



User Guide

Version 2.5

05/18/2016

Table of Contents


| | |
|-------------------------------|------------------|
| Login | <u>3</u> |
| Choose a Location | <u>4</u> |
| Home Page | <u>5</u> |
| Header Bar | <u>6</u> |
| Products Menu | <u>6</u> |
| Searching for an Item | <u>7</u> |
| Features Menu | <u>8</u> |
| Shopping Cart Button | <u>9</u> |
| Segment Bar | <u>10</u> |
| A-Z Index | <u>10</u> |
| Item Widget | <u>11</u> |
| Popular Categories | <u>11</u> |
| Customer Categories | <u>12</u> |
| Footer | <u>12</u> |
| Contact Us | <u>13</u> |
| Change Location | <u>14</u> |
| Quick Entry Form | <u>15</u> |
| Shopping Lists | <u>16</u> |
| Order Approval | <u>17</u> |
| Budgets | <u>19</u> |
| User Profile | <u>20</u> |
| My Orders | <u>21</u> |
| Print Catalog | <u>23</u> |
| Item Directory | <u>24</u> |
| Item Directory Filters | <u>25</u> |
| Viewing an Item | <u>26</u> |
| Shopping Cart | <u>29</u> |
| Checkout | <u>33</u> |
| Order Confirmation | <u>34</u> |
| Sign Out | <u>35</u> |

Login

Welcome to Shopfront. Your distributor will supply your user name, password, and the website address for your login page.

To add this page to your favorites, click the link located below the login box. If you have forgotten your assigned login or password, click the “Retrieve your password” link below the login box to retrieve your login information. If you are a new customer, you can create an account by clicking the “Create a user profile” link.

After entering the required login information, click the **LOG IN** button to enter the ordering site.



Login to your account

User name

Password

LOG IN


[Retrieve your password](#)

[Create a user profile](#)


[Add to your favorites](#)

Choose a Location

If your login has permission to place orders from multiple sites, a dropdown menu will allow you to select the location for which you would like to place an order. If you only have access to a single location, you will automatically bypass this screen and proceed to your Home Page.

 ShopfrontDemo.com

Welcome Scott LitwinLogout



Select Location

Your access allows you to order for multiple locations. Please select the location for which you would like to place an order.

Main Street, Tuscaloosa, AL (main)▼
Main Street, Tuscaloosa, AL (main)
Warehouse, Tuscaloosa, AL (warehouse)


SELECT


Home Page

Welcome to your personalized catalog. Your catalog is the collection of items that have been priced specifically for you.

ShopfrontDemo.com

HomeWelcome superiorSign OutMy OrdersShip To: Main StreetIn Cart: \$ 182.18





PRODUCTS

Search by Keyword or Item Number

FEATURES

Food ServiceJanitorial SuppliesMaintenance & BreakroomOffice SuppliesPackaging MaterialsSafety & Security

COMPLETE INDEX · # · A · B · C · D · E · F · G · H · I · J · K · L · M · N · O · P · Q · R · S · T · U · V · W · X · Y · Z


Featured Products

Specials

Clearance

Most Viewed


Top Rated



Your Price: **\$ 25.50**
Foam Soap Dispenser,
700mL, LTX-7

★★★★★


IN CART



Your Price: **\$ 43.63**
Instant Hand Sanitizer Gel,
1 oz, Purell Advanced,
W/B...

★★★★★


ADD TO CART



Your Price: **\$ 32.00**
Luxury Foam Hand Wash,
18 oz, Antibacterial,
Orange Bl...

★★★★★


IN CART



Your Price: **\$ 46.00**
Hand Sanitizer, 8 oz, Purell
Advanced

★★★★★

ADD TO CART




Your Price: **\$ 12.88**
Sanitizing Wipes, Purell,
270 EA/CN

★★★★★


IN CART

Buy 2, Get 1 FREE!
Applies to the following items:
• Jumbo Roll Towels
• Hard Wound Napkins
• Soaps & Chemicals

**Now Accepting All Major Credit Cards!**


Live Chat
Available
M-F, 8am - 5pm

Popular Categories




TOILET TISSUE & DISPENSERS

View more Toilet Tissue & Dispensers items




SKIN CARE

View more Skin Care items




SHIP & MAIL SUPPLIES

View more Ship & Mail Supplies items



WASTE & RECYCLE


View more Waste & Recycle items




SNACKS

View more Snacks items


Customer Categories




Bakery Items




Binders & Binding Supplies




Boxes



Calendars, Planners & Personal Organizers



Chemicals



Cleaning Supplies

SERVICES

- Quick Entry
- Shopping Lists
- Approvals
- Budgets
- My Orders
- Print Price Book



NEED HELP?

Contact Us

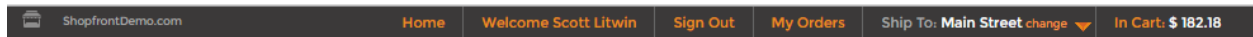
☎ 800-222-5521

✉ webmaster@afflink.com

ABOUT US

Capstone Supply
ShopfrontDemo.com
 @Capstone Supply
 @Capstone Supply

Header Bar

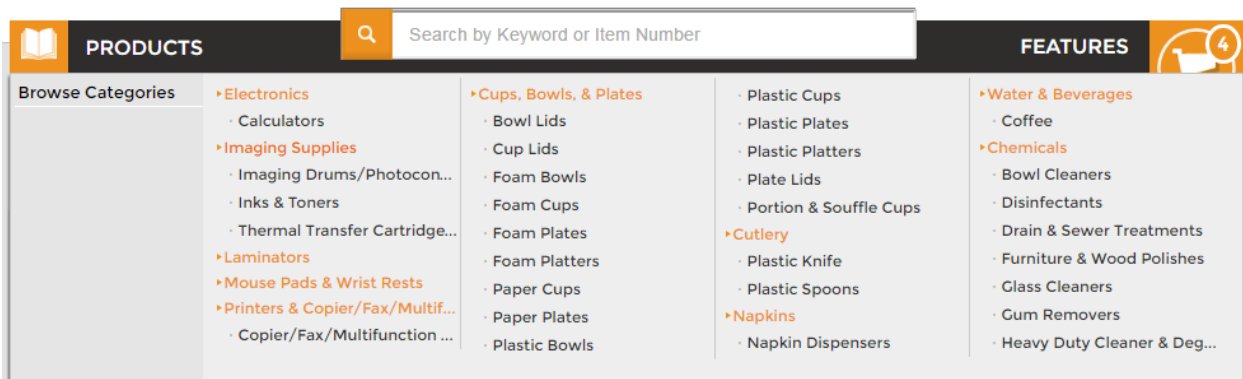


Common functions have been grouped together and are located at the top of your screen so that they will be accessible from every page throughout Shopfront.

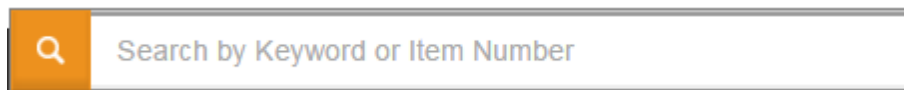
- **Distributor website**
Links directly to your distributor's public website
- **Home**
Returns you back to the home page
- **Welcome**
Displays the profile page that allows you to change your password
- **Sign Out**
Logs you out of the web catalog. See page 35 for more information.
- **My Orders**
Links to your Shopfront order history. See page 2 for more information.
- **Ship To**
Allows you to change ship to locations. See page 14 for more information.
- **In Cart**
Displays the total for the items that are included in your shopping cart. See page 29 for more information.

Products Menu

The Products Menu dropdown allows you select a category or subcategory to shop from directly.



Searching For an Item



The Search bar is located at the top of the page and is available from all pages within Shopfront. Simply type in the term you want to search for and click on the magnifying glass icon.

