

Users Quick Ordering Guide



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

Home Page

- B** Search
- C** Browse by Category
- D** Quick Order
- E** Favorites Lists
- F** 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. **I**
- **Place Order** to complete your transaction. **J**