

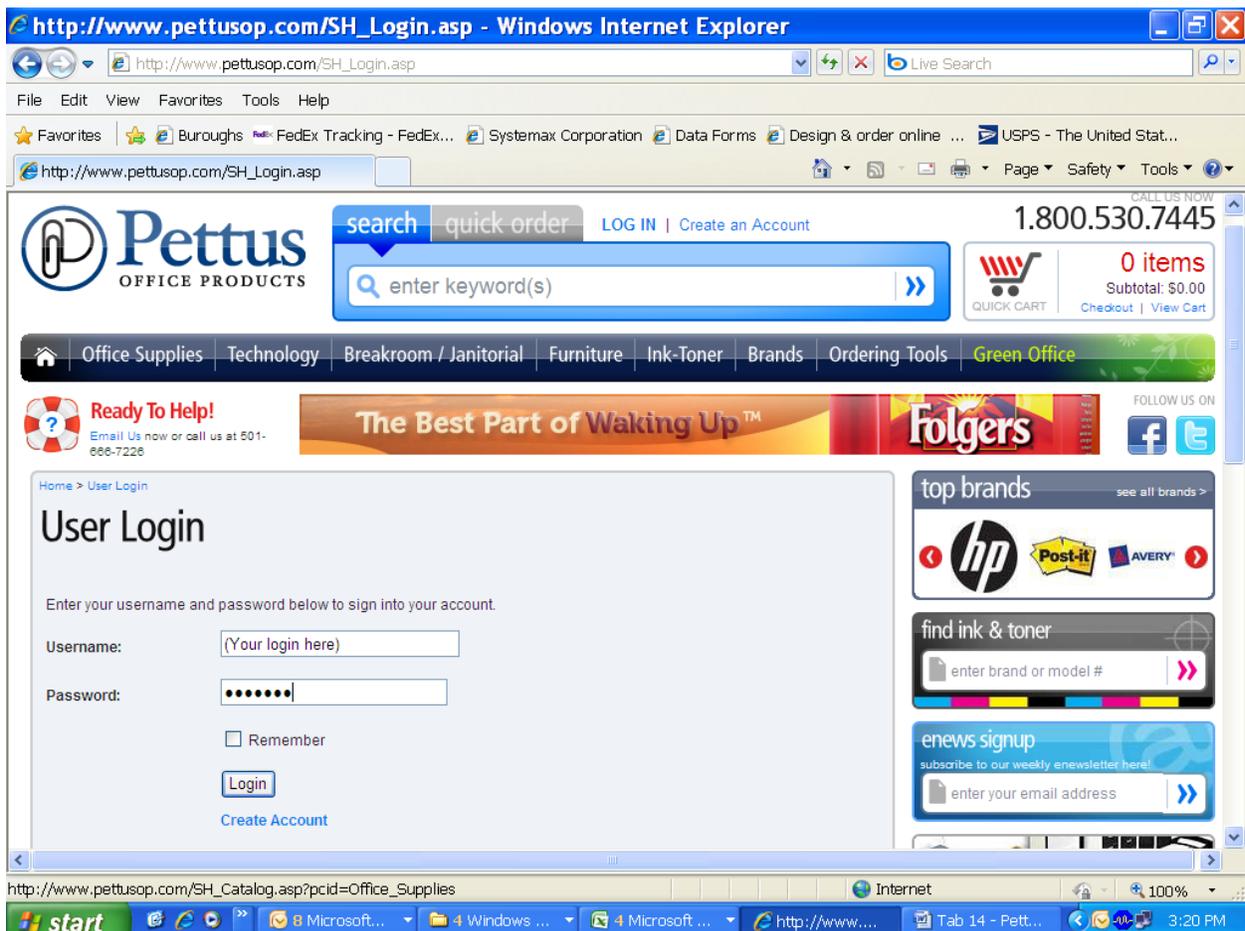
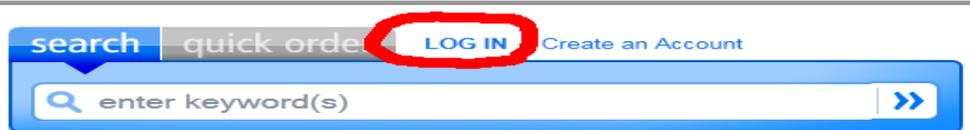


