



Online Ordering

1. GETTING STARTED!!

Control + Click on the Southwest Logo above to go to the web site. You will see the login screen. Login using your information which was submitted to Purchasing.

 A screenshot of a login form with a yellow background. At the top left is the word "Login" in white. To its right is a link "FIRST TIME USER? CLICK HERE" with a right-pointing triangle. Below are four input fields: "USER NAME", "PASSWORD", "COMPANY ID" (containing "185046"), and "FORGOT YOUR PASSWORD?". A "SUBMIT" button is located at the bottom right of the form.

Once you have logged in the following information will appear in the browse box. This is where you review budgets, held orders, returns on-line and to log off.

- [HP Printer Supplies](#)
 - [Return/Credit Request](#)
 - [Budget](#)
 - [Held Orders](#)
- ▶ [MODIFY ACCOUNT](#)
- ▶ [LOGOFF](#)

You should review your budget before each purchase. This information is updated after each order has been released from the Purchasing Department. Your budget screen appears as shown below.

185327 - (JOHNSON (RAFER) COMMUNITY DAY)		
BCSD-JOHNSON (17) COMMUNITY DAY		
PO# 08002032		
Annual Budget	Budget Used	Budget Dollars Available
\$93.24	\$0.00	\$93.24



The budget screen displays your PO #, Total Purchase Order Amount (Annual Budget), Budget Used and Available Dollars. If the number in the Available Dollars is “RED” this is the amount you are currently over budget by. Your order will be put on hold until it is reviewed by Southwest School Supply. You may review your held orders by selecting the Held Order option in your browse box as shown above.

2. QUICK ORDER SCREEN – (take note.....THIS IS A TIME OUT SCREEN....if you leave your desk please put your order on hold)

Enter the item number (tab), enter the quantity and add to the cart. Use the comment line to specify who the item is for or just to add a note. Do not use the comment line for item description – descriptions display once you have added to your cart.

Part Number	Quantity	Comment
SSS140358	1	Custodian
SSS650125	4	IMC
SSS11510	6	Office

Below you will find an example of your cart with the items added from the quick order including the comment lines. On this screen you can change quantities, add or delete comment lines and delete complete line items. You can also save carts. When using your budget dollars, remember your cart SUB TOTAL must be less than the Available Dollars. You **DO NOT** enter your purchase order on this screen. The system will automatically enter your **PO#** for you.

Part	Description	Order	U/M	Price	Extension	
SSS140358	FLAG, OUTDR, 5X8, CA, NYLON 1 Custodian	1	EA*	47.55	47.55	Delete
	 Comment					
SSS650125	LAM ROLL 25"X500"X1" 30 IMC	4	RL*	15.95	63.80	Delete
	 Comment					

[SSS11510](#) FORM, RECEIPT, MONEY, 3 PART EA* 6.99 41.94 [Delete](#)
Office

Comment

(* are Special Price items)

Sub Total

PO

Instructions

Save my cart
Name it

[Print](#) - Print version
[Delete](#) this order

3. CHECKING OUT

When you click on Checkout the following screen will appear:

**Orders released will be submitted for approval to
SUSAN HANSON**
Email notifications will be sent to hansons@bcisd.com

Terms

Ship Via

PO Number -- PO's Available --

Special Instructions

If you have more than one open purchase order you will use the PO's Available pull down screen and select the PO you wish to use. This screen also shows you who your order is being sent to for approval and your shipping information. You can also list a special instruction on this screen. Remember you only have 25 characters and spaces for you Special Instructions. This is GREAT for a teacher's name to display on the Packing List and Label or for communicating a delivery time (i.e. Closed 12/24 – 1/4).

Once you have selected your PO, entered any Special Instructions and verified your shipping information you will select the SUBMIT option located at the bottom of the page.

This will send your order to the appropriate person for approval. Once your order has been approved you will receive an e-mail confirmation.

4. CREATING A LIST

In the upper right hand corner of Southwest School Supply's page are the following tabs:



Click on the My List tab. Click on Add New Shopping List. This option is great for items you order frequently or to just keep track of what teachers order. It is also handy for hard to find items.

List	Description	Added	Master List
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[Add new Shopping List](#)

Name your list. Enter the description and submit. You may have as many lists as you want. (i.e. per teacher, office, principal, etc.)

Enter the new List's Name

Enter the List's description

Check if Master

Submit

Reset

You add items to your list via the Quick Order screen or on the search page. Following is an example of the Quick Order screen. Add items and select the Add to List option. If you have more than one list, you click on the pull down arrow and it will let you select the list you need.

[List](#) ▼

5. RETURNS

You can create your return on-line or simply call the customer service department at (800)227-7159. **Either way you will also need to email Jana Gaiser at gaiserg@bcSD.com . In the email you will need to include the PO Number, the Order Number, the Item Number and what the problem is.**

If you are creating the return on-line you will find the option in the same browse box with budgets and held orders options (as displayed in Section 1 of these instructions). Click on Return/Credit option. Please note return policies. Click on the Process Return option. You will need to fill in all required fields. Once complete you click on the Submit option at the bottom of the page. This will send your request to Southwest and we will process accordingly.