The screenshot shows the Shopfront search results page for the keyword "tape". At the top, there is a navigation bar with "PRODUCTS" and "FEATURES" tabs, a search bar containing "tape", and a shopping cart icon with a "4" badge. Below the navigation bar is a "COMPLETE INDEX" with a list of letters from A to Z. The main content area is titled "Search Results" and shows "610 results for *tape*". On the left, there is a "NARROW YOUR CHOICES" section with a "CATEGORIES" list. The list includes: Cleaning Supplies (1), Data Storage Media (14), Floor & Carpet Care (2), Labels & Stickers (186), Machinery (1), Medical Products & First Aid (35), Packaging Bags (3), Pens, Pencils, Markers & Correction (54), Presentation/Display & Scheduling Boards (11), Shipping & Mailroom (1), and Tape (78). The main results area displays two items. The first item is "Item #: IPG1643 Aluminum Foil Tape, 1"x60YD, 5.0 Mil IPG (Mfg. #: ALF3000160A)" with a price of \$70.60 and an "Add to Cart" button. The second item is "Item #: IPG2546 PG21 Hi-Temp Masking Tape, 2"x60YD IPG (Mfg. #: PG21..181)" with a price of \$92.09 and an "Add to Cart" button. Both items have a small image of the tape roll and a quantity of 36 RL/CS and 24 RL/CA respectively.



Search Results Sort Results
Item Num ▼



NARROW YOUR CHOICES

CATEGORIES

- Cleaning Supplies (1)
- Data Storage Media (14)
- Floor & Carpet Care (2)
- Labels & Stickers (186)
- Machinery (1)
- Medical Products & First Aid (35)
- Packaging Bags (3)
- Pens, Pencils, Markers & Correction (54)
- Presentation/Display & Scheduling Boards (11)
- Shipping & Mailroom (1)
- Tape (78)

610 results for *tape*

 Item #: IPG1643
Aluminum Foil Tape, 1"x60YD, 5.0 Mil
IPG (Mfg. #: ALF3000160A)
36 RL/CS
Price: **\$ 70.60**


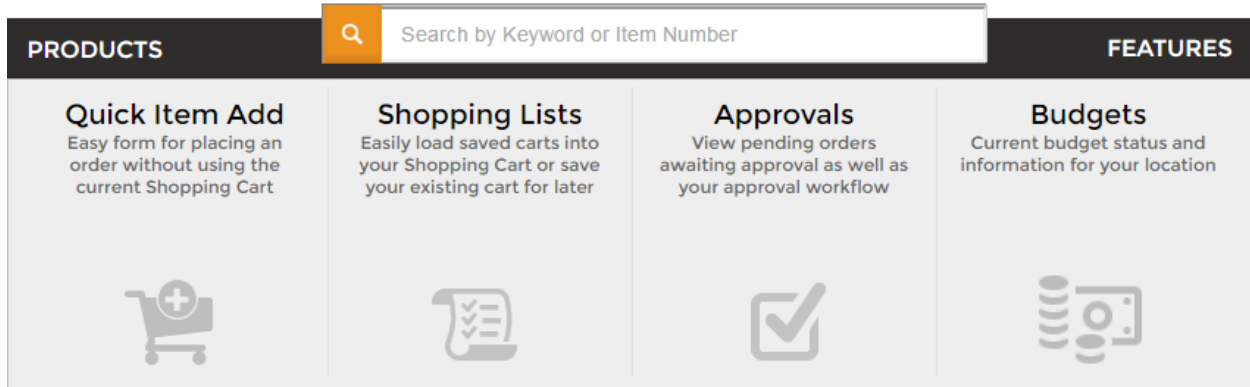
 Item #: IPG2546
PG21 Hi-Temp Masking Tape, 2"x60YD
IPG (Mfg. #: PG21..181)
24 RL/CA
Price: **\$ 92.09**


The filter area on the left consists of four main filter criteria: Category, Subcategory, Manufacturer and Price.

Items can be added to your Shopping Cart from here or you can click on an item to look at the item detail.

Features Menu

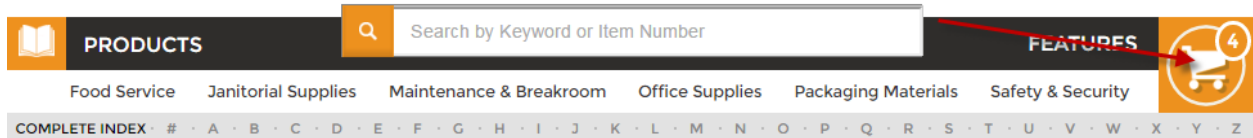
The Features Menu consists of additional services that are available to use while you are shopping.



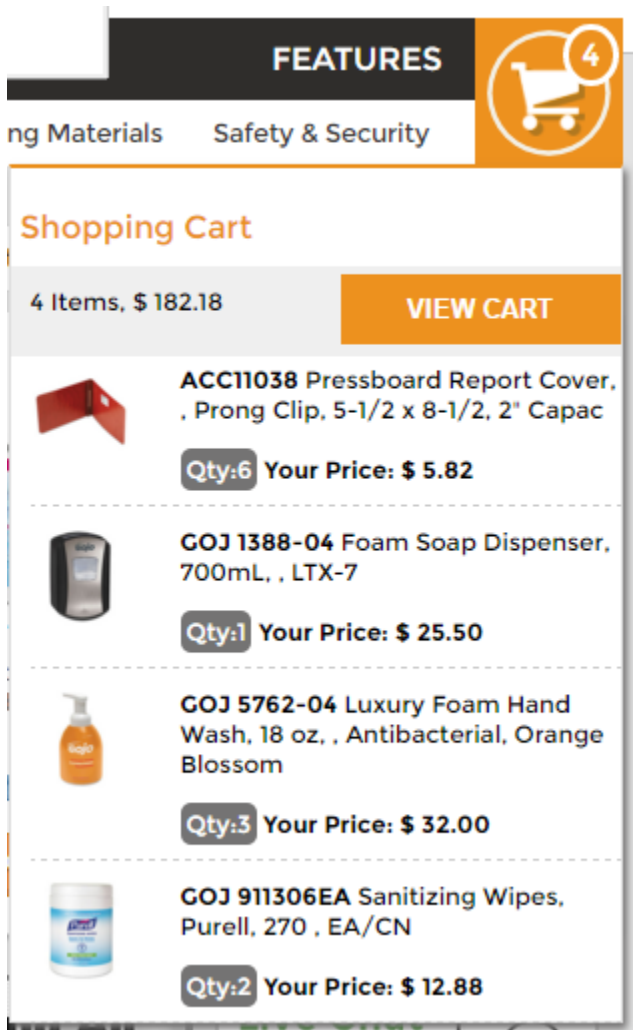
- **Quick Item Add** Allows you to place an order by entering in the item number and quantity. See page 15 for more information.
- **Shopping Lists** Allows you to access your shopping lists. See page 16 for more information.
- **Approvals** Allows you to access the Approvals page. See page 17 for more information.
- **Budgets** Allows you to see your budgets for the current month. See page 19 for more information.

Shopping Cart button

The Shopping Cart is available in the header area on all pages so you can easily access the items that are included in your shopping cart.



When you click on this button, a list of the first five items will display in a dropdown menu.

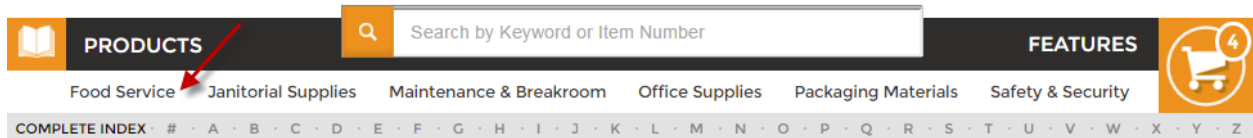


You can click on the item image to view its item detail page or click on the “VIEW CART” button to be directed to the Shopping Cart page. See page 29 for more information.

