Connexion User Guide – ISS UK





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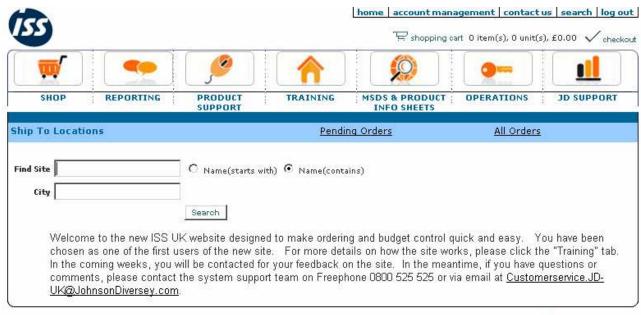
Welcome to Connexion online. You should have received a username and password in a separate email from your programme administrator. Please contact your programme administrator if you have not received this information.

Logging into Connexion

- 1. Go to URL: http://store.connexion-online.com.
- 2. Login using your username and password. **NOTE:** Usernames and passwords are case sensitive and provided under separate notice by your programme administrator.





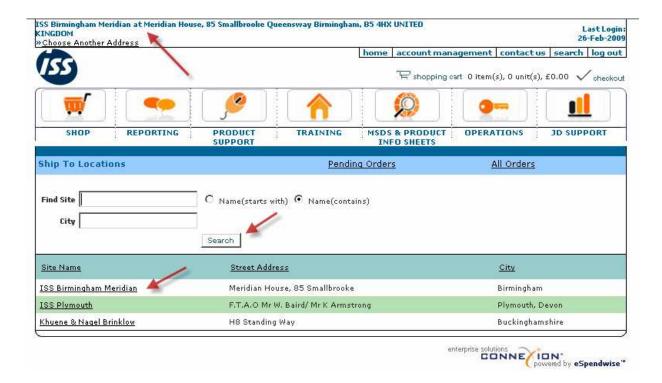




Selecting Your Site

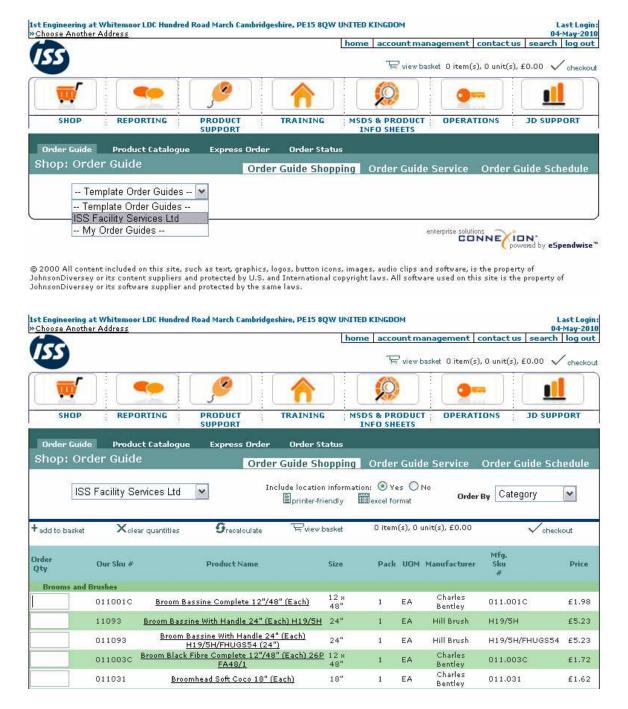
- 1. Select **Search** from the centre of the page to see the sites that have been allocated to you.
- 2. Select the **Site Name**. In the top left-hand corner the system will display the site you are shopping for.

NOTE: If you are set up for only one site in the system, you will not see Search.



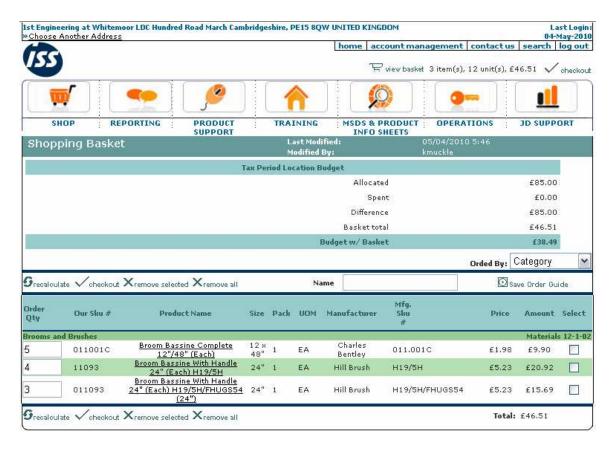
Shopping with the Order Form

3. From the dropdown menu (- Template Order Guides -) select ISS Facility Services Ltd and wait several seconds while the order guide loads.

