



SAC VAL JANITORIAL SUPPLY

ONLINE ORDERING:

TO LOG IN:

ACCESS OUR ONLINE ORDERING THROUGH OUR WEBSITE: WWW.SACVAL.COM

CLICK ON THE **RED ONLINE ORDERING** – THIS WILL DIRECT YOU TO OUR LOG-IN PAGE

CLICK ON AND ENTER YOUR USERNAME

CLICK ON AND ENTER YOUR PASSWORD – Your password is case sensitive

*Note: Bookmark the Log In page for quicker access

IF YOU HAVE MULTIPLE LOCATIONS: CHOOSE YOUR LOCATION FROM THE DROP DOWN MENU

HOME PAGE:

FROM THE HOME PAGE YOU HAVE ACCESS TO YOUR SHOPPING CART. TO MAKE ORDERING MORE CONVENIENT, WE HAVE LOADED YOUR SHOPPING CART WITH ALL THE ITEMS IN YOUR CONTRACT AND FOR THOSE THAT HAVE MULTIPLE SHIPPING ADDRESSES WE HAVE LOADED YOUR CART WITH THE ITEMS USED AT THAT LOCATION.

ALSO FROM THE HOME PAGE:

* ACCESS TO CATEGORIES FROM A MENU BAR, ALPHABETICALLY, OR BY ICONS (ALL CATEGORIES). THIS SHOWS ALL ITEMS IN YOUR CONTRACT.

* ACCESS TO CONTRACT CATALOG & FULL CATALOG**

**FULL CATALOG: IF YOU WOULD LIKE TO SEE ITEMS THAT ARE NOT IN YOUR CONTRACT BUT IN THE FULL CATALOG, CHOOSE A CATEGORY AND UNCHECK THE BOX "SHOW CONTRACT ITEMS ONLY" AND ALL ITEMS IN THAT CATEGORY WILL BE DISPLAYED.

ITEMS IN CONTRACT WILL BE CLEARLY MARKED WITH A CHECK MARK AND WILL BE AT THE TOP OF THE SCREEN AND ITEMS NOT IN CONTRACT WILL BE LISTED BELOW THEM. YOU MAY ADD ITEMS NOT IN CONTRACT TO YOUR CART. THESE ITEMS WILL BE LISTED IN YOUR CART WITH AN ASTERISK (*) NEXT TO THE PRICE INDICATING IT IS OUT OF CONTRACT. IF YOU ORDER THIS ITEM, WE WILL REVIEW THE PRICING AND ADD IT TO YOUR CONTRACT AT THE BEST POSSIBLE PRICING. ALL ITEMS WILL STAY IN YOUR CART UNLESS YOU REMOVE THEM FROM YOUR CART

CLICK ON THE SHOPPING CART ICON AND CLICK ON VIEW CART TO PLACE AN ORDER.

SELECT ITEM TO ORDER AND ADD THE QUANTITY NEEDED – RIGHT CLICK AFTER YOU ENTER THE QUANTITY TO EXTEND THE PRICING.

PLACING AN ORDER:

FIRST STEP

CLICK ON SHOPPING CART ICON AND CLICK ON "VIEW CART"

THE LOADED CART SHOWS ALL ITEMS THAT ARE IN YOUR CONTRACT WITH ZERO QUANTITIES SELECTED

SELECT THE ITEMS YOU WOULD LIKE TO ORDER AND ENTER THE QUANTITY DESIRED- RIGHT CLICK TO EXTEND THE PRICING.

SECOND STEP

CLICK ON "PROCEED TO CHECKOUT". THE CHECKOUT SCREEN WILL POPULATE WITH YOUR SHIPPING ADDRESS & BILLING INFORMATION.

ENTER A PURCHASE ORDER # OR JOB NAME (OPTIONAL)

ENTER ANY SPECIAL INSTRUCTIONS (OPTIONAL)

IE: SPECIAL DELIVERY INSTRUCTIONS OR WILL CALL PICK UP

REVIEW YOUR ORDER - IF A CHANGE NEEDS TO BE MADE, CLICK ON "RETURN BACK TO YOUR SHOPPING CART"

THIRD STEP

CLICK ON PLACE ORDER. A CONFIRMATION # WILL APPEAR INDICATING THAT YOUR ORDER HAS BEEN PLACED.

A CONFIRMATION EMAIL WILL BE SENT TO YOUR E-MAIL ADDRESS.

If you have multiple locations and want to change to a different location, CLICK SELECT (LOCATION OR "SHIP TO" IS NOW LISTED IN THE UPPER RIGHT CORNER) TO SELECT A DIFFERENT LOCATION, CLICK ON "CHANGE" ARROW – A WINDOW WILL APPEAR WITH A DROP DOWN ARROW TO SELECT A DIFFERENT LOCATION. CLICK ON "GO" TO TAKE YOU TO THE NEW LOCATION

**FOR MORE EXTENDED INSTRUCTIONS ON OTHER FEATURES OF THIS PROGRAM SEE OUR OTHER ATTACHMENT
"ONLINE ORDERING TIPS"**