Segment Bar

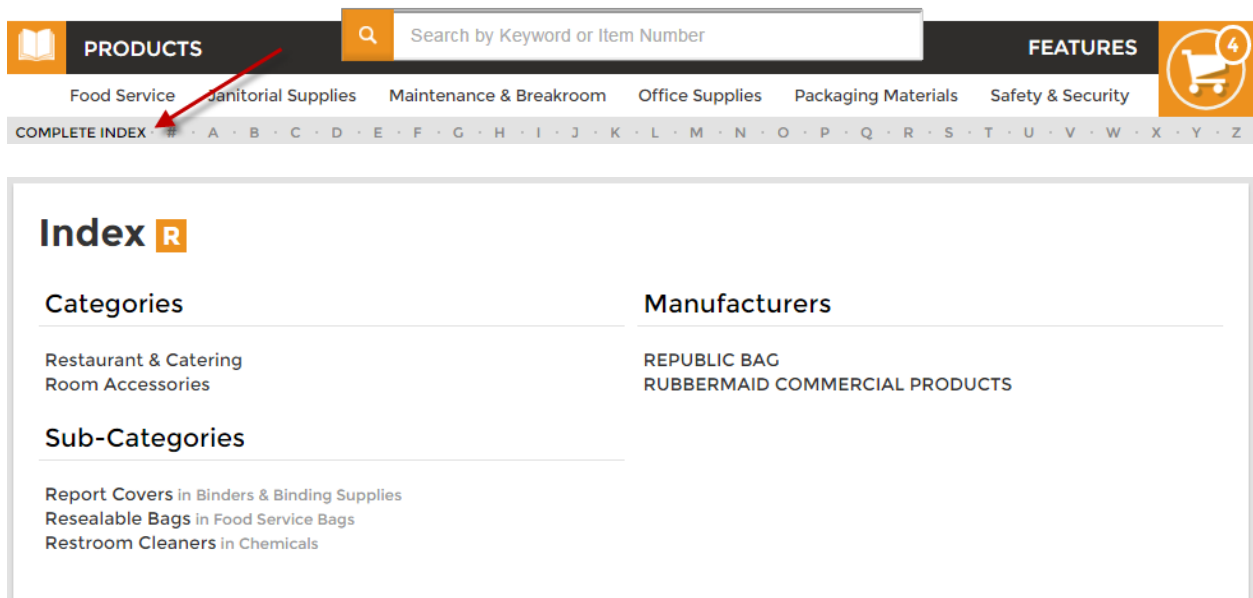
The Segment Bar is designed to make your shopping experience more efficient. We have grouped categories together under segments so that you will be able to access all of these categories with one click.

For example, the Office Supplies link can display all of the categories that contain items that are in the Office segment.



A-Z Index






The A-Z Index allows you to shop by viewing all categories, subcategories, and manufacturers for begin with that particular letter.



Clicking on a category, subcategory, or manufacturer from here will bring you directly to the item directory.

Item Widget






The Item Widget will allow you to view groups of items that have been designated by your distributor. These groups can include “Featured Items”, “Clearance”, “Most Viewed”, and “Top Rated”.

| Featured Products | Specials | Clearance | Most Viewed | Top Rated |
|---|---|---|---|---|
|  Your Price: \$ 25.50 Foam Soap Dispenser, 700mL, LTX-7 ★★★★★ IN CART |  Your Price: \$ 43.63 Instant Hand Sanitizer Gel, 1 oz, Purell Advanced, W/B... ★★★★★ ADD TO CART |  Your Price: \$ 32.00 Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Bl... ★★★★★ IN CART |  Your Price: \$ 46.00 Hand Sanitizer, 8 oz, Purell Advanced ★★★★★ ADD TO CART |  Your Price: \$ 12.88 Sanitizing Wipes, Purell, 270 EA/CN ★★★★★ IN CART |

The Most Viewed widget will show you the top five items that have been viewed the most by users from your company. The Top Rated widget will show you the top five highest rated items. You can add these items directly to your shopping cart from here or click on them to view the item detail page.

Popular Categories

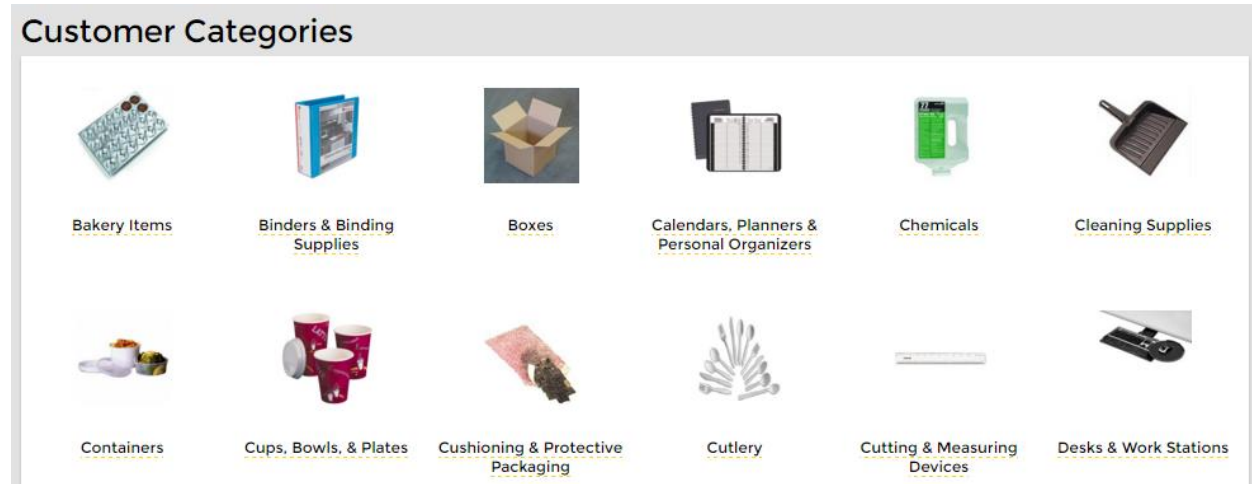
The Popular Categories widget will show you the top five categories that are most popular.

| Popular Categories | | | | |
|---|---|---|---|---|
|  TOILET TISSUE & DISPENSERS View more Toilet Tissue & Dispensers items |  SKIN CARE View more Skin Care items |  SHIP & MAIL SUPPLIES View more Ship & Mail Supplies items |  WASTE & RECYCLE View more Waste & Recycle items |  SNACKS View more Snacks items |

Clicking on the category icon will bring you directly to the item directory for that category.

Customer Categories

All of the available categories will be accessible from the Customer Categories area. By clicking on the category icon, you will be able to view the item directory for those items.

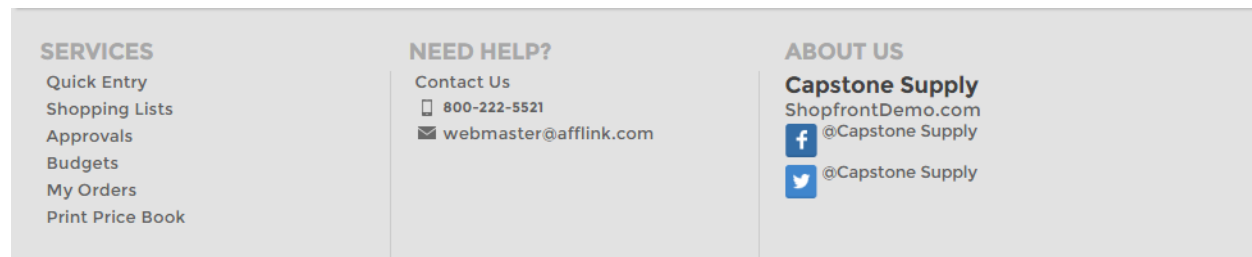


If this customer has access to see the full catalog of items, then these categories will be mixed in with the normal Price Book categories.

If this customer has access to see any of the available extended catalogs, these icons will be mixed in as well.




Footer

The Footer area at the bottom of each page will allow you to access all of the services that your distributors has made available. It will also provide your distributor's phone number and email address for assistance.



Contact Us

If you experience any problems with your order, the Contact Us page contains the contact numbers and email addresses for your distributor.

| | | |
|---|---|---|
| SERVICES Quick Entry Shopping Lists Approvals Budgets My Orders Print Price Book | NEED HELP? Contact Us  ☎ 800-222-5521 ✉ webmaster@afflink.com | ABOUT US Capstone Supply ShopfrontDemo.com  @Capstone Supply  @Capstone Supply |
|---|---|---|

Contact Us

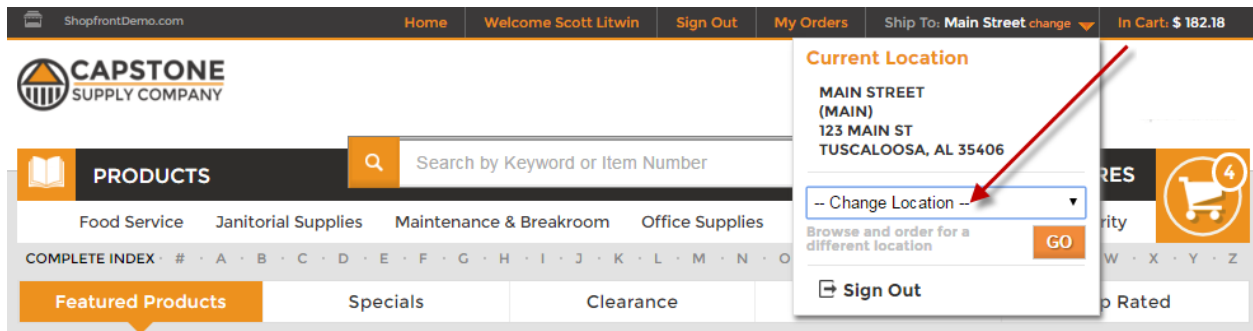
If you have any problems or questions, please contact customer service.

