

## NEW SITE. NEW POSSIBILITIES.

Access up-to-date info so you know when orders are shipping, view active quotes and so much more!

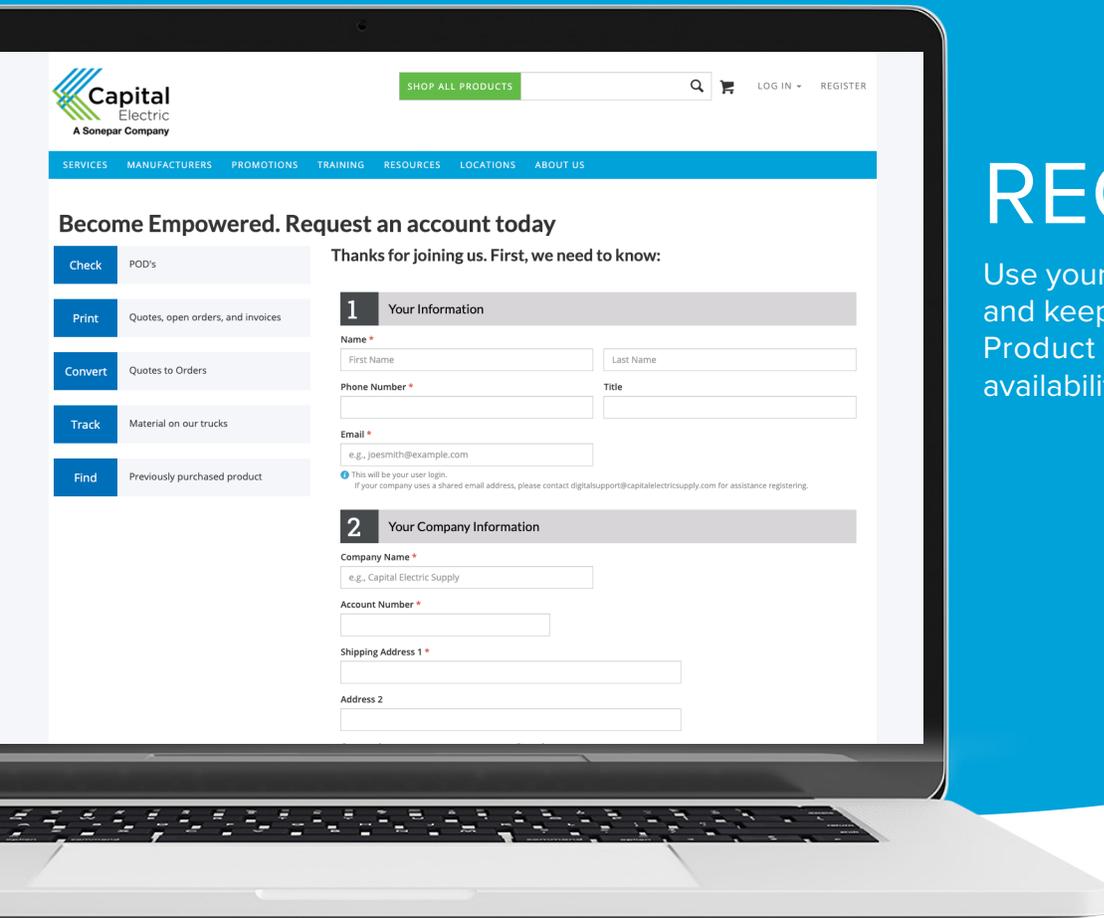
Can't remember a specific part number?

Search by custom part number, vendor name or description or find it in your frequently purchased products.

Real-time stock availability will help you accurately create a schedule and plan accordingly!

