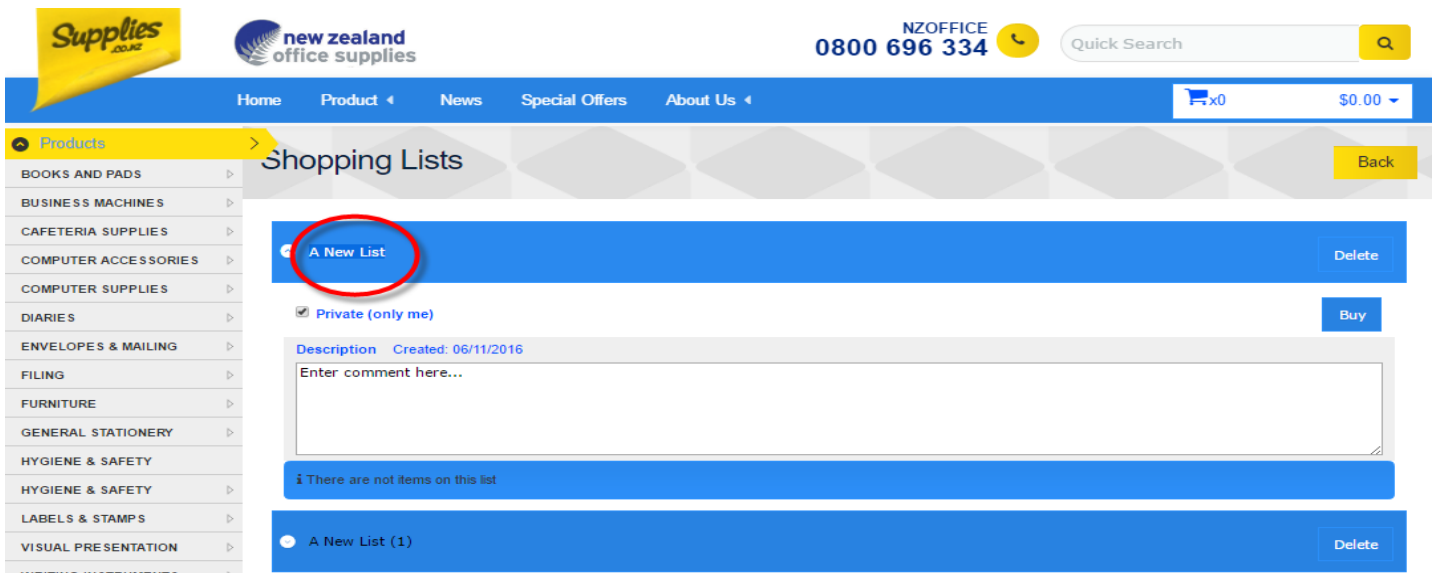
Lists are a convenient way to keep track of products you'd like to buy, buy regularly or want to keep a list for a specific event or time. Lists can help you find items so you don't have to search the entire site every time you want to buy them.

To make a list, first you need to find all the products that you'd like to include and add them to your basket. If you view your basket, at the bottom you will see save.