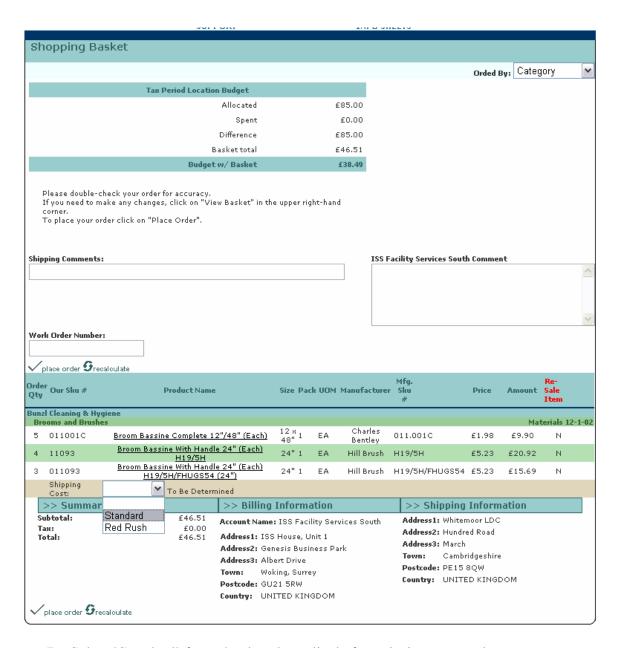


4. Shop for items by entering quantities into the **Order Qty** column and selecting **add to basket** from the middle of the page.

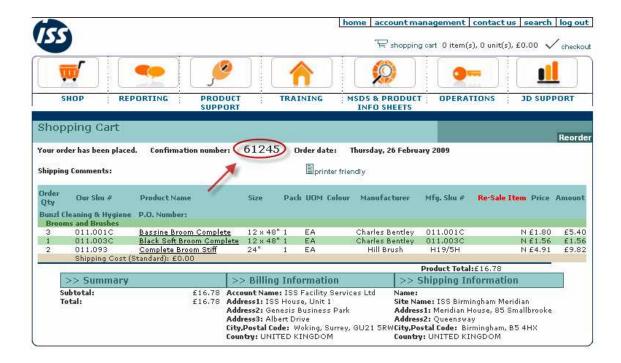
5. Select **view basket** from the middle of the page. The system will display the items in the basket. Make any quantity adjustments here. **NOTE:** If there are budgets for this location the budget information will also display in the shopping basket.



6. Select **checkout** from the top right-hand corner.



- 7. Select 'Standard' from the dropdown list before placing your order.
- 8. Select place order.
- 9. The system will present an order **Confirmation Number** in the middle of the screen. This means that your order has been received and has begun processing.



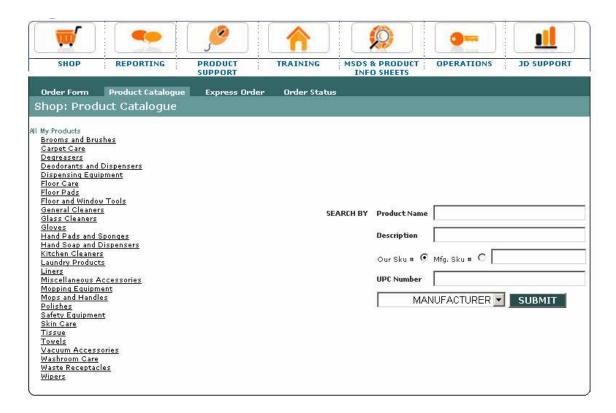
10. Additional **Checkout** Functionality

- a. **Shipping Comments** Sent to supplier on purchase order. I.e. Deliver by 4:00 pm on Friday.
- b. **Comment** These comments will display in the system on the order level under the Shop Order Status tab.

