



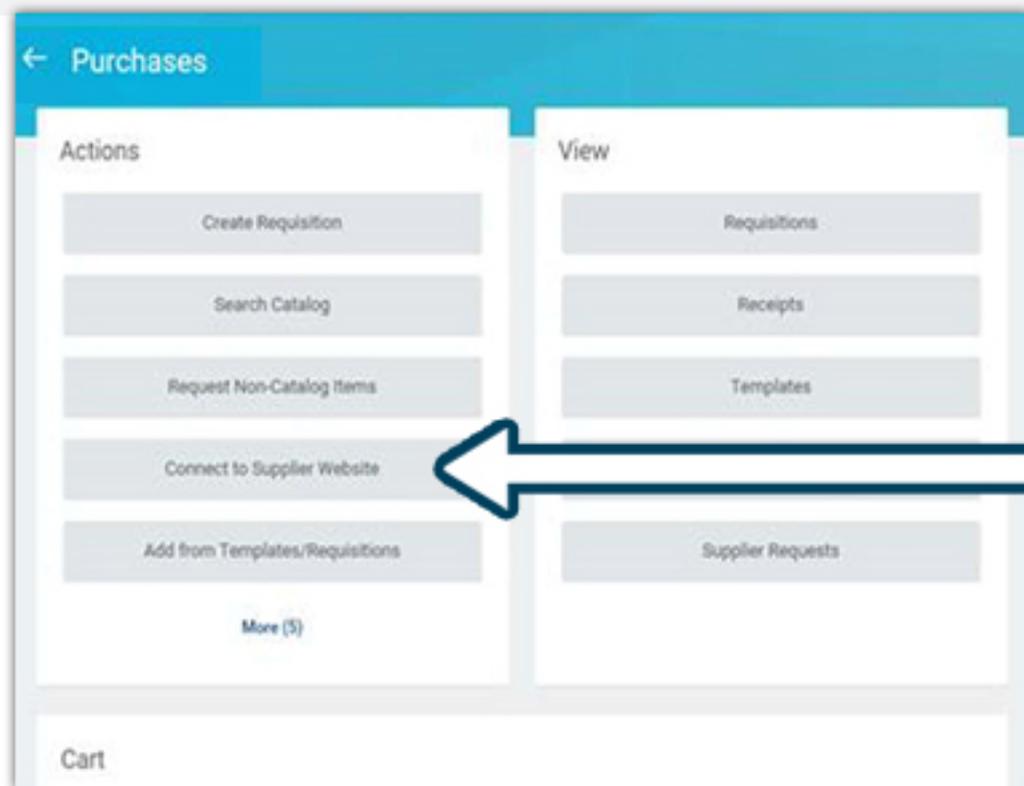
