

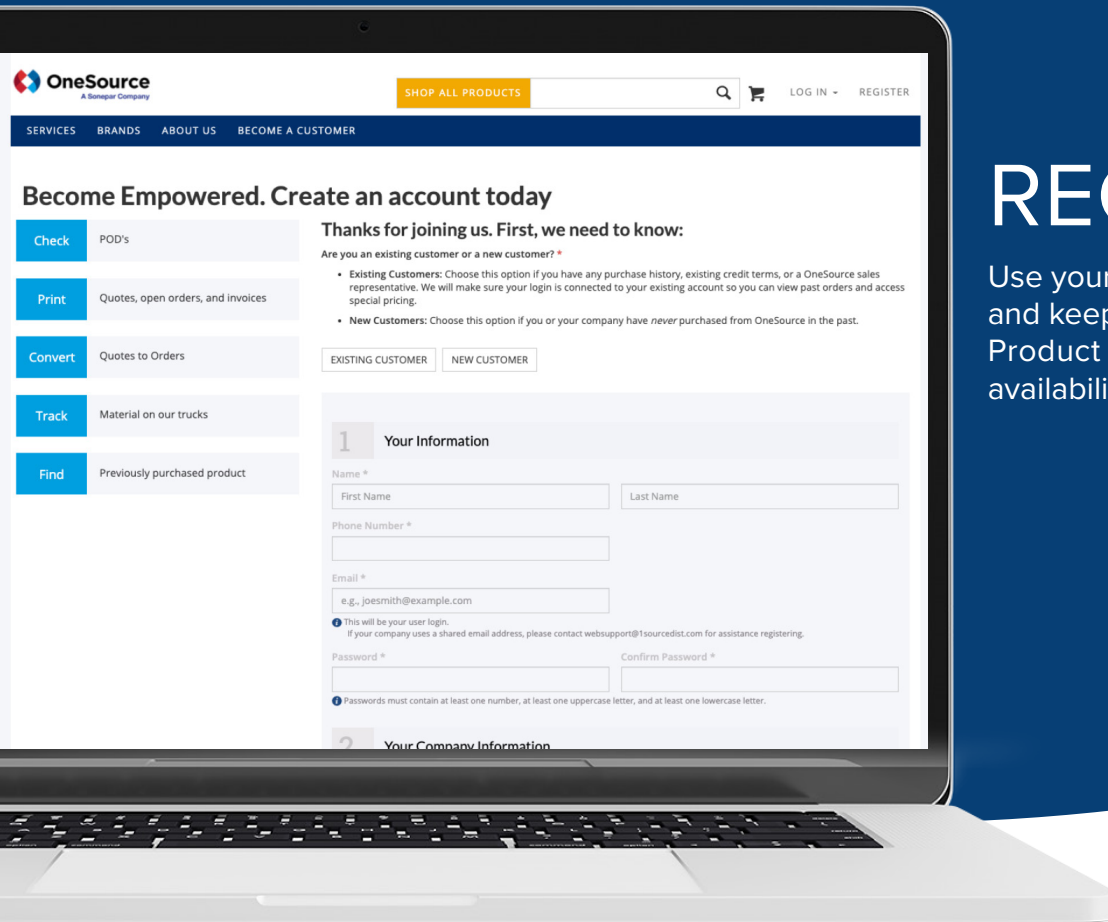
ONESOURCE ONLINE

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.

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

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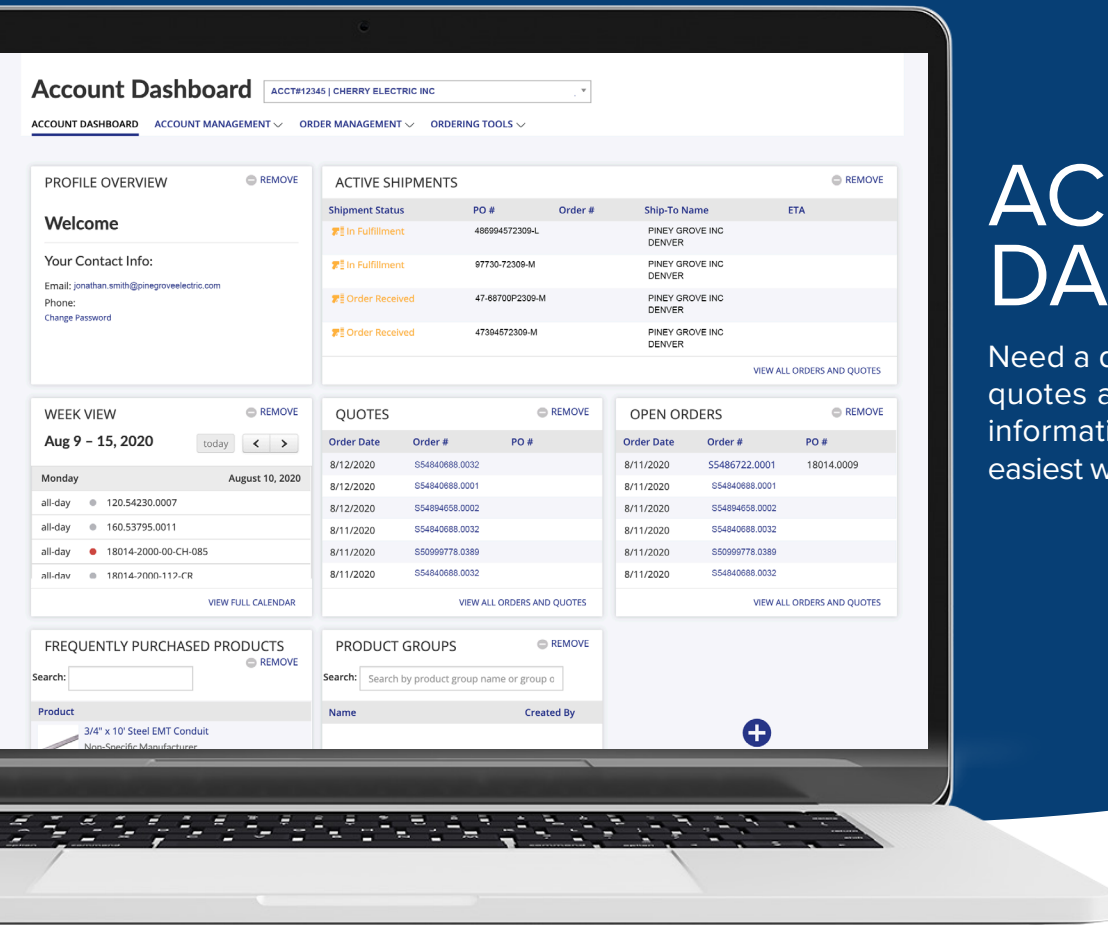
REGISTER

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 3 EASY STEPS

1. Select Register from the top right of any page
2. Choose either the New Customer or Existing Customer form
New Customers are users who are not affiliated with an existing customer account
Existing Customers are users who are employees of an existing customer account
3. Complete and Submit the Request

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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 Groups 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

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Orders and Quotes

ACCOUNT DASHBOARD ACCOUNT MANAGEMENT ORDER MANAGEMENT ORDERING TOOLS

Search

Order Search Product Search

Date Ranges to

View Options

Quotes ☒ Open Orders ☒ Active Shipments ☒ Completed ☐

Key Dates										Show <input type="text" value="10"/>
Order	PO #	Release #	Status	Ship To	Ordered	Ship Date	Required By	Ordered By	Subtotal	Actions
filter										Clear Filters
55488915.0004	9805	091809423	Open	RJ'S DONUTS	8/13/2020	8/26/2020	8/26/2020		\$2.64	View Detail
55488915.0003	3425	123213331	Open	RJ'S DONUTS	8/13/2020	8/21/2020	8/21/2020		\$10.38	View Detail
55488915.0002	5576	556666633	Open	RJ'S DONUTS	8/13/2020	8/20/2020	8/24/2020		\$17.30	View Detail
55488915.0001	0794	467999009	Open	RJ'S DONUTS	8/13/2020	8/13/2020	9/2/2020		\$4.28	View Detail
55488266.0001	9805	091809423	Active Bid	RJ'S DONUTS	8/13/2020	8/13/2020	8/13/2020		\$34.60	More
55472021.0001	3425	123213331	Active Bid	RJ'S DONUTS	7/25/2020	7/26/2020	7/26/2020	Ryan Sasscer	\$4.11	More
55471862.0001	6632	W35467454	Active Bid	RJ'S DONUTS	7/24/2020	7/24/2020	7/24/2020		\$1.32	More
55471044.0001	3845	Q98459803	Active Bid	RJ'S DONUTS	7/23/2020	7/28/2020	7/28/2020		\$13.20	More
55467970.0001	0864	W35467454	Active Bid	RJ'S DONUTS	7/21/2020	7/21/2020	7/21/2020		\$13.20	More
55465168.0001	0973	Q98459803	Active Bid	RJ'S DONUTS	7/17/2020	7/17/2020	7/17/2020		\$96.99	More

Showing 1 to 10 of 28 entries

PREVIOUS 1 2 3 NEXT

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 and update orders*

*Permission-based

View Options

Quotes ☒ Open Orders ☐ Active Shipments ☐ Completed ☒

Key Dates										Show <input type="text" value="10"/>
Order	PO #	Release #	Status	Ship To	Ordered	Ship Date	Required By	Ordered By	Subtotal	Actions
filter										Clear Filters
55451144.0001	Shipping Ins...		Quote-Expir...	RJ'S DONUTS	7/15/2020	7/15/2020	7/15/2020		\$12.94	More
55451142.0001			Quote-Expir...	RJ'S DONUTS	7/15/2020	7/15/2020	7/15/2020		\$12.94	More
55449709.0001	Availability ...		Quote-Expir...	RJ'S DONUTS	6/26/2020	7/30/2020	7/30/2020		\$4.28	More
55449700.0001	Availability ...		Quote-Expir...	RJ'S DONUTS	6/26/2020	7/30/2020	7/30/2020		\$159.03	More
55445282.0001			Quote-Expir...	RJ'S DONUTS	6/23/2020	6/23/2020	6/23/2020		\$419.80	More
55439409.0001			Quote-Expir...	RJ'S DONUTS	6/16/2020	6/17/2020	6/17/2020	William She...	\$581.36	More
55439407.0001			Quote-Expir...	RJ'S DONUTS	6/16/2020	6/17/2020	6/17/2020	William She...	\$581.36	More
55439398.0001			Quote-Expir...							
55439393.0001			Quote-Ex...							
55439379.0001			Quote-Ex...							

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Frequently Purchased Products

ACCOUNT DASHBOARD ACCOUNT MANAGEMENT ORDER MANAGEMENT ORDERING TOOLS

Show 10

Frequency	Product	Date	Order #	PO #	Price
Filter by description, part number, mfg. and more					
	 3/4" x 10' Steel EMT Conduit Non-Specific Manufacturer Your Part #: A002 Our Part #: 165 ✓ In Stock	8/7/2020	20052-2000-01		(100 ft) <input type="text"/> ft ADD TO CART
Order in multiples of 10 (pack qty)					
	 Raco 232 4 x 4 x 2-1/8" 30.3 cu.in. Steel Welded Square Outlet Box RACO 232 Your Part #: E009 Our Part #: 2691 ✓ In Stock	8/7/2020	20052-2000-01		(100 ea) <input type="text"/> ea ADD TO CART
Order in multiples of 10 (pack qty)					
	 1" x 10' Steel EMT Conduit Non-Specific Manufacturer Your Part #: A003 Our Part #: 166 ✓ In Stock	8/7/2020	160.53795.0016		(100 ft) <input type="text"/> ft ADD TO CART
Order in multiples of 10 (pack qty)					
	 Appleton 50755 3/4" EMT Steel Setscrew Coupling Appleton Group 50755 Your Part #: A060 Our Part #: 3355240 ✓ In Stock	8/7/2020	20052-2000-01		(100 ea) <input type="text"/> ea ADD TO CART
Order in multiples of 10 (pack qty)					
	 Raco 257 4-11/16 x 4-11/16 x 2-1/8" 44" cu.in. Steel Welded Square Outlet Box RACO 257 Your Part #: E012 Our Part #: 2742374 ✓ In Stock	8/7/2020	20052-2000-01		(100 ea) <input type="text"/> ea ADD TO CART
Order in multiples of 10 (pack qty)					
	 HAYDON TR-1/4X10 1/4IN THREADED RODPS146-1/4X10EG Your Part #: U116 ✓ In Stock	8/7/2020	20052-2000-01		(100 ft) <input type="text"/> ft ADD TO CART

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

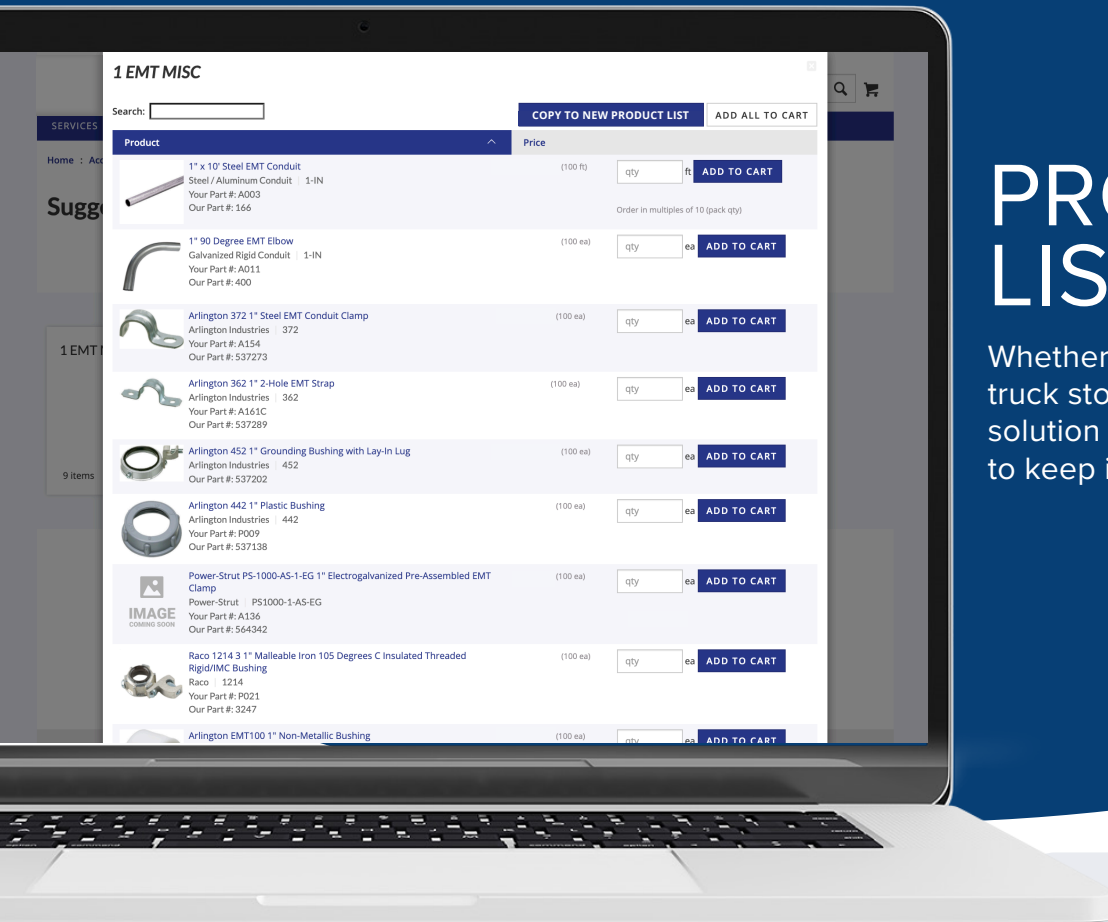
View product information and the last date items were purchased

Add products to a shopping cart or product group

Find specific items using a search term or filter

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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 list or product

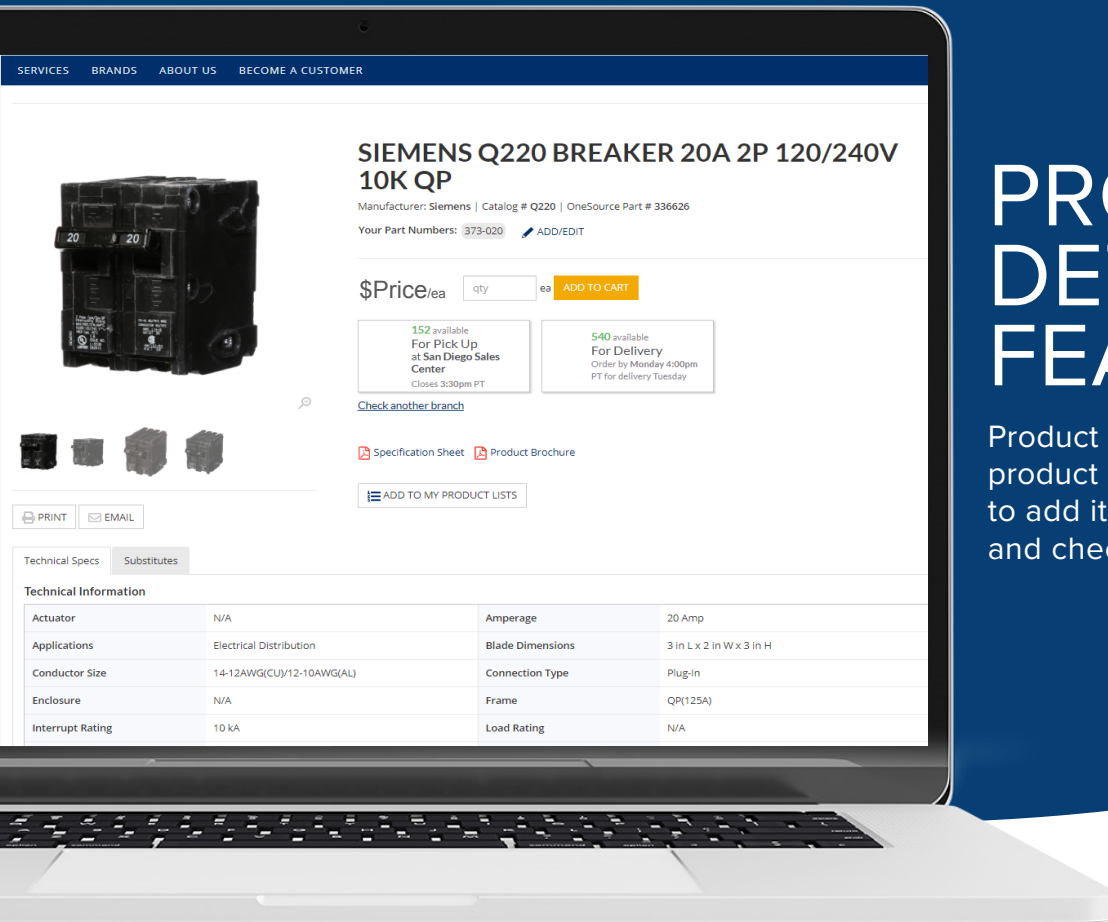
Add one or multiple products to your shopping cart in one step

Add products to new or existing lists seamlessly as you shop

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

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PRODUCT DETAILS & FEATURES

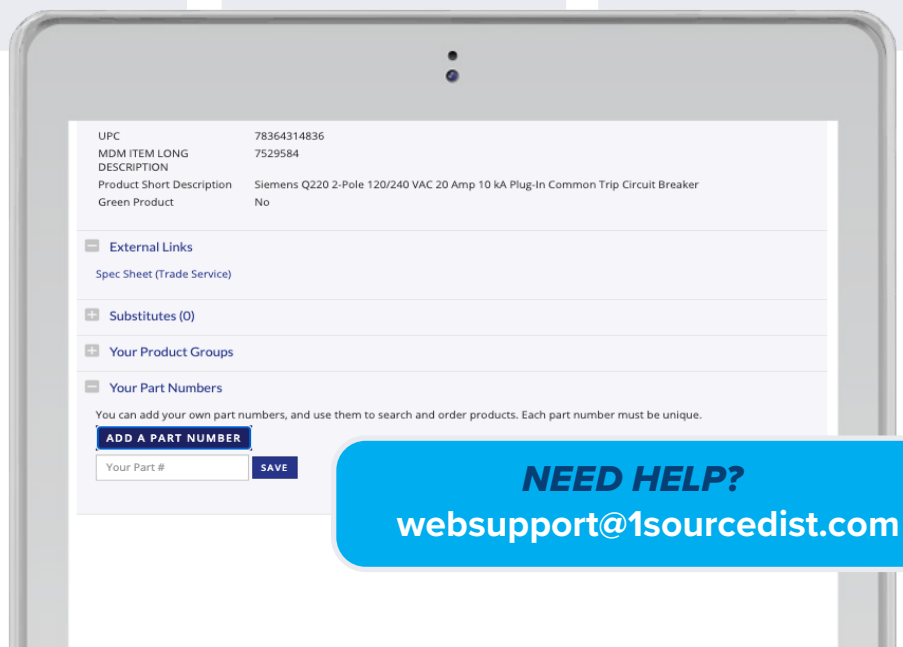
Product Detail pages not only show product information but allows you to add items to Product Groups and check stock availability.

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

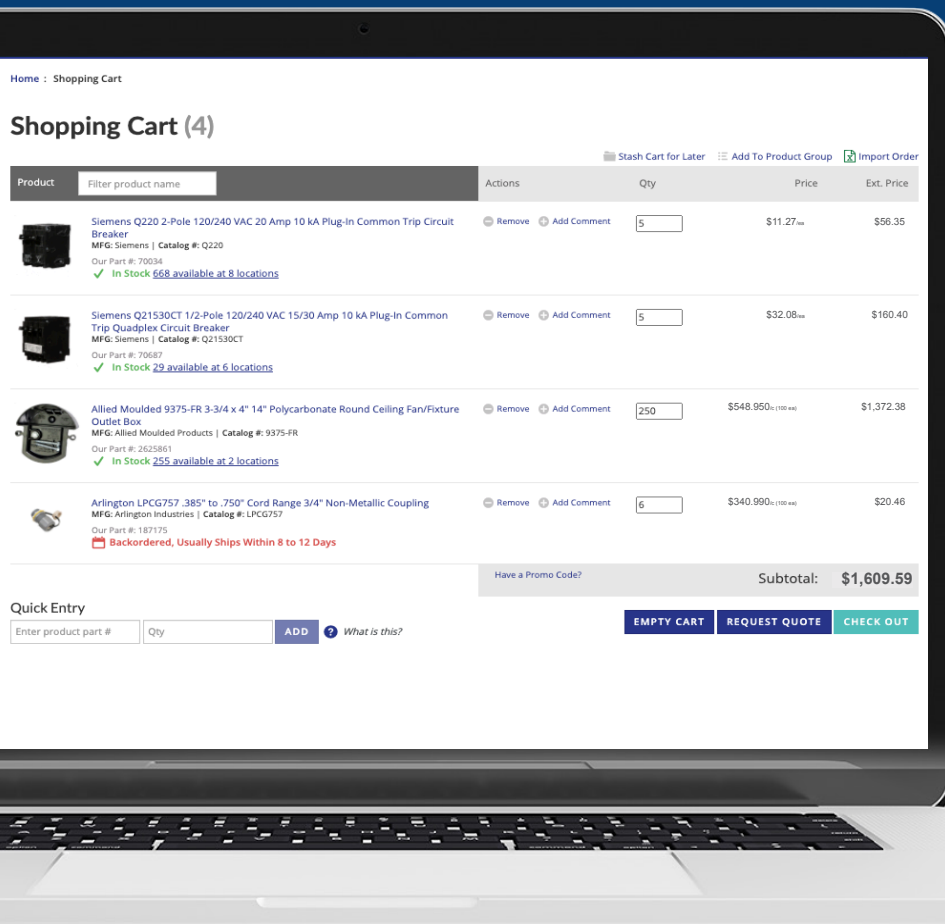
Product features, part numbers and substitute products are available 24/7

Safety Data Sheets available whenever you need them!

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



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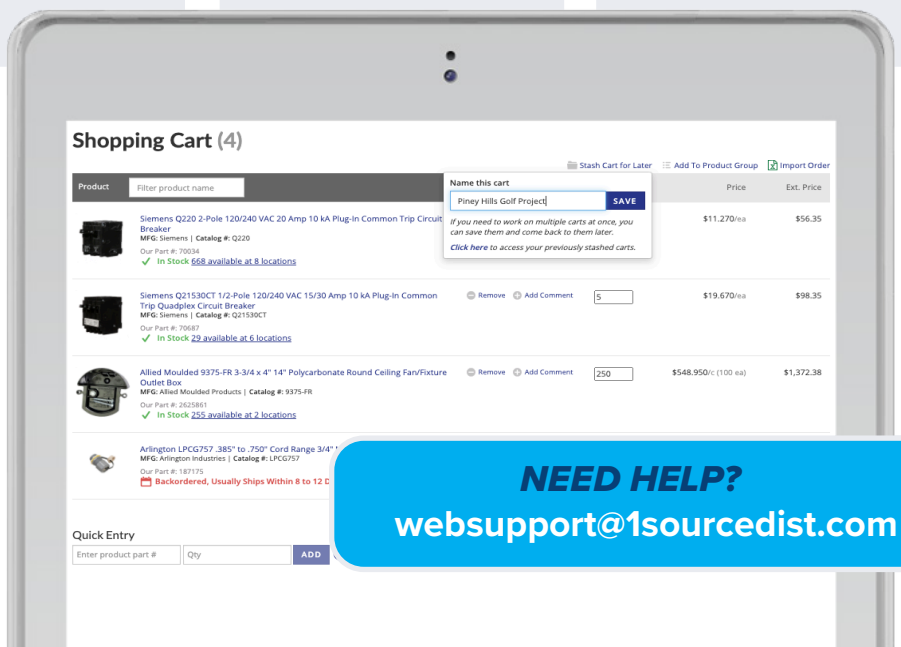
CHECKOUT FLOW & REQUEST A QUOTE

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

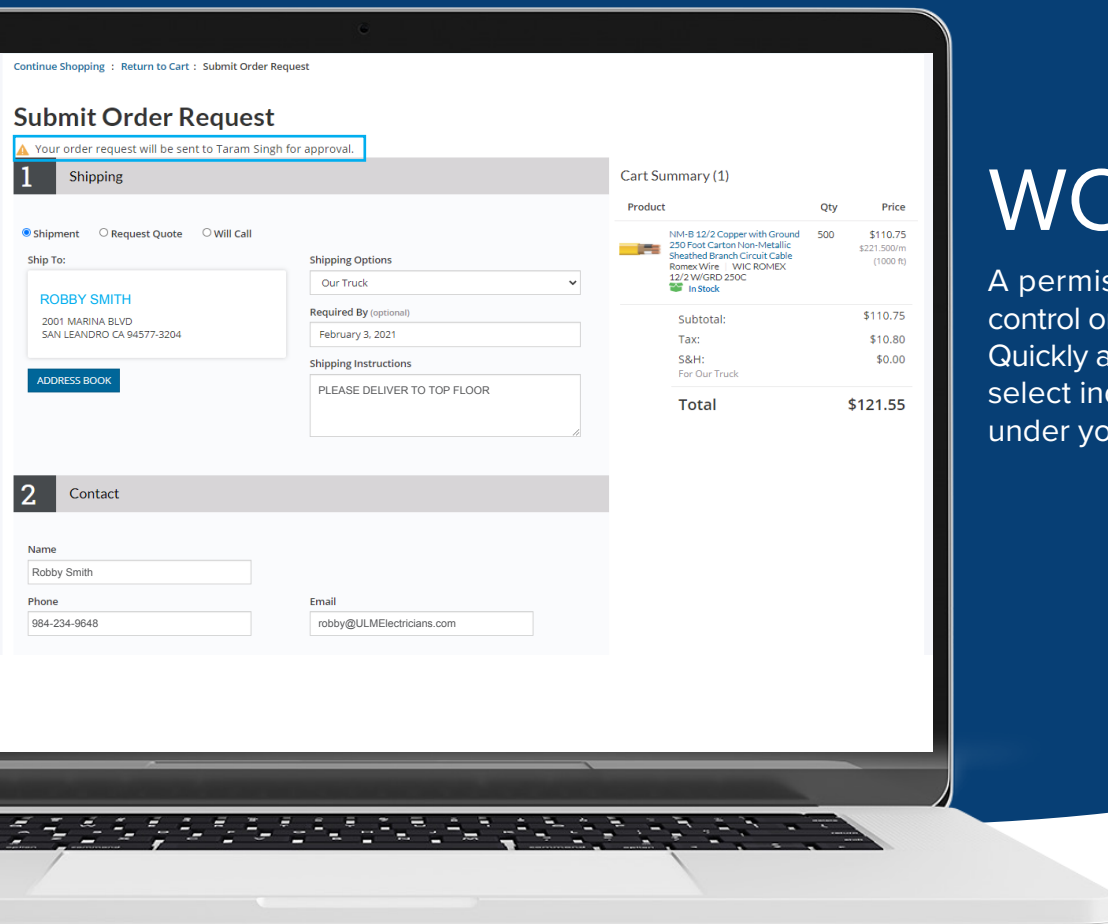
Juggling multiple jobs? Stash carts so you can continue to place orders while some carts are still a work-in-progress

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

Request Quotes with one click from the cart and check their statuses from the Orders & Quotes table



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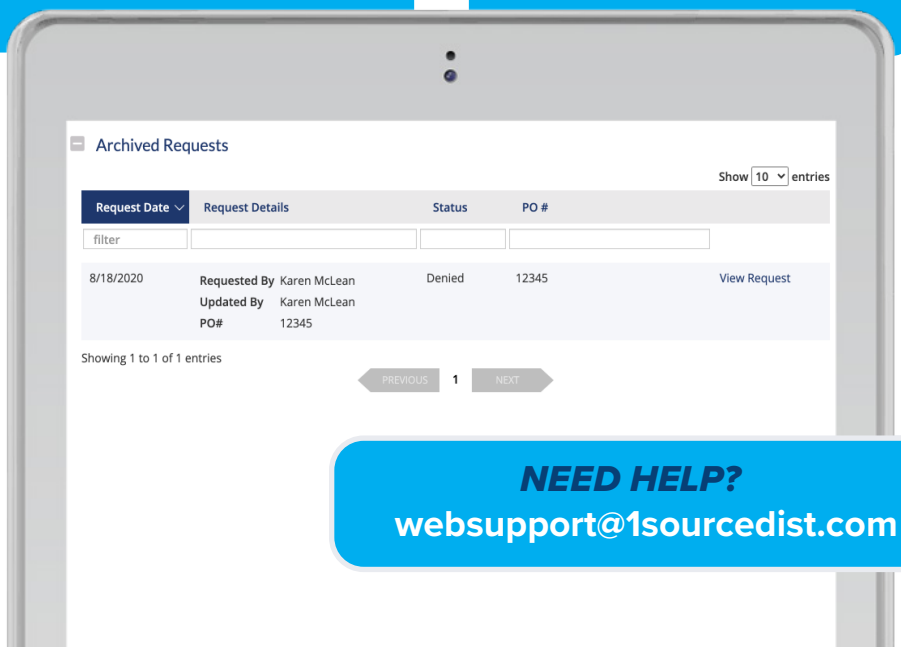
WORKFLOW

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



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