Website Tutorial

www.pettusop.com

How to Login

1. Type your login information in the box below.

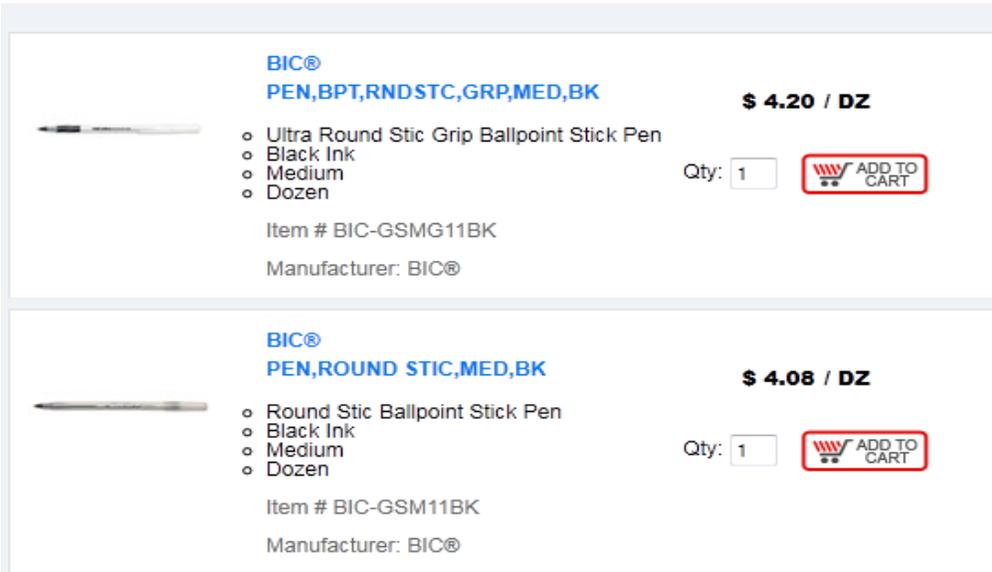


How to Browse the Catalog

1. Point your cursor over the catalog category menus (see picture), and click the category of items you are wanting to shop for.



2. Once you select your category you will see the catalog menu for that category drop down to further define your search.



3. Click on the item to see an expanded preview of the product.
4. If you need additional information click on "Get more information about this product".

How to Browse Your Favorites

1. Point your cursor over “My Account”, right next to the **Go Green** button. Then click on “Favorites”.



Special Menu: [Manage My Category Names](#) [Edit My Category Items](#)

[Home](#) > [Ordering Tools](#) > [My Favorites](#) > [Order From Favorites](#)

Order From Favorites

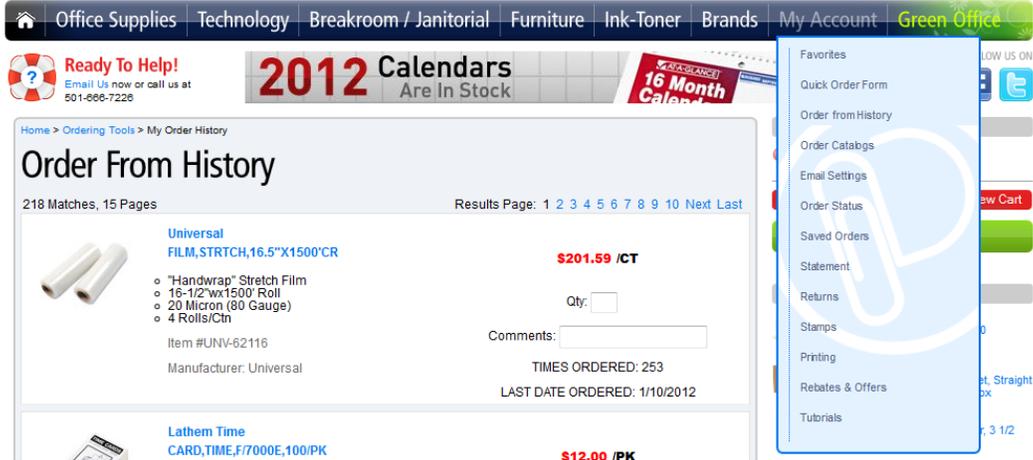
[Commodities](#)

2. To create your categories with your favorites click on “Manage My Category Name”. From there you can create different categories to sort your favorites. Example, Paper, Pens, Post It’s.
3. To add favorites to your categories go to “Edit My Category Items”. You can also click on the “Add to Favorites” link when you are browsing or searching the catalog.

