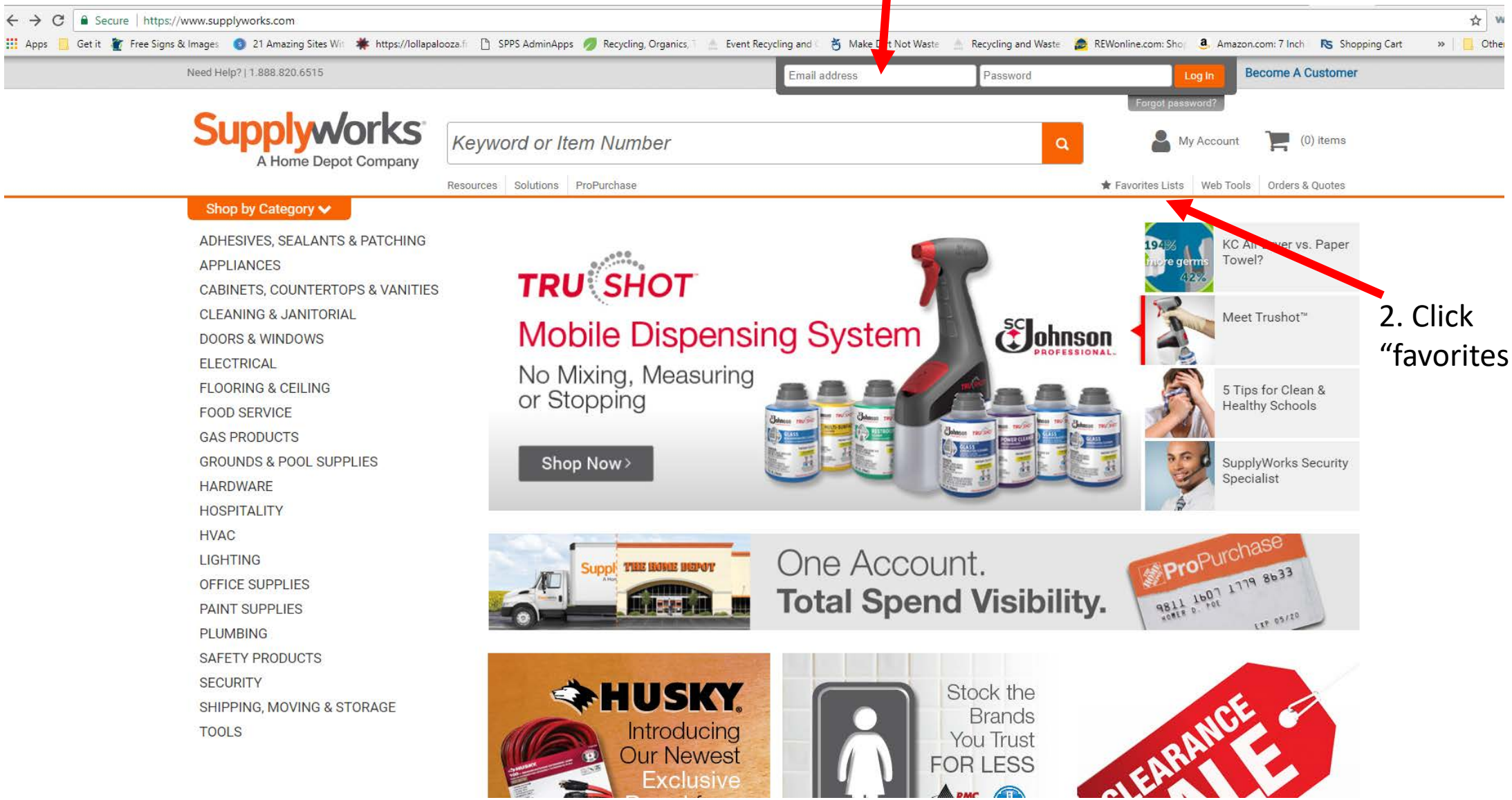
Supplyworks
A Home Depot Company

Website Tutorial for Ordering
Green Compostable Bags (for Organics Program)

1. Login: school custodial email
Password: steampipe1



2. Click “favorites lists”

SupplyWorks
A Home Depot Company

Keyword or Item Number

My Account (1) items

Resources | Solutions | ProPurchase | Favorites Lists | Web Tools | Orders & Quotes

Shop by Category

Home > Favorites List

Favorites List Management

Favorites Lists allow you to keep all the items you reorder on a regular basis in an easy-to-access list. You can also use them for job-specific product lists or to keep a running wish list of products of interest. Use our Favorites List feature to create and store a list of these items so that you can easily locate them for future purchases. Click here to learn more!

