



SAC VAL JANITORIAL SUPPLY

ONLINE ORDERING TIPS

LOG IN AND CHOOSE YOUR LOCATION FROM THE DROP DOWN MENU (if you have multiple locations), CLICK SELECT (LOCATION OR “SHIP TO” IS NOW LISTED IN THE UPPER RIGHT CORNER) TO SELECT A DIFFERENT LOCATION, CLICK ON “CHANGE” ARROW – A WINDOW WILL APPEAR WITH A DROP DOWN ARROW TO SELECT A DIFFERENT LOCATION. CLICK ON “GO” TO TAKE YOU TO THE NEW LOCATION

SEARCH BAR – Search by Keyword or Item Number: ALLOWS YOU TO SEARCH BY TYPING IN A WORD OR PART OF AN ITEM #. ALL PRODUCTS SIMILAR TO YOUR SEARCH WILL DISPLAY OF YOUR CONTRACTED ITEMS – UNCHECK THE “SHOW CONTRACT ITEMS ONLY” TO SEE ALL THE RELATED PRODUCTS IN THE FULL CATALOG. IF YOUR SEARCH WORD DOES NOT FIND A CONTRACTED ITEM THEN IT WILL DISPLAY ALL ITEMS RELATED IN THE FULL CATALOG (a contracted item will be clearly marked with a checkmark box)

MORE OPTIONS FEATURE

QUICK ITEM ADD

IF YOU KNOW THE ITEM NUMBER OF THE PRODUCTS THAT YOU WOULD LIKE TO ORDER, THE “**QUICK ENTRY FORM**” WILL BE A NICE FEATURE FOR YOU TO USE. CLICK ON “**MORE OPTIONS**” ARROW NEXT TO THE SEARCH BAR. TYPE IN THE ITEM NUMBER, TAB TO THE QUANTITY AND ENTER THE QUANTITY DESIRED, TAB OVER WHICH WILL AUTOFILL THE UNIT OF MEASURE (IE CASE, EACH...) AND TAB TO GO TO THE NEXT LINE. WHEN COMPLETE, SELECT FROM THE SIDE MENU “**BEGIN CHECKOUT**”. THIS TAKES YOU TO THE CONFIRM ORDER PAGE WHERE YOU CAN ENTER YOUR PURCHASE ORDER #, AND ANY SPECIAL INSTRUCTIONS. SUBMIT YOUR ORDER. **IF THERE ARE ITEMS ALREADY LISTED IN THE QUICK ENTRY YOU CAN CLICK ON “**CLEAR THE FORM**” TO START WITH A FRESH PAGE OR CLICK ON INDIVIDUAL ITEMS TO CLEAR INDIVIDUAL ITEMS OFF PAGE

SAVING TO LIST IN QUICK ENTRY:

ONCE YOU HAVE USED THE “QUICK ENTRY FORM” TO LIST ITEMS, YOU MAY CHOOSE TO “**SAVE TO LIST**” AND THEN SAVE AS A NEW LIST. TYPE IN THE NAME YOU WANT TO SAVE IT AS. A GREAT TOOL IF YOU HAVE SPECIAL LISTS YOU LIKE TO USE. FOR EXAMPLE: CHEMICAL ORDER, WEEKLY ORDER, PAPER ORDER...

**THIS FEATURE IS HOW SAC VAL CREATED YOUR CURRENT SHOPPING CART. THE LIST CONSISTS OF THE FREQUENTLY USED ITEMS PURCHASED FOR THAT LOCATION. IT IS SAVED AS A SHOPPING LIST WE NAMED AS THE LOCATION TITLE

SHOPPING LISTS

ACCESS YOUR SAVED LIST HERE TO LOAD DIFFERENT LISTS YOU HAVE SAVED INTO YOUR SHOPPING CART

APPROVALS

IF YOUR LOG-IN HAS YOU SET UP AS AN APPROVER THIS OPTION WILL APPEAR IN THIS SECTION AND YOU CAN ACCESS ORDERS THAT NEED YOUR APPROVAL

