

# 36 Strategies

## CUSTOMER PORTAL USER GUIDE

36 STRATEGIES

Welcome, John Smith!  
[My Account](#) | [My Product Lists](#) | [My Cart \(12 items\)](#) | [Checkout](#) | [Log Out](#)

Search entire store here...

HOME | PAPER | PLASTIC | **CHEMICALS** | MEP | PPE | STATIONERY | CONSTRUCTION

Home / Chemicals

SHOP BY

SHOPPING OPTIONS

CATEGORY

- Cleaner (6)
- Deodorizer (2)
- Detergent (1)
- Hand Soap (1)
- Remover (3)

BICS CODE

- ☐ White (7)
- ☐ Blue (3)
- ☐ Green (2)
- ☐ Red (1)

FRAGRANCE

- Apple (1)
- Citrus (1)
- Fuchsia Berry (1)
- Lime (1)
- Neutral (6)
- Peach (1)
- Pleasant (1)
- Rose (1)

CHEMICALS

Chemical products


Items 1 to 9 of 13 total

Page: 1 2 ▶

Show 9 per page

View as: Grid [List](#)

Sort By: Name ↑




CLEANER CARPET SHAMPOO 4X5L

Carton (4 x 5L)

Qty:

[Add to Cart](#)




CLEANER DISINFECTANT SANITOL 4X5L

Carton (4 x 5L)

Qty:

[Add to Cart](#)




CLEANER FLOOR NEUTRAL LOW FOAM 4X5L


Carton (4 x 5L)

Qty:


[Add to Cart](#)



CLEANER GENERAL WASHROOM 4X5L



CLEANER GLASS & MULTI PURPOSE 4X5L



DEODORIZER FLOOR HIGH PERFUME 4X5L

PRODUCTS LIST


Current product list isn't selected

MY CART


There are **12 items** in your cart.

[Checkout](#)


Recently added item(s)



DETERGENT LAUNDRY POWDER 15KG 5 x N/A



DEODORIZER FLOOR HIGH PERFUME 4X5L 2 x N/A



CLEANER CARPET SHAMPOO 4X5L 2 x N/A

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# 36S CUSTOMER PORTAL

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## PORTAL FEATURES

- *Quick and easy order placement*
- *Easy reorders*
- *Order templates*
- *Order status visibility*

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## ABOUT THIS GUIDE

This guide will provide you with an introduction and overview of the 36S Customer Portal. It will also provide you with instruction and guidelines on how to use the different options and features, enabling you to achieve the greatest benefits and user experience from using the portal.

## CHAPTER 1: GETTING STARTED

### A. BROWSER REQUIREMENTS

Use any of the following browsers that support JavaScript, image maps, graphics, forms and tables to access the 36S Portal.

- Internet Explorer 7+
- Mozilla Firefox
- Chrome
- Safari
- Opera 9+

For optimal usage, we suggest setting your monitor's screen resolution to a minimum of 1024 x 768 pixels.

### B. MOBILE COMPATIBILITY

The 36S Portal is compatible with the following mobile devices.

- iPad,
- iPad mini
- Android tablets (minimum resolution of 1024 x 768)

### C. ACCESSING THE PORTAL

To access the 36S Portal, you must first have a user account provided for you. Once an account has been setup for you, you will receive a welcome email containing your login credentials and access information.

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#### To Log In

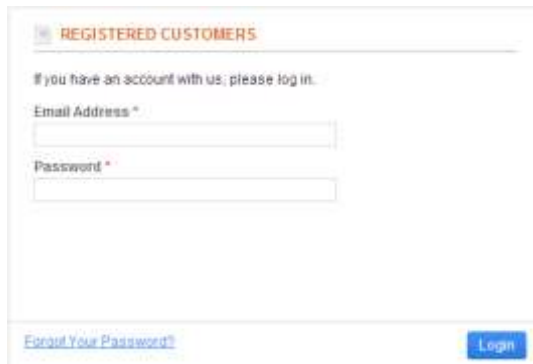
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1. Click the Login link found in the top-right corner of the page.



2. Type your *Email Address*.

3. Type your *Password*.
4. Then, click the **Login** button.



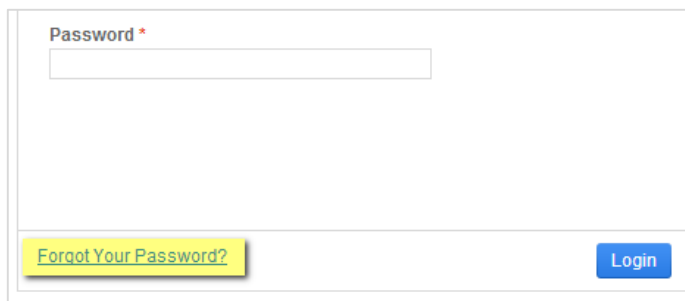
The screenshot shows a login form titled "REGISTERED CUSTOMERS". It includes a message: "If you have an account with us, please log in." Below this are two input fields: "Email Address \*" and "Password \*". At the bottom left is a link "Forgot Your Password?" and at the bottom right is a blue "Login" button.

## D. LOST OR FORGOTTEN PASSWORD

If you forget your password, you can have it reset automatically and have a temporary password sent to the email address associated with your account.

### To Reset Your Password

1. From the login page, click **Forgot Your Password?**



The screenshot shows a form with a single input field labeled "Password \*". Below the field are two buttons: a yellow "Forgot Your Password?" button and a blue "Login" button.

2. At the next screen, enter the email address associated with your account, then click the Submit button.



The screenshot shows a form titled "Forgot Your Password?". It includes a message: "Please enter your email address below. You will receive a link to reset your password." Below this is an input field labeled "Email Address \*". At the bottom left is a link "Click to Login" and at the bottom right is a blue "Submit" button.