### **NEED HELP?**

Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# REGISTER

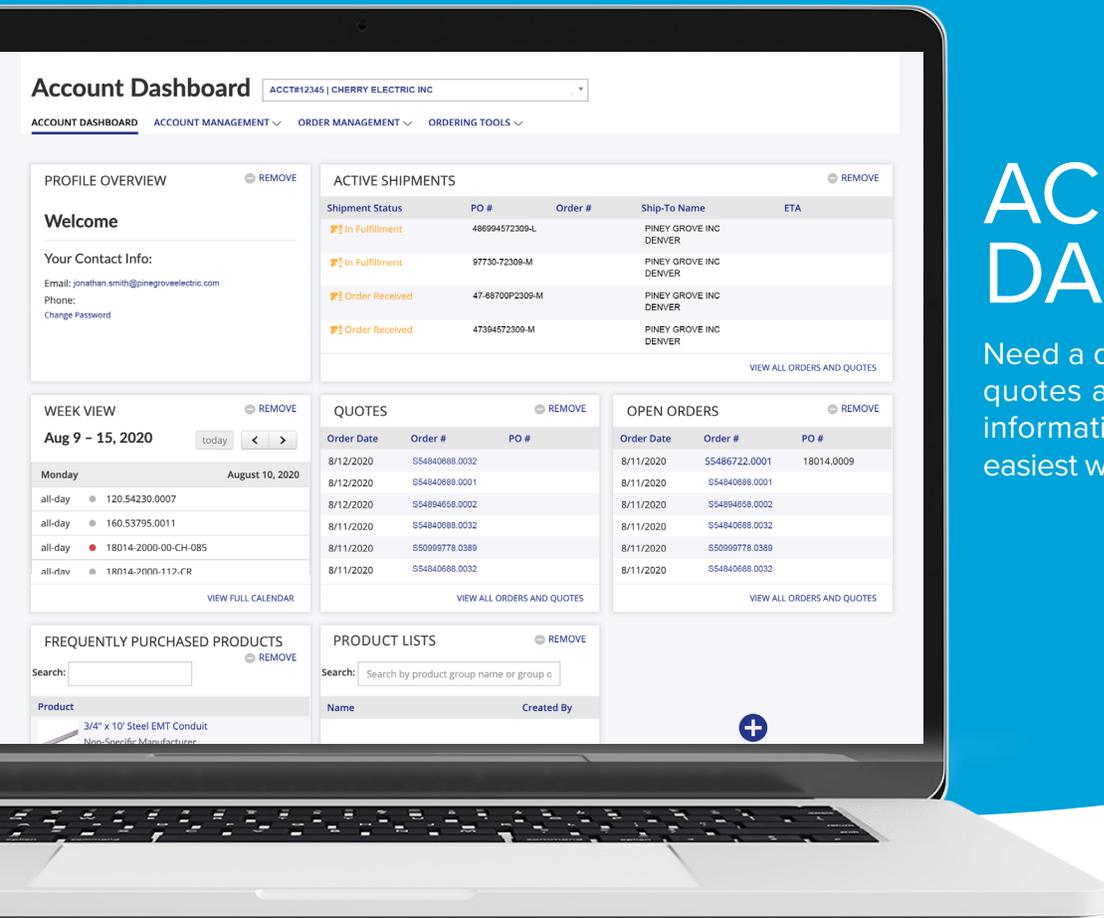
Use your online account to place orders and keep track of quotes and shipments. Product details, specs and real-time availability are at your fingertips 24/7.

## GET REGISTERED IN 2 EASY STEPS

1. Select Register from the top right of any page
2. Complete and submit the request

### **NEED HELP?**

Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# ACCOUNT DASHBOARD

Need a quick overview of your orders, quotes and shipments? View all your information on a single screen for the easiest way to manage your day-to-day!

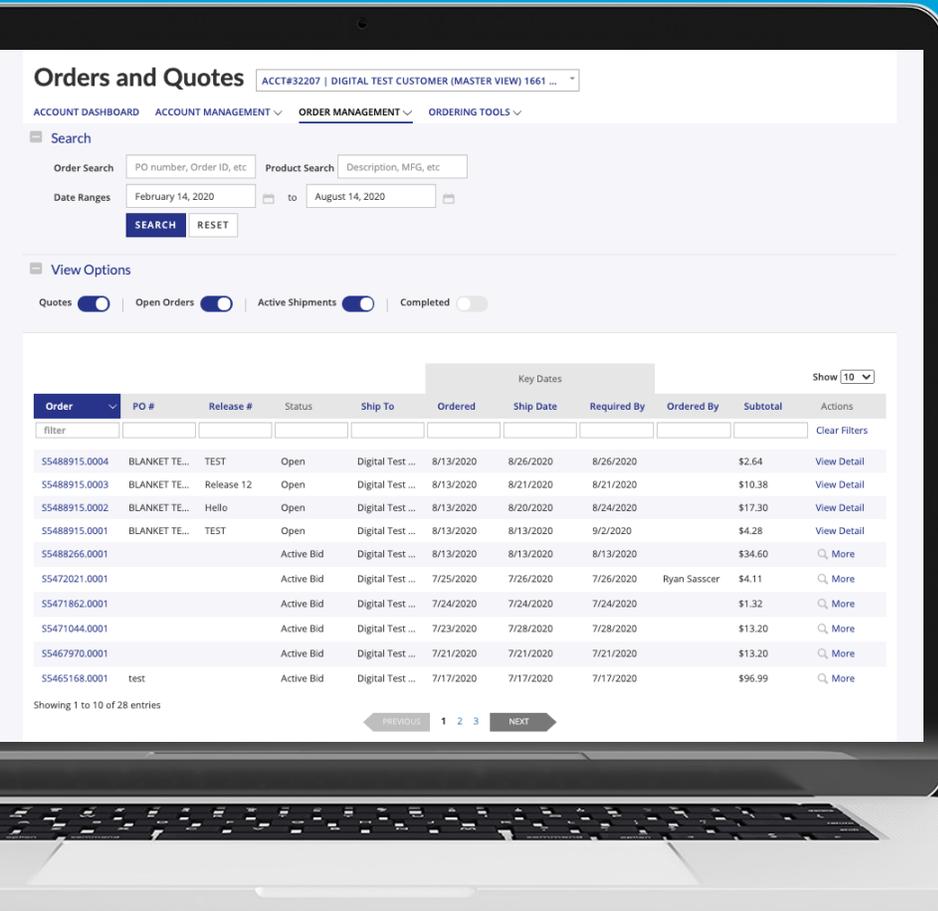
The Dashboard gives a straightforward view for each account you oversee - know where and when your orders are arriving, which quotes need to be converted into orders, or use Product Lists to manage a tool crib or truck stock!

