



BEST PLUMBING SPECIALTIES

CART APPROVALS

Employee to Supervisor Ordering Process

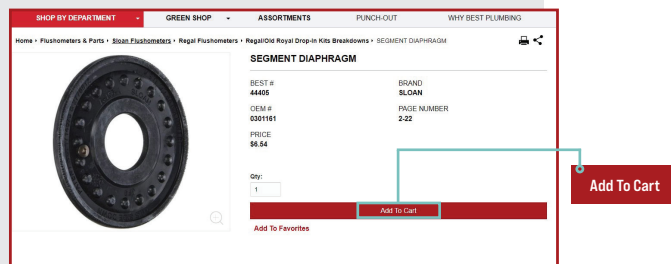
As the Purchasing or Maintenance Supervisor, you can have the final say in your staff's online purchases at BestPlumbingSpecialties.com. You can now set up your company's online shopping experience using Cart Approvals. Your employees will be able to create online shopping carts and submit them to you for final approval.

See below for how this works.

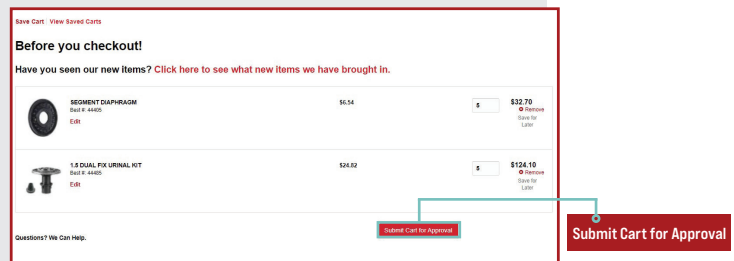
SUB USER (EMPLOYEE) CAPABILITIES

Log into the website

- ▶ Search and browse products
- ▶ View pricing
- ▶ Add items to cart



The **Checkout** button on the Cart Page is replaced with a **Submit Cart for Approval** button.



When the **Submit Cart for Approval** button is clicked, the sub user will be able to name the cart and submit it to the supervisor for approval.



- ▶ Once the cart is submitted, it will be added to the supervisors **Cart Approvals** Page and an email will automatically be sent to the supervisor notifying them.
- ▶ Sub users will also receive a notification email for their records.

Sub Users will also have full access to other features on the website such as **Favorites Lists / Order History / Saved Carts / Quick Order Pad**, etc.

See FAQ Page for more information on how these features work.

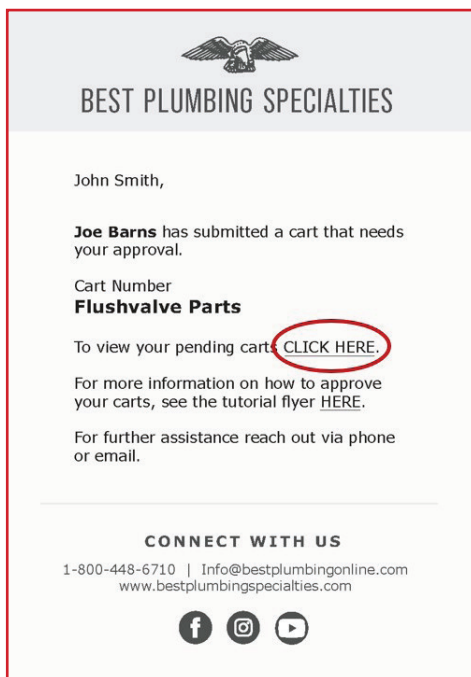




MASTER USER (SUPERVISOR) CAPABILITIES

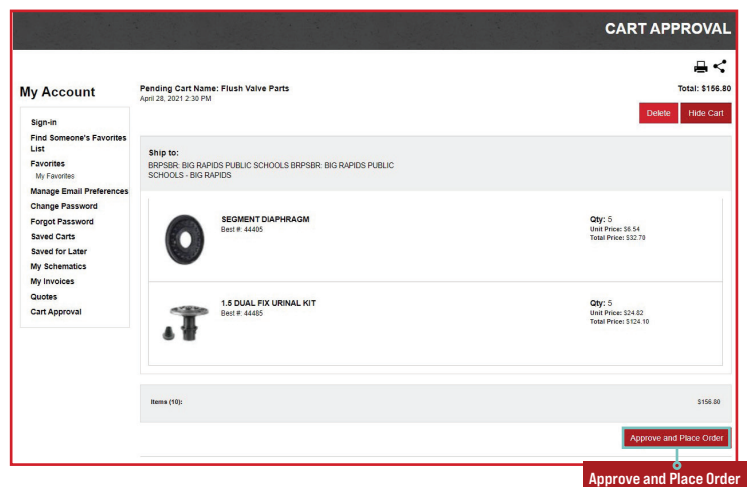
Supervisors have full access to the website including logging into the website, searching, and browsing products, viewing pricing, adding items to cart, and placing orders. They also have the capability to approve and process orders that employees (Sub Users) have submitted.

When an employee submits a cart for approval, the supervisor will receive a notification email.



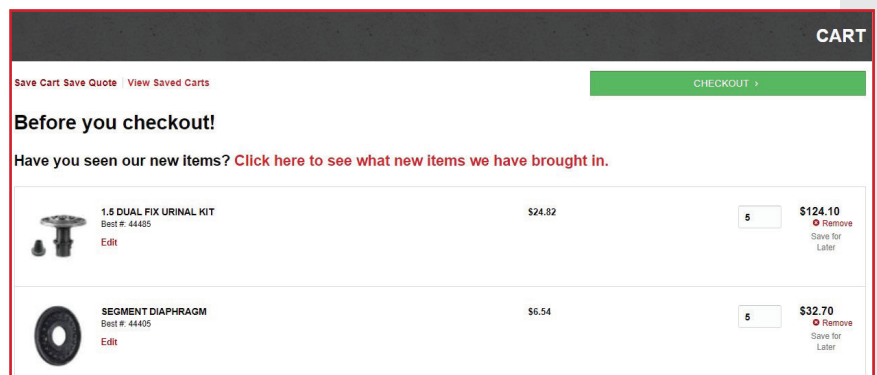
Clicking on the link in this email will take the supervisor to the **Cart Approval** screen. (This page can be accessed anytime from the "My Account" page, once logged in).

All carts that have been submitted by sub-users are stored here. Each cart can be expanded to view its contents. Clicking the **Approve and Place Order** button will transfer the submitted cart into the live cart.



Once transferred, the supervisor may adjust quantities, add or delete items, and adjust the cart however they see fit.

When ready to place the order, click the **Checkout** button to continue to the checkout screen where payment information or a PO# can be added and the order can be placed.



If you would like to implement "Cart Approvals" with your staff, talk to your sales rep, or call our main offices today!