BUDGETS

IF YOUR ACCOUNT IS SET UP WITH THE BUDGET FEATURE THAN YOU WILL SEE THIS OPTION TO REVIEW YOUR BUDGET SPENDING

ICONS EACH ICON GIVES YOU ACCESS TO YOUR CONTRACT CATALOG & FULL CATALOG**

**FULL CATALOG: IF YOU WOULD LIKE TO SEE ITEMS THAT ARE NOT IN YOUR CONTRACT BUT IN THE FULL CATALOG, CHOOSE A CATEGORY AND UNCHECK THE BOX "SHOW CONTRACT ITEMS ONLY" AND ALL ITEMS IN THAT CATEGORY WILL BE DISPLAYED. NARROW YOUR SEARCH BY SELECTING A SUBCATEGORY TO THE LEFT THAT BEST IDENTIFIES THE TYPE OF ITEM YOU ARE LOOKING FOR.

ITEMS IN CONTRACT WILL BE CLEARLY MARKED WITH A CHECK MARK AND WILL BE AT THE TOP OF THE SCREEN AND ITEMS NOT IN CONTRACT WILL BE LISTED BELOW THEM. YOU MAY ADD ITEMS NOT IN CONTRACT TO YOUR CART. THESE ITEMS WILL BE LISTED IN YOUR CART WITH AN ASTERISK (*) NEXT TO THE PRICE INDICATING IT IS OUT OF CONTRACT. IF YOU ORDER THIS ITEM, WE WILL REVIEW THE PRICING AND ADD IT TO YOUR CONTRACT AT THE BEST POSSIBLE PRICING. ALL ITEMS WILL STAY IN YOUR CART UNLESS YOU REMOVE THEM FROM YOUR CART

CART TOOLS IN SHOPPING CART:

ONCE YOU HAVE SELECTED ITEMS AND ADDED ITEMS TO CART, YOU MAY CHOOSE TO "**SAVE CART AS LIST**" AND THEN SAVE AS A NEW LIST - TYPE IN THE NAME YOU WANT TO SAVE IT AS. A GREAT TOOL IF YOU HAVE SPECIAL LISTS YOU LIKE TO USE. FOR EXAMPLE: CHEMICAL ORDER, WEEKLY ORDER, PAPER ORDER... IF YOU HAVE AN EXISTING SHOPPING LIST YOU CAN "SAVE CART AS LIST" AND UPDATE YOUR PREVIOUS LIST.

MY ORDER

MY ORDER LOCATED NEXT TO YOUR SIGN OUT AT THE TOP OF THE SCREEN GIVES YOU ACCESS TO YOUR ORDER HISTORY FROM ALL THE ORDERS PLACED FROM YOUR ONLINE ORDERING. IT ALLOWS YOU TO SEARCH SEVERAL DIFFERENT WAYS BY A DATE RANGE AND LOCATION. IT DISPLAYS DATE, TIME, PO, CONFIRMATION #, WHO PLACED THE ORDER, AND DOLLAR AMOUNT OF THE ORDER. A GREAT TRACKING TOOL. IF YOU HAVE MULTIPLE LOCATIONS, IT ALLOWS YOU TO SELECT ONE OR ALL LOCATIONS

ADDING A NEW ITEM TO YOUR CART

IF YOU ARE CURRENTLY IN YOUR SHOPPING CART AND NEED TO ORDER AN ITEM THAT IS NOT CURRENTLY IN YOUR CART THERE IS SEVERAL OPTIONS YOU CAN USE.

1. "CONTINUE SHOPPING"; SAC-VAL LOGO; OR "HOME" – THIS WILL GET YOU BACK TO THE HOMEPAGE TO ACCESS THE ICONS (see ICON explanation above)
2. UTILIZE THE SEARCH BAR (see SEARCH BAR explanation above)
3. ALPHABET OR PRODUCT SEARCH – ACCESS TO THE DIFFERENT PRODUCT CATEGORIES & SUB-CATEGORIES ALPHABETICALLY (ie: B for BROOM)

THANK YOU FOR UTILIZING SAC VAL'S ONLINE ORDERING SYSTEM

FOR ADDITIONAL ASSISTANCE OR QUESTIONS CONTACT:



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