3. You will receive an email containing a link to reset your password. Click the link provided to take you to the password reset page.

4. Enter in a new password, and then click Reset.

**Note:** (*password must be at least 6 characters long*)



## CHAPTER 2: PLACING ORDERS

The 36S Customer Portal function much like any online web shop you visit on the Internet. You can browse products by category, view detailed product information, add items to your cart, and checkout to complete your order.

### A. BROWSING AND SELECTING PRODUCTS

Products in the portal are made available on a project by project basis. Therefore, the first thing you must do in order to browse products is to select a project.

When you select a project, you will directed to a store configured with only those products relevant to the selected project. Additionally, all relevant information associated with that project will be setup automatically for you to simplify the order placing process.

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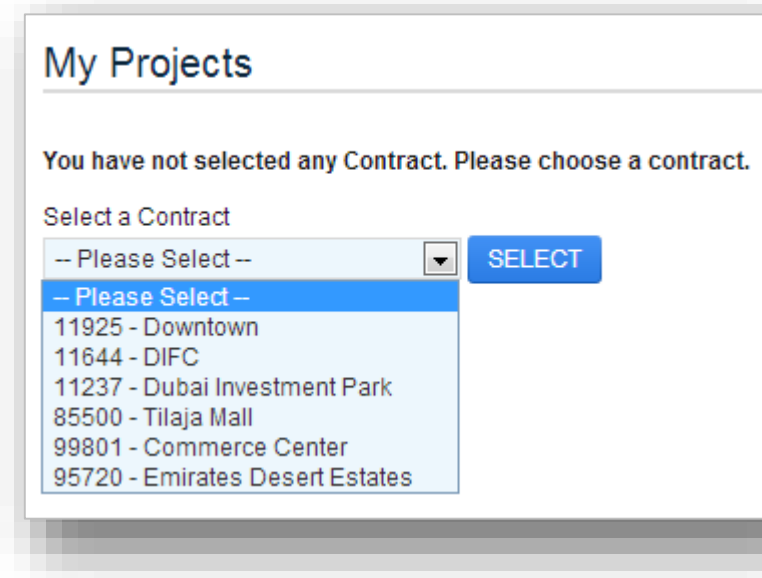
#### To Select/Re-Select a Project

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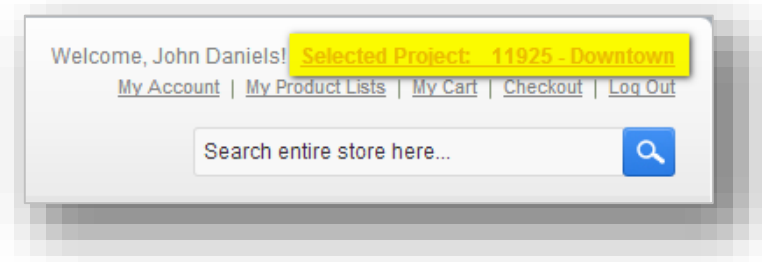
1. Click the Please Select a Project found in the top-right corner of the page.



2. Choose a Project from the dropdown menu, then click SELECT.



3. You will then be directed to the relevant store configured specifically for the selected project, the selected project will now be visible at the top of the page.



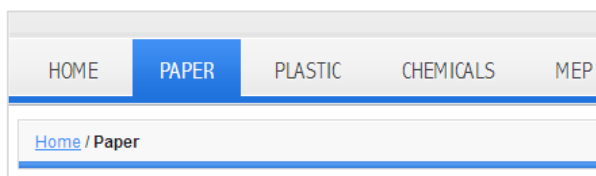
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## To Browse For Products

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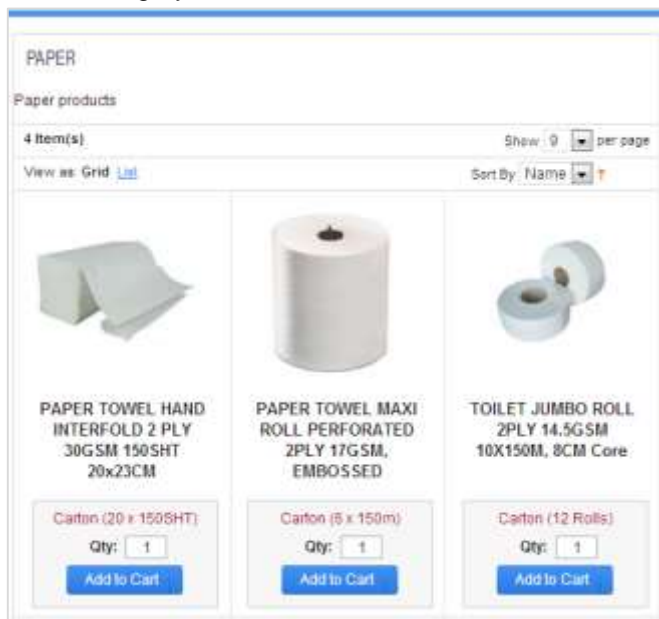
As with any online web shop, the process of purchasing products begins with the selection of products. You can browse products by the primary category, or by conducting a search based on specific criteria.

1. Begin by selecting a primary product category from the Main Menu Bar.





- The product category page will then be displayed, listing all products of that category.




- You can further narrow your search by choosing any of the product attributes in the Shop By menu bar in the left.



- Click the product name or product photo to view detailed product information.

