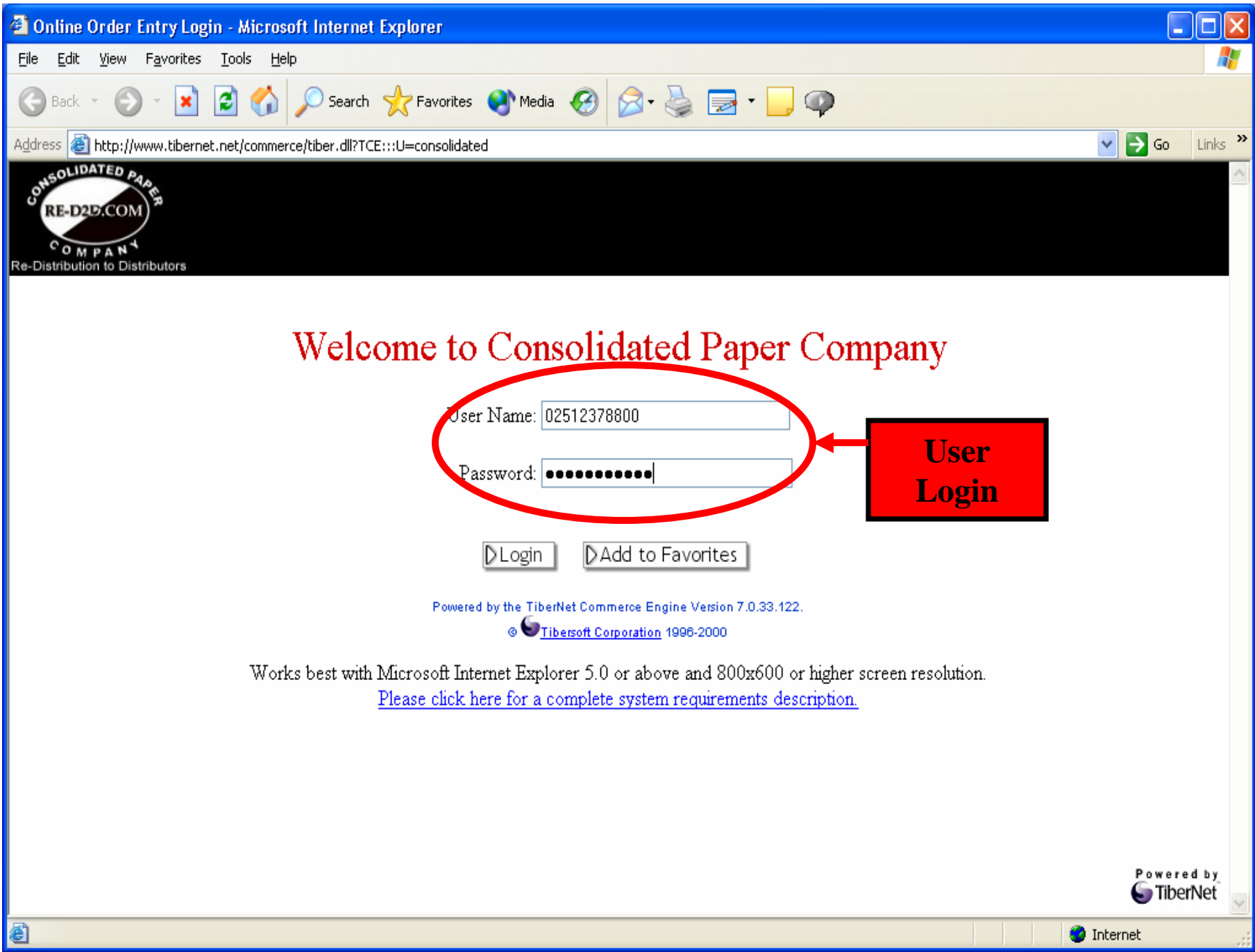




Consolidated Paper Company

On-Line Ordering

User Guide



Welcome to Consolidated Paper Company

User Name:

Password:



**User
Login**

Powered by the TiberNet Commerce Engine Version 7.0.33.122.

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Works best with Microsoft Internet Explorer 5.0 or above and 800x600 or higher screen resolution.