Access additional info, such as your weekly order calendar, account details, and more, from tiles

Tiles can be reorganized, resized, added or removed for a customized view

Easily switch between job accounts

**NEED HELP?**  
Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# ORDERS & QUOTES

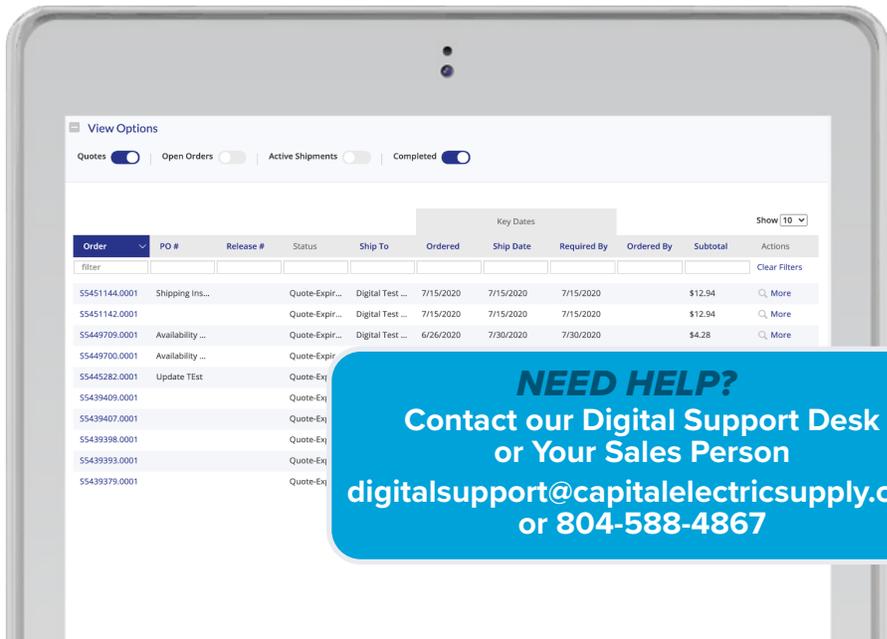
Need an invoice? Want to see who is ordering for a job? Is it time to convert a quote to an order? It's all available from the Orders and Quotes page!

Multiple ways to search and filter to quickly find orders or quotes

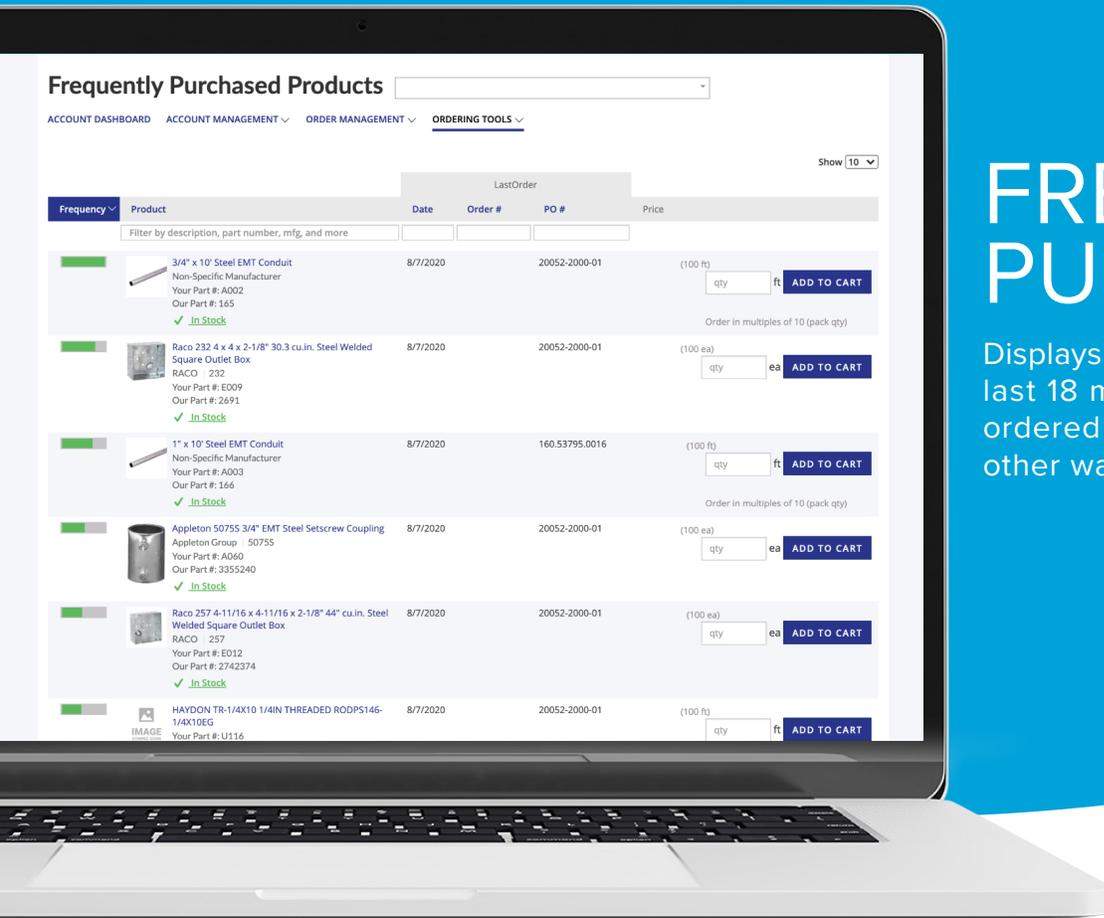
Product information, dates and pricing available 24/7

Save time planning and ordering by reordering entire carts!