Home / Paper / PAPER TOWEL MAXI ROLL PERFORATED 2PLY 17GSM, EMBOSSED



**PAPER TOWEL MAXI ROLL  
PERFORATED 2PLY 17GSM,  
EMBOSSED**

Carton (6 x 150m)

Qty:  [Add to Cart](#) +

-OR-

ADD TO NEW PRODUCT LIST:

Product List Name:





Product List Notes:

Product List Item Notes:

Qty:  [Add to List](#) +

Double click on above image to view full picture

**MORE VIEWS**

**Quick Overview**

UOM: Carton (6 x 150m)

**Product Description**

PAPER TOWEL MAXI ROLL PERFORATED 2PLY 17GSM, EMBOSSED

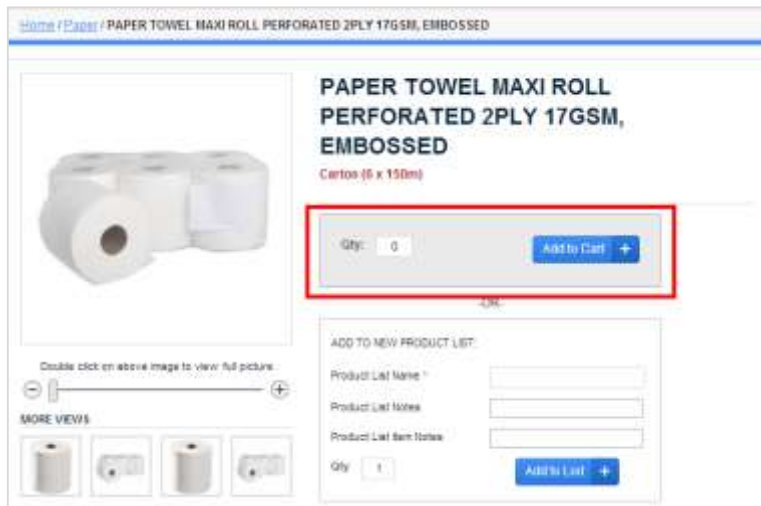
**Product Specifications**

- Click the Product specifications tab to view more information.

Product Description	Product Specifications
UOM	Carton (6 x 150m)
Ply	2-Ply
GSM	17 GSM
Color	White
Material	Virgin
Embossing	Embossed
Perforation	Perforated
Pack Type	Roll

## Adding Products To Your Cart

- From the Product Details page, enter the quantity you wish to purchase in the Qty box, and then click **Add to Cart**.



2. Your cart will then be updated with the newly added quantities.



## B. VIEWING YOUR CART

You can view and edit your cart at any time before completing the checkout process.

### Viewing And Editing Your Cart

1. To view your cart, click **My Cart** from the top menu.



2. You can then edit quantities or delete items as needed.

Product Name	UOM	Unit Price	Qty	Subtotal
CLEANER CARPET SHAMPOO 4XSL	Carton (4 x SL)	0.00	2	0.00
CLEANER DISINFECTANT SANITOL 4XSL	Carton (4 x SL)	0.00	2	0.00
TOILET ROLL 2PLY 12GSM 90X10CM 330SHT	Carton (120 Rolls)	0.00	2	0.00
BAG GARBAGE PLAS BLACK BIODEG 115x140CM 50BKG	25kg (25 x Tkg)	0.00	2	0.00

Buttons: [Update Shopping Cart](#) [Clear Shopping Cart](#) [Proceed to Checkout](#)

3. To change a product quantity, enter a new amount in the Qty box, and then click **Update Cart**.

Product Name	UOM	Unit Price	Qty	Subtotal
CLEANER DISINFECTANT SANITOL 4XSL	Carton (4 x SL)	0.00	2	0.00
BAG GARBAGE PLAS BLACK BIODEG 115x140CM 50BKG	25kg (25 x Tkg)	0.00	1	0.00

Buttons: [Update Shopping Cart](#) [Clear Shopping Cart](#) [Proceed to Checkout](#)

4. To remove a product entirely from your cart, click the X at the far right hand side of the product you wish to remove.

	Unit Price	Qty	Subtotal	
<a href="#">Edit</a>	N/A	2	N/A	<input type="checkbox"/>

Buttons: [Update Shopping Cart](#) [Clear Shopping Cart](#)

5. To completely clear your cart of all selections, click the **Clear Shopping Cart**.

	Unit Price	Qty	Subtotal	
<a href="#">Edit</a>	N/A	2	N/A	⊗
<a href="#">Update Shopping Cart</a>		<a href="#">Clear Shopping Cart</a>		

- Click **Proceed to Checkout** once you are finished editing your cart.

The screenshot shows a 'Shopping Cart' page with a table of items. At the top right is a 'Proceed to Checkout' button. At the bottom right, another 'Proceed to Checkout' button is highlighted with a red box.

Product Name	DOM	Unit Price	Qty	Subtotal
CLEANER CARPET SHAMPOO 4XSL	Carbon (4 x 5L)	N/A	3	18A
CLEANER DISINFECTANT SANITOL 4XSL	Carbon (4 x 5L)	N/A	3	18A
TOILET ROLL 3PLY 1705M 100X19CM 330SHT	Carbon (100 Rolls)	N/A	4	18A
BAG GARBAGE PLAS BLACK BODEG 115x140CM 55MIC	20kg (20 x 1kg)	N/A	2	18A

## C. CHECKING OUT AND COMPLETING YOUR ORDER

The checkout process guides you through the necessary steps to successfully place an order.