[Please click here for a complete system requirements description.](#)

Online Order Entry - Microsoft Internet Explorer

CONSOLIDATED PAPER RE-DISTRIBUTION COMPANY
RE-D2D.COM
Re-Distribution to Distributors

Select Items Lists
Review Order Search
Check Out Browse
Tools Quick Entry
Options

Switch Orders
Logout
Help

Choose a list: - MY LISTS -
- MY LISTS -
Ari's List (74 items)
- DIST LISTS -
Dist Order Guide (74 items)
- RECENT ORDERS -
Order from Dec 7, 2001 (7 items)
Order from Dec 6, 2001 (8 items)
Order from Nov 27, 2001 (3 items)
Past Orders (1 Month)
Past Orders (2 Months)
Past Orders (3 months)

ists to order from one of your own Lists (go to **Tools - List Management** to create
wn Lists).
ists which are lists of items maintained for you by Dist
nt Order to use as a previous order as a starting point for a new order
ired number of items in the quantity box. Note that as you scroll through a List,
tered in the quantity box are automatically added to your order.
eview Order tab when your order is complete.

**Select Items to Order
Using Created Lists**

Running Totals

This Order
Deliver: TBD
Items: 0
User: 02512378800
Total: \$0.00

Done Internet



Select Items | Review Order | Check Out | Tools | Options
Lists | Search | Browse | Quick Entry

Switch Orders
Logout
Help

Work on Multiple Orders At The Same Time

Choose a list: Dist Order Guide (74 items) Items: 1-20 of 71

Select Category Find Item: Go To: 1 First Prev Next Last

| Item # | Manuf # | Qty | Description | Pack | Brand | Unit \$ |
|----------------|---------|-----------------------------|---------------------------------|------|-------|----------|
| <i>Ammonia</i> | | | | | | |
| 364906 | | <input type="checkbox"/> cs | 00128 Clorox Bleach 6-1 Gal | 6 | | 10.25/cs |
| <i>Bags</i> | | | | | | |
| 0 | | <input type="checkbox"/> cs | | 100 | | /cs |
| A | | <input type="checkbox"/> bd | | 100 | | /bd |
| 3 | | <input type="checkbox"/> cs | | 50 | | /cs |
| SP083036 | | <input type="checkbox"/> cs | | 50 | | /Mrkt |
| SP083858 | | <input type="checkbox"/> cs | Mr3858xp 38x58 Red Liner | 100 | | /Mrkt |
| SP084006 | | <input type="checkbox"/> cs | Mr40-46hp 40x46 1mil Red Liner | 100 | | /Mrkt |
| 089699 | | <input type="checkbox"/> cs | Nyc37/pg6-3751 16x14x36 Black | 250 | | 11.70/cs |
| 080434mf20 | | <input type="checkbox"/> cs | Nyc60 22x16x60 X-heavy Black | 100 | | 13.90/cs |
| 080367 | | <input type="checkbox"/> cs | PI1-3731 16x14x36 Heavy Clear | 250 | | 12.70/cs |
| 080218 | | <input type="checkbox"/> cs | PI2-3311 15x9x31 Blk Liner .45 | 1000 | | 22.95/cs |
| 080334 | | <input type="checkbox"/> cs | Ppbr40 33x40 Blue Liner 22 Mic | 200 | | 19.90/cs |
| PKPW23 | | <input type="checkbox"/> cs | Sakwh 1/6wht Unpntd.tshirt13mic | 1000 | | 11.50/cs |
| BSB137 | | <input type="checkbox"/> bd | Suprmt Kraft 13x7x17 80695 | 250 | | 39.90/bd |
| <i>Bowls</i> | | | | | | |
| 740052mf189 | | <input type="checkbox"/> cs | 5b20 Dart 5oz. Foam Bowl | 1000 | | 16.17/cs |
| <i>Brillo</i> | | | | | | |
| 366496 | | <input type="checkbox"/> | Brillo Hotel Size Red 4.2lb/10 | 120 | | 32.95/cs |

Move Page To Selected Category

Find An Item On Your History By Keyword Search

Scroll By Page Number

Page Tool Bar

This Order Deliver: TBD User: 02512378800
Items: 0 Total: \$0.00

Online Order Entry - Microsoft Internet Explorer

CONSOLIDATED PAPER COMPANY
RE-DISTRIBUTION TO DISTRIBUTORS
RE-D25.COM

Select Items Lists Review Order Search Check Out Browse Tools Quick Entry Options Switch Orders Logout Help

Enter items to search for:
(one item per line)

babo

Search Clear

Search in:
Entire Product Guide
Entire Product Guide
Ari's List (74 items)
Dist Order Guide (74 items)

How to search

1. Describe the items in the search box to the left. Like writing out your grocery list, describe each item using one line per item.
2. Click **Search** to retrieve the matching items.
3. When the items have been found, enter the amount(s) desired in the box.

