

# *Getting Started*



[shop.officeplusnv.com](http://shop.officeplusnv.com)

## Online Ordering Basics



## ONLINE ORDERING BASICS

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### Logging In

1. Go to the Office Plus home page at [shop.officeplusnv.com](http://shop.officeplusnv.com).
2. Find and click the log in link under our logo in the top left corner of the page.



3. Log in using your selected user name and password.

Registered Users

\*User Name:

\*Password:

[Forgot Password?](#)

4. When ready to log out, find the link in the same place as the log in link.



Once logged in you will have several options for ways to shop. Following is a brief outline of some of our website's features that can help to simplify your shopping experience.

### Shopping

#### Searching for Items

To search for items you can use the search function located at the top of the home page.

Or click on the [Advanced Search](#) link below the main search function for a more in depth search engine. Here you can use multiple fields to filter your search results..

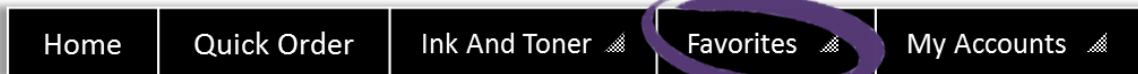
Key Words	<input type="text"/>
Item Number	<input type="text"/>
Manufacturer	Select One <input type="button" value="v"/>

For more general browsing you can choose a category from the home page header or even select Shop All Categories and go from there.

[Office Supplies](#)   [Technology](#)   [Furniture](#)   [Cleaning & Breakroom](#)   [Shop All Categories](#)

#### Favorites Lists

Create Favorites lists to save and organize your frequently purchased items. You can access and manage your Favorites lists from the fixed tool bar at the top of our web site.



#### Pre-loaded Lists

These are Favorites lists that are pre-loaded to your account by your salesperson or customer service representative. Pre-loaded lists cannot be altered, but are a great starting point. You can either shop directly from a pre-loaded list or you can make a copy, rename it

## Shopping Cont'd

### Creating New Lists From Scratch

1. Locate and click on "Manage Favorites Lists" in the "Favorites" drop down at the top of the page.



- 2 Click on:

**Create New List**

3. Name your new list and add comments as needed..

New List Name:

Comments:

4. Save your list.

**Save**

5. Once you click the "Save" button, you will be directed to the "Favorites List Management" page where your newly created list will now appear.

### Viewing an Existing List

1. Find the list on "Favorites List Management" screen.
2. View the list contents by clicking on it's name.

List Name	# Items	Shared	
 Customer's Choice	30		<a href="#">Add/Edit Items</a> <a href="#">Delete</a> <a href="#">Copy</a>
Comments: Office #1			Modified: 04/24/2014 Created: 07/16/2013




3. Once in your chosen list you can sort your items, view them by category, compare similar items, and add items to your cart to later create an order.

## Shopping Cont'd

### Copy, Delete, or Edit an Existing List and It's Contents

1. Find the list you would like to edit on the Favorites List Management page.
2. Use the following to make the changes you require:


**A. Edit the name of the list or the comments associated with it.**

- a. Click  to edit the list name or comments.
- b. Click  to save your changes.
- c. Click  to cancel.

**B. Click Add/Edit Items to make changes to the items on your list.**

- a. Add a new item by entering the part # in the empty box at the bottom of your selected list.

		\$0.00	
--	--	--------	--

- b. Tab to change quantity if necessary.
- c. Tab again to add comments in necessary.
- d. Enter or tab will add the item to your list.
- e. Click  to remove an item from the selected list.

**C. Click Delete to remove a list in its entirety.**

**D. Click Copy to make a copy of a list.**

- a. Check the  box next to the data entry fields.
- b. Enter your new list's name and add any comments needed.

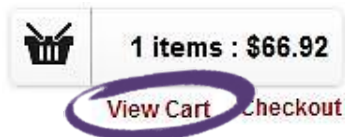
Selected List: Customer's Choice	Office #1
Copy to: Favorites List Name	Comments
<input type="checkbox"/> <input style="width: 150px;" type="text"/>	<input style="width: 300px;" type="text"/>

- c. Create your list copy. 
- d. Once you click the "Copy List" button, you will be directed to the "Favorites List Management" page where your newly created list will now appear.

## Order Creation

### Shopping Cart

To view, add, or remove items from an order using the Shopping Cart feature, locate the "View Cart" link near the top right-hand side of the main page.