Quickly convert quotes to orders, send spec sheets



**NEED HELP?**  
Contact our Digital Support Desk  
or Your Sales Person  
digitalsupport@capitalelectricsupply.com  
or 804-588-4867



# FREQUENTLY PURCHASED

Displays all items purchased within the last 18 months. Whether they were ordered online, at the counter, or any other way – you'll find them here!

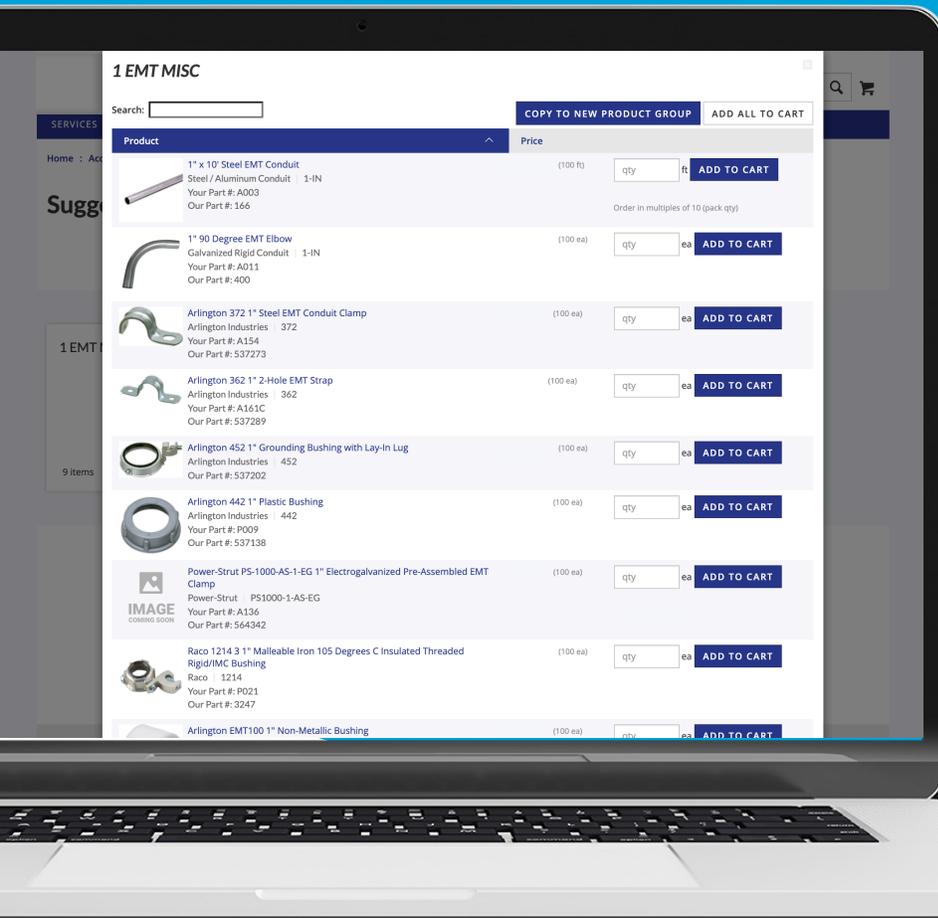
Frequency indicator shows how often each product was purchased

View product information and the last date items were purchased

Add products to a shopping cart or product group

Find specific items using a search term or filter

**NEED HELP?**  
Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# PRODUCT LISTS

Whether you're managing a tool crib or truck stock, Product Lists are the perfect solution for ordering products you need to keep in stock!