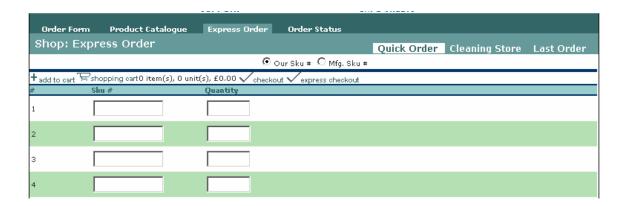


Shopping using Product Catalogue and Express Order

- 1. Select **Shop**.
- 2. Select **Product Catalogue**. Items can be located using the product search screen and filters. I.e. manufacturer, sku number, etc.



3. Select **Express Order**. Items can be ordered by entering the product sku number and a quantity.

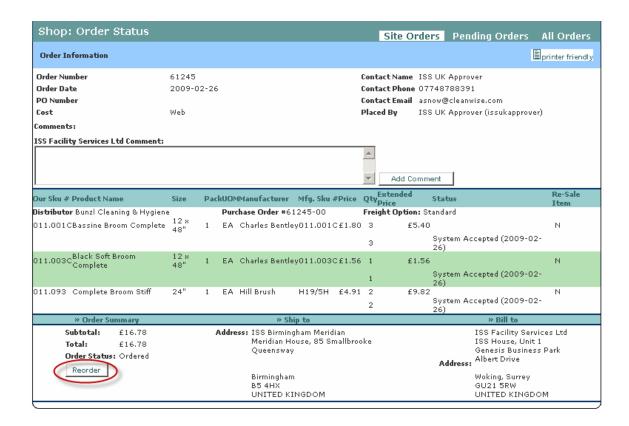


Shopping with Reorder

The **Reorder** functionality is for you to save time completing a new order using the order guide. Reorder takes a previous order that you have placed and puts the items and quantities in your new shopping basket. You can then make any changes/deletions/additions much more efficiently.

- 1. Select **Shop**.
- 2. Select Order Status.

- 3. Select the Order # link to see the line item detail for the order you would like to work with.
- 4. Select Reorder.

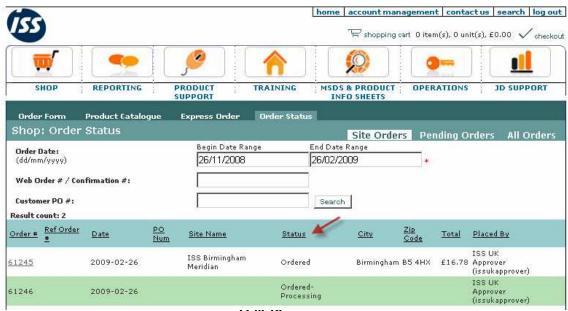


- 5. The system will place the items in the shopping basket.
- 6. Make any revisions and select **Checkout**.

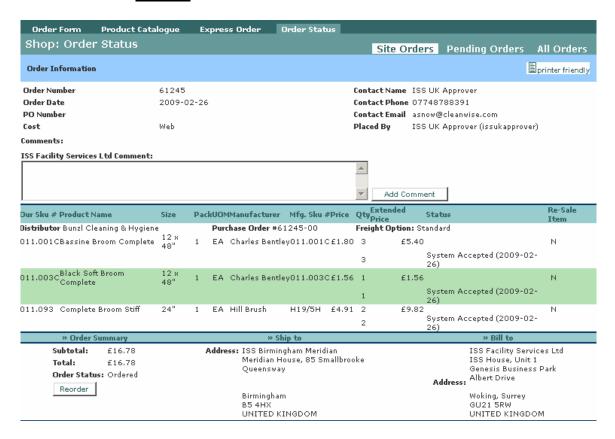
Viewing the Status of an Order

Once **Place Order** has been selected and you have received a **Confirmation Number**, the system has received the order and begins processing. You can see the status of an order by going to the **Order Status** tab.

- 1. Select **Shop**.
- 2. Select **Order Status**. The system will present a 3 month history of orders for the location you are shopping for (see the top left-hand corner). There are seven (7) statuses for orders; Ordered, Pending Approval, Pending Date, Rejected, Cancelled, Shipment Received and Invoiced.
 - a. **Ordered** Normal order processing and sent to supplier for processing
 - b. **Pending Approval** Order is being held in the system until a manager approves, rejects or modifies the order. Orders are held if a specific business rule is exceeded. I.e. over budget, item limits, etc.
 - c. **Pending Date** Order is being held and will be released for processing on a future date.
 - d. **Rejected** The order approver (manager) has rejected the order. It has been cancelled and is not being sent for processing.
 - e. **Cancelled** The order approver chose to modify the original order. When modify is selected, the original order is cancelled in the system and a new modified order is placed.
 - f. **Shipment Received** This order has been received, but not completely invoiced yet.
 - g. **Invoiced** Order has been delivered and all line items have been invoiced.