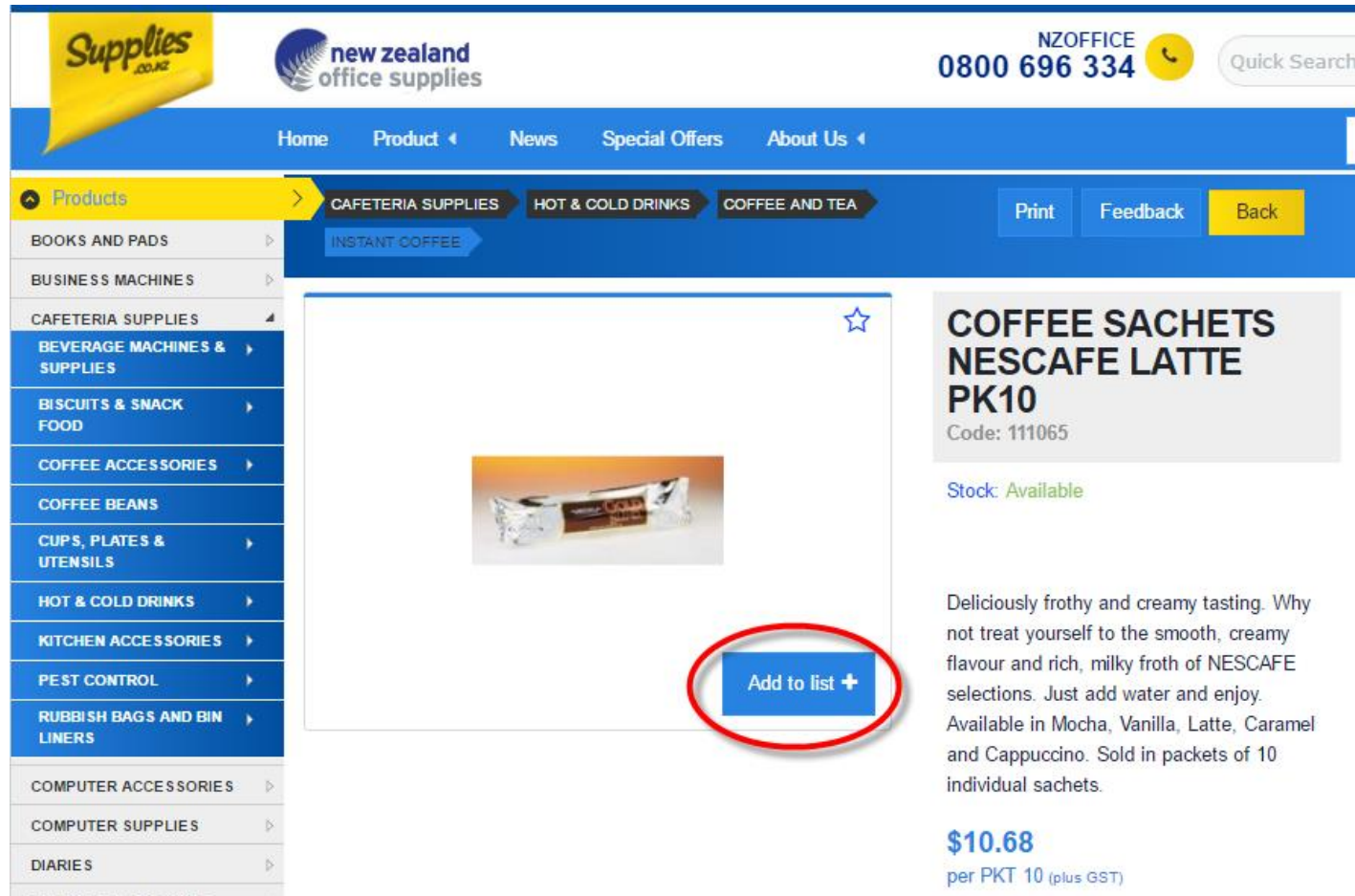
The screenshot shows the New Zealand Office Supplies website. The top navigation bar includes the logo, contact number (0800 696 334), and a search bar. Below the navigation bar is a banner for "2017 DIARIES" with a "Click here to find out more" button. On the right side, a shopping basket overlay is visible, showing "No items in your basket" and a "Save" button circled in red.

If you click save it will take you to the Shopping Lists page (this can also be accessed from Products, Lists), the first list you create will be called A New List. If you click these words you can delete them and rename the list something more meaningful for future reference.



The screenshot shows the "Shopping Lists" page on the New Zealand Office Supplies website. The left sidebar lists various product categories. The main content area shows a list of shopping lists, with the first list titled "A New List" circled in red. Below the list, there is a "Private (only me)" checkbox and a "Description" field. At the bottom, there is a "Delete" button for the selected list.

You can add products to the list later, by clicking down into the actual product and clicking Add to List, you'll be prompted to choose which list to add it to.