Organize products for a specific job, location, or even as a wish list

Choose to make Product Lists private to a user or shared across an account

Easily search or filter to find a specific group or product

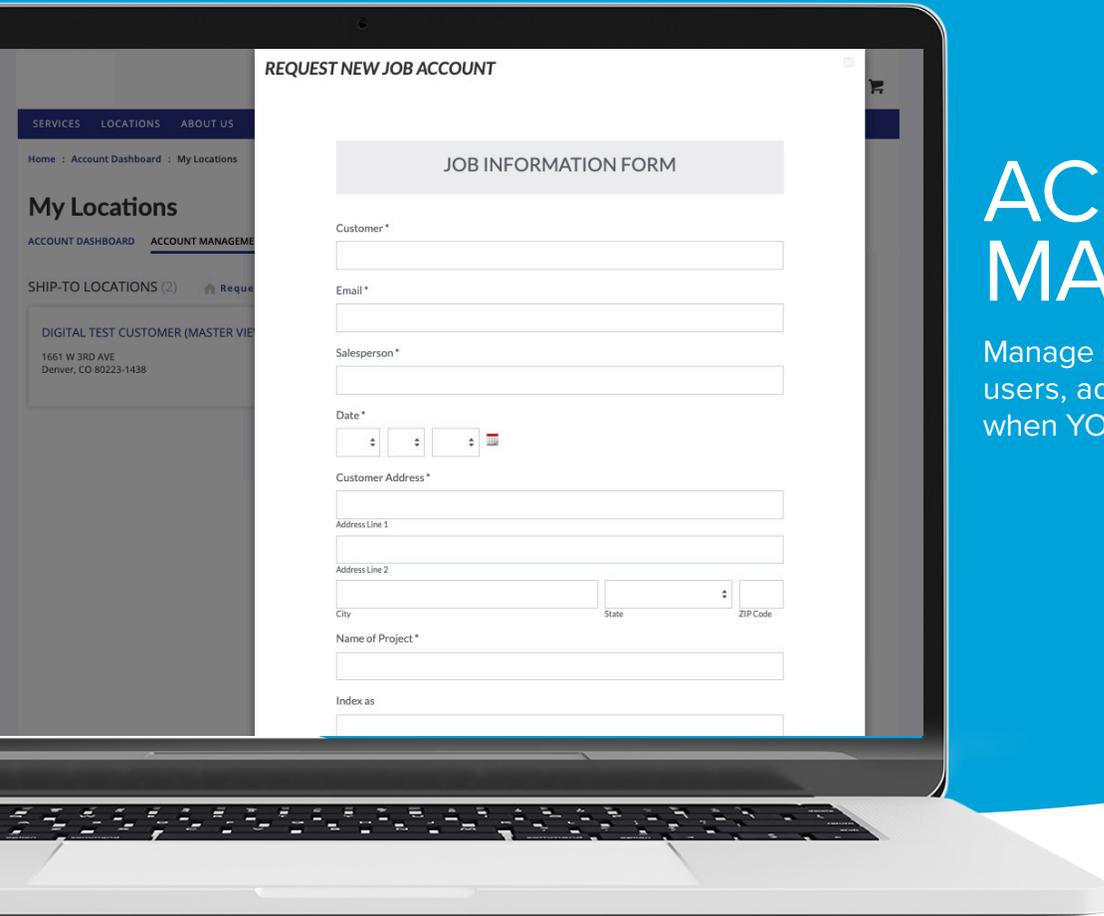
Add one or multiple products to your shopping cart in one step

Add products to new or existing groups seamlessly as you shop

Sort items within each Product List so your frequently purchased stays near the top

## **NEED HELP?**

Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# ACCOUNT MANAGEMENT

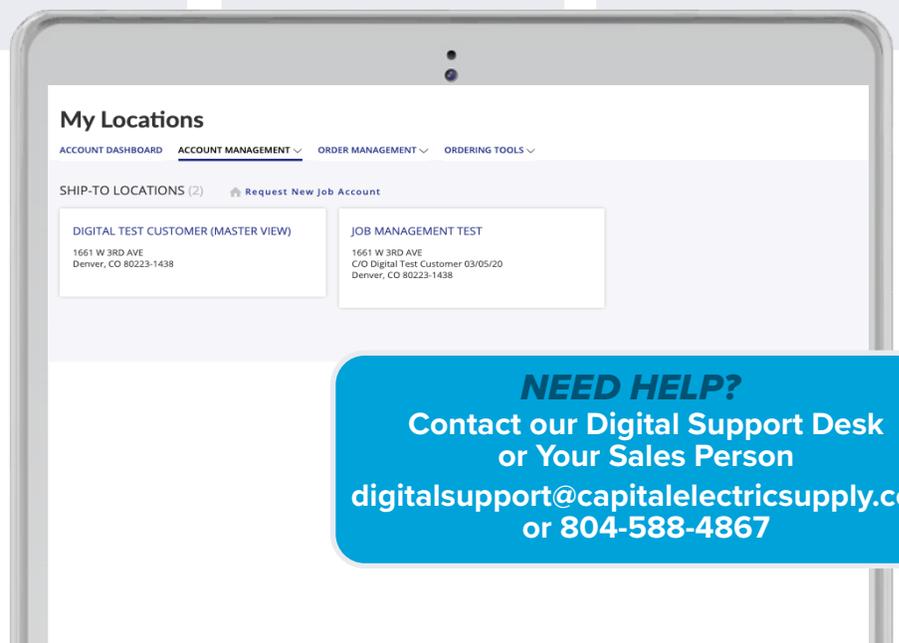
Manage user access, add and delete users, add job accounts and more, when YOU need to.

Have multiple jobs going at once? Enter addresses once and easily designate Ship To's while ordering!