Capstone Supply Contact Information

| | |
|------------------------|--|
| Customer Service Phone | 800-222-5521 |
| Customer Service Email | webmaster@afflink.com |

Change Location

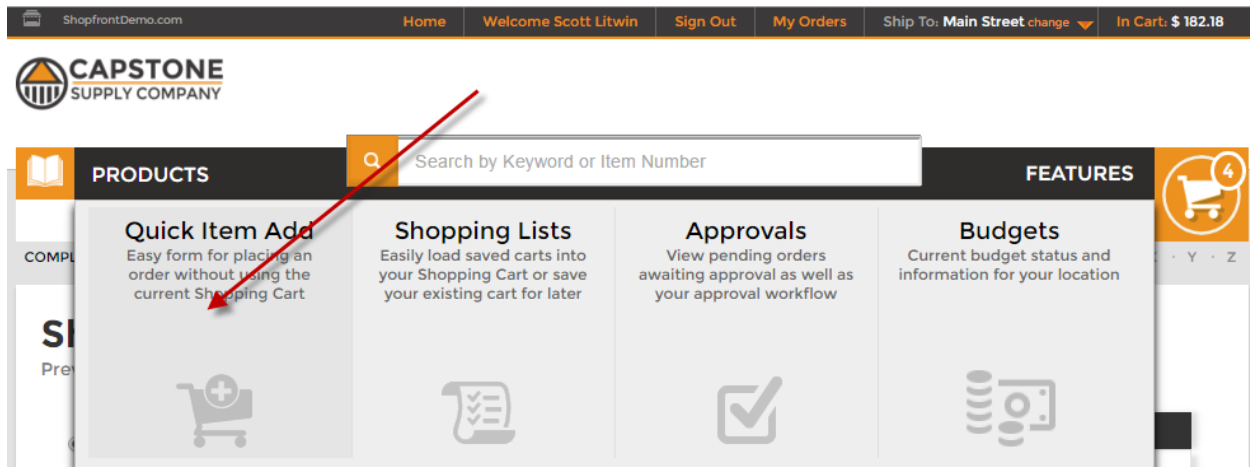
The Change Location dropdown is located in the header bar that is visible from most of the Shopfront pages. This dropdown will display all of the locations that the user has permission to access.



Quick Entry Form

The Quick Entry Form is an alternative to the shopping cart. A user can place an order using this form and bypass the shopping cart. However, both the Quick Entry Form and the Shopping Cart cannot be used in conjunction for a single order.

To use this form, add the item number assigned to the items by your distributor and fill in the quantity. Click **Begin Checkout** and you will be taken to the checkout page.



Quick Entry Form

Use the form below to quickly add items to your shopping cart or to a shopping list.

| Item Number | Quantity | UOM |
|-------------|----------|-----|
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |
| | | ▼ |

Ship to Address
Main Street (main)
123 Main St
Suite 1
Tuscaloosa, AL 35406

Please select an action below...

BEGIN CHECKOUT Quick checkout with only these items

ADD TO CART Save these items your a Shopping Cart

SAVE TO LIST Save these items your a Shopping List

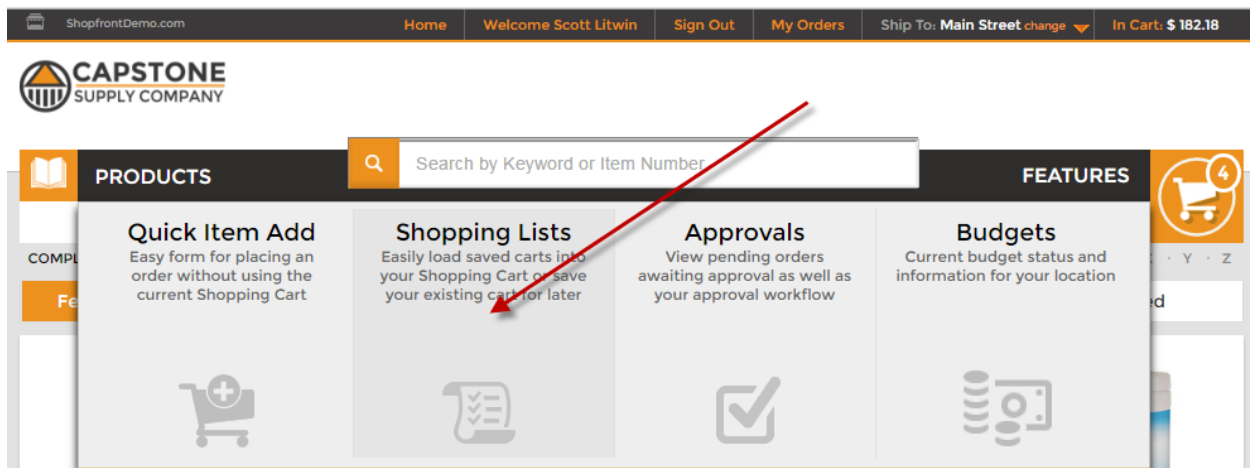
ADD MORE ROWS Add 5 more rows to this form

CLEAR FORM Clear the current form

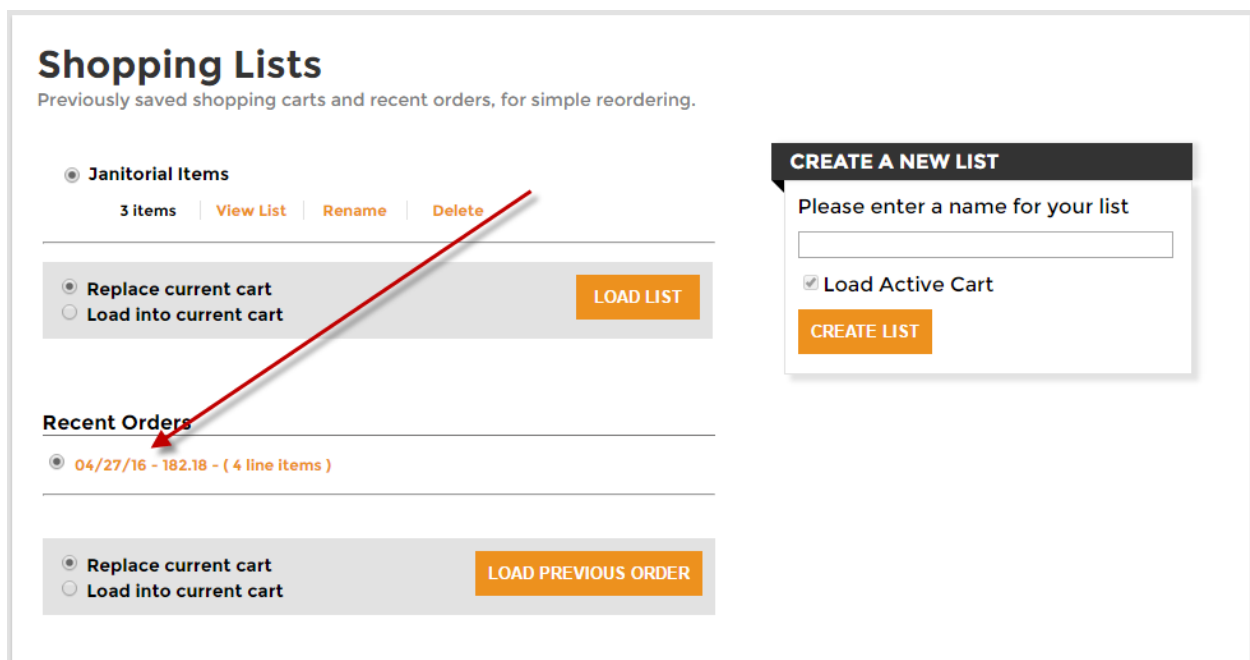
Shopping Lists

This feature allows the user to save a shopping list that is retrievable at any time and can be used to place an order. This feature is often used to group either items for daily or weekly orders together and also for orders for different departments, i.e. Shipping Department List or Housekeeping.