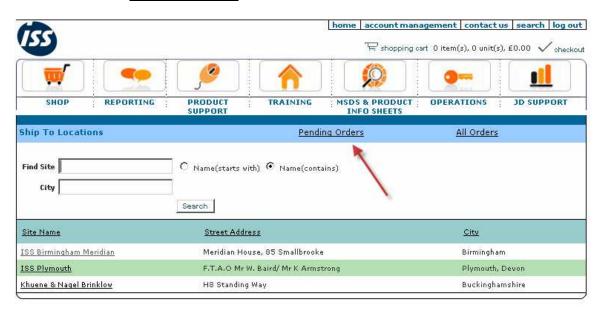


3. Select the **Order #** link to see the order line item detail.

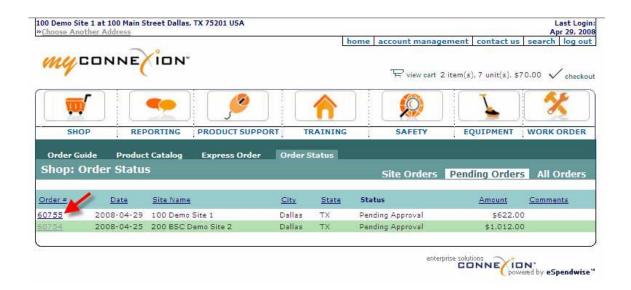


Approving a Pending Approval Order

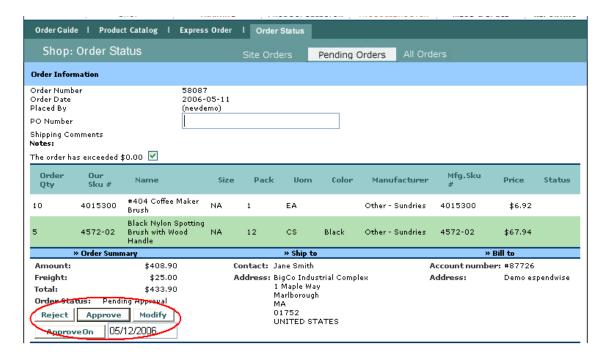
1. Select the **Pending Orders** link from the home screen.



2. Select the **Order #** link from the **Order Status** screen.

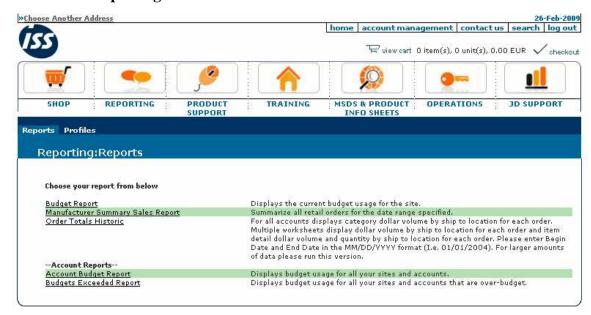


3. Select **Reject**, **Approve**, **Modify** or **Approve On**. **NOTE: Modify** will cancel the original order and place all items from the original order into the shopping basket for the locations. You then can make your modifications and place a new order.

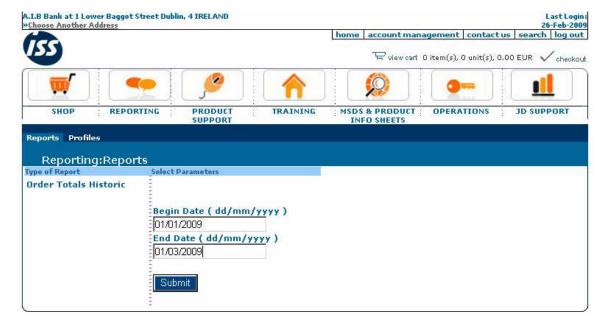


Reporting

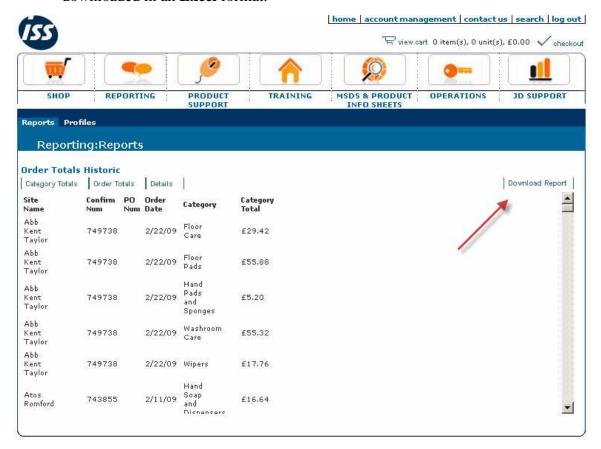
1. Select Reporting.



