Online Ordering Setup Form

Please complete a separate form for each user

Customer Information

Customer Number	
Customer Name	
Address	
City	
State	
Phone Number	

User Information

User Name	
Password (6-10 digits, case sensitive)	
E-Mail Address	
What Ship to address will you be ordering for?	

Circle one

Do Orders Require Prior Approval?	Yes/No	
If Yes, Who is the Person Approving?		Please have the Approver fill out a separate form
Show Pricing online?	Yes/No	
Allow Credit card Payment?	Yes/No	
Is a PO required?	Yes/No	
Would you like to substitute any of our codes for your codes?	Yes/No	

Budgets

Budgets	Circle one	Amount	Rule/ Circle one
Apply an order limit?	Yes/No		
Weekly, Monthly or Annual	Week/Monthly/ Annual		Warn/Hold/Reject
Weekly, Monthly or Annual	Week/Monthly/ Annual		Warn/Hold/Reject
Weekly, Monthly or Annual	Week/Monthly/ Annual		Warn/Hold/Reject

Messages for Rules that may be applied if order exceeds the limit

Warn	WARNING: This order exceeds the Weekly, Monthly or Annual limits for this ship-to location.
Hold	WARNING: Weekly, Monthly, or Annual limits have been exceeded. Order must be approved by your company. Please submit for approval.
Reject	WARNING: This order exceeds the Weekly, Monthly, or Annual limits for this ship-to location. Not permitted by your company.

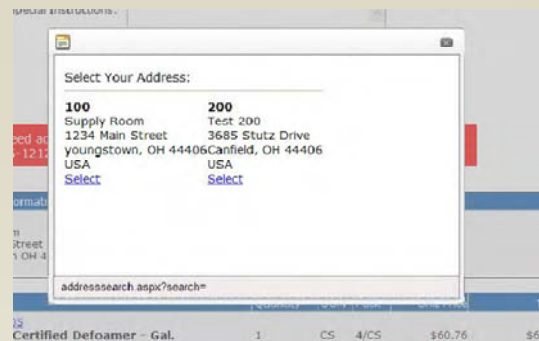Please use the back of this sheet to provide any additional information

Please complete and Fax or email back to us at the following:

Fax: 703-385-0096

Email: sales@abelsupply.com

To Place the Order

Click the **Place Order** button to officially place your order. A receipt page will display which can be printed.

To Save the Order

Click **Save Order** to save the order details in the **Saved Orders** list under **My Account** to be finished at a later time.

Note: You may access the **Check Out** page from anywhere on the catalog by clicking the **Check Out** link listed under the **My Account** box in the upper right of the screen.

Assistance

If you prefer, fill out our Online Ordering Form and we'll set up your account for you.

Please feel free to contact one of our Customer Service Representatives for assistance setting up your account. You can Contact us by selecting the Contact us option on the web or see our contact information below.

Email: info@abelsupply.com

Phone: 703.550.9446

TO CHECK OUT

Simply click the **Check Out** button at the bottom of the page to continue through the order placement process. If you are logged in, you will be taken to the following screen where you will fill in any **Special Instructions**, a **Purchase Order** number, and a **Requested Ship Date**.

To Change Ship To

If the Ship To displayed is not the desired Ship To, the **Ship To Lookup** can be used to change the Ship To. To search for a Ship To, key the search criteria in the box and click **Go**. To display a list of all Ship To's, click **List**. Once the desired Ship To is found, click the **Select** link below the address.

Abel Industries, Inc.

Online Ordering and More…

Becoming more productive is a snap with Abel's new online ordering!

We are pleased to announce that we have rolled out our new user friendly web site and online catalog.

- Ease of 24 hour ordering.
- See Sales Order History for each of your locations.
- Maintain Budgets for each location.
- Control purchasing by setting up certain users as Approvers within your organization.
- Create Order Forms
- Save Shopping Cart Items until your order is complete

www.abelsupply.com

To Access Your Account:

MY ACCOUNT

The **My Account** feature, located in the upper right corner of the screen, provides our customers with access to automated account features.

To access your account, enter the Email address and Password that was set up for you by our office or when you requested a "New Account."

My Account

User: _____ 🛒

Password: _____

[Login]

New Account?

When a first time customer comes to our site, they can click the link New **Account?** below the **Login** button and will be taken to the following screen:

Please Log In

○ Sign in with my existing account information.
User Name: _____
Password: _____ (Forgot your password?)
⊙ I would like to set up a new account and pay by credit card.
○ I'm an existing customer and would like to request an account.
[Continue]

The customer will select "I would like to set up a new account and pay by credit card", and press the continue button.
You will then be prompted to input your user name, email address and select a password:

Create an Account

User Name: democustomer@jmcatalog.com (Enter your e-mail address)
Requested Password: ••••
Confirm Password: ••••
Your Name: Customer
[Continue]

Now, you are set up to place an order and can login using the user name and password that you created.

Note: you can also set up an account when you are ready to place an order.

Once you have logged into your account, you will notice two boxes, a **My Account** box and a **Custom Order Form box.**

My Account

My Profile
Customer History
Order History
Saved Orders
View Shopping Cart
Check Out
Log Out

Custom Order Form

-- Select a form --

Manage Order Forms

MY ACCOUNT

My Account has seven features. The user may:
• **My Profile**
• **Customer History** (N/A for CC Users)
• **Order History**
• **Saved Orders** (N/A for CC Users)
• **View Shopping Cart**
• **Check Out**
• **Log Out**

The next page will give you a brief description of each category.

My Profile

Click the link **My Profile** under **My Account** to change User Properties.

My Account Settings

User Name: jsmth

Full Name: Your full name

E-mail address: _____

New Password: _____

Confirm Password: _____

[Update]

The user may change the Full Name, E-Mail Address and/or their password. The password option will only. Click the **Update** button to implement the changes.

View the Customer's Order History

Click the link **Order History** under **My Account** to view the orders that the user has previously ordered ONLINE.

View the Customer's Saved Orders

Saved Orders

View the Shopping Cart

Click the link **View Shopping Cart** under **My Account** to view the items that the user has added to the Shopping Cart, but not yet placed an order for.

Check Out

Click the link **Check Out** under **My Account** to proceed with your order. "To Check Out," for further instructions.

Log Out

Click the link **Log Out** under **My Account** to close **My Account** ending the ability to check out shopping cart or to enable you to login to a different account.