To access the Shopping Lists page, click on Features then Shopping Lists.



The Shopping Lists page will also give the user the option to view recent orders that can be duplicated for easy retrieval.

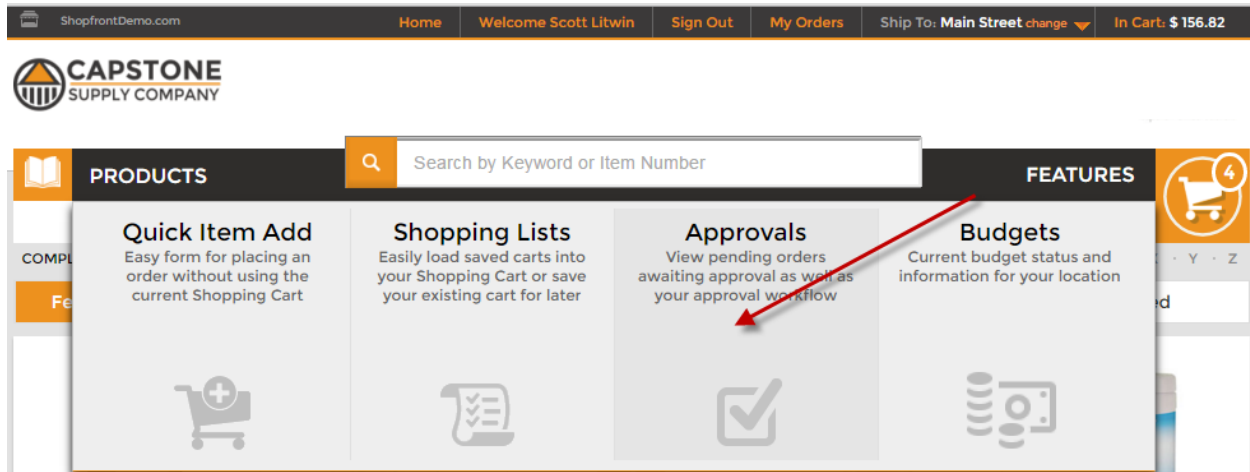


From this page, the user can also save a Shopping List that consists of the items that are currently contained in their Shopping Cart.

Order Approval (Optional)

If you have been set up as an approver, you should have received an email informing you that an order was place but that it will not be filled until it has been approved.

When the approver or the user that requires approval logs in, they will see the **Approvals** link in the Features menu.



Approvals

Orders Pending My Approval

| Order Date | PO # | Summary | Confirmation Number |
|------------|-------|-------------------|---------------------|
| 12/01/15 | 12345 | 2 items, \$181.81 | 2015121426469016 |
| 12/01/15 | 222 | 2 items, \$357.80 | 2015121427083942 |
| 12/01/15 | 333 | 2 items, \$410.18 | 2015121427309840 |

My Recently Approved Orders

| Order Date | PO # | Summary | Confirmation Number |
|-------------------------------------|------|---------|---------------------|
| You have no recent orders approved. | | | |

My Pending Orders

| Order Date | PO # | Summary | Confirmation Number |
|------------------------------|------|---------|---------------------|
| There are no pending orders. | | | |

You are designated as an approver for the following users:

Superior - Approvee

Status: Awaiting Approval

PO #: 12345
Date: 12/01/15
Ordered By: Superior - Approvee
Location: Main Street
Order Amount: \$181.81

APPROVE ORDER

[View / Edit Order](#) [Decline Order](#)

Placed Order 12/01/15

Awaiting Approval superior

The Approvals page allows the user to view all pending orders. The user has full visibility as to where this order is in the approval workflow process.

Orders Pending My Approval

These are the orders that are awaiting the approver's input to either approve, edit, or cancel.

My Recently Approved Orders

These are the orders that this user placed that have been recently approved.

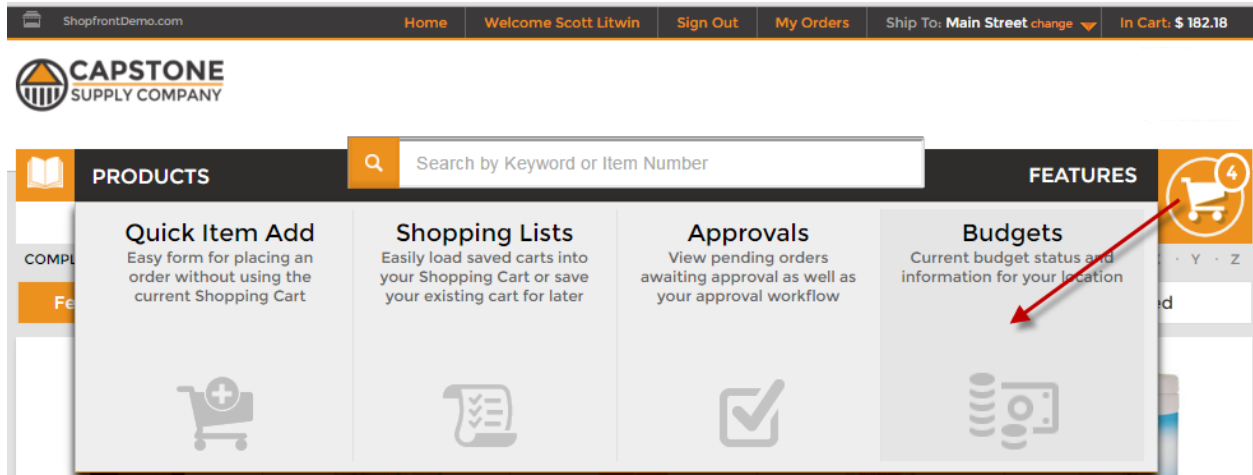
My Pending Orders

These are the orders that this user placed that are still pending approval.

After approving, or declining the order, e-mails will be sent both to the person originating the order acknowledging the order status along with any comments that you entered on the approval page.

Orders will not be sent to your distributor for shipping until they have been approved. If you are a designated approver, you will receive an email notification alerting you that there are orders waiting for approval each time an order is placed.

Budgets



The Budgets button allows you to view budget information if you have budgetary constraints set up for various categories. This page will display the monthly budget limits, the amount you have spent this month in each budget category, and the amount remaining. This feature is optional and will need to be set up by your distributor if you wish to have access to this information.

Budgets

Monthly Budgets Days Remaining in this cycle: 13

| Location | Spent | Budget | Remaining |
|-------------|----------|------------|------------|
| Main Street | \$658.14 | \$3,000.00 | \$2,341.86 |

[View Current Year](#)
[View For All Locations](#)

User Profile

The User Profile page allows you to update or make changes to your user name, e-mail address, password, and also select the format in which you would like to receive your e-mails.

User Profile

Manage your personal profile information.

| | |
|------------------|--|
| Name | <input type="text" value="Scott Litwin"/> |
| Email | <input type="text" value="shopfront@afflink.com"/> |
| Email Type | <input type="text" value="HTML"/> |
| Password | <input type="password" value="....."/> |
| Confirm Password | <input type="password" value="....."/> |

SAVE

GO BACK

My Orders

To review the orders that have been placed, click on the **My Orders** link in the header bar.



The default view for order history displays the 25 most recent orders.

Your Orders

[Orders](#)[Orders By Item](#)[Orders By Month](#)[Orders By Category](#)[Pending Approval](#)

Date Range: 25 most recent

10 most recent orders

| Date | Time | PO Number | Confirmation Number | Ordered By | Total |
|-----------|--------------|---------------------------|---------------------|----------------------------|----------|
| 04/27/16 | 3:52 pm CST | TESTORDER | 2016427571542038 | Scott Litwin (superior) | \$182.18 |
| 02/18/16 | 10:04 am CST | | 2016218362777927 | superior (superior) | \$200.50 |
| 02/04/16 | 9:25 am CST | | 201624339218559 | superior (superior) | \$150.00 |
| 01/13/16 | 8:19 am CST | Superior Office Solutions | 2016113299956576 | superior (superior) | \$5.82 |
| 01/13/16 | 8:18 am CST | Superior Office Solutions | 2016113298902068 | superior (superior) | \$75.00 |
| 01/13/16 | 7:59 am CST | Superior Office Solutions | 2016113287983311 | superior (superior) | \$352.20 |
| 01/13/16 | 7:57 am CST | Superior Office Solutions | 2016113286343051 | superior (superior) | \$345.90 |
| *12/01/15 | 11:52 am CST | 333 | 2015121427309840 | Superior - Approvee (supl) | \$410.18 |
| *12/01/15 | 11:51 am CST | 222 | 2015121427083942 | Superior - Approvee (supl) | \$357.80 |
| *12/01/15 | 11:50 am CST | 12345 | 2015121426469016 | Superior - Approvee (supl) | \$181.81 |

• Order Pending Approval

Location Options:
Main Street Only

SELECT

The user will have the option to change the date range from the 25 most recent to the past 6 months or any prior years. All of the locations that this user is allowed to see will appear in the dropdown menu under Location Options. This list can also be downloaded in Excel format.