CAT	DESCRIPTION	CAT	DESCRIPTION
A	<input type="text"/>	B	<input type="text"/>
D	<input type="text"/>	E	<input type="text"/>
G	<input type="text"/>	H	<input type="text"/>
J	<input type="text"/>	K	<input type="text"/>
M	<input type="text"/>	N	Commodities
P	<input type="text"/>	Q	<input type="text"/>
S	<input type="text"/>	T	<input type="text"/>
V	<input type="text"/>	W	<input type="text"/>
Y	<input type="text"/>	Z	<input type="text"/>

Order from History

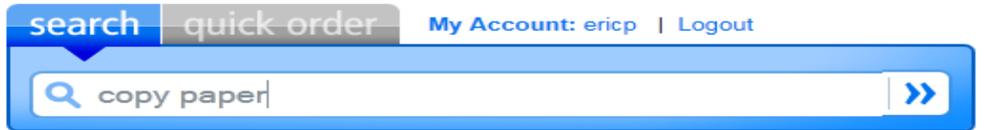
1. To order from your history hover over “My Account” right next to the Go Green button, and click on “Order from History”.



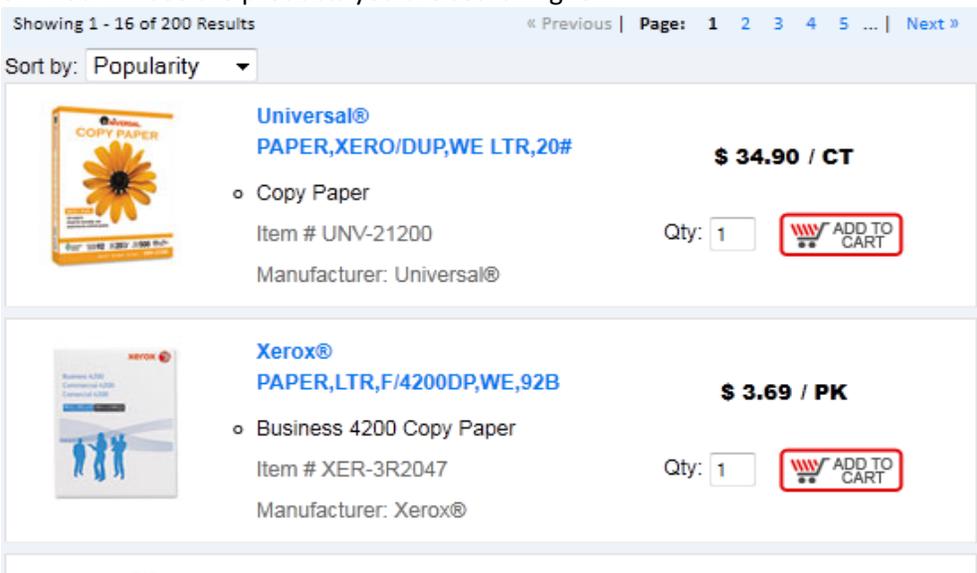
2. Once you have clicked on “Order from History” you are ready to shop from your history. The order from history feature sorts your history to where your most frequently ordered items will appear first.
3. Once you have your item quantities added scroll to the bottom of the page, and hit the “Add to Order” button.

Searching the Catalog

1. To search the catalog type in your search term or item number in the search box.



2. Click "Search" to begin.
3. You will see the products you are searching for.



4. Look for the items that come up first. These will be your best priced items.

Adding Item to the Cart

1. Type your quantity in, and click "Add to Cart".



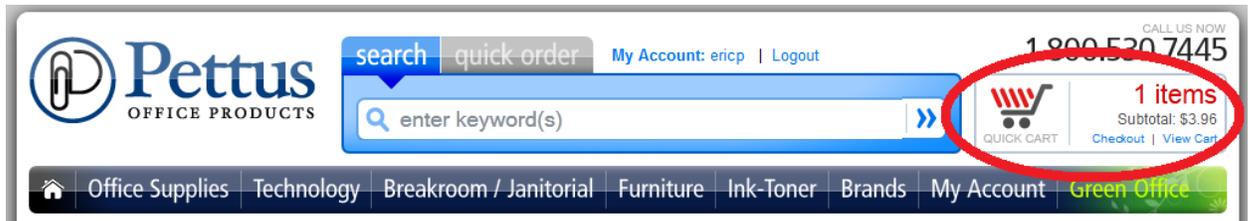
2. Once you add the item to your cart, it will appear in your Order Summary over on the right hand side of your screen.