Searching tips

- Use description and/or brand names. Ex. **corn chip guiltless gourmet**.
- Using more search keywords will return a smaller list of matching items. Ex. **rice** may have 500 matches (ugh!); **brown rice** may have just 20 matches.

**Select Items to Order
Using Item Search Feature**

Refine Search Parameters

This Order Deliver: TBD User: 02512378800
Items: 0 Total: \$0.00

Internet



Select Items Lists Review Order Search **Check Out Browse** Tools Quick Edit

Print This Page or All Pages of Items. Erase All Entries

- Carpet Cleaning Pads...
- Carpet Shampoo & Cle...
- Carry Trays...
- Cart Covers...
- Carts...
- Catering Trays...
- Cellophane Rolls...
- Cheesecloth...
- Cleaning Tools...
- Cocktail Napkins...
- Coffee Filter

Choose from Catering Trays

- **Catering Trays**

Catering Trays / Catering Trays Items: 1-20 of 57

Find Item: Go Go To: 1 First Prev Next Last

| Item # | Manuf # | Qty | Description | Pack | Brand | Unit \$ |
|----------|---------|--------------------------|--------------------------------|-------|-------|-----------|
| 771200 | | <input type="checkbox"/> | 1200 Doug Blk Emb 12"tray | 25 | | 18.90/cs |
| SP901206 | | <input type="checkbox"/> | 1206 12" 6 Compt Tray Blk | - | | Mrkt |
| S076141B | | <input type="checkbox"/> | | | | 68.54/cs |
| S076141W | | <input type="checkbox"/> | | | | 68.54/cs |
| 761600 | | <input type="checkbox"/> | | | | 33.81/cs |
| SP761180 | | <input type="checkbox"/> | | | | Mrkt |
| 761800 | | <input type="checkbox"/> | 1800 Doug Blk Emb 18"tray | 25 | | 37.80/cs |
| S076181B | | <input type="checkbox"/> | 1812 Avon Blk Platter 18x12 | 20/cs | | 62.91/cs |
| S076181W | | <input type="checkbox"/> | 1812 Avon Wht Platter 18x12 | 20/cs | | 62.91/cs |
| SP7300 | | <input type="checkbox"/> | 30070 7x10 Scrollware Palette | 120 | | Mrkt |
| SP7044 | | <input type="checkbox"/> | 441810p 18" Lazy Susan Tray | - | | Mrkt |
| 701212 | | <input type="checkbox"/> | 4512-70p 12"flat Aluminum Tray | 50 | | 55.86/cs |
| 701215 | | <input type="checkbox"/> | 451610p/15 16" Flat Ctrwr Tray | 50 | | 86.79/cs |
| 701218 | | <input type="checkbox"/> | 4518-12p 18" Flat Caterwr Tray | 50 | | 127.68/cs |
| SP704518 | | <input type="checkbox"/> | 451812a 18"flat Caterware Tray | 50 | | Mrkt |
| SP765713 | | <input type="checkbox"/> | 5713 Classic Stoneware Tray | 250 | | Mrkt |
| S0762718 | | <input type="checkbox"/> | 718pb Avon Blk Platter 18" Rd | 50/cs | | 111.30/cs |
| S0760718 | | <input type="checkbox"/> | 718pcl Avon Clr Platter 18" Rd | 50/cs | | 111.30/cs |

Select Items to Order Using Catalog Browse Feature

Sub-categories To Select From

This Order Deliver: TBD User: 02512378800
Items: 0 Total: \$0.00



Select Items
Lists

Review Order
Search

Check Out
Browse

Tools
Quick Entry

Options

Switch Orders
Logout
Help

Select Items: Quick Entry

*Enter the item number and quantity. To enter additional items click **Update** and this page will refresh with a blank form.*

| Item number | Qty | Item number | Qty |
|-------------|-----|-------------|-----|
| 1: 351112 | 2 | 11: | |
| 2: | | 12: | |
| 3: | | 13: | |
| 4: | | 14: | |
| 5: | | 15: | |
| 6: | | 16: | |
| 7: | | 17: | |
| 8: | | 18: | |
| 9: | | 19: | |
| 10: | | 20: | |

**Key In Items to Order
Using Quick Entry Feature**

**Click "Update" To
Display More Order
Boxes When These
Are Full**

Update Clear

Clears All Entries

This Order
Deliver: TBD
Items: 0
User: 02512378800
Total: \$0.00



Select Items **Review Order** Check Out Tools Op
Order Detail Delete Order

Option To Delete Order

Review your Order
Sort by: My Lists

Review your Order and make final changes to quantities. To remove an item set its quantity to 0. Click "Check Out" when everything is complete.