Create a New List

Enter a Name for Your List

Choose a Type

Static

Create List

Upload Your List

We have developed a custom Excel Template for

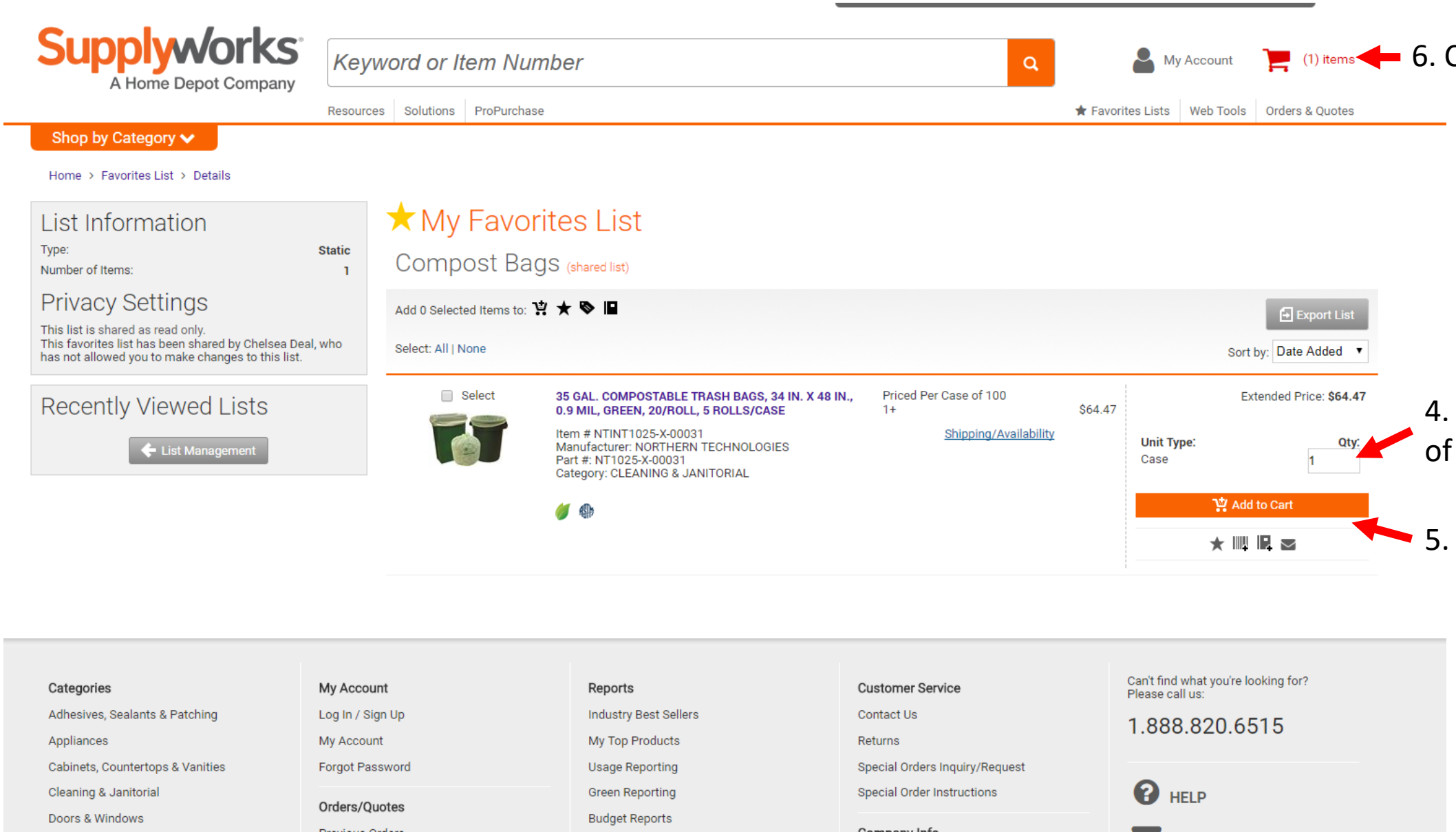
My Favorites Lists

Export | Add List to Cart | Duplicate | Delete List | Edit

Name	Privacy	Type	# of Items	Actions
Compost Bags	Shared	Static	1	

It May Be Time to Restock

3.Click on “Compost Bags”


