



## **User Guide On-line Ordering**

Telephone 908-474-9797

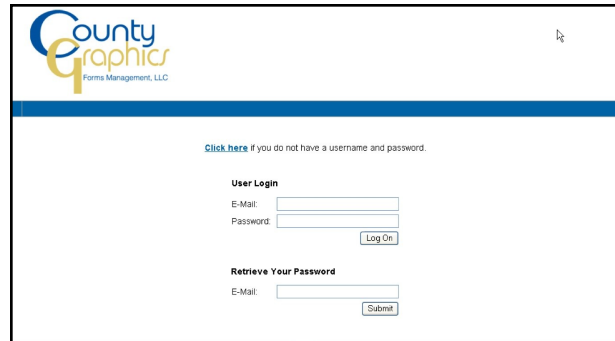
Fax 908-474-5232

Email [info@countygraphics.com](mailto:info@countygraphics.com)

Web [www.countygraphics.com](http://www.countygraphics.com)

To begin shopping on-line at County Graphics please see the steps below. If you have any questions, please feel free to contact Customer Service at 908-474-9797 or email [customerservice@countygraphics.com](mailto:customerservice@countygraphics.com).

- Go to [www.countygraphics.com](http://www.countygraphics.com)
- “Forms and More”
- Click on “Login”
- Enter your user name (your email address) and password

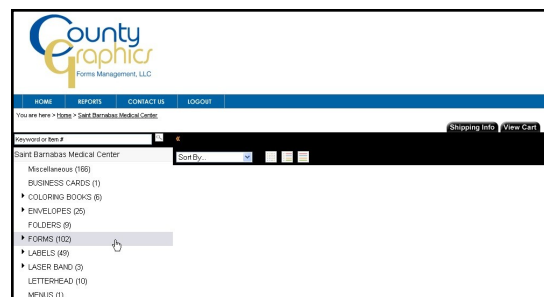
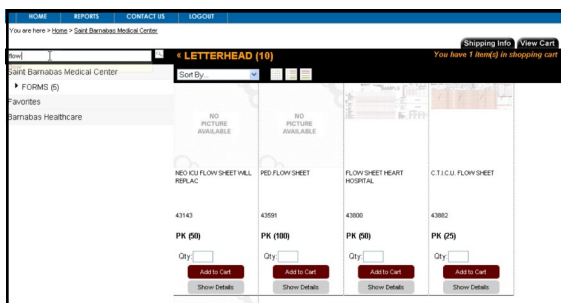


- Choose the catalog to shop from

*There will be a catalog with your facilities name on it and a "Favorites" catalog.. As you begin shopping you can add items to "Favorites" and create a fast and easy shopping list for your convenience.*

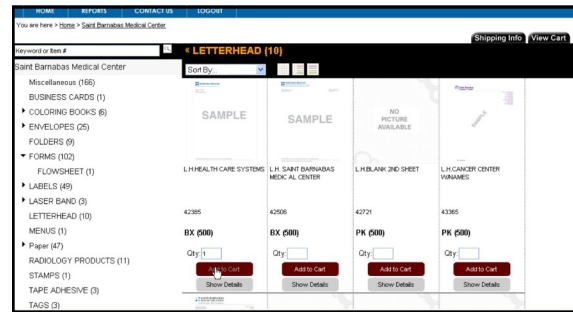


- Begin shopping by clicking on a category on the left hand side. (If you are ordering for multiple departments, click on Shipping Info in the upper right tab. Before place items into your cart. Click on Browse and select the cost center the order will ship and bill to). Choose from Envelopes, Forms and Paper to name a few.
- Searching for items is as simple as typing in an item # in the search field or by entering part of the item description

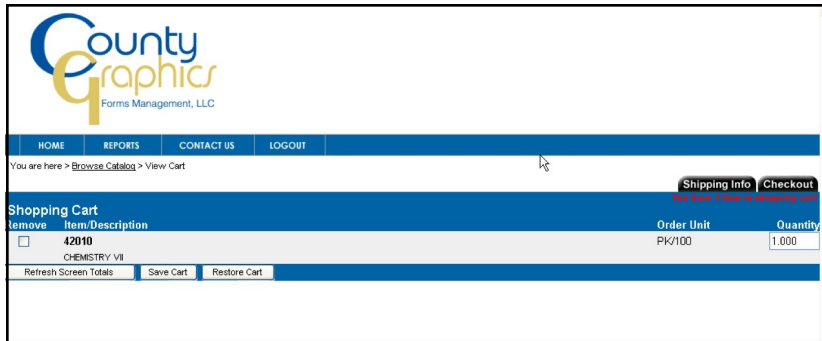


- Place the Item into the shopping cart by entering a quantity and clicking on "add to cart"

Click on "Show Details: to view a larger image of the item. The item can be added to the cart or "Favorites" in this screen.



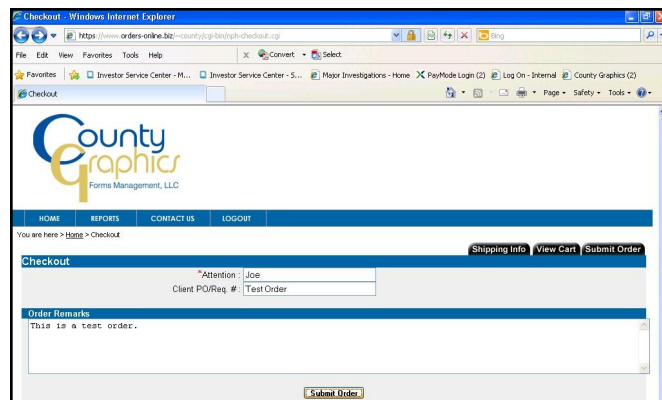
- Continue shopping until the order has been completed.
- Click on "View Cart" to begin the checkout process



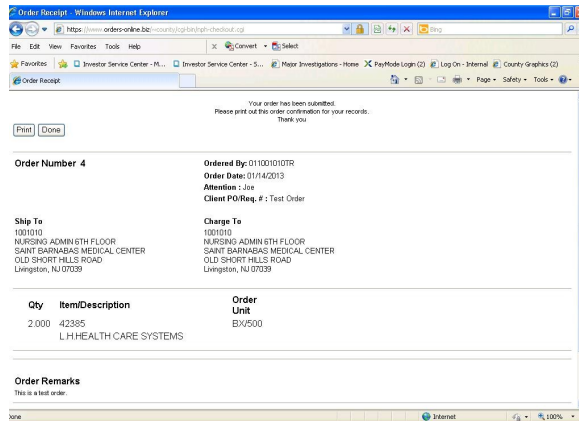
At this time the order can be re-viewed. Items can be removed if ordered in error and quantities can be changed. If changes are made click on "Refresh Totals".

- Proceed to check out by clicking on the tap in the upper right corner "Check Out"

- Enter "Attention"
- Enter a Requisition or Purchase Order Number if applicable
- Enter any notes that pertain to the order. For example shipping instruction, comments, etc.
- Click "Submit Order"



- Print the confirmation for your records and select "Done"



- The order has been processed and email confirmation has been generated.