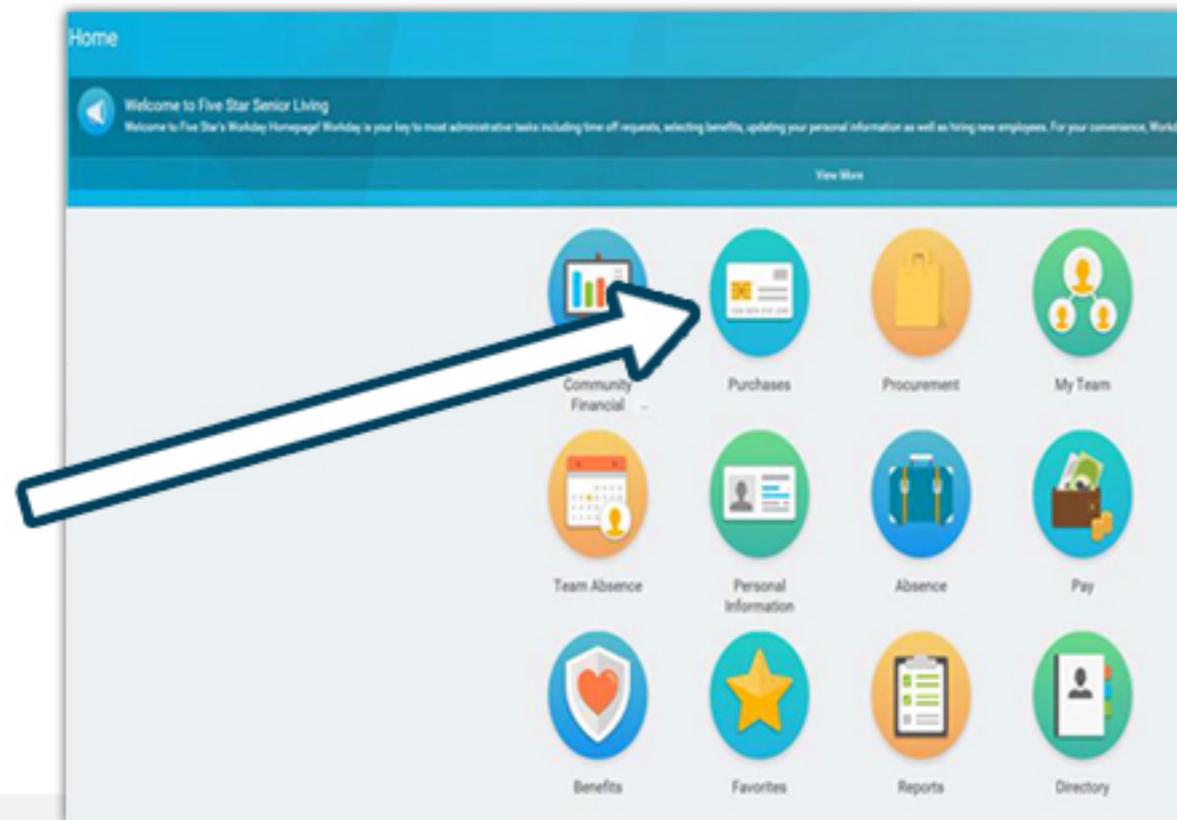
Inspired RESULTS