SupplyWorks
A Home Depot Company
Keyword or Item Number
My Account
(1) items
6. Click on Cart
Resources
Solutions
ProPurchase
Favorites Lists
Web Tools
Orders & Quotes
Shop by Category
Home > Favorites List > Details
List Information
Type: Static
Number of Items: 1
Privacy Settings
This list is shared as read only.
This favorites list has been shared by Chelsea Deal, who has not allowed you to make changes to this list.
Recently Viewed Lists
List Management
My Favorites List
Compost Bags (shared list)
Add 0 Selected Items to:
Export List
Select: All | None
Sort by: Date Added
Select
35 GAL. COMPOSTABLE TRASH BAGS, 34 IN. X 48 IN., 0.9 MIL, GREEN, 20/ROLL, 5 ROLLS/CASE
Item # NTINT1025-X-00031
Manufacturer: NORTHERN TECHNOLOGIES
Part #: NT1025-X-00031
Category: CLEANING & JANITORIAL
Priced Per Case of 100
1+ $64.47
Shipping/Availability
Extended Price: $64.47
Unit Type: Case
Qty: 1
Add to Cart
4. Enter Quantity of Cases
5. Click "Add to Cart"
Categories
Adhesives, Sealants & Patching
Appliances
Cabinets, Countertops & Vanities
Cleaning & Janitorial
Doors & Windows
My Account
Log In / Sign Up
My Account
Forgot Password
Orders/Quotes
Reports
Industry Best Sellers
My Top Products
Usage Reporting
Green Reporting
Budget Reports
Customer Service
Contact Us
Returns
Special Orders Inquiry/Request
Special Order Instructions
Can't find what you're looking for?
Please call us:
1.888.820.6515
HELP

SupplyWorks
A Home Depot Company

Keyword or Item Number

My Account (1) items

Resources | Solutions | ProPurchase | Favorites Lists | Web Tools | Orders & Quotes

Shop by Category

Shopping Cart

Shopping Cart | Ship To | Shipping Information | Payment Method | Order Summary | Order Confirmation

Budgeting
You have budgeting enabled, please choose a budget to use for this transaction:

Blanket PO: Compost PO
- Select a Budget -
Blanket PO: Compost PO

7. Select "Blanket PO: Compost PO"

Print This Page

Quick Add Items to Shopping Cart

Continue Shopping

Remove All

+ All to Favorites List | Sort by: Not Sorted | Update Quantity

		Budget / Plan	Qty	Price	Total
1	 **35 GAL. COMPOSTABLE TRASH BAGS, 34 IN. X 48 IN., 0.9 MIL, GREEN, 20/ROLL, 5 ROLLS/CASE** Item # NTINT1025-X-00031 Manufacturer: NORTHERN TECHNOLOGIES Category: CLEANING & JANITORIAL 38 Available	311247 Compost PO View or Edit Budget	2 Case Remove	$64.47	$128.94

Update Quantity

Order Summary

Total	$128.94
Discount	$0.00
Order Total	**$128.94**

Orders less than $150.00 may be subject to a $9.99 handling fees.

Please Enter a PO # (Optional)

311247

Promo Code

Apply

Create a Quote

Quote Name | Save

8. Type in "Your School Name- Compost Bags" & click "Save"

Proceed to Checkout

Express Checkout

SupplyWorks
A Home Depot Company

Keyword or Item Number

My Account (0) items

Resources | Solutions | ProPurchase | Favorites Lists | Web Tools | Orders & Quotes

Shop by Category

Quote Details

Subtotal:	$128.94
Tax:	$0.00
Shipping:	$0.00
Handling:	$0.00
Total:	$128.94

Do you have a promotional code?

Shipping to:
WELLSTONE ELEMENTARY
1041 MARION ST
ST. PAUL, MN 55117

Quick Add

Add to quote:

Item Number Qty
Item Number Qty
Item Number Qty
Item Number Qty
Item Number Qty

Add to Quote

Wellstone-Compost Bags (rename)

9. Review order, Click "Submit for Approval"

Submit for Approval | Delete Quote

View My Quotes

Quote ID:	12220496
Review state:	Working
Workflow type:	Order Workflow
Customer:	WELLSTONE ELEMENTARY
Created by:	WELLSTONE CUSTODIAL (WELLSTONE.CUSTODIAL@spps.org)
Created on:	9/29/2017 10:39:56 AM
Line Item Count:	1

Work Flow Log

Order Workflow Event Log

Change Date	Event Initiator	Event	New State	Notes
9/29/2017 10:39 AM	WELLSTONE CUSTODIAL (WELLSTONE.CUSTODIAL@spps.org)	Begin workflow	Working	

PO Number: 311247 (Change)

Budget Applied: Blanket PO: Compost PO

Please review the quote and submit your order

By making this purchase, you agree to SupplyWorks's Privacy Policy and Terms and Conditions.