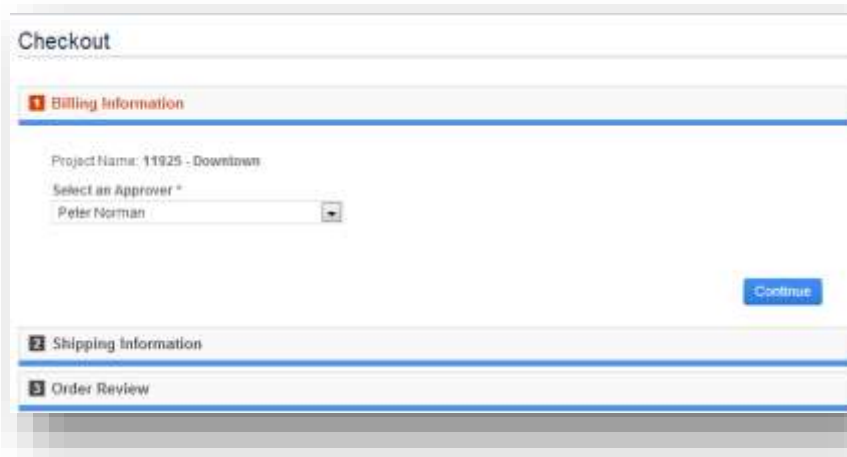
### To Check Out And Complete Your Order

- When you are finished selecting products and editing your cart, click **Checkout** in the top menu bar, or click **Proceed to Checkout** from within your Shopping Cart.

The screenshot shows the top navigation bar with the following links: [Welcome, John Daniels!](#), [Selected Contract: 11925 - Downtown](#), [My Account](#), [My Product Lists](#), [My Cart \(3 items\)](#), [Checkout](#) (highlighted with a red box), and [Log Out](#). Below the links is a search bar with the text 'Search entire store here...' and a magnifying glass icon.

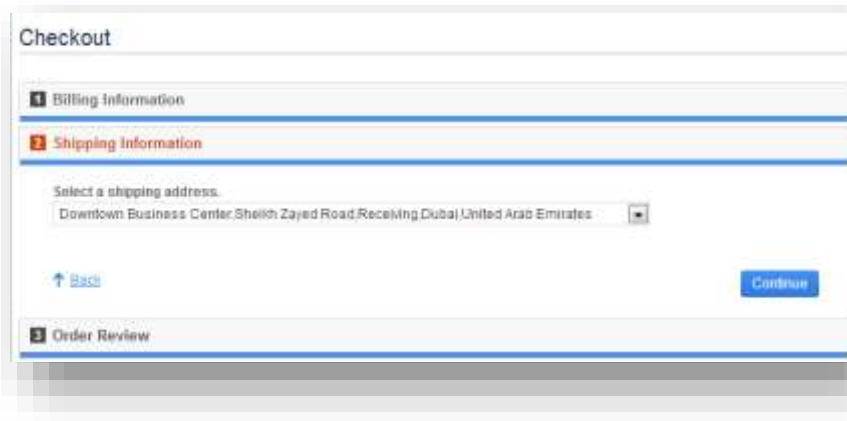
- You will be directed to the Checkout page, where you specify the order approver and shipping information.

3. Select an Approver to send this order to, then click **Continue**.



The screenshot shows the 'Checkout' page with the title 'Checkout' at the top. Below the title is a progress bar with three steps: 1. Billing Information (highlighted in red), 2. Shipping Information, and 3. Order Review. The main content area for Step 1 contains the text 'Project Name: 11925 - Downtown' and a label 'Select an Approver \*' above a dropdown menu. The dropdown menu currently displays 'Peter Norman'. A blue 'Continue' button is located at the bottom right of the form.

4. Select a Shipping Address, and then click **Continue**.



The screenshot shows the 'Checkout' page with the title 'Checkout' at the top. Below the title is a progress bar with three steps: 1. Billing Information, 2. Shipping Information (highlighted in red), and 3. Order Review. The main content area for Step 2 contains the text 'Select a shipping address.' above a dropdown menu. The dropdown menu currently displays 'Downtown Business Center Sheikh Zayed Road, Receiving, Dubai, United Arab Emirates'. A blue 'Continue' button is located at the bottom right of the form. A blue 'Back' button with an upward arrow is located at the bottom left of the form.

5. Review your order and enter an additional internal comment if desired.

Checkout

1 Billing Information

2 Shipping Information

3 Order Review

Product Name	Price	Qty	Subtotal
PAPER TOWEL MAXI ROLL PERFORATED 2PLY 17GSM, EMBOSSED	N/A	2	N/A
CLEANER CARPET SHAMPOO 4X5L	N/A	2	N/A
DEODORIZER FLOOR HIGH PERFUME 4X5L	N/A	2	N/A
DETERGENT LAUNDRY POWDER 15KG	N/A	5	N/A
		Subtotal	N/A
		<b>Grand Total</b>	<b>N/A</b>

Order Comment  
Enter an optional comment here.

Forgot an item? [Edit Your Cart](#)

**Place Order**

6. Click **Place Order** to complete your order. In a few seconds your order will complete, and you will see a confirmation message containing your order number.

Your order has been received.

**Thank you for your purchase!**

Your order # is: [1000000008](#).

You will receive an order confirmation email with your order number for your reference.

Click [here to print](#) a copy of your order confirmation.

## CHAPTER 3: MY ACCOUNT

The **My Account** section provides you with a central point for managing your account and orders. You can access this section at any time by clicking the My Account link found at the top of the page.