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.

			Connect
	HD Supply	HD SUPPLY	Connect
	Joerns Health Care	JOERNS HEALTHCARE INC	Connect
	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@gofig.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.

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

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Men's Dry Zone Grid Polo

With a moisture wicking, grid-like texture, this polo features a v-neck collar and subtle curved hem. Price includes your logo embroidered on one location. [View Spec Sheet](#)

***Embroidered apparel orders must include a minimum of ten pieces in any combination of colors and styles. Standard production time is approximately 7-10 business days, plus shipping time.

Color:

Logo Option:

Size:

Pricing: 1 or more \$19.65 each

Order

[Return to Welcome Page](#)
[Request Product Assistance](#)
[Email Product to a Friend](#)
[Add to My Favorites](#)

My Order

Product	Qty	Price	Total
 Men's Dry Zone Grid Polo Color: Black, Logo Option: Your Community, Size: Small <ul style="list-style-type: none">- Order More of this Product- View More Men's Apparel- Delete Item from My Order- View Purchase Details	<input type="text" value="1"/>	\$19.65	\$19.65

Make any quantity changes above? Click [Update](#)

Checkout

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.

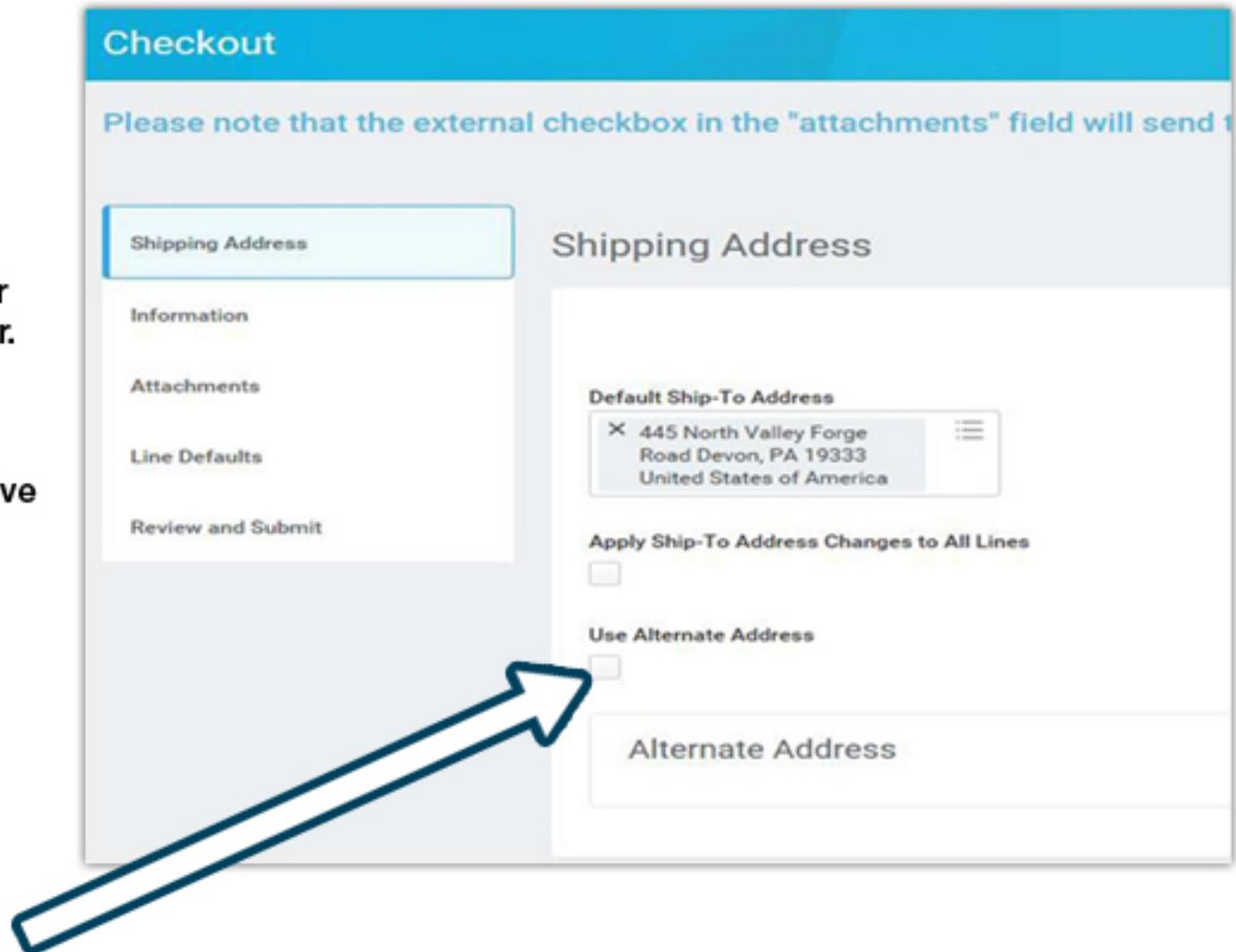
Step 8

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 specific

Shipping Address

Information

Attachments

Line Defaults

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

Back Next

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.

The screenshot shows a web interface for 'Line Defaults'. On the left is a navigation menu with 'Line Defaults' selected. The main area contains several sections: 'Requested Delivery Date' with a date input field; 'Supplier' with a text input field and a three-line menu icon; 'RFQ Requirements' with a 'Keep Current Selections' radio button; and 'Default Worktags and Splits' with a 'Copy from Worktags Template' dropdown and radio buttons for 'Use Default Worktags', 'Use Default Splits', and 'None of the above'. At the bottom are 'Back' and 'Next' buttons.

Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Review and Submit

Shipping Address

Information

Date and Currency

Currency *

Request Date *

Goods

2 items

	Image	Item	Item Description	Supplier Item Identifier
+		Item <input type="text"/>	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

traci@inspirenw.com
(971) 246-8070



Inspired
RESULTS