



# *Inspired* RESULTS

Order Walkthrough

# Step 1

Click on "Purchases" Icon.

**Note:** Some positions have more or less icons than others, however if authorized to purchase, you will have a 'purchases' icon.



# Step 2

Click the "Connect to Supplier Website" Icon.

<b>GRAINGER</b> FOR THE ONES WHO GET IT DONE			Connect
<b>HD SUPPLY</b> FACILITIES MAINTENANCE	HD Supply	HD SUPPLY	Connect
<b>Joerns</b> HEALTHCARE	Joerns Health Care	JOERNS HEALTHCARE INC	Connect
<b>Kinetic Group</b>	Kinetic Promotion	KINETIC GROUP	Connect

## Step 3

Scroll through the suppliers and click the connect icon.



## Step 5

You should be redirected to the supplier's catalog. Use the search and category menu to find the item you would like.

Home My Account View Order Checkout Help Contact Us Log Out Search

**CATEGORIES**

- Apparel
- Awards & Recognition
- Bags
- Community Essentials
- Corporate Apparel
- Corporate Marketing
- Dining & Nutrition
- Drinkware
- Edibles
- Events & Celebrations
- Gifts
- Health & Wellness
- Household Items

Welcome to the Five Star Online Store

Begin shopping by clicking on the sidebar located at the side of your screen to navigate through the categories and products we offer. We hope you enjoy shopping at your store.

If you have any questions please email us at [fivestar@getkg.com](mailto:fivestar@getkg.com). We'll be more than happy to help you.

**Featured Products**

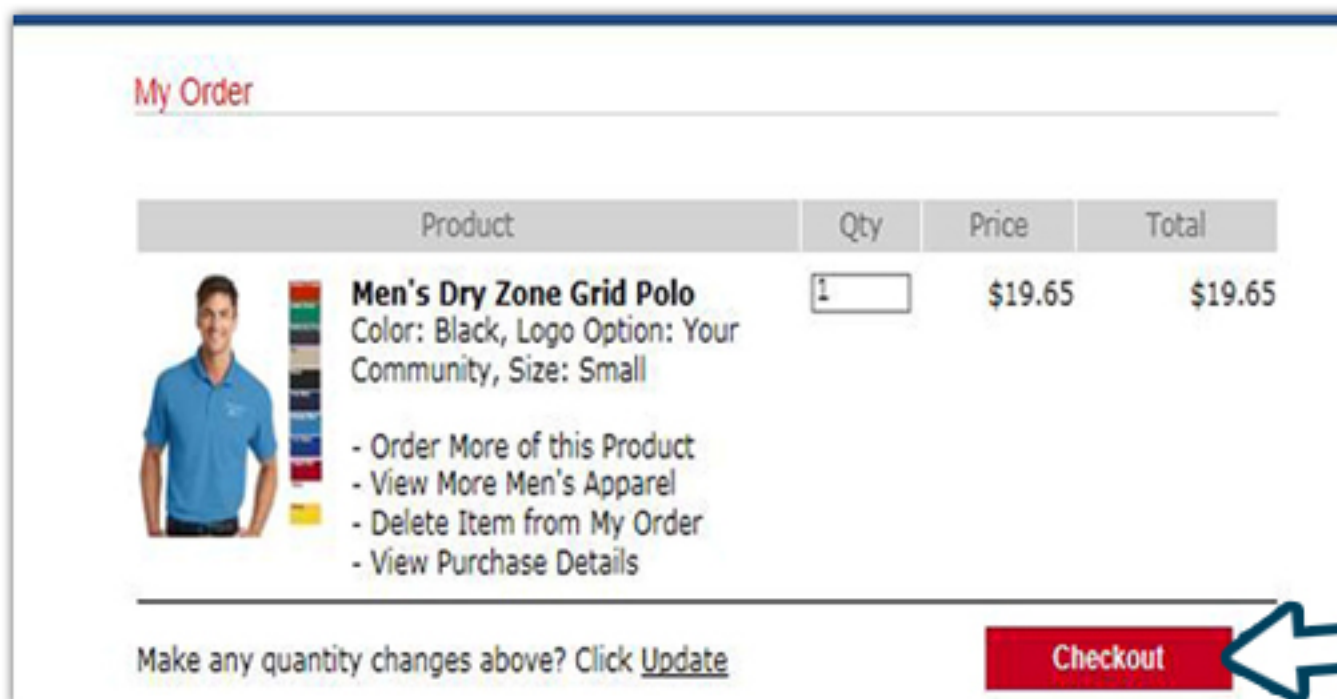
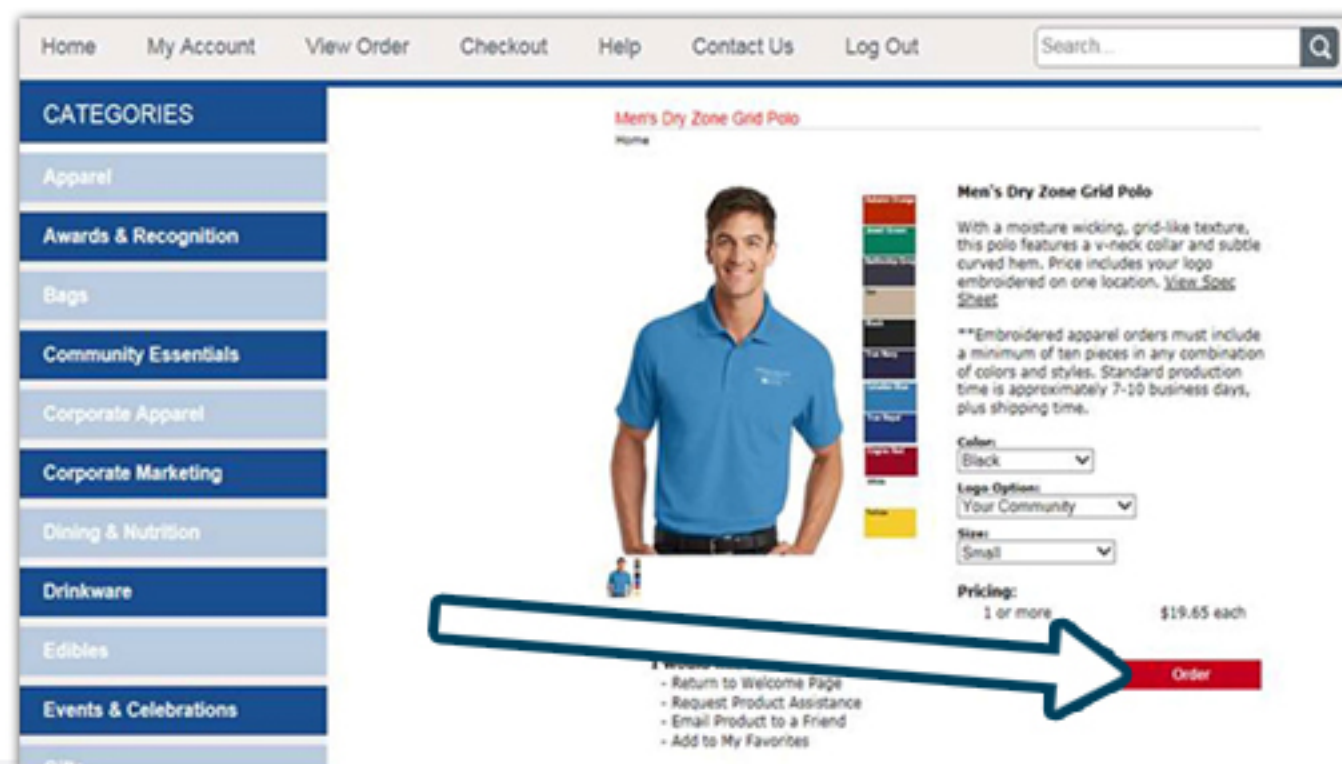
Men's Dry Zone Grid Polo  
Price: \$19.65  
[VIEW DETAILS](#)

Sony Full HD Camcorder  
Price: \$300.00  
[VIEW DETAILS](#)

Wall of Honor Frames  
Price: \$17.00  
[VIEW DETAILS](#)

# Step 5

Once you select an item, complete the order specific to the item as guided, select quantity, and click the red 'order' icon.