The Orders directory provides information on all orders placed for a location during the specified time period. To review a specific order, select the order date located on the left of the screen.

From the order detail screen, you can see who placed the order, where it was shipped to and print the order.

Order History

| | | |
|---|------------------------------|-----------------------|
| Ship to Address | Date | Ordered By |
| Main Street 123 Main St Suite 1 Tuscaloosa, AL 35406 | 01/13/16 | superior |
| Bill to Address | Confirmation Number | E-mail Address |
| Superior Office Solutions 123 Main St Suite 1 Tuscaloosa, AL 35406 | 2016113286343051 | slitwin@afflink.com |
| | Purchase Order Number | |
| | Superior Office Solutions | |

| Item Number | Manufacturer Item Number | Description | Color, Pack | UOM | Price | Qty | Extended Price |
|--------------|--------------------------|---|----------------------|------|-------|-----|----------------|
| GOJ 5762-04 | Lagasse GOJ 5762-04 | Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Blossom | Clr Amber 4 EA/CA | CASE | 15.00 | 1 | 15.00 + |
| ACC11038 | ACCO A7011038 | Pressboard Report Cover, Prong Clip, 5-1/2 x 8-1/2, 2" Capac | 1 EA/EA | EACH | 5.82 | 50 | 291.00 + |
| GOJ 911306EA | Lagasse GOJ 911306EA | Sanitizing Wipes, Purell, 270 EA/CN | White 6 EA/CA | EACH | 3.99 | 10 | 39.90 + |
| TOTAL | | | | | | | \$345.90 |

[GO BACK](#)[PRINTABLE ORDER WITHOUT PRICING](#)[PRINTABLE ORDER WITH PRICING](#)

You can also view your history by item, by month, and by category. The pending orders are also available from this location as well.

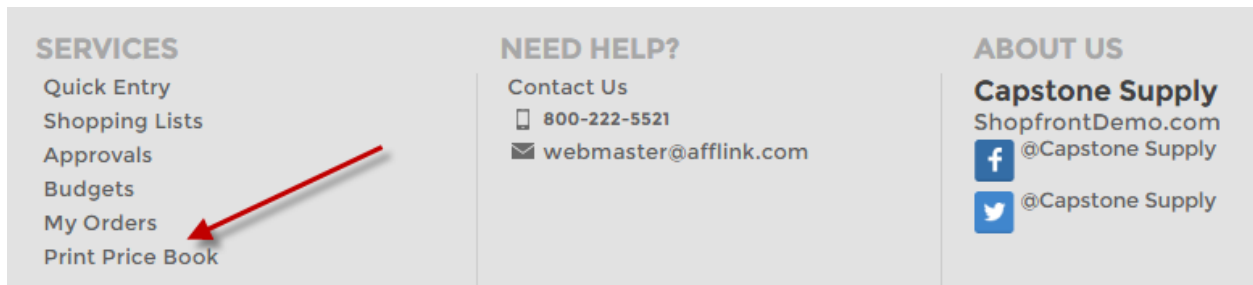
Your Orders

[Orders](#)[Orders By Item](#)[Orders By Month](#)[Orders By Category](#)[Pending Approval](#)

Date Range: 25 most recent ▾

Print Catalog

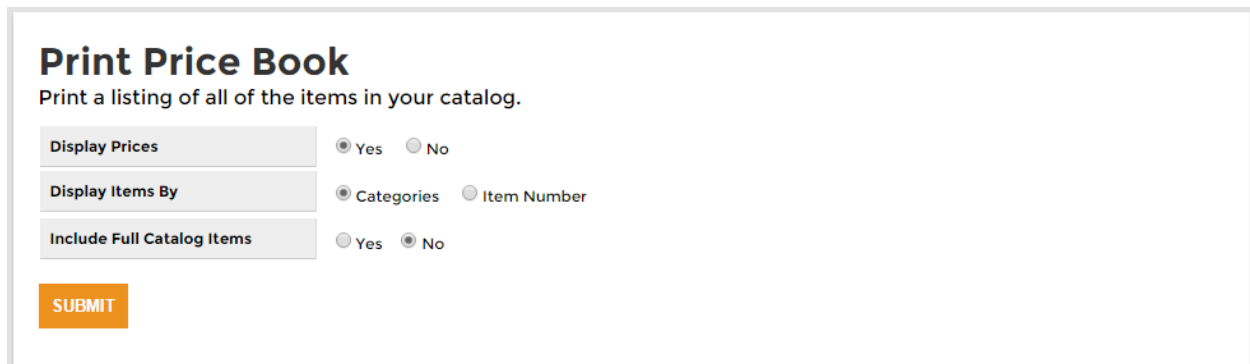
The Print Price Book link allows you to print a listing of all of the items in your catalog.



The footer navigation menu is divided into three columns. The first column, titled 'SERVICES', contains links for 'Quick Entry', 'Shopping Lists', 'Approvals', 'Budgets', 'My Orders', and 'Print Price Book'. A red arrow points to the 'Print Price Book' link. The second column, titled 'NEED HELP?', contains 'Contact Us' with a phone icon and the number '800-222-5521', and an email icon with the address 'webmaster@afflink.com'. The third column, titled 'ABOUT US', contains 'Capstone Supply' with the website 'ShopfrontDemo.com', a Facebook icon with '@Capstone Supply', and a Twitter icon with '@Capstone Supply'.

| SERVICES | NEED HELP? | ABOUT US |
|------------------|-----------------------|-------------------|
| Quick Entry | Contact Us | Capstone Supply |
| Shopping Lists | 800-222-5521 | ShopfrontDemo.com |
| Approvals | webmaster@afflink.com | @Capstone Supply |
| Budgets | | @Capstone Supply |
| My Orders | | |
| Print Price Book | | |

You can choose whether or not to show pricing and how you would like the items to be listed, either by category or item number.



The 'Print Price Book' form is titled 'Print Price Book' and includes the instruction 'Print a listing of all of the items in your catalog.' It features three sections with radio button options. The first section, 'Display Prices', has 'Yes' selected. The second section, 'Display Items By', has 'Categories' selected. The third section, 'Include Full Catalog Items', has 'No' selected. An orange 'SUBMIT' button is located at the bottom left of the form.

Print Price Book
Print a listing of all of the items in your catalog.

| | |
|----------------------------|---|
| Display Prices | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Display Items By | <input checked="" type="radio"/> Categories <input type="radio"/> Item Number |
| Include Full Catalog Items | <input type="radio"/> Yes <input checked="" type="radio"/> No |

SUBMIT

Item Directory

After clicking on the category icon, you will see a list of all items that are included in that category and sub-category. Each item is displayed with a thumbnail image, description, and price.

