Field Paper New Online ordering

Welcome to the new Field Paper Online ordering system. We have put together this guide to help you navigate the new system. If you do not have a login, please contact your sales representative for assistance.

LOG IN

To begin, be sure to login. If you do not know your login information, please contact your sales representative. If you utilized our old online ordering system, it is possible your log in has changed. You will need to pick a new password.

The opening page shows your recent orders. From here you can use the shortcuts at the top to access your frequently ordered items, create lists for easy reordering, or access some account information. You can always click on the Field Paper logo to come back to this page from anywhere on the website.

ACCOUNT INFORMATION

Once you have logged in, click on the dropdown menu in the upper right-hand corner to find your account information.
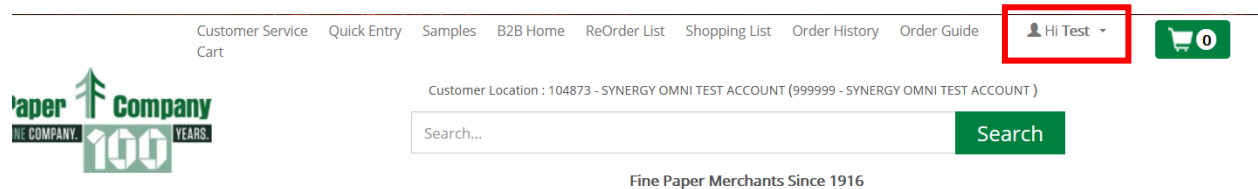
Click on the 'customer location' to change the shipping address.
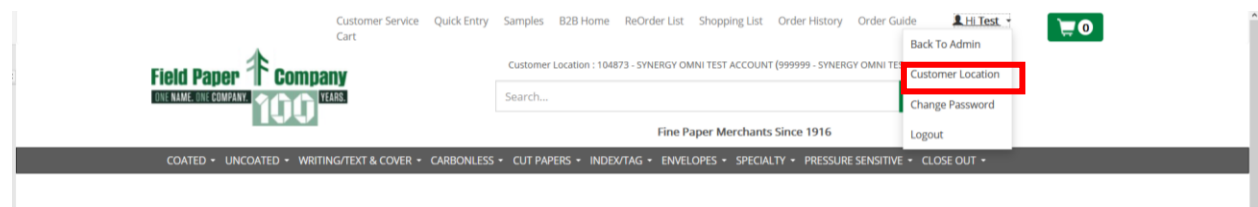
Click on the radial button on the line of the address you wish to ship to. Under 'action' and click update to change your shipping location.

Select Ship-To-Location
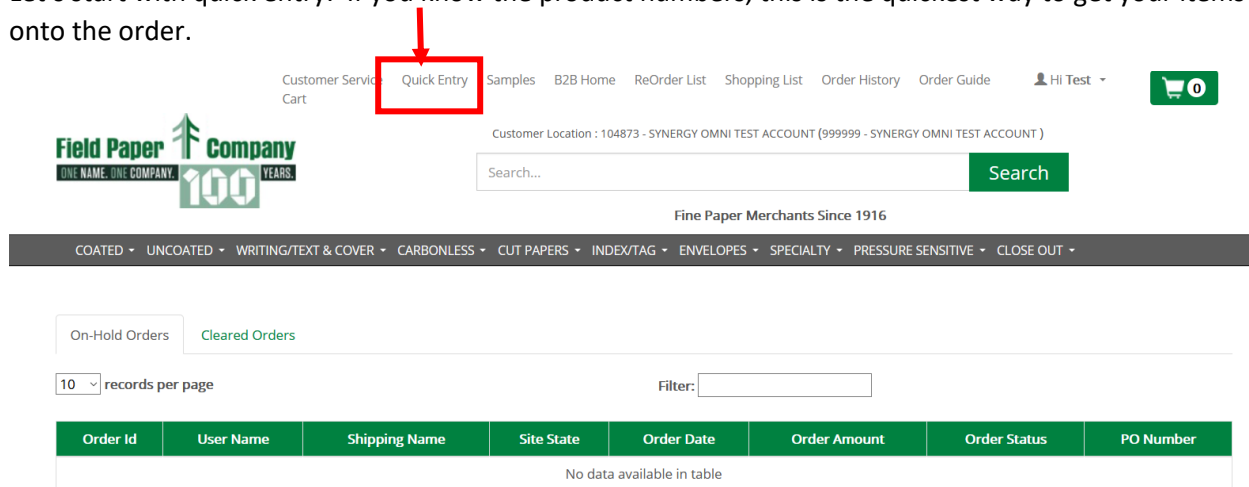
10 records per page

