




HELPFUL HINTS

Each page has a bar at the top with buttons that will go to the corresponding page. The bar appears on every page of the shopping site.

- **HOME** returns shopper to the home page. Search by manufacturer or by product category.
- **VIEW CART** allows shopper to view and/or change contents of the shopping cart.
- **FAVORITES** displays named shopping lists filled with selected items.

SEARCHING / ORDERING / CHECKOUT PROCEDURE

Search by text

- Each page has  near the top. Enter the manufacturer's name, all or some of an item's description, a product category, or the "Hot#" of the item to search. As a few letters are typed, a list of items that match the criteria will appear.
- Pressing on an item in the list will show that item's details.
- Press either  or  (search icon) to the right of the search field displays a list of all matching items.

Search on the home page

On the home page either search by manufacturer or product category.

To search for products by a manufacturer use near the center of the page to view items produced by that manufacturer.

- Use **Categories** at left side of the page to search by categories and sub-categories.
- Sub-categories may be selected by:
 - moving the mouse over a category title and pressing on one of the sub-categories from the list that appears
 - pressing on the category name and then selecting from the page of sub-categories that appears


Shopping Cart

To add items to the shopping cart, change the order quantity for those items and click **Add To Cart**.


- When adding the item to the shopping cart, a description of the item and quantity added appears. Press either  to continue shopping or **View Shopping Cart** to view the shopping cart contents.


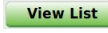
RETRIEVE QUOTES

In the detail view for an item, press [Request Volume Quote](#) at bottom of page to create or add the item to an RFQ. The item and quantity for the quote will be shown, as well as the number of items in the quote. Press **View RFQ** to see the other items in the quote.

- Change the quantities by changing the numbers in the quantity field and press **Update RFQ**.
- Remove an item from the RFQ by pressing .




CREATING / ACCESSING FAVORITES

To add items to a favorite list, change the order quantity for those items and click .

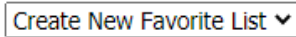
- When adding items to a favorites list, the item, quantity selected, and a list of favorites list names will display. Select one of the existing lists to see a description of the item and a notice that the item was added to the selected list. Press either  at the top right corner to continue shopping or  to see the content of the list.

Existing List

When viewing an existing list, a page with a list of items in that list is shown.

- Remove items using .
- Check the box to the right of  to select items, then click . The checkbox at the top of the list can be used to select all the items.
- The list can be copied to a new list using the “Copy List” button.

Create List

After selecting , enter a name for the list. The name must be unique as the name will be viewable by all University buyers.

- Check the *Share list with shoppers in my Company* checkbox, otherwise the list will be removed when the order is submitted.
- To add items to the new list, search for them and then add them using the options on the item list or item detail views.

Delete List

At the bottom of the list click  to remove all items from the list and the list itself.

- Reminder: the list is shared by all buyers at the University, so coordinate before deletion.
- Empty lists cannot be deleted. Add an item, then delete the list.

ADDITIONAL INFORMATION SENT

Suppliers vary in their ability to accept certain information transmitted electronically in SAP Ariba. Data entered when creating the Purchase Requisition in SAP Ariba may not always be accepted by the supplier when they receive the order electronically.

- External Notes: No
- External Attachments: No
- Information in “Ship via” field: Yes
- Delivery Date: No

SHIPPING CHARGES

Contact IMLSS directly for information regarding order shipping charges.

ORDER STATUS

To view order status, press [My Order History](#) at the bottom of the page under "My Account" and perform one of the following:

- Enter a date range to get a list of orders during the specific time.
- Enter a PO# or item search criteria.

CANCELLING AN ORDER

Contact IMLSS directly to cancel the order.

RETURNS

Directly contact IMLSS to process returns.

SUPPLIER CONTACT INFORMATION

For questions or issues, contact IMLSS directly.

Josh Graves, Sales Representative

josh.graves@imlss.com

210-943-9928

Shopping Site:

- Press [Contact Us](#) at the bottom of the page.
- Fill in the form with details, then press .

Phone: 800-453-5386 (ask for online sales assistance)

Fax: 801-485-7205

- Include a cover sheet with account name, subject of fax, and response contact information.

Email: sales@imlss.com

- Begin the subject line with account name *University of Nebraska*.

Mail:

Intermountain Lock & Security Supply

Po Box 65158

Salt Lake City, UT 84165

TRANSMISSION METHOD

- PO Transmission Method: cXML
- Invoice Transmission Method: Paper
- Credit Memo Transmission Method: Paper