Floor & Carpet Care Items

Sort Results
Item Num ▼

NARROW YOUR CHOICES

CATEGORIES

Floor & Carpet Care (116)

SUB CATEGORIES

Baseboard Cleaners (1)

Brooms (5)

Carpet Cleaners (5)

Carpet Dryers/Air Movers (1)

Dust Pans (5)

Floor Cleaners (1)

Floor Dryers & Air Movers (1)

Floor Finisher & Maintainers (1)

Floor Machine Accessories (2)

Floor Mats (37)

Floor Pads (10)

Floor Strippers (2)

Handles & Braces (14)

Mop Bucket & Wringer Combos (6)

Mops (4)

Vacuums, Vacuum Bags, Parts & Accessories (21)

MANUFACTURERS

Afflab (3)

Boardwalk (4)

Butcher (2)

COSCO (1)

Carlisle (2)

Clausen (1)

Crown (20)

ES Robbins (1)

Elkay (1)

Ergotron (1)

Eureka (3)

Ex-Cell (1)


Flo-Pac (2)

Geerpress (1)

Glit (10)

Guardian (7)

116 results for *Floor & Carpet Care*



Item #: 3176


Broom Head, 18", Flagged, Fine Sweep, Wood Block Carlisle (Mfg. #: 4501323)


case

12 EA/CS

Price:

\$ 45.00






Item #: 3180


Lobby Broom, Duo-Sweep, Flagged Plastic Bristle Flo-Pac (Mfg. #: 859)

12 EA/CS

Price:

\$ 44.95





Item #: 3190


Sweeping Broom, 24" Fine Flo-Pac (Mfg. #: 2208P-24)


Case

12 EA/CS

Price:

\$ 30.00






Item #: 3200


Floor Sweep, 24", Wood Block, Flagged Polypropylene Bristles Carlisle (Mfg. #: 4501423)

12 EA/CS

Price:

\$ 52.77






Item #: 5990


Carpet Dryer, 3-Speed, 115V Minuteman (Mfg. #: C4400-01)

Each

Price:

\$ 8.66






Item #: 6020

Upright Commercial Vacuum Cleaner, 26.9x16.4x14.5 Hoover (Mfg. #: C1703900)

1 EA

Price:

\$ 35.22



You can easily add an item to your shopping cart by clicking on the Add to Cart button or you can view the item detail by clicking on the item itself.

Item Directory Filters

Filters have been added to all item directories to help you narrow down your directory to only those items that you want to see. The available filter criteria are **Category, Subcategory, Manufacturer, and Price.**

The number of items that match that particular criteria are listed to the right of each criteria value. To apply that filter, simply click on that criteria value. You can also combine criteria by clicking on multiple values.

NARROW YOUR CHOICES

CATEGORIES

Floor & Carpet Care (116)

SUB CATEGORIES

Baseboard Cleaners (1)
Brooms (5)
Carpet Cleaners (5)
Carpet Dryers/Air Movers (1)
Dust Pans (5)
Floor Cleaners (1)
Floor Dryers & Air Movers (1)
Floor Finisher & Maintainers (1)
Floor Machine Accessories (2)

MANUFACTURERS



Afflab (3)
Boardwalk; (4)
Butcher (2)
COSCO (1)
Carlisle (2)
Clausen (1)

PRICE

\$0-\$50
\$50-\$100
\$100-\$150
\$150-\$200
\$200-\$300
\$300-\$400
\$400-\$500
\$500-\$750
\$750-\$1000


Viewing an Item


The item detail screen displays a picture of the item (if available) along with its description and other information relating to the item including additional attributes.




Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Blossom

LAGASSESWEEET


 [More from this manufacturer](#)

Customer Rating: 

Overall Rating: 

Item # GOJ 5762-04

Mfg Item # GOJ 5762-04



Your Price

\$32.00

☒ Approved Item

Quantity

ITEM IN CART


ADD TO SHOPPING LIST

PRODUCT INFORMATION


Luxurious, high-quality foaming formula kills germs and rinses easily, leaving hands feeling fresh and clean. Convenient countertop pump bottle eliminates washroom soap mess and provides 350 washes.


| Specifications | Reviews | Recent Items |
|---------------------|------------------------------------|--------------|
| Unit | CASE | |
| Color | Clr Amber | |
| Pack | 4 EA/CA | |
| Global Product Type | Personal Soaps-Foam, Antibacterial | |
| Soap Type | Liquid | |
| Application | Hand | |
| Capacity (Volume) | 18 oz | |
| Scent | Orange Blossom | |
| Packing Type | Pump Bottle | |

You May Also Like...





Your Price: **\$ 138.60**
Desk Caddy, W/8 oz Instant Hand Sanitizer,...





Your Price: **\$ 99.00**
Instant Hand Sanitizer, Foam, 1200mL, Pure...



To view a directory of all items for this same manufacturer, the user should click on the  [More from this manufacturer](#) link.

The user can also view the ratings that have been saved for this item. The Customer Rating is the average rating among users for this same customer. The Overall Rating is an average of rating scores across all customers. To add an item rating, click on the score star in the Customer Rating area.

The Specifications area is reserved for any attributes and extended attributes that are saved for this item.

| Specifications | Reviews | Recent Items |
|---------------------|------------------------------------|--------------|
| Unit | CASE | |
| Color | Clr Amber | |
| Pack | 4 EA/CA | |
| Global Product Type | Personal Soaps-Foam, Antibacterial | |
| Soap Type | Liquid | |
| Application | Hand | |
| Capacity (Volume) | 18 oz | |
| Scent | Orange Blossom | |
| Packing Type | Pump Bottle | |

The Reviews area allows the user to leave a review for this item as well as view other reviews that other users have left.

| Specifications | Reviews (1) | Recent Items |
|----------------|-------------|--------------|
|----------------|-------------|--------------|

By superior on 05/18/16

This item was great for all purposes.



Your Review

SUBMIT REVIEW

The Recent Items area will show the user the most recent items that they have viewed.



| Specifications | Reviews | Recent Items |
|----------------|---------|--------------|
|----------------|---------|--------------|

Recently Viewed

| | |
|--|---|
|  <p>Your Price: \$ 138.60 Desk Caddy, W/8 oz Instant Hand Sanitizer,...</p> <p>☆☆☆☆☆</p> |  <p>Your Price: \$ 32.00 "Luxury Foam Hand Wash, 18 oz, Antibacteri...</p> <p>☆☆☆☆☆</p> |
|--|---|

The “You May Also Like” area will show the user the items that are stored as related item as well as items that are similar and in the same category.

You May Also Like...

| |
|--|
|  <p>Your Price: \$ 138.60 Desk Caddy, W/8 oz Instant Hand Sanitizer,...</p> <p>☆☆☆☆☆</p> |
|  <p>Your Price: \$ 99.00 Instant Hand Sanitizer, Foam, 1200mL, Pure...</p> <p>☆☆☆☆☆</p> |

Shopping Cart

The Shopping Cart can be accessed by clicking on the cart button, then clicking on the View Cart button or by clicking the In Cart link in the header bar that is visible on most of the Shopfront pages.

The screenshot displays the Capstone Supply Company website interface. At the top, a navigation bar includes links for Home, Welcome Scott Litwin, Sign Out, My Orders, Ship To: Main Street change, and In Cart: \$ 207.82. Below this is the Capstone Supply Company logo and a search bar. The main navigation menu lists categories: Food Service, Janitorial Supplies, Maintenance & Breakroom, Office Supplies, Packaging Materials, and Safety & Security. A 'Shopping Cart' overlay is visible on the right side, showing 4 items for a total of \$ 207.82. The items listed in the cart are: ACC11038 Pressboard Report Cover (Qty: 6, Price: \$ 5.82), GOJ 1388-04 Foam Soap Dispenser (Qty: 3, Price: \$ 25.50), GOJ 5762-04 Luxury Foam Hand Wash (Qty: 1, Price: \$ 32.00), and GOJ 911306EA Sanitizing Wipes (Qty: 5, Price: \$ 12.88). A red arrow points to the 'VIEW CART' button in the cart overlay. Another red arrow points to the 'In Cart: \$ 207.82' link in the top navigation bar. The main content area shows featured products with images, prices, and 'ADD TO CART' buttons. A promotional banner at the bottom reads 'Buy 2, Get 1 FREE!' and 'Now Accepting All Major Credit Cards!'. The footer includes the Capstone Supply Company logo and a red arrow pointing to the 'In Cart: \$ 207.82' link.





The Shopping Cart page allows the user to view the items that they are about to purchase. It can be viewed using three different views with Grid being the default.

Grid View

Shopping Cart

Subtotal (4 items) : **\$207.82**

View
Grid
Cart Tools
Select...
Within Budget ✓
PROCEED TO CHECKOUT

| Product | Quantity | Extended Price |
|--|----------|-------------------------------|
|  GOJ 5762-04 Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Blossom | 1 Case | \$32.00 1 @ \$32.00 |
|  ACC11038 Pressboard Report Cover, Prong Clip, 5-1/2 x 8-1/2, 2" Capac | 6 EACH | \$34.92 6 @ \$5.82 |
|  GOJ 911306EA Sanitizing Wipes, Purell, 270 , EA/CN | 5 Each | \$64.40 5 @ \$12.88 |
|  GOJ 1388-04 Foam Soap Dispenser, 700mL, LTX-7 | 3 Each | \$76.50 3 @ \$25.50 |

Clear All Quantities Remove All Items

* List Price

Total Price does not include tax or shipping charges.