Search:

ShipToPMID ▲	Name	Address	City	State	Action	
999999	SYNERGY OMNI TEST ACCOUNT	1234 Main Street	Omaha	NE	◉	Update

Showing 1 to 1 of 1 entries

← Previous 1 Next →
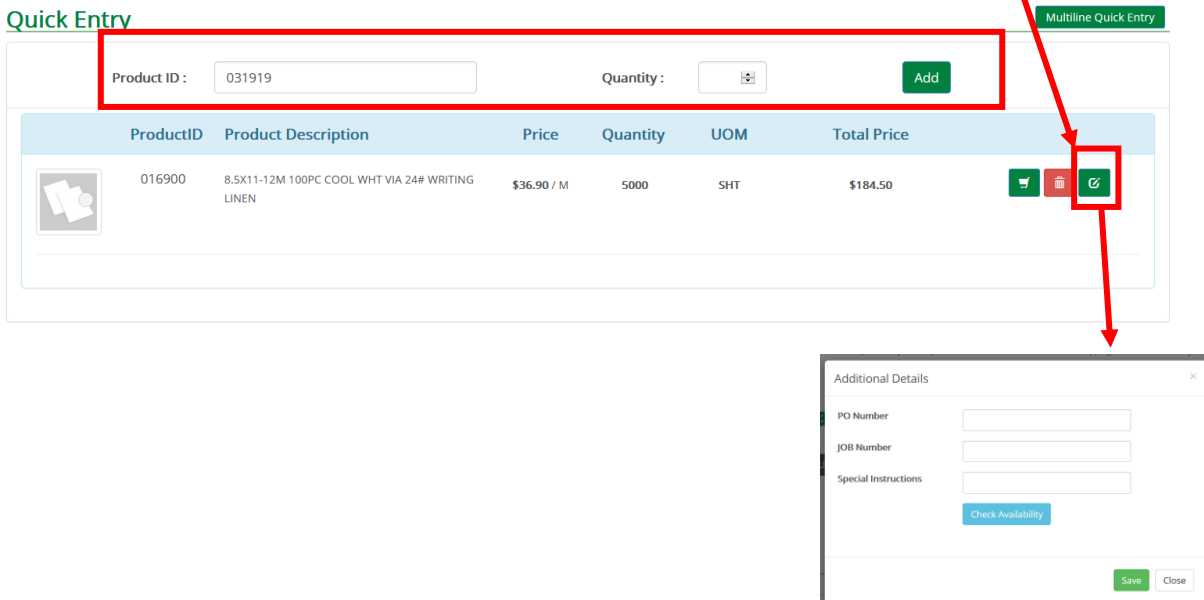
QUICK ENTRY

Let's start with quick entry. If you know the product numbers, this is the quickest way to get your items onto the order.

Type the item number in the Product ID and the quantity and click the add button. The products will display with the full description and your unit price and total price of the order below. Click on the notepad to open up a screen to add details like job number and PO number or special instructions.

Alternatively, you can click on the 'multiple quick entry' button at the top to open up a different screen that will allow you to add multiple items at once as well as putting in job numbers and PO numbers.

Click the 'add' button to add to cart.

Multi-Line Quick Entry   Back to Listing   Add

S.No.	Product PMID	Quantity	Job Number	PO Number	Special Instructions	Action
1						🗑
2						🗑
3						🗑
4						🗑

LISTS

For items that are ordered frequently, you can click on the 'Reorder list' or 'Shopping List' to add to a list. You will use the shopping list most often.

| Customer Service Cart | Quick Entry | Samples | B2B Home | ReOrder List | Shopping List | Order History | Order Guide | 👤 Hi Test ▾ | 🛒 0 |

Field Paper Company

Customer Location : 104873 - SYNERGY OMNI TEST ACCOUNT (999999 - SYNERGY OMNI TEST ACCOUNT)

Search...   Search

Serving Nebraska and Iowa Printers

CARBONLESS ▾   CLOSE OUT ▾   COATED ▾   CUT PAPERS ▾   ENVELOPES ▾   GRAPHICS ▾   INDEX/TAG ▾   ROLLS ▾   SPECIALTY ▾   UNCOATED ▾   WIDE FORMAT ▾   WRITING/TEXT & COVER ▾

On-Hold Orders   Cleared Orders

10 ∨ records per page   Filter:

Order Id	User Name	Shipping Name	Site State	Order Date	Order Amount	Order Status	PO Number
			No data available in table				

Showing 0 to 0 of 0 entries

← Previous   Next →

A shopping list is like a favorites list that puts your most frequent items in a place easy to find. You will most likely use this one the most.