# Step 6

Double check quantity, edit if necessary, then click the red 'Checkout' icon.

1 of 2      Sort By: ▾

dddfggh	1
\$25.00	
Men's Dry Zone Grid Polo( Black,Lo...	
1	
\$19.65	

Edit

Description

★ shirt for demo

Spend Category

Marketing Expense

Supplier

KINETIC GROUP

Supplier Contract

(empty)

Quantity

1

Unit of Measure

Each

Unit Cost

25.00

Extended Amount

25.00

Item Identifiers

(empty)

Memo

This Memo is for the approver, not the supplier

Checkout

Continue Shopping ▾

## Step 7

Write in the a description of the Item, and type a memo for your order approver.

Note, this memo will be seen by the approver, not the supplier. Supplier memo/notes are located in later steps.

## Step 8

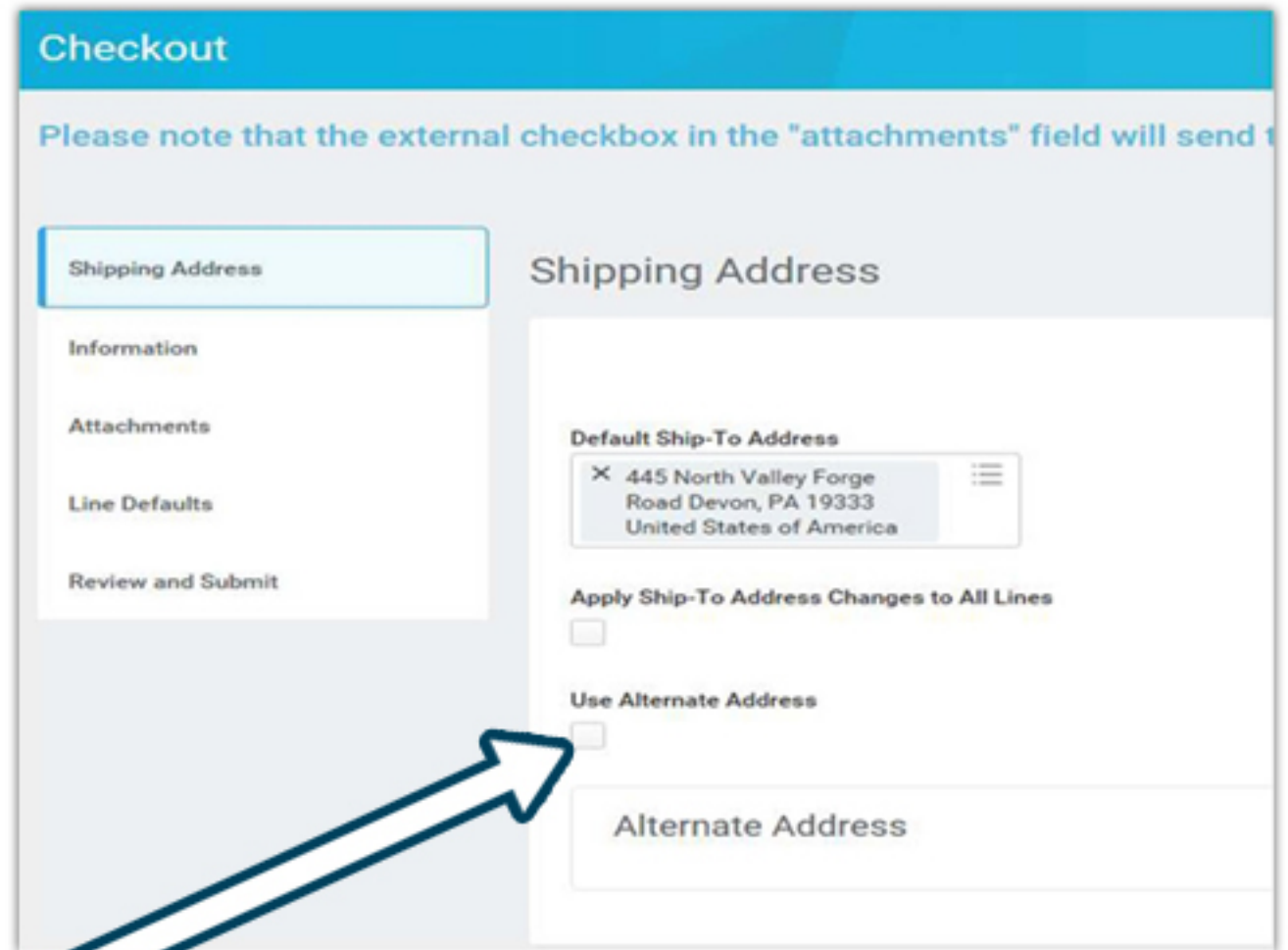
If you are ordering one item type, you will next click the orange 'checkout icon'. If you are ordering other items as well, click the 'continue shopping' icon. This will take you back to step one, however your shopping cart will contain this order.