List View

Shopping Cart

Subtotal (4 items) : **\$207.82**

View
List
Cart Tools
Select...
Within Budget ✓
PROCEED TO CHECKOUT

| Your Item | Manufacturer Item Number | Description | Color Pack | UOM | Price | Quantity | Extended Price | | |
|--------------|--------------------------|--|-------------------|------|---------|----------|----------------|--|--|
| GOJ 5762-04 | Lagasse GOJ 5762-04 | Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Blossom | Clr Amber 4 EA/CA | CASE | \$32.00 | 1 | 32.00 | | |
| ACC11038 | ACCO A7011038 | Pressboard Report Cover, Prong Clip, 5-1/2 x 8-1/2, 2" Capac | 1 EA/EA | EACH | \$5.82 | 6 | 34.92 | | |
| GOJ 911306EA | Lagasse GOJ 911306EA | Sanitizing Wipes, Purell, 270 , EA/CN | White 6 EA/CA | EACH | \$12.88 | 5 | 64.40 | | |
| GOJ 1388-04 | Lagasse GOJ 1388-04 | Foam Soap Dispenser, 700mL, LTX-7 | Chrome 1 EA/EA | EACH | \$25.50 | 3 | 76.50 | | |

Clear All Quantities Remove All Items

* List Price

Total Price does not include tax or shipping charges.

Category View

Shopping Cart

Subtotal (4 items) : \$207.82

View
Category
Cart Tools
Select...
Within Budget ✓
PROCEED TO CHECKOUT

| Your Item | Manufacturer Item Number | Description | Color Pack | UOM | Price | Quantity | Extended Price | | |
|--|--------------------------|--|-------------------|------|---------|----------|----------------|--|---|
| Binders & Binding Supplies Report Covers | | | | | | | | | |
| ACC11038 | ACCO A7011038 | Pressboard Report Cover, Prong Clip, 5-1/2 x 8-1/2, 2" Capac | 1 EA/EA | EACH | \$5.82 | 6 | 34.92 | | ✕ |
| GOJ 1388-04 | Lagasse GOJ 1388-04 | Foam Soap Dispenser, 700mL, LTX-7 | Chrome 1 EA/EA | EACH | \$25.50 | 3 | 76.50 | | ✕ |
| GOJ 5762-04 | Lagasse GOJ 5762-04 | Luxury Foam Hand Wash, 18 oz, Antibacterial, Orange Blossom | Clr Amber 4 EA/CA | CASE | \$32.00 | 1 | 32.00 | | ✕ |
| GOJ 911306EA | Lagasse GOJ 911306EA | Sanitizing Wipes, Purell, 270 , EA/CN | White 6 EA/CA | EACH | \$12.88 | 5 | 64.40 | | ✕ |

Clear All Quantities
Remove All Items

* List Price

Total Price does not include tax or shipping charges.

The Shopping Cart page gives you multiple options:

- To edit the quantity for the item, click inside the **Quantity** box and enter in the quantity desired. You must click outside of the **Quantity** box in order to update the **Extended Price**.
- To reset all quantities to zero, click on the **Clear Quantities** link at the bottom of the page.
- To delete a listed item click on the delete icon ✕ in the far right column for the item.
- To proceed with this order, the user should click the **PROCEED TO CHECKOUT** button.
- If your location has any budgetary order limits, the information will be displayed at the top of the Shopping Cart page with either **Within Budget** ✓ or **Over Budget** ✕ ..

Cart Tools

- Edit Sequence** will give you to option to update the change the order for the items that are currently in the shopping cart.
- Save Cart to List** allows you to save the items that are currently in your shopping cart to a Shopping List so they can be retrieved later. To save a list you will click on **Save this**

Cart as List and enter a name for the list. Later you can access these list names by clicking **Load a List to Cart** option at the bottom of the page.


- **Load List to Cart** displays the existing Shopping Lists so you can load these items into your shopping cart.

After establishing a shopping cart and placing an order, the contents of the cart will remain unchanged on the site until cleared for a new order. After several orders, your shopping cart will contain the items you buy regularly. In this case, you may go directly to the shopping cart from the home page in order to place an order.

Checkout

Your Checkout page contains a summary of your order in its entirety. It includes products ordered, pricing, P.O. #, and all contact, shipping and billing information. This allows you to review your order for accuracy. Your distributor may also specify other information needed, such as an Accounting Code.


If your total is below the minimum order established by your distributor, a message will be displayed informing you of possible additional charges.





Checkout


[<< Continue Shopping](#)
[<< Return to Shopping Cart](#)

| | | | |
|--------------------------|--|---------------------------------------|---|
| 1 Review Shipping | Main Street (main), 123 Main St Suite 1 Tuscaloosa, AL 35406 | <input type="button" value="Change"/> | <input type="button" value="PLACE YOUR ORDER"/> |
| 2 Review Billing | Superior Office Solutions, 123 Main St Suite 1 Tuscaloosa, AL 35406 | <input type="button" value="Change"/> | |
| 3 Order Details | <div>Purchase Order Number <input type="text"/></div> <div>Ordered By <input type="text" value="Scott Litwin"/></div> <div>Email Address <input type="text" value="slitwin@afflink.com"/></div> <div>Special Order Instructions <input type="text"/></div> | | |
| 4 Review Items | | | |

**ACC11038** Pressboard Report Cover, , Prong
Clip, 5-1/2 x 8-1/2, 2" Capac

**GOJ 1388-04** Foam Soap Dispenser, 700mL, ,
LTX-7

**GOJ 5762-04** Luxury Foam Hand Wash, 18 oz, , 1 CASE
Antibacterial, Orange Blossom

**GOJ 911306EA** Sanitizing Wipes, Purell, 270 ,
EA/CN

Order Summary
Items (4): \$156.82

Order Total: \$156.82

When submitting an order you have the ability to send special instructions, requests, or requirements in the Special Order Instructions section.

Once all the information is filled in and you review the order, click the **PLACE YOUR ORDER** button.

Upon submission, the order is sent to your distributor within minutes.

Order Confirmation

Once the order is submitted, you will receive verification that it has been received. Your confirmation number for the order will be displayed on the confirmation page. Also, an order confirmation email will be sent to the email address(es) entered on the checkout page.



[Place Another Order](#) [Change Locations](#) [Logout](#)

Order Confirmation Order # 2016518486888625

Thank you for your order. Capstone Supply has received your order successfully and is preparing for delivery.

| Your order was sent to | | Your order was billed to | Order date | Ordered by | | | |
|---|--------------------------|---|-------------------|-------------------------------------|----------|-----|----------------|
| Scott Litwin Main Street 123 Main St Suite 1 Tuscaloosa, AL 35406 | | Superior Office Solutions 123 Main St Suite 1 Tuscaloosa, AL 35406 | 05/18/16 | Scott Litwin slitwin@afflink.com | | | |
| Item Number | Manufacturer Item Number | Description | Color Pack | UOM | Price | Qty | Extended Price |
| ACC11038 | ACCO A7011038 | Pressboard Report Cover, , Prong Clip, 5-1/2 x 8-1/2, 2" Capac | 1 EA/EA | EACH | \$ 5.82 | 6 | \$34.92 |
| GOJ 1388-04 | Lagasse GOJ 1388-04 | Foam Soap Dispenser, 700mL, , LTX-7 | Chrome 1 EA/EA | EACH | \$ 25.50 | 1 | \$25.50 |
| GOJ 5762-04 | Lagasse GOJ 5762-04 | Luxury Foam Hand Wash, 18 oz, , Antibacterial, Orange Blossom | Clr Amber 4 EA/CA | CASE | \$ 32.00 | 1 | \$32.00 |
| GOJ 911306EA | Lagasse GOJ 911306EA | Sanitizing Wipes, Purell, 270 , EA/CN | White 6 EA/CA | EACH | \$ 12.88 | 5 | \$64.40 |

TOTAL \$156.82

Total Price does not include tax or shipping charges.

Sign Out



To exit the ordering system, click the **Sign Out** link in the header bar of most of the Shopfront pages. This will log you out of the ordering system.