A reorder list can be used to keep track of inventory. You would put in a reorder quantity and a quantity on hand and the computer would make a suggestion of what you should reorder. This is a lot more time consuming than a shopping list as you will have to put in a quantity on hand.

You may have multiple shopping or reorder lists to suit your needs. Both the reorder list and the shopping lists function the same in terms of set up.

To begin, go to the 'manage' button to set up a list.

Click on 'add' to set up a new list and name it. Now, you can add products to this list.

Now that you have a list made, you can browse or search to a product using the menu or search bar at the top. Once you find your item, click on the link to open up the full description.

From here, you can scroll down to the bottom and click on the button to add to your shopping or reorder list.

ORDER HISTORY

Back to the main menu, click on 'order history' to see the orders you have placed from this website.

Order History

		Start Date			End Date				Get Orders

10 ∨ records per page

Filter:

OrderID	User Name	Shipping Name	Site State	Order Date	Order Amount	Order Status	PO Number
2	RM - Shana	SYNERGY OMNI TEST ACCOUNT	NE	Jul 8 2020 3:33AM	$97.48	Cleared	Fake Order
1	RM - Shana	SYNERGY OMNI TEST ACCOUNT	NE	May 21 2020 10:35AM	$44.61	Cleared	123456

Showing 1 to 2 of 2 entries

← Previous 1 Next →

This will show you the orders placed, date, amount, and PO number. You can click on the Order ID to see a breakdown of this order.

Order # 2 (7/8/2020 3:33:59 AM)				🖨
Order ID :	2	**Confirmation # :**	53671	
User Name :	RM - Shana	**Order Status :**	Cleared	
P.O. Number :	Fake Order	**Order Date :**	7/8/2020	
Ship To Name :	SYNERGY OMNI TEST ACCOUNT			
Shipping Address :				
Instructions :	Fake Order Please do not ship			
Available Budget :	$0.00	**Available Spending Limit :**	N/A	

Order Details

Item	Description	#Job No	#PO No	UOM	Price	Quantity	Total
029213	NO.10 ULTRA BRT WHT ATLAS 24# BOND - 25% COTTON LT. COCKLE			M	$97.48 /M	1	$97.48
					Order Total :		$97.48

ORDER GUIDE

Back to the main menu, click on 'order guide' to pull up your order history where you can then add to cart or add to a list. Items on this list are items previously purchased.

The red buttons will add this item to a shopping or reorder list and the green cart button will add the item to your cart. The green notepad will open up a notes field to add a job number or PO number.

CUSTOMER SERVICE

The last item on the main menu is 'customer service'. This will allow you to see your invoices, active orders and sales history. Please contact your sales representative if you would like to add an accounting contact to be able to access this information.

Customer Service

- A/R Activity
- Active Orders
- Sales History
- Product Usages
- Cust PO Search

PRODUCTS

Now let's look at what information is available for items. If you were to use the menu to navigate to Via writing>>24# writing for example, you would see something like this.

From this screen, you could add a job number and PO number, put in a quantity and add it to your cart. If you click on the blue 'get price' button, either on top or by the item to find your pricing. Please contact your sales representative if the pricing is wrong. For items with no price, please contact your sales representative for current pricing.

In this screen if you click on the green notepad, it will show you stock availability.