On the sidebar on the left, you will find links to the following account sections

MY ACCOUNT
<b>Account Dashboard</b>
Account Information
Address Book
My Projects
My Orders
Order Approval
My Product Lists

### **Account Dashboard**

Provides an overview of your account

### **Account Information**

View account details and change your account password

### **Address Book**

View billing and shipping addresses associated with your organization

### **My Orders**

View your complete order history

### **My Projects**

View Projects/Contracts that you are associated with

### **Order Approvals**

View list of orders pending approval

### **Product Lists**

View and manage product lists for quick and easy reordering

## **A. ACCOUNT DASHBOARD**

The **Account Dashboard** section provides you with an overview of your Recent Orders and Account Information.

### **Recent Orders**

Lists your most recent orders and their associated orders statuses. View full order details, or easily reorder based on a previous order.

### **Account Information**

Displays your contact information and default billing and shipping addresses.

## **B. ACCOUNT INFORMATION**



The **Account Information** section allows you to view your account details and change your password.

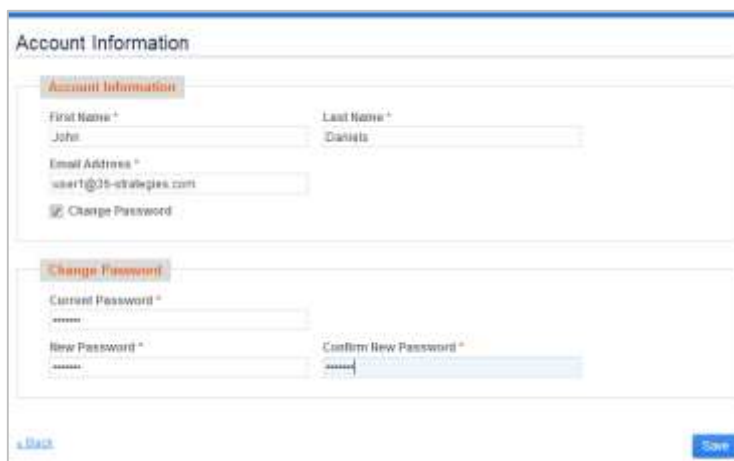
You may change your login password at any time by going to the password change page. Passwords must be at least 6 characters long.

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### To Change Your Password

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1. From the Account Information page, click **Change Password**
2. Enter your current password, then your new password in the fields provided.  
**Note:** *(password must be at least 6 characters long)*
3. Click **Save**.

The screenshot shows a web form titled "Account Information". It has two main sections. The first section, "Account Information", contains fields for "First Name" (with the value "John"), "Last Name" (with the value "Daniels"), and "Email Address" (with the value "user1@36-strategies.com"). There is a checkbox labeled "Change Password" which is checked. The second section, "Change Password", contains three fields: "Current Password" (with masked characters), "New Password" (with masked characters), and "Confirm New Password" (with masked characters). At the bottom left is a "Back" link and at the bottom right is a "Save" button.

4. If successful, a confirmation message will be displayed on screen, and you will be redirected back to your account dashboard.

## C. MY ORDERS

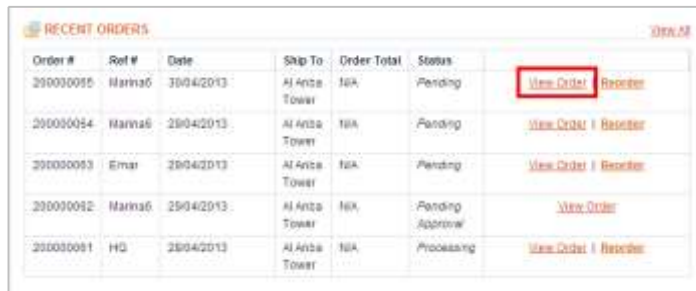
From the **My Orders** section you can view your complete order history, as well as drill into any order to view the full order details.

---

### To View An Order

---

1. From the **My Orders** section, click the **View Order** link next to the order you wish to view. The full order details will then be displayed.



Order #	Ref #	Date	Ship To	Order Total	Status	View Order	Reorder
200000055	Marina6	30/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000054	Marina6	29/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000053	Emar	29/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000052	Marina6	29/04/2013	Al Anba Tower	N/A	Pending Approval	<a href="#">View Order</a>	
200000051	HQ	28/04/2013	Al Anba Tower	N/A	Processing	<a href="#">View Order</a>	<a href="#">Reorder</a>

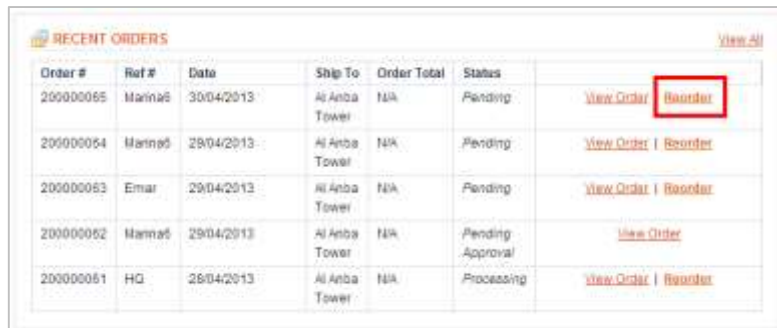
- From the order details page, you can print the order, view any related shipments or invoices, or save the order as a product list template.

## D. REORDERING

The 36S portal allows you to easily reorder products based on a previous order.

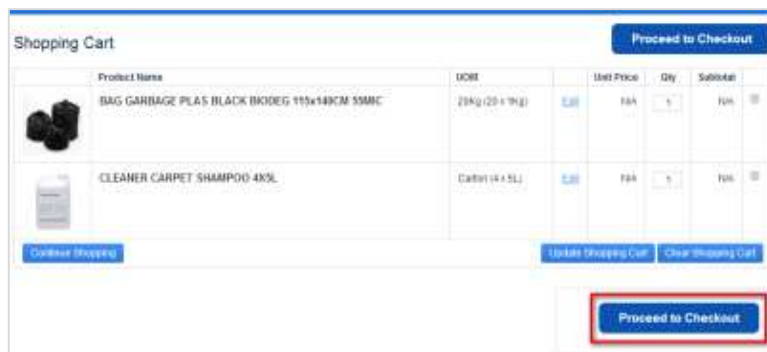
### To Place a Reorder

- From either the Recent Orders or My Orders list, click the **Reorder** link next to the order you wish.