Supplies co.nz **new zealand office supplies** NZOFFICE 0800 696 334 Quick Search

Home Product News Special Offers About Us

Products > CAFETERIA SUPPLIES HOT & COLD DRINKS COFFEE AND TEA INSTANT COFFEE

BOOKS AND PADS
BUSINESS MACHINES
CAFETERIA SUPPLIES
BEVERAGE MACHINES & SUPPLIES
BISCUITS & SNACK FOOD
COFFEE ACCESSORIES
COFFEE BEANS
CUPS, PLATES & UTENSILS
HOT & COLD DRINKS
KITCHEN ACCESSORIES
PEST CONTROL
RUBBISH BAGS AND BIN LINERS
COMPUTER ACCESSORIES
COMPUTER SUPPLIES
DIARIES

COFFEE SACHETS NESCAFE LATTE PK10
Code: 111065
Stock: Available

Deliciously frothy and creamy tasting. Why not treat yourself to the smooth, creamy flavour and rich, milky froth of NESCAFE selections. Just add water and enjoy. Available in Mocha, Vanilla, Latte, Caramel and Cappuccino. Sold in packets of 10 individual sachets.

\$10.68
per PKT 10 (plus GST)

Add to list +

4. Placing the Order

Review the items in your shopping trolley and when you're ready to order, click the Checkout button.



The screenshot shows the New Zealand Office Supplies website. The header includes the logo, contact number 0800 696 334, and a search bar. The main navigation bar has links for Home, Product, News, Special Offers, and About Us. A welcome message states: "Welcome to New Zealand Office Supplies - The home of legendary customer service!". Below this is a large banner for "2017 DIARIES" featuring a "Collins 2017 WALL PLANNER" and a scenic landscape. A red button on the banner says "Click here to find out more". On the right side, a shopping cart overlay is visible, showing "x0" items and a total of "\$0.00". The cart contains a message: "No items in your basket". Below the cart, there are buttons for "Save", "Empty", and "Checkout" (which is circled in red). The "Checkout" button is highlighted with a red circle.

You are taken to the review and place your order screen.



Review and Place Your Order

Print

Continue Shopping

1. Items

2. Contact Details

3. Delivery Information

4. Payment

5. Confirmation


Required By

7 November 2016

Order Ref

Your Order Reference

Comments

GLCode	Code	Description	Quantity	Price	Subtotal
	111063	COFFEE SACHETS NESCAFE VANILLA PK10	20	\$9.97	\$199.39

Next

GL codes can be entered at this point for each product that is ordered, by clicking on the + next to the product.



GL Code	Code	Description	Quantity	Price	Subtotal
	111063	COFFEE SACHETS NESCAFE VANILLA PK10	20	\$9.97	\$199.39

GL codes show on your final invoice.

New Zealand Office Supplies website can be set up for order authorisation, including an authorisation limit. If you would like to have this functionality, please contact us to discuss the best option.

5. Viewing Transactions

Your transactions including current orders, invoices, credits and payments can be viewed from the website. Access this by clicking Accounts, History.

NZOFFICE
0800 696 334

Quick Search

Home Product Accounts News Special Offers About Us Admin

Welcome to New Zealand Office Supplies - The home of legendary customer service!



ORDER HERE

History
Position
Order Approval

new zealand office supplies

Welcome back to New Zealand Office Supplies, we appreciate your business!

Choose the type of transaction that you want to view by using the down arrow in the type box and the relevant date period.

