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.
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.

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.

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.
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.
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Product UOMs</th>
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<tbody>
<tr>
<td>Base:</td>
</tr>
<tr>
<td>SHT 1</td>
</tr>
<tr>
<td>Unit 1:</td>
</tr>
<tr>
<td>PKG 500</td>
</tr>
<tr>
<td>Unit 2:</td>
</tr>
<tr>
<td>M 0</td>
</tr>
<tr>
<td>BrokenQty:</td>
</tr>
<tr>
<td>PKG 500</td>
</tr>
</tbody>
</table>

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.
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.
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.