Request new Job Accounts on your time

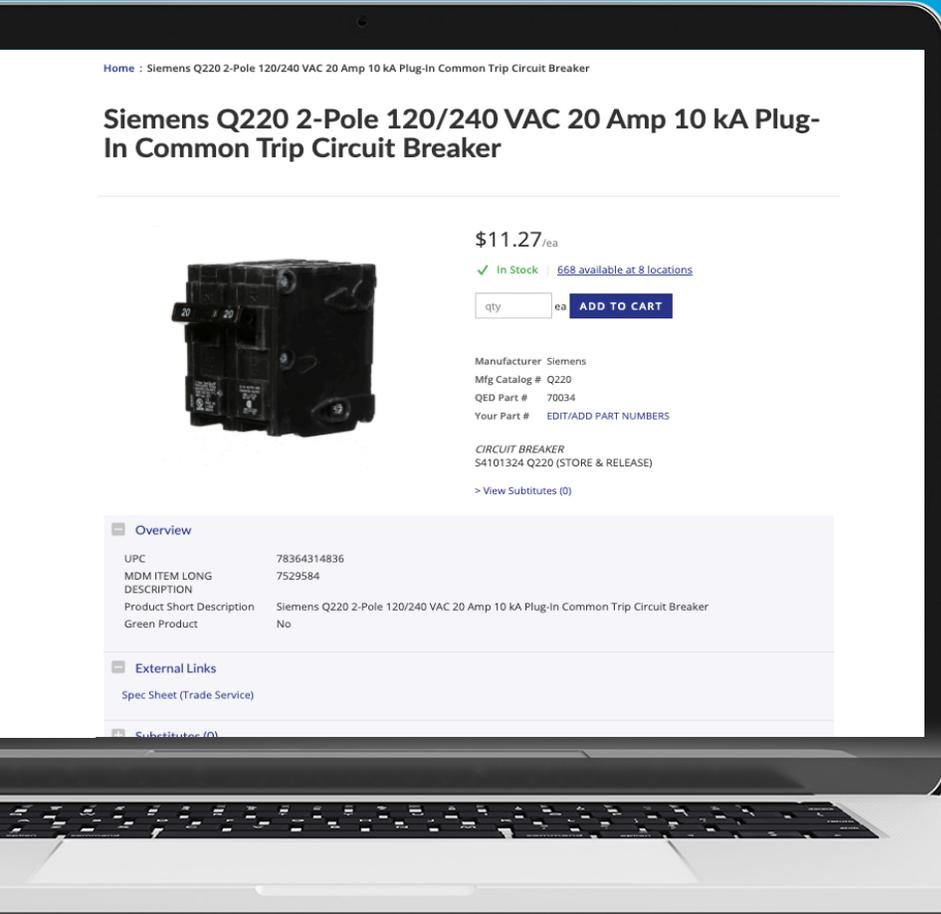
Manage user profiles, permissions, and what job accounts they can access

Immediate control over adding and deleting users



## **NEED HELP?**

Contact our Digital Support Desk  
or Your Sales Person  
[digitalsupport@capitalelectricsupply.com](mailto:digitalsupport@capitalelectricsupply.com)  
or 804-588-4867



# PRODUCT DETAILS & FEATURES

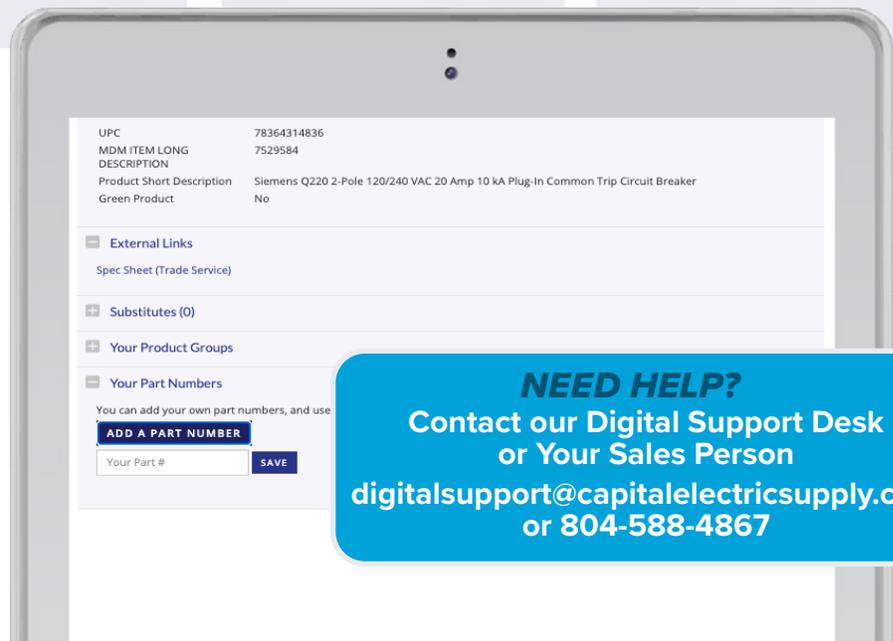
Product Detail pages not only show product information but allows you to add items to Product Lists and check stock availability.

Pricing and availability online is LIVE – what you see is a direct reflection of what we have loaded in our system