Order #	Ref #	Date	Ship To	Order Total	Status	View Order	Reorder
200000055	Marina6	30/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000054	Marina6	29/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000053	Emar	29/04/2013	Al Anba Tower	N/A	Pending	<a href="#">View Order</a>	<a href="#">Reorder</a>
200000052	Marina6	29/04/2013	Al Anba Tower	N/A	Pending Approval	<a href="#">View Order</a>	
200000051	HQ	28/04/2013	Al Anba Tower	N/A	Processing	<a href="#">View Order</a>	<a href="#">Reorder</a>

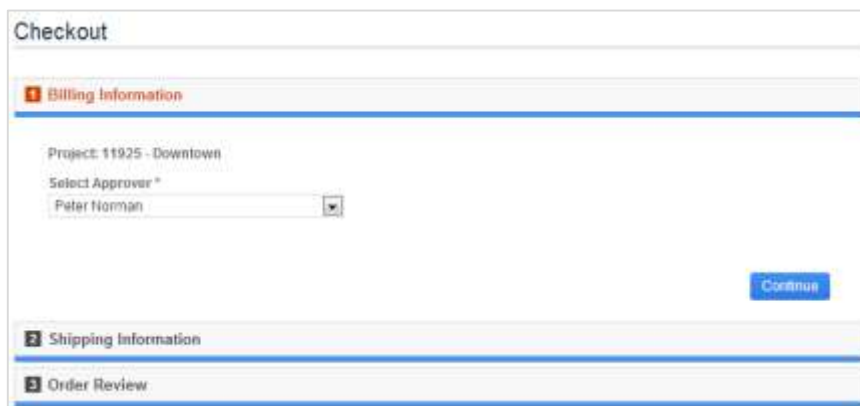
- You will then be redirected to your shopping cart, and you will see that the items and associated quantities from the base order will be added.



Product Name	QTY	Unit Price	Qty	Subtotal
BAG GARBAGE PLAS BLACK BODEG 115x140CM 55MIC	28kg (25 x 7kg)	2.00	1	2.00
CLEANER CARPET SHAMPOO 4X5L	Carton (4 x 5L)	2.00	1	2.00

Buttons: [Update Shopping Cart](#), [Clear Shopping Cart](#), [Proceed to Checkout](#)

Click the **Checkout** button to complete the checkout process as normal.



The screenshot shows a 'Checkout' page with three main sections: '1 Billing Information', '2 Shipping Information', and '3 Order Review'. The 'Billing Information' section is active and contains a 'Project: 11925 - Downtown' label, a 'Select Approver \*' dropdown menu with 'Peter Norman' selected, and a 'Continue' button. The 'Shipping Information' and 'Order Review' sections are currently empty.

## E. ORDER APPROVALS

If you are designated as an order approver for your organization, you will find a link labeled **Order Approvals** in the My Account menu. In this section, you can view, make comments to, and approve or Reject any orders which require your approval.

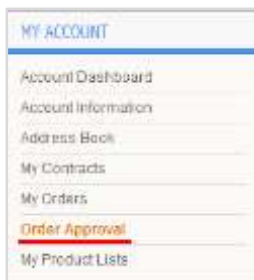
Depending on how the business rules have been configured for your organization, as well as how your profile is positioned in the approval chain, you may be presented with several approval options.

---

### To View Orders Pending Approval By Others

---

1. From the My Account section, click **Order Approval** in the sidebar on the left.



- Any orders currently Pending Approval will be listed. Click **View Order** to view approval status and comments.

**Order Approvals**

4 Item(s) Show: 10 per page

Order #	Project	Date	Ship To	Order Total	Order Status	Actions
100000016	TTY4	24/07/2013	36S Storekeeper	N/A	Pending Approval	<a href="#">View Order</a>
100000014	TM44	24/07/2013	36S Storekeeper	N/A	Pending Approval	<a href="#">View Order</a>
100000013	DM1	18/07/2013	36S Storekeeper	N/A	Pending Approval	<a href="#">View Order</a>
100000008	MyRef	18/07/2013	36S Storekeeper	N/A	Pending Approval	<a href="#">View Order</a>

4 Item(s) Show: 10 per page

- Current approval status will be displayed at the top.

**Order #100000016 - Pending Approval** [Print Order](#)  
[Save as Products List](#)

Your order is under review by 36S Procurement Manager

About This Order: Order Information

Order Date: 24 July 2013

Shipping Address	Shipping Method
36S Storekeeper Capricorn Towers Dubai United Arab Emirates T: 800367	Free Shipping - Free

## To View Orders Pending Your Approval

- From the My Account section, click **Order Approval** in the sidebar on the left.
- Any orders requiring your approval will be listed.

