Users Quick Ordering Guide



Type www.e-integritybiz.com into your browser and log in using your Username and Password.

Home Page

- Search
- Browse by Category
- Quick Order
- Favorites Lists
- My Account

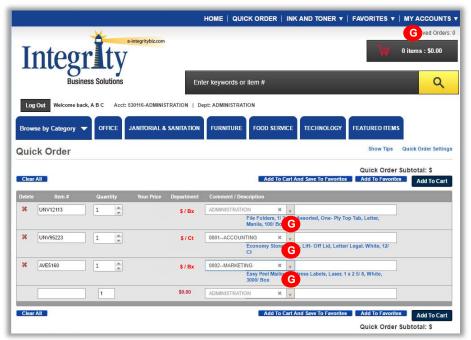


My Account

- Edit Your Profile
- View Order History
- Access Saved Orders
 Certain Users Can:
- Access Multiple Departments
- View Orders Pending Approval

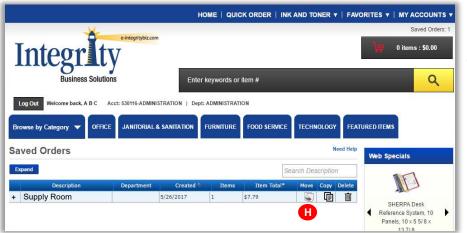
Building an Order

- Search: by item number or keywords. Search will display items matching your criteria and can be narrowed down by product characteristics.
- **Browse by Category:** discover our entire catalogue by easily identifiable sections.
- Quick Order: Enter item numbers and quantities into your shopping cart.
- Favorites Lists: Save your items into lists for quick reordering.



Choosing Departments

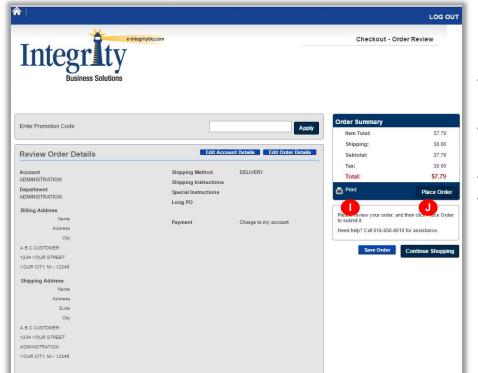
- Customers with Multiple Department access may select departments from the My Accounts dropdown menu or may select per line item in the order.
- Click Add to Cart, or G
- Add to Favorites, or
- Add to Cart And Save to Favorites



Your Saved Orders

 Click Move (to Cart) to edit and purchase items in your saved orders.





Checkout

- Edit Account Details to choose department before placing your order. Click Continue.
- Edit Order Details to add Attention, Shipping Instructions, and Purchase Orders. Click Update Changes.
- Print your order. 🕕
- Place Order to complete your transaction.