| Item # | Manuf # | Qty | Description | Pack | Brand | Unit | Extended \$ |
|-------------------------|---------|--------------------------------|---------------------------------------|------|-------|----------|-------------|
| <i>Outside My Lists</i> | | | | | | | |
| 344008 | | <input type="text" value="2"/> | cs 2cs 8 Gards Sanitary Napkin | 250 | | 23.25/cs | \$46.50 |
| SP083036 | | <input type="text" value="4"/> | cs 4cs Mr30-36hp 30x36 1 Mil Red Lnr | 250 | | Mrkt | \$0.00 |
| SP083858 | | <input type="text" value="6"/> | cs 6cs Mr3858xp 38x58 Red Liner | 100 | | Mrkt | \$0.00 |
| SP084006 | | <input type="text" value="8"/> | cs 8cs Mr40-46hp 40x46 1mil Red Liner | 100 | | Mrkt | \$0.00 |
| 7 | | <input type="text" value="7"/> | cs 7cs 5b20 Dart 5oz. Foam Bowl | 1000 | | 16.17/cs | \$113.19 |
| 3 | | <input type="text" value="2"/> | cs 2cs Brillo Hotel Size Pad 12bx10 | 120 | | 23.95/cs | \$47.90 |

Review Order Detail

To Remove Item Set Quantity to "0" Here

Click "Check Out" Tab When Complete or Return To "Select Items" to Add More Items

This Order **Deliver:** TBD **User:** 02512378800
Items: 29 **Total:** \$207.59



Select Items Review Order **Check Out** Tools Options

Delivery Detail

Check Out Here

Logout
Help

Please Confirm Your Delivery Details

Set your delivery details. Items marked with ▶ are required.

Reference #

Purchase order #:

Enter P.O. # Here

Delivery date: ▶

Confirm/Change Delivery Date

PCard: *No PCards have been defined*

Reference Id:

Instructions

Special requests or instructions:

Confirm the summary info for your order. To review details of your order click on the **Review Order** tab. When you are ready to place your order click the **Submit** button.

of items: 29
Total (estimate): \$207.59

Submit Order Here



- Select Items
- Review Order
- Check Out
- Tools
- Options

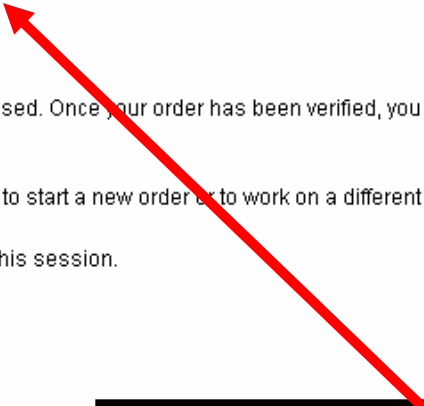
- Switch Orders
- Logout
- Help

Check Out: Thanks for Your Order

Your order number is 196025. Please write down this number for future reference.

Your order is now being processed. Once your order has been verified, you will receive a confirmation by email.

- Click on **Switch Orders** to start a new order or to work on a different order.
- Click on **Logout** to end this session.



Your Order Tracking Number is Referenced Here

Online Order Entry - Microsoft Internet Explorer

“Tools” Tab To Track Orders and Create Your Custom Lists

Track orders submitted over the last 30 days as of Tuesday, December 11, 2001. Click on an individual Order ID for order details.

| Order ID | Amount | Submitted | Status | Scheduled Delivery |
|------------------------|------------|-----------------------------|-----------|------------------------------|
| 196025 | \$207.59 | Tuesday, December 11, 2001 | Sent | Wednesday, December 12, 2001 |
| 194106 | \$825.65 | Wednesday, December 5, 2001 | Confirmed | Friday, December 7, 2001 |
| 193904 | \$1,822.20 | Tuesday, December 4, 2001 | Confirmed | Thursday, December 6, 2001 |
| 190880 | \$217.10 | Monday, November 26, 2001 | Confirmed | Tuesday, November 27, 2001 |

Track Orders and See Detail By Clicking On Order Tracking Number

This Order Deliver: Wed. 12/12 User: 02512378800
Items: 0 Total: \$0.00

Done Internet



Select Items Review Order Check Out **Tools** Options
Track Orders Reports **Lists**

Click Lists To Create and Manage Lists

List Management

Create a new List, select and edit a previous one, or Categorize a List.

Create a List

List name:

