



eCommerce User Guide



Value Beyond Product




Logging In

Internet ordering gives you the ability to place orders, including business cards, stationery, business forms and office supplies, all with the speed and convenience of the World Wide Web. Our sites also have a range of User Security options.

You need to Log Into the site to access any of the functions.

 Email

 Password

Remember me on this computer

SIGN IN

[Forgot your password?](#)

Not a registered user? [Click here to set up your account.](#)

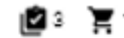
1. Enter the email address or user name in the email address.
2. Enter the password.
3. If not a current user and the site allows self-registration, click the registration link.

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Top Menu Overview

Top Menu Options: Some options may not display depending on your permissions. The current option is dimmed out. The number of items in the cart displays next to the shopping cart icon. The icon is dimmed if no items are in the cart. The clipboard icon displays if the user is a manager and displays the number of orders pending approval. Click the icons to go to the Cart or Pending Orders Report.



SHOP

ANALYTICS

PROFILE

CONTACT US

LOGOUT

- **SHOP** Allows you to select from a list of items, enter the desired quantity, and place an order.
- **ANALYTICS** List of enabled reports (depending on your permissions, set up by your Administrator)
- **PROFILE** Update user information and password
- **CONTACT US** Sends a message to the contact person on the account
- **LOGOUT** Logs you out of the Ordering System.

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Place Order

Click the Shop link. Items with an Add to Cart field can be added without viewing the item's detail screen. Click *Add to Cart* to enter 1 into the cart. Or enter the order amount in the box then click *Add to Cart*. If the item has selections for size and/or color, click the image, Item ID or Description to view the item details.

SEARCH

Your Catalog

- BAGS (4)
- DRINKWARE (7)
- GOLF (1)
- MARKETING (3)
- STATIONARY & PENS (2)

DRINKWARE (7)

PRODUCT CODE ▼



32444
CHARCOAL CONTIGO CHUG
\$0.00 / EA

Inventory Qty: 22 / EA



32448
JADE CONTIGO CHUG
\$0.00 / EA

Inventory Qty: 9 / EA



32744
BLACK/GREY IMP CHUG CONTI...
\$0.00 / EA


Inventory Qty: 11 / EA

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Place Order *continued*

The item detail may display in an order grid or drop downs for the selections.



HOODIED1
Men's Brushed Fleece Full-Zip Hoodie

Overview Properties More Info


UNIT PRICE: \$78.00 \$78.00 \$78.00

LOGO: generic-light... q-light gray generic-dark...

Small			
Medium			
Large			
XLarge			
2XLarge +\$2.00/unit			
3XLarge +\$4.00/unit			

ADD TO CART

\$78.00 / EA



APP002
Women's Classic Polo Shirt

Overview Properties More Info

LOGO*
Make a Selection

COLOR*
Make a Selection

SIZE*
Make a Selection

ADD TO CART

Use Price Matrix

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Place Order *continued*

When the item has price breaks, click Use Price Matrix to view the prices.

The screenshot shows a product page for a "Women's Classic Polo Shirt" (APP002). The main image is a maroon polo shirt. Below it are five smaller images showing different color options: maroon, white, blue, white, and black. To the right of the main image are three tabs: "Overview", "Properties", and "More Info". Below the tabs are three dropdown menus for "LOGO:*", "COLOR:*", and "SIZE:*", each with "Make a Selection" as the current option. Below the dropdowns is an "ADD TO CART" button. A "Use Price Matrix" link is visible below the button. A price matrix overlay is open, showing a table with columns for "Quantity" and "Price".

Quantity	Price
1	\$100.00
11	\$90.00
21	\$75.00
31 or more	\$40.00

If the price break has a select option next to the price, click *Select* to add the item the cart.

Any additional information about the item can be displayed by selecting the **Overview** tab.

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Shopping Cart

After adding your items to the cart, click the shopping cart icon at the top of the page. The items are displayed in the order added to the cart.



Cart Summary

[CONTINUE TO SHIPPING](#)

ITEM CODE / NAME	UOM	QUANTITY	PRICE	SUBTOTAL	
 32744 BLACK/GREY IMP CHUG CONTINGO CHILL	EA	<input type="text" value="1.000"/>	\$0.00	\$0.00	
 90537 CECE - MATTE LIME	EA	<input type="text" value="1.000"/>	\$0.00	\$0.00	

[REMOVE ALL](#)

- Click the magnifying glass to view the image of the item.
- Click the Item ID or Description to edit the item or change the order quantity.
- Enter a different order amount in the order quantity box.
- Click the trash can to remove the item.
- Click *Remove All* to remove all items from the cart.

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Shipping and Billing Information

From the shopping cart, click *Continue to Shipping* to select Shipping and Billing information.

Shipping

BACK TO CART

CONTINUE TO CHECKOUT

Ship To:

00



IMPACT SOLUTIONS
4526 N. GRAND RIVER AVENUE
LANSING, MI 48906-2906
United States


Bill To:

SHIP LOCATION



Click the pencil icon to change the shipping and billing information.