**Order Approvals**

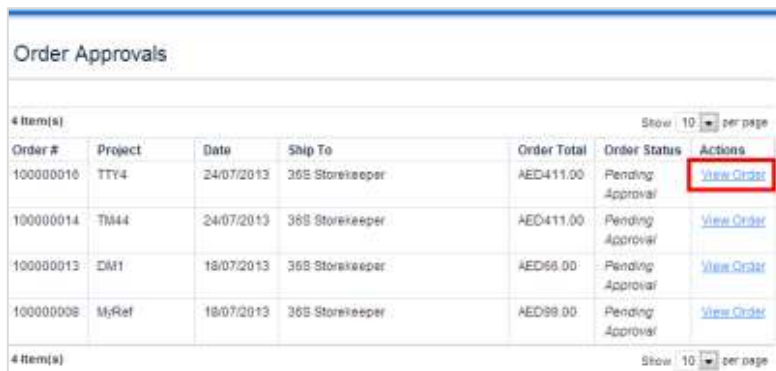
4 Item(s) Show: 10 per page

Order #	Project	Date	Ship To	Order Total	Order Status	Actions
100000016	TTY4	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
100000014	TM44	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
100000013	DM1	18/07/2013	36S Storekeeper	AED66.00	Pending Approval	<a href="#">View Order</a>
100000008	MyRef	18/07/2013	36S Storekeeper	AED99.00	Pending Approval	<a href="#">View Order</a>

4 Item(s) Show: 10 per page

## To Approve An Order

1. From the **Order Approval** section, click the **View Order** link for the relevant order. The order details will then be displayed.



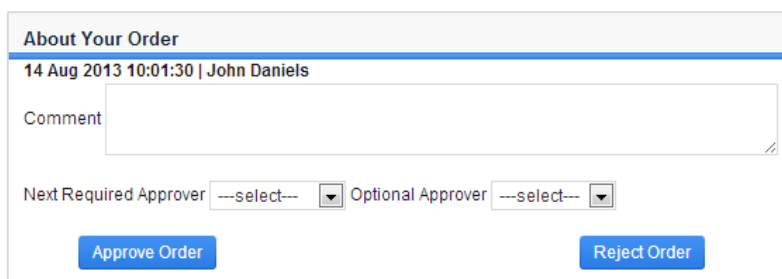
Order Approvals

4 Item(s) Show 10 per page

Order #	Project	Date	Ship To	Order Total	Order Status	Actions
100000010	TTY4	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
100000014	TM44	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
100000013	DM1	18/07/2013	36S Storekeeper	AED66.00	Pending Approval	<a href="#">View Order</a>
100000008	MyRef	18/07/2013	36S Storekeeper	AED99.00	Pending Approval	<a href="#">View Order</a>

4 Item(s) Show 10 per page

2. If the order requires additional approvals, you will be prompted to select the next approver to send the order to.



About Your Order

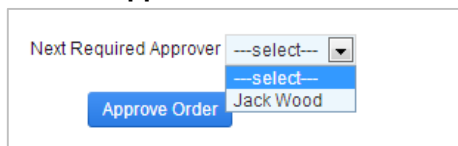
14 Aug 2013 10:01:30 | John Daniels

Comment

Next Required Approver  Optional Approver

[Approve Order](#) [Reject Order](#)

3. Select either a Required Approver, or an Optional Approver, then click the **Approve Order** button.



Next Required Approver

[Approve Order](#)  Jack Wood

4. If you are the last required approver, you will now see a button labeled **Give Final Approval** button. Clicking this button completes the approval process and signifies to 36S that the order is now approved and ready for processing and delivery.



About Your Order

14 Aug 2013 09:51:14 | Order Approved by Peter Norman  
14 Aug 2013 09:33:10 | John Daniels | For Downtown project

Comment

[Give Final Approval](#) [Reject Order](#) [Add Comment](#)

5. **{OPTIONAL}** You can assign the order to another user for subsequent approval. (If optional approvers are available/configured)

The screenshot shows the 'About Your Order' section with a comment field and an 'Add Comment' button. Below the comment field, the 'Optional Approver' is set to '—select—' and is highlighted with a red box. There are also 'Give Final Approval' and 'Reject Order' buttons.

6. **{OPTIONAL}** Select an optional approver from the dropdown list. The Give Final Approval button will then change back to Approve Order. Click the Approve Order button to assign the order to the selected approver.

The screenshot shows the 'About Your Order' section with the 'Optional Approver' dropdown now set to 'Ducar Meyer'. The 'Give Final Approval' button has been replaced by an 'Approve Order' button, which is highlighted with a red box. The 'Reject Order' button remains.

## To Reject An Order

1. From the **Order Approval** section, click the **View Order** link for the relevant order. The order details will then be displayed.

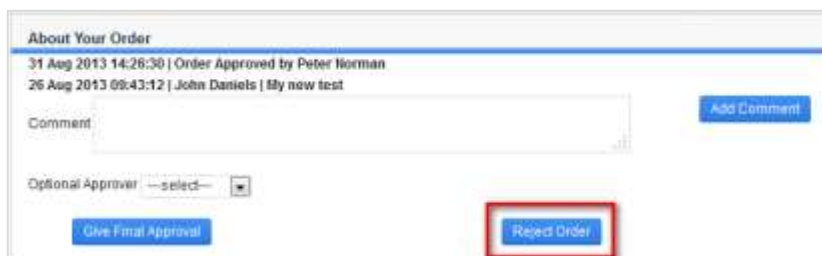
The screenshot shows a table titled 'Order Approvals' with 4 items. The first row is highlighted, and the 'View Order' link in the 'Actions' column is highlighted with a red box.

Order #	Project	Date	Ship To	Order Total	Order Status	Actions
10000010	TTY4	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
10000014	TN44	24/07/2013	36S Storekeeper	AED411.00	Pending Approval	<a href="#">View Order</a>
10000013	DM1	18/07/2013	36S Storekeeper	AED66.00	Pending Approval	<a href="#">View Order</a>
10000006	MyRef	18/07/2013	36S Storekeeper	AED99.00	Pending Approval	<a href="#">View Order</a>

2. At the bottom of the Order Details page, enter your rejection comments and click **Add Comment**. This step is important in order to explain to the requestor why the order was rejected.

The screenshot shows the 'About Your Order' section with a comment field containing the text 'Type rejection comment here...'. The 'Add Comment' button is highlighted with a red box.

3. After making your comment, click the **Reject Order** link at the top of the Order Details page to reject the order.



4. You will be redirected to the Order Approval list, and the order you just rejected will no longer be listed.

## F. PRODUCT LISTS

Products Lists allow you to create and manage lists of items for quick and easy re-ordering. The following are some of the features of using products lists



- Create and manage product lists for recurring purchases
- Duplicate product lists for easy list creation
- Add notes to the whole product list, or to just to a specific item
- Add products to an existing list or a new one
- Create new list from product page

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### To Create A Product List

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1. Click **My Product Lists** in the sidebar on the left.
2. Click **Create New List**.
3. Give you list a Name. Optionally, you can also provide a note for your reference.

- Click **Save**. You will now be redirected to you Product Lists overview page.

List #	Name	Date	Purchase Count	Items Qty	Subtotal Price	Actions
1	Weekly Consumables	04/08/2013	0	3	AED 1,754.00	<a href="#">View List</a>   <a href="#">Add to Cart</a>

## To Add Items To A Product List

- Navigate to a product page of the item that you wish to add to a Product List.
- Select an existing Product List to add the item to from the dropdown list. Alternatively, you can create a new Product List as well.
- Enter the desired quantity in the Qty box.
- Click Add to List.

- Your item will be added to the selected Product List, and you will be re-directed to the Product List details page to review your list.



6. If desired, enter and additional Item Note next to the item.
7. Click Save. The list will be saved and you will be re-directed to the Product List overview page.

**My Products List - Weekly Consumables**

**PRODUCT LIST INFORMATION**

**General Information**

Name: Weekly Consumables

Notes:

**Reminder Information**

Enable Reminder: No

Start From date:

Reminder Period: Please select

How often: 0

Reminder Quantity: 0

**WEEKLY CONSUMABLES'S PRODUCTS**

3 Item(s) Show 10 per page

Actions Add to Cart Save

Name	Item Note	Price	Qty	Subtotal Price	Actions
CLEANER GENERAL WASHROOM 4X5L		N/A	3	N/A	Edit
TOILET ROLL 2PLY 17GSM 10X10CM 500SHT		N/A	3	N/A	Edit
TOILET ROLL 2PLY 17GSM 10X10CM 400SHT		N/A	4	N/A	Edit
<b>Total</b>			<b>10</b>	<b>N/A</b>	

3 Item(s) Show 10 per page

## To View And Edit An Existing Product List

1. Click **My Product Lists** in the sidebar on the left.
2. Click View List to view your Product List for editing.

**My Products Lists**

Create New List

1 Item(s) Show 10 per page

List #	Name	Date	Purchase Count	Items Qty	Subtotal Price	Actions
1	Weekly Consumables	04/09/2013	0	10	N/A	View List Add to Cart

1 Item(s) Show 10 per page

3. To edit a product, you can edit or delete any products as desired.
4. Click **Save** when finished.

## To Update Product List Item Quantities

1. While viewing a Product List, click **Edit** next to the item you wish to update.

WEEKLY CONSUMABLES'S PRODUCTS

3 Item(s) Show 10 per page


Actions: Add to Cart Submit

	Name	Item Note	Price	Qty	Subtotal Price	Actions
<input type="checkbox"/>	CLEANER GENERAL WASHROOM 4X5L		N/A	3	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	TOILET ROLL 2PLY 17GSM 10X10CM 500SHT		N/A	3	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	TOILET ROLL 2PLY 17GSM 10X10CM 400SHT		N/A	4	N/A	<a href="#">Edit</a>
			Total	10	AED1,764.00	

3 Item(s) Show 10 per page

2. You will then be redirected back to the product page. Update the quantity in the Qty box, and then click **Update List**.

Home / CLEANER GENERAL WASHROOM 4X5L



### CLEANER GENERAL WASHROOM 4X5L

Carton (4 x 5L)

Qty:  Update List +

Quick Overview

UOM: Carton (4 x 5L)

MORE VIEWS

## Removing Items From A Product List

1. While viewing a Product List, click the **checkbox** next to the item you wish to update.
2. From the Actions dropdown button, select **Remove**, and then click **Submit**.

WEEKLY CONSUMABLES'S PRODUCTS

3 Item(s) Show 10 per page

Actions: Remove Submit

	Name	Item Note	Price	Qty	Se	Copy	Print	Actions
<input checked="" type="checkbox"/>	CLEANER GENERAL WASHROOM 4X5L		N/A	5				<a href="#">Remove</a>
<input type="checkbox"/>	TOILET ROLL 2PLY 17GSM 10X10CM 500SHT		N/A	3				<a href="#">Remove</a>
<input type="checkbox"/>	TOILET ROLL 2PLY 17GSM 10X10CM 400SHT		N/A	4				<a href="#">Remove</a>
			Total	12	N/A			

3 Item(s) Show 10 per page

## Using Product Lists To Quickly Place Orders

1. Click **My Product Lists** in the top menu bar, or from the left sidebar within the My Account section.
2. From your list of Products Lists, click **Add to Cart** next to the list you wish to purchase.



3. The item and quantities associated with the Product List will be added to your shopping cart, and you will be redirected to your cart where you can make final edits before checkout.



4. Update any products and quantities as desired, and then click **Proceed to Checkout** when ready to complete your order.