If you would like more detail, click on the item link to pull up the full description.
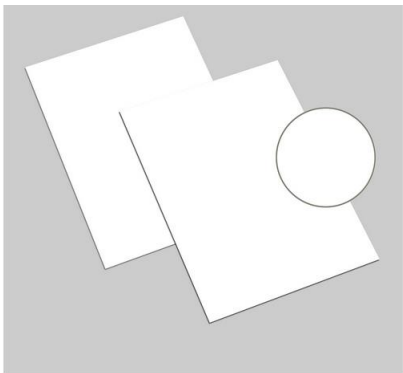
Vendor Name:	MOHAWK FINE PAPERS INC.
Vendor Item Code:	142080
Color:	Bright White
Description:	8.5X11-12M BRT WHT VIA 24# WRITING SMOOTH

Product UOMs

Base:	SHT	1	**Unit 1:**	PKG	500	**Unit 2:**	M	0
BrokenQty:	PKG	500						

Pack Size/Case Count:	5000/CS
GSM:	90
Quantity:	
PO Number		**Job Number**	
Special Instructions	
Units Of Measure:	SHT Check Availability
Price:	Get Price / M

Add to Cart   Shopping List   ReOrder List

Misc   Attributes

Acid Free	No		**Archival**	No
Basis Weight	24		**Book ID**	
Caliper	.0046		**Cast Coated**	No
Cost GRP			**Cost GRP Continued**	
% Cotton Content	0		**Digital**	Yes
Durable Paper	No		**ECF**	No
Envelope	No		**FSC Certified**	Yes
Grain	Long		**IndiGo**	No
Inkjet	Yes		**Item Group**	
Laser	Yes		**Linear Ft/Roll**	0
Pages Per Inch	0		**PCF**	No
PEFC	No		**% Post Cons**	30
% Pre Cons	0		**Product Finish**	Smooth
Recycle	Yes		**Recycled Content**	30% PCW
Roll Weight	0		**Section**	Cut Papers
SFI	No		**Size Length**	11

You may now enter in the quantity, PO number, Job number, or special instructions, check availability and price and add to a list or to your cart.

The product UOM (Unit of measure) will show you the package quantity. If you see 'brokenqty' with a package amount, this means that the smallest number of sheets is a package of 500 in this example.

Product UOMs

| Base: | SHT | 1 | Unit 1: | PKG | 500 | Unit 2: | M | 0 |
| BrokenQty: | PKG | 500 | | | | | | |

If you enter a quantity that is less than the 'brokenqty', you will get a prompt to increase your order quantity. If you click on ok, it will automatically increase your quantity.

This product is only sold by the PKG (500 SHT). Do you want to increase the quantity to 500 SHT ?

- Click OK to increase the quantity.
- Click Cancel to re-enter the quantity.

Cancel   OK

CHECK OUT

Once your order is complete, click on the shopping cart in the upper right corner to checkout.

From here you can update quantities, delete lines, or add details such as job or PO numbers. Don't forget to update cart if you change anything. Once you are satisfied you have everything, click 'checkout'.

You will have an opportunity to check your order. Here is where you can add a PO number for the entire order instead of a separate PO number for each line item. You may also enter any instructions you may have.

Name :	Test		
EMAIL ID :	customerservicene@fieldpaper.com	Telephone :	402-733-3600
ADDRESS :			

Order Details

	Item	Description	Price	Quantity	UOM	Total
	016900	8.5X11-12M 100PC COOL WHT VIA 24# WRITING LINEN	$36.90 / M	5000	SHT	$184.50
	014081	8.5X11-12M BRT WHT VIA 24# WRITING SMOOTH	$35.10 / M	500	SHT	$17.55

Order Summary

Item Subtotal:	$202.05	PO Number		
Shipping & Handling :	$0.00	Instructions		
Order Total :	$202.05			

PLACE ORDER   **Cancel**

You will then see an order confirmation that you may print by clicking on the printer. You will also receive an email confirmation. If you do not receive an emailed copy, please check your spam/junk folder and make sure to allow the email donotreply@fieldpaper.com to go to your inbox.

Order # 3   (7/24/2020 3:47:34 PM)   🖨

Order ID :	3	Confirmation # :	55364
User Name :	Test	Order Status :	Cleared
P.O. Number :	Fake Order	Order Date :	7/24/2020
Ship To Name :	SYNERGY OMNI TEST ACCOUNT		
Shipping Address :			
Instructions :	DO NOT FILL!		
Available Budget :	$0.00	Available Spending Limit :	N/A

Order Details

Item	Description	#Job No	#PO No	UOM	Price	Quantity	Total
016900	8.5X11-12M 100PC COOL WHT VIA 24# WRITING LINEN			SHT	$36.90 /M	5000	$184.50
014081	8.5X11-12M BRT WHT VIA 24# WRITING SMOOTH			SHT	$35.10 /M	500	$17.55
					Order Total :		$202.05