1. Select Ship to:

- Click on  to change the selection.

(The available shipping selections are displayed. The pencil does not display if user does not have the option to ship to a different address.)

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Shipping and Billing Information *continued*

Ship To ✕

MY LOCATIONDROP SHIPCUSTOM LOCATIONMULTIPLE LOCATIONS

Search by ID, Description, Address or leave blank

🔍

My Location: Choose this option to ship to your default address set by your administrator.

Drop Ship: Allows you to ship to any shipping location pre-established by your administrator.

Custom Location: Allows you to ship to any address by typing the address in.

Multiple Locations: Allows you to ship the same quantity of an item(s) to multiple shipping locations at the same time.

*Options available if allowed in User Administration.

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Shipping and Billing Information *continued*

Custom Location

Name:*

Address 1:*

Address 2:

City:*

Country:* UNITED STATES

State:*

Zip:*

SUBMIT


Multiple Locations — Shipping to 2 or more locations within your organization.

SHIPTO	LOCATION	ADDRESS	CITY	STATE	ZIP
<input type="checkbox"/> [00]	IMPACT SOLUTIONS	4526 N. GRAND RIVER AVENL	LANSING	MI	48906-2
<input type="checkbox"/> [MARSHALL]	IMPACT-MARSHALL		MARSHALL	MI	49068 ...



Shipping and Billing Information *continued*

2. Select Bill to:

- Click on  to change the selection.
(The available shipping selections are displayed. The pencil does not display if user does not have the option to ship to a different address.)

Bill To ✕

MY LOCATION **SHIP LOCATION** **OTHER LOCATION**

Search by ID, Description, Address or leave blank

All options may not be available to you:
(Options set up by your Administrator)

My Location – The default location that your username is set up with.

Ship Location – The location you are shipping to

Other Location – A different location within your organization

After selecting shipping and billing information, click *Continue to Checkout*.



Checking Out

The checkout page may have options for selecting freight or applying allowances, coupons or adding a gift certificate. The screen may also allow different payment options. Fields with an asterisk are required.

Checkout

[BACK TO CART](#)[CONTINUE TO SECURE PAYMENT](#)

CART TOTAL

SubTotal (3 items)	\$179.26
Allowance	-\$1.00 <input checked="" type="checkbox"/>
Grand Total	\$178.26

[USE ALLOWANCE](#)

CHECKOUT FIELDS



Attention :

Ship Date : 

First & Last Name * :

ORDER REMARKS

PAYMENT METHOD

- Net Terms
- Check
- Credit/Debit Card  

If no credit card is required, click *Submit Order*.

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Checking Out *continued*

Welcome to the IMPACT SOLUTIONS Secure Payment Page

Welcome to the IMPACT SOLUTIONS Secure Payment Page

We accept:

Billing Information

(As it appears on your payment account.)

Full Name:
Address: *
Address 2:
City: *
State: *
ZIP Code: *
Country:

Payment Information

Credit Card Number: *
Expiration Date: *
CSC: *

Special Instructions:

I agree with [IMPACT SOLUTIONS Terms & Conditions](#) displayed below. *

(please click only once to prevent duplicate orders)

tinap@impactsolution.net | [IMPACT SOLUTIONS Terms](#) | Copyright 2004-2020 PayTrace, Inc. All Rights Reserved.



This is a secure connection.

All data sent between your computer (207.179.93.118) and PayTrace (<https://www.paytrace.com>) is encrypted with a 256 bit Secure

Credit/Debit Card Secure Payment

When paying by credit card, click *Continue to Secure Payment*. Enter the credit/debit card information. Submit to complete the order.


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Checking Out *continued*

Order Confirmation

The Order Confirmation can be printed at the top of the page. The confirmation is emailed if the user has an email address. Click *Continue Shopping* to return to the site. Close the browser tab to complete the order.

Your order has been submitted. Please print this order confirmation for your records. Thank you. 



4526 N. Grand River Ave., Lansing, MI 48906
800.289.2494 | Fax: 517.487.6630
www.impactsolution.net

Order Number 70408

Ordered By Tami Mingus

Order Date: 10/26/2020

Ship To

00
IMPACT SOLUTIONS
4526 N. GRAND RIVER AVENUE
LANSING, MI 48906-2906
United States

Charge To

00
IMPACT SOLUTIONS
4526 N. GRAND RIVER AVENUE
LANSING, MI 48906-2906
United States

QTY	ITEM CODE/NAME	ORDER UNIT	PRICE	TOTAL
1	32744 BLACK/GREY IMP CHUG CONTINGO CHILL	EA/1	\$0.00	\$0.00
1	90537 CECE - MATTE LIME	EA/1	\$0.00	\$0.00

Sub Total: \$0.00

Total: \$0.00

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