## Step 9

Review the shipping address. Your community address should appear.

If you would like to ship to a location other than your home community, click the 'use alternative address' box. Then type in the alternate address.



**Checkout**

Please note that the external checkbox in the "attachments" field will send t

**Shipping Address**

Information

Attachments

Line Defaults

Review and Submit

### Shipping Address

**Default Ship-To Address**

✕ 445 North Valley Forge Road Devon, PA 19333 United States of America

**Apply Ship-To Address Changes to All Lines**☐

**Use Alternate Address**☐

**Alternate Address**

**Checkout**

Please note that the external checkbox in the "attachments" field will send the attachment to the specified email address.

[Shipping Address](#)  
[Information](#)  
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[Review and Submit](#)

### Information

**Company \***  
LE001 FSQ, Inc

**Requester \***  
Kenneth Williams

**Request Date**  
02/05/2018

**Sourcing Buyer**

**High Priority**  
☐

**Memo to Suppliers**

**Internal Memo**

**High priority box**

**Notes to the supplier**

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## Step 10

Review information. Company will show your community number. Requester will be you. Click the 'High Priority' box if appropriate. Type memos to the supplier if needed. The supplier will see this. Internal memo will be seen by the approver, not the supplier.

# Step 11

Select the 'requested delivery date'. Type the supplier. The system will find the supplier based on the key words you type.

If it does not find your supplier, click the three lines on right side of the supplier box.



Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Line Defaults

Enter defaulting values and apply to applicable lines. Values entered here override any changes you may have made on the lines.

Requested Delivery Date

Requested Delivery Date

MM / DD / YYYY

Current Delivery Date Default

(empty)

Supplier

Supplier

Current Supplier Default

(empty)

RFQ Requirements

☒ Keep Current Selections

Default Worktags and Splits

Select worktag defaults for all lines on the requisition. Choose a single set or split by percentage of cost. This selection overrides a

Copy from Worktags Template

☐ Use Default Worktags

☐ Use Default Splits

☐ None of the above

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Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Review and Submit

Shipping Address

Information

Date and Currency

Currency \*  
X USD

Request Date \*  
02 / 05 / 2018

Goods

2 items

	Image	Item	Item Description	Supplier Item Identifier
+		Item	shirt for demo	
-		Item	Men's Dry Zone Grid Polo( Black,Logo Option: Your Community, Small [5246714;5246725;5246732])	K572

## Step 12

Under 'review and submit' tab, review your order. If satisfied, click the 'submit' icon at the bottom of the screen. This will send it to your approver.

# Questions?

Please contact your account manager.

**Traci Butler**  
Account Executive

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(971) 246-8070



*Inspired*  
RESULTS