- 2. Select the **Report Name** link under **Choose your report from below**.
- 3. Enter/select the appropriate criteria. I.e. date parameters, appropriate radio button, dropdown list.
- 4. Select Submit.



5. The system will present the report on the screen. **NOTE:** Report detail can be downloaded in an **Excel** format.



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1	Site Name	Project Code	Confirm Num	Order Date	PO Num	Sale Type	Order Sub Total	Tax	Freight	Handling
2	BigCo Industrial Complex	1204	57721	02/06/2006		END_USE	\$910.30	\$0.00	\$0.00	\$0.00
3	BigCo Industrial Complex		57726	02/08/2006		END_USE	\$431.56	\$0.00	\$0.00	\$0.00
4	BigCo Industrial Complex	1204	57727	02/08/2006		END_USE	\$664.26	\$0.00	\$0.00	\$0.00
5	BigCo Industrial Complex	1204	57736	02/09/2006		END_USE	\$571.45	\$0.00	\$0.00	\$0.00
6	BigCo Industrial Complex		57737	02/09/2006		RE_SALE	\$125.74	\$0.00	\$0.00	\$0.00
7	BigCo Industrial Complex		57748	02/10/2006		END_USE	\$563.02	\$0.00	\$75.00	\$0.00
8	BigCo Industrial Complex	1204	57749	02/10/2006		RE_SALE	\$84.00	\$0.00	\$75.00	\$0.00
9	BigCo Industrial Complex		57750	02/10/2006		END_USE	\$88.82	\$0.00	\$25.00	\$0.00
10	BigCo Industrial Complex		57770	02/19/2006		END_USE	\$194.03	\$0.00	\$25.00	\$0.00
11	BigCo Industrial Complex	1204	57771	02/19/2006		END_USE	\$39.85	\$0.00	\$25.00	\$0.00
12	BigCo Industrial Complex		57773	02/21/2006		END_USE	\$1,339.68	\$0.00	\$25.00	\$0.00
13	BigCo Industrial Complex		57816	03/06/2006		END_USE	\$189.50	\$0.00	\$0.00	\$0.00
14	BigCo Industrial Complex	1204	57818	03/06/2006		END_USE	\$97.12	\$0.00	\$25.00	\$0.00
15	BigCo Industrial Complex		57826	03/08/2006		END_USE	\$912.55	\$0.00	\$0.00	\$0.00
16	BigCo Industrial Complex	1204	57870	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
17	BigCo Industrial Complex	1204	57871	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
18	BigCo Industrial Complex	1204	57872	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
19	BigCo Industrial Complex	1204	57922	04/05/2006		RE_SALE	\$458.28	\$0.00	\$75.00	\$0.00
20	BigCo Industrial Complex		57924	04/05/2006		END_USE	\$187.11	\$0.00	\$0.00	\$0.00
21	BigCo Industrial Complex		57925	04/05/2006		END_USE	\$525.98	\$0.00	\$25.00	\$0.00
22	BigCo Industrial Complex	1204	58087	05/11/2006		END_USE	\$408.90	\$0.00	\$25.00	\$0.00
23	BigCo Industrial Complex	1204	58101	05/12/2006		END_USE	\$376.14	\$0.00	\$25.00	\$0.00
24	Cleanwise Corporate HQ	1201	57774	02/21/2006		END_USE	\$252.62	\$0.00	\$25.00	\$0.00
25	Pharmaceutical Co Campus 1	1224	57873	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
26	Pharmaceutical Co Campus 1		57874	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
27	Pharmaceutical Co Campus 1		57875	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
28	Pharmaceutical Co Campus 1	1224	57876	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
29	Pharmaceutical Co Campus 1		57877	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00
30	Pharmaceutical Co Campus 1	1224	57878	03/22/2006		END_USE	\$41,080.39	\$0.00	\$25.00	\$0.00