3. From your order summary you can update the quantity you are ordering, print, process order, save order and cancel order.

Viewing Your Cart

1. To view your cart click on the shopping cart icon at the top or click on the words "View Cart".



2. To update the quantities you are ordering type the quantity in the quantity box. If you have any comments, attention to, etc, type them in the respective box, and hit "Update Quantities" to update your shopping cart.

[Home](#) > [Shopping Cart](#)

Your Shopping Cart - View and Edit Your Order

STARTED	LAST CHANGE	ORDER #
2/6/2012 1:54:14 PM	2/6/2012 1:54:14 PM	127897
SOLD TO:		SHIP TO:
Account: 10375 Name: Pettus Office Products Suite: Street: 2 Freeway Drive City, State: Little Rock, AR Zip: 72204		Name: Pettus Office Products Suite: Street: 2 Freeway Drive City, State: Little Rock, AR Zip: 72204
PO NUMBER:	WHO CALLED	ATTENTION
1	pettus	
COMMENTS:		
<input type="text"/>		
MMM-6549YW	1	Plain Self Sticking Highland Notes, 3"x3", Yellow
		Comments: COMMENTS GO HERE <input type="text"/>
		\$3.96 PK \$3.96
		Sub Total: \$3.96
		Sales Tax: \$0.34
		Total: \$4.30

[Update Quantities](#)

[Click Here To Checkout >](#)

Order Summary

MMM-6549YW 1 \$3.96
Plain Self Sticking Highland N

[Save](#) [Print](#) [Update](#) [View Cart](#)

[Check Out](#)

Recently Viewed Items

- MMM-6549YW
Self-Stick Pads, 3 x 3, Yellow, 100
Sheets/Pad, 12 Pads/Pack
- SMD-73224
3 1/2 Expansion Drop Front Pocket, Straight
Tab, Letter, Manila/Redrope, 25/Box
- SMD-73208
Easy Grip Pocket, Redrope, Letter, 3 1/2
Inch Expansion, 25/Box
- CML-1143419
Carenmail Rugged Padded Mailer, Side Seam,
6 x 8 3/4, Light Brown, 25/Box
- HLS-HQH307
Prismatic Quartz Tower Heater w/Two Heat
Settings, 14w x 9-3/4d x 24h

Submitting Order

1. To checkout click on "Complete Order" on your order summary. It will take you to the page below.

Ordering from Pettus is fast, easy, and secure.

Click the **Complete Order Button** to send your order to our warehouse for immediate processing.

Complete Order ▶

STARTED		LAST CHANGE		ORDER #	
2/6/2012 1:54:14 PM		2/6/2012 1:54:14 PM		127897	
SOLD TO:			SHIP TO:		
Account: 10375			Name: Pettus Office Products		
Name: Pettus Office Products			Suite:		
Suite:			Street: 2 Freeway Drive		
Street: 2 Freeway Drive			City, State: Little Rock, AR		
City, State: Little Rock, AR			Zip: 72204		
Zip: 72204					
PO NUMBER:	WHO CALLED	ATTENTION			
<input type="text"/>	<input type="text" value="pettus"/>	<input type="text"/>			
COMMENTS:					
<input type="text"/>					
LINE	ITEM NUMBER	DESCRIPTION	YOUR PRICE	UM	TOTAL
001	MMM-6549YW	Plain Self Sticking Highland Notes, 3"x3", Yellow	\$3.96	PK	\$3.96
Order Quantity: <input type="text" value="1"/>		PK	Comments: <input type="text"/>		Add To Favorites Delete: <input type="checkbox"/>
Sub Total:					\$3.96

2. You can type in your name in the attention box. You can also type in comments right next to the item number. Your comments will print below the item on your packing slip.

3. Review your order checking units of issue and quantity. If the order is complete and is ready to submit, click on the "Complete Order" button.

Saving Order

1. With Pettus, you can build your shopping cart by adding items as you are requested to order them and save the order until you Click on the “Save” button on your order summary. It will give you a message like below.

Save Order

Order Number: 046595 has been moved to your held/saved orders. You can open this order again by selecting the held/saved orders option from the menu.

These is a great tool to use to build you cart and submit weekly if needed.

2. To retrieve the order click on “My Account” at the top right above the search box.
3. Once on My Account click on “Saved Orders” on the left hand side.
4. On the Saved Order screen, you will be able to view and retrieve all your saved orders and submit for approval or shipment.