NZOFFICE
0800 696 334

Quick Search

Home Product Accounts News Special Offers About Us Admin

Account History

Type

Code or Reference

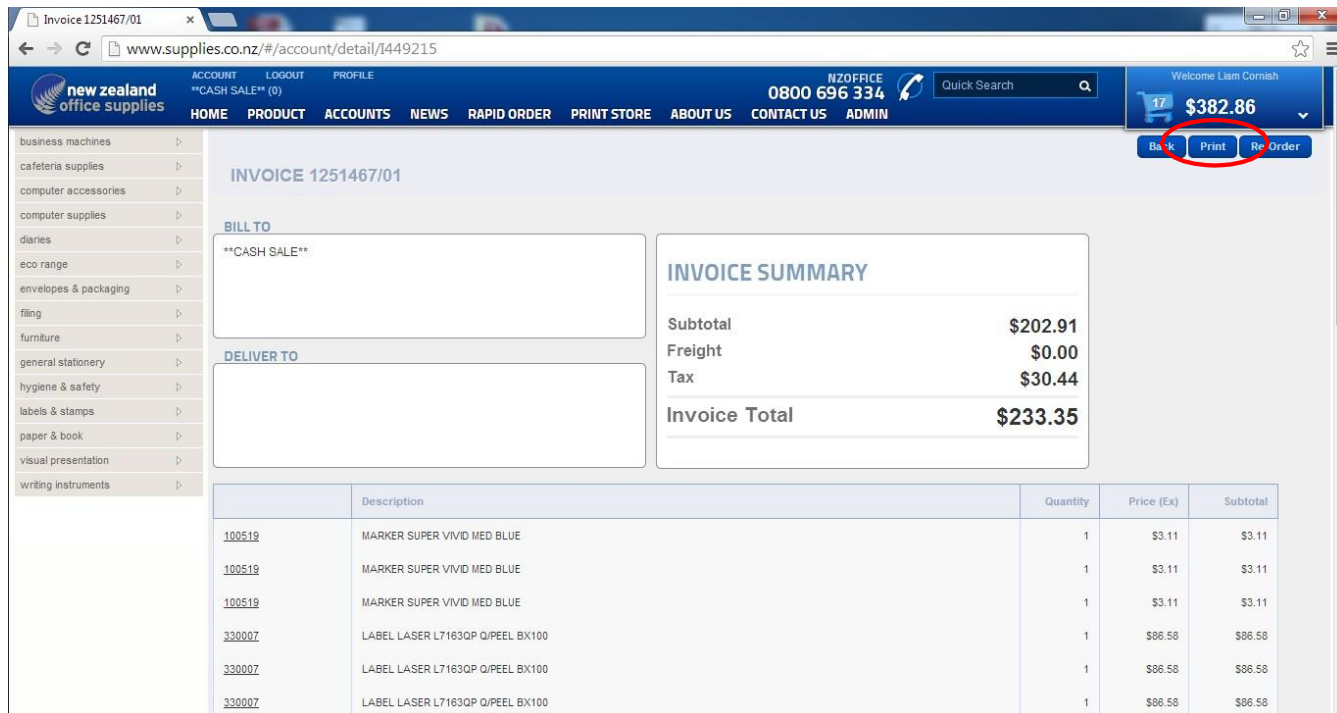
After 09 Aug 2016

Search

Back

The results that are displayed can be clicked to open and show detailed information and there is the option to print what is displayed.

See a similar screenshot below



Invoice 1251467/01

www.supplies.co.nz/#/account/detail/I449215

ACCOUNT LOGOUT PROFILE
CASH SALE (0)

NZ OFFICE
0800 696 334

Quick Search

Welcome Liam Cornish

17 \$382.86

Back Print Re Order

INVOICE 1251467/01

BILL TO
CASH SALE

DELIVER TO

INVOICE SUMMARY

Subtotal	\$202.91
Freight	\$0.00
Tax	\$30.44
Invoice Total	\$233.35

	Description	Quantity	Price (Ex)	Subtotal
100519	MARKER SUPER VIVID MED BLUE	1	\$3.11	\$3.11
100519	MARKER SUPER VIVID MED BLUE	1	\$3.11	\$3.11
100519	MARKER SUPER VIVID MED BLUE	1	\$3.11	\$3.11
330007	LABEL LASER L7163QP Q/PEEL BX100	1	\$86.58	\$86.58
330007	LABEL LASER L7163QP Q/PEEL BX100	1	\$86.58	\$86.58
330007	LABEL LASER L7163QP Q/PEEL BX100	1	\$86.58	\$86.58

6. FAQ's

Q. What happens if I have forgotten my username or password? Do I have to register again?

A. No, you do not have to register again. If you have forgotten your username, give us a call and we can look it up for you. If you have forgotten your password, at the login page click on forgotten password and you will be emailed a link to reset your password

Q. How do I add a popular item to my Favourites?

A. Click on the star image next to the item, the star will change colour to show that it's been added to your favourites. To remove it, click it again and the colour will change indicating that it's been removed from your favourites.

Q. How do I view my previous orders and invoices?

A. Click on the accounts tab. Use the drop-down box to choose what you would like to view, eg invoices, orders, etc. If you wish to view everything, choose the date period and all transactions for that period will appear.

Q. Can I place a new order from a previous invoice?

A. Open the invoice and click reorder, the items are added to your shopping basket for review.

Q. Where do I find your monthly specials and weekly web promotions?

A. All our specials can be found on our homepage and the special offers tab.

Q. Where do I update my details?

A. When you have logged in, click on the profile tab.