

Ordering On Line Instructions

After you have logged onto the site your main ordering screen will appear. Look around and get yourself familiar with the layout. You will be able to order any product we sell, see which orders are pending, open invoices, payment history and invoice history. You can manage your supplies from one location.

O. K. Lets Go!!!!!!!

Looking at the main screen, go about half way down you will see 4 product tabs; Customer Products, Due for Recorder, Item Category, and All Items.

“Customer Products”

The items listed below are the products you have purchased from us (except machines and special order items). You will see that each product listed in your history has a product code, size (each, quart, gal, etc), current price, date you last ordered that product, quantity you ordered, and item category where the item can be found.

To find a specific item, highlight any item listed in the under the “Item Description” by clicking once on any item. Once the item is highlighted push “Control Z” on the key board. A box will appear. In the field value type the name of the item needed. Example: “High Noon”. Click the first button at the bottom left and the item will appear, highlighted, if you have ordered that item in the past. Remember your item search has to be entered exactly as it appears in the computer. An extra space or letter may prevent a match. Double click on that item and a box will appear where you can enter the quantity needed and then click O.K. This will add the item to the shopping cart.

Continue this process until you complete your order.

If there is an item needed that you have not ordered from us in the past click on the “All Items” which is to the right of the “Customer Products” tab. Follow the same procedure as you did in the above section.

If there is an item that is not listed in either the customer products or all items you still can order that item. Click on “View Shopping Cart”. Click on the “Instructions” tab. In the area provided type the item, quantity needed, and we will adjust the order for you. When you have finished click “Submit Order” tab and your order will be sent to us. A faxed or e-mail confirmation will be sent to you, if desired.

ENTER SPECIAL ORDER LINES AFTER ALL OTHER ITEMS ARE ENTERED

When you have entered all the items needed click the “View Shopping Cart” tab. You will see the order you have just placed. Check your order and see if you entered everything you needed and the quantities are correct. You can modify quantity or delete the entire line if necessary. If the order is correct you can submit the order. An order confirmation will be faxed to you, if desired.

If you have any problems please call Clean-O-Rama at 1-800-244-7262 and ask for Keith