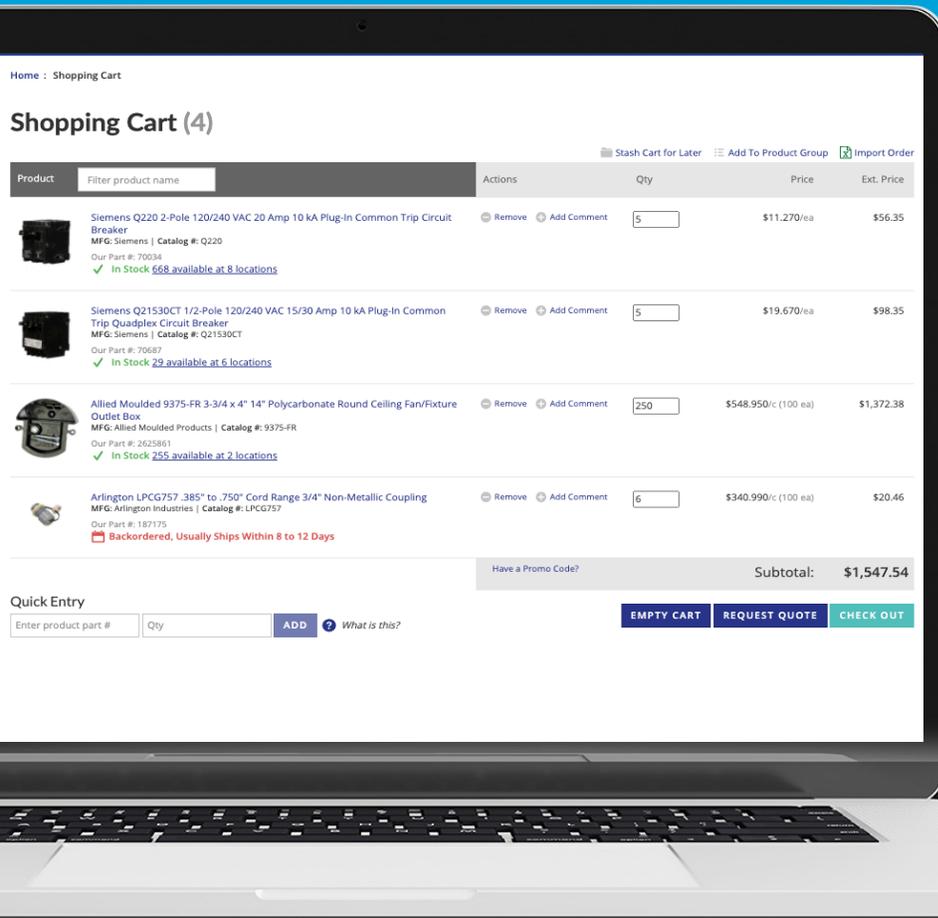
Product features, part numbers and substitute products are available 24/7

Safety Data Sheets available whenever you need them!

Add custom part numbers, saved onto your account for future use!



**NEED HELP?**  
Contact our Digital Support Desk  
or Your Sales Person  
digitalsupport@capitalelectricsupply.com  
or 804-588-4867

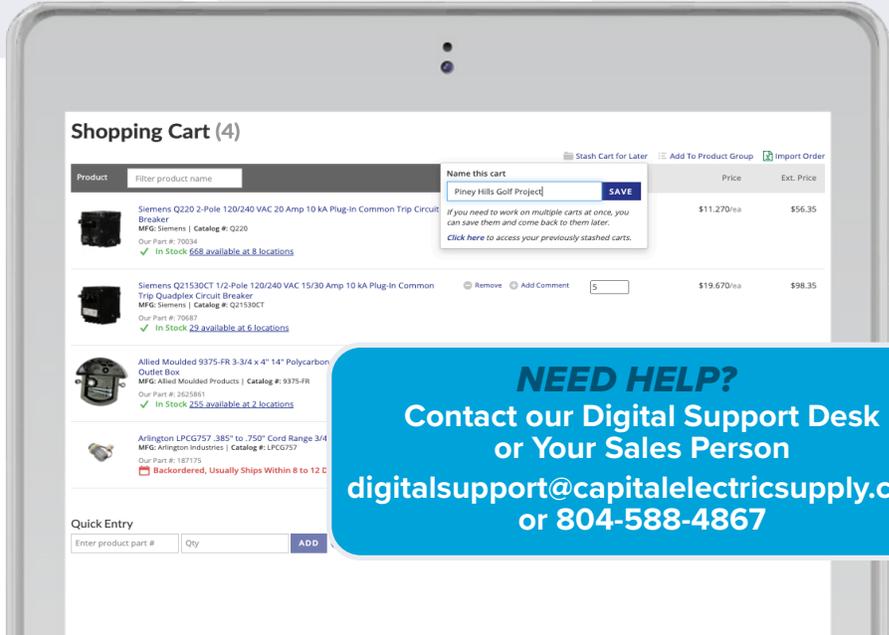


# CHECKOUT FLOW

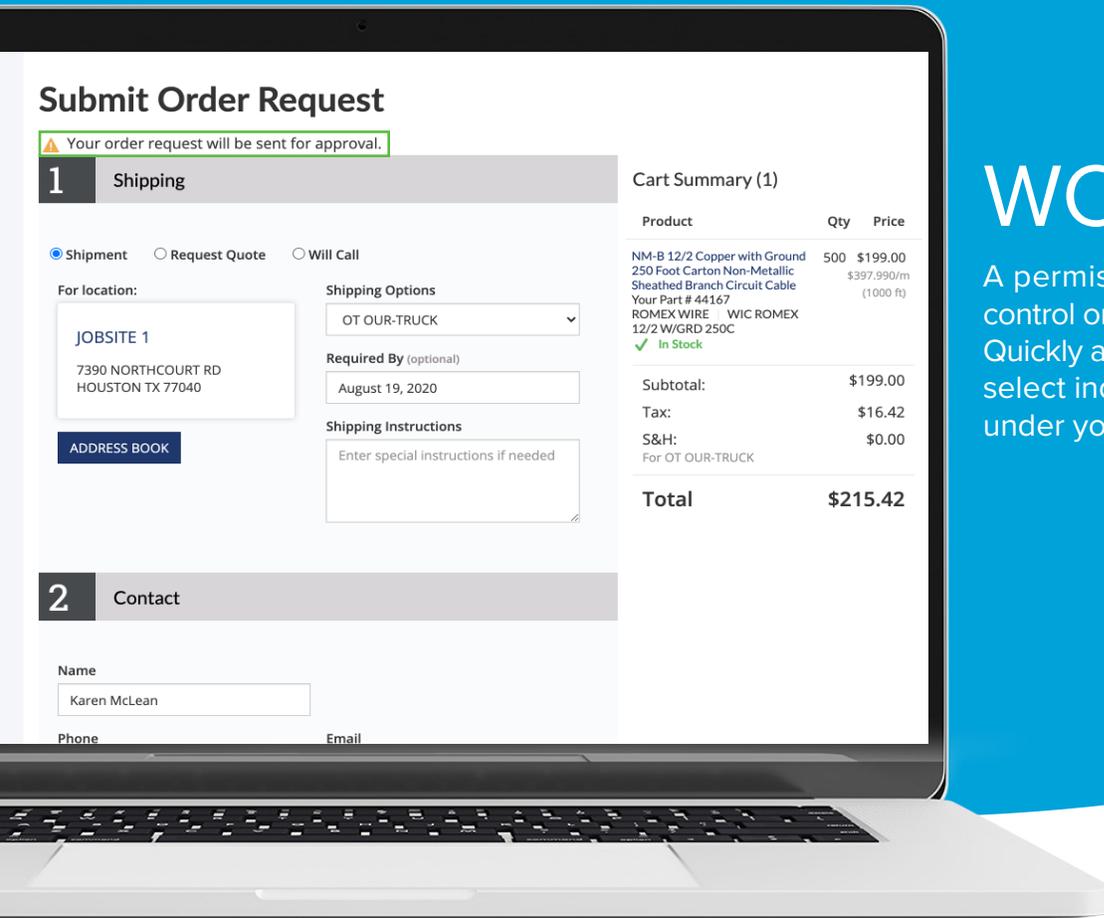
Easily access your shopping cart from the top right of any page to check on your items, quickly edit quantities and see order totals

Juggling multiple jobs? Stash carts so you can continue to place orders while some carts are still a work-in-progress

Upload an Excel or CSV file to import a list of material into your cart or use Quick Entry to instantly add individual items



**NEED HELP?**  
Contact our Digital Support Desk  
or Your Sales Person  
digitalsupport@capitalelectricsupply.com  
or 804-588-4867



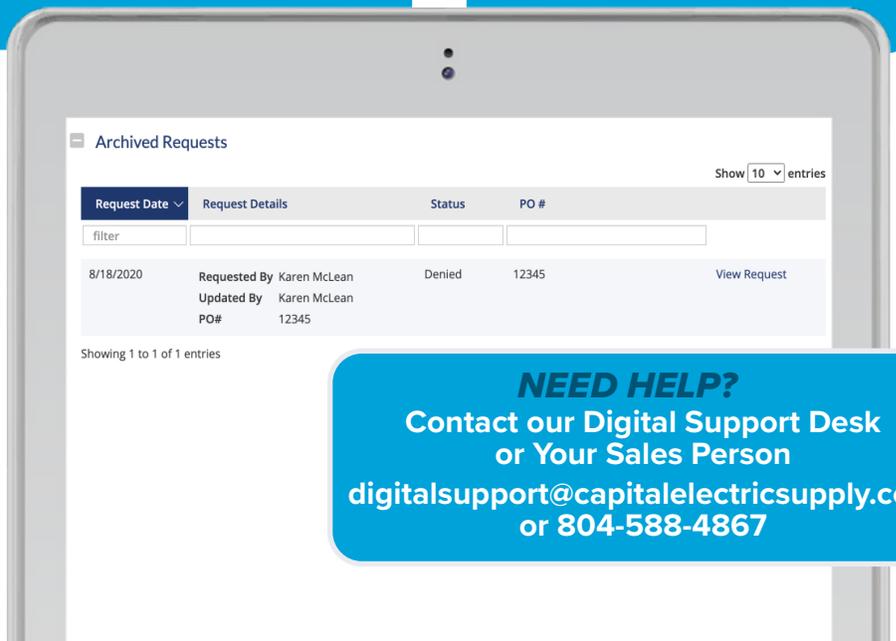
# WORKFLOW

A permission-based feature that helps you control order processing for your company. Quickly accept or deny order requests from select individuals submitting online orders under your account.

Easily review pending orders and their details on the Order Requests page

Approve or deny orders, make edits, such as changing the PO# or shipping information, attach comments for the requestor

Keep track of whether orders have been approved or submitted



## NEED HELP?

Contact our Digital Support Desk  
or Your Sales Person  
digitalsupport@capitalelectricsupply.com  
or 804-588-4867