From here you can perform the following actions:

1. Click **Continue Shopping** to add more items to your order.
2. Click **Print** to print the list of items in your cart.
3. Click **Empty Cart** to remove all existing items from your current order.
4. Click **X** to remove an item from your current order.
5. Change a specific line item's quantity in the box provided.
6. Add item comments in the box provided.
7. Click **Save Order** to save your order for completion at another time.
  - A. You can access a saved order by selecting "Saved Orders" from the "My Accounts" drop down menu located in the tool bar at the top of the page.

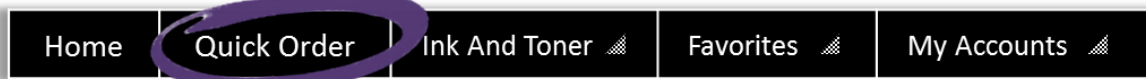


**\*Your Shopping Cart will only hold items for approximately 24 hours. You must save your order to hold it in your account for future adjustments.**

## Order Creation Cont'd

### Quick Order

When you know all or part of the item number(s) you would like to order you can use the Quick Order feature located in the tool bar at the top of the main page.



Once you've opened the Quick Order page by clicking the link in the top tool bar you can start placing your order.

1. Enter the item # you would like to order in the first data entry field.

Delete	Item #	Quantity	Your Price	Comments/ Description
✘	<input type="text" value="HEWCE285A"/>	<input type="text" value="1"/>	\$66.92 / Each	<input type="text" value="Customer #1's Printer (Reception Desk)"/> <a href="#">HP 85A, (CE285A) Black Original LaserJet Toner Cartridge</a>

2. Once you move to another field the system will search for your item.
  - A. "Enter" will take you to a new line.
  - B. "Tab" will take you to the next data entry field.
3. Change your quantity on order if necessary in the next field.
4. Add comments/description to your item if necessary.
5. Click ✘ to remove a single item from your Quick Order.
6. Click  to add the items in your Quick Order to a favorites list. (Please note: This will clear out your current Quick Order.
7. Click  to add the items in your Quick Order to your shopping cart.
8. To completely remove all items from your quick order click .

### Managing Your Account Balance

#### View Account Details

View your currently open invoices and outstanding balance by selecting the "Pay Invoices" option from the "My Accounts" drop down menu located at the top of the page.



Here you can select a time period to display a list of any remaining open invoices for that period.



From this list you can do the following:

1. Click **+** next to a particular Invoice # to view its item details.
2. Select one or more invoices by checking the  next to the invoice(s) to do the following:
  - A. Click **Print** to print a copy of the Invoice(s).
    - a. Printed Invoice copies contain delivery recipient signatures when applicable.
  - B. Click **Print Remit Form** to print a Remittance Form to include with a payment by check.
  - C. Click **Pay By Credit Card** to pay one or more Invoices online with a credit card.



## Managing Your Account Balance Cont'd

### Pay Online By Credit Card

You can easily pay one or more Invoices by credit card in the "Pay Invoices" feature listed under "My Accounts" located in the tool bar at the top of the web page.

1. Select the period for which you would like to see your open invoices.



2. Locate and select the Invoice(s) you would like to pay by checking the corresponding  box or boxes.
3. Click **Pay By Credit Card** located below the list of Invoices.
4. To remove any previously selected Invoices from your current payment check the corresponding  box and then click **Remove Selected Invoices**. Any unchecked invoices will remain to be included in your current payment.
5. Under "Payment Method" select the type of credit card you will be using for your payment and enter the card # and expiration date.
6. Click **Edit** to enter the Billing Address that is associated with your credit card. (The address must match for the card to process.)
7. Click **Process Payment** to make your payment.
8. Once your transaction has processed you will receive a Transaction Number for confirmation on the "Invoice Payment Status" screen.

### Payment Approved

Your credit card payment has been approved

Transaction number: \*\*\*\*\*

**Print**

**Back to Invoices**



## ONLINE ORDERING BASICS

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### Online Support

#### Online

Chat with us live online.



Send us a message from our contact page or fill out an information request form.

Office Plus Information and Special Request Form

Email us.

[customerservice@officeplusnv.com](mailto:customerservice@officeplusnv.com)

#### Phone/Fax

**Southern Nevada:** (702) 457-3636 phone

(702) 457-4422 fax

**Northern Nevada:** (775) 883-7755 phone

(775) 883-9158 fax

**Outlying/Toll Free:** (800) 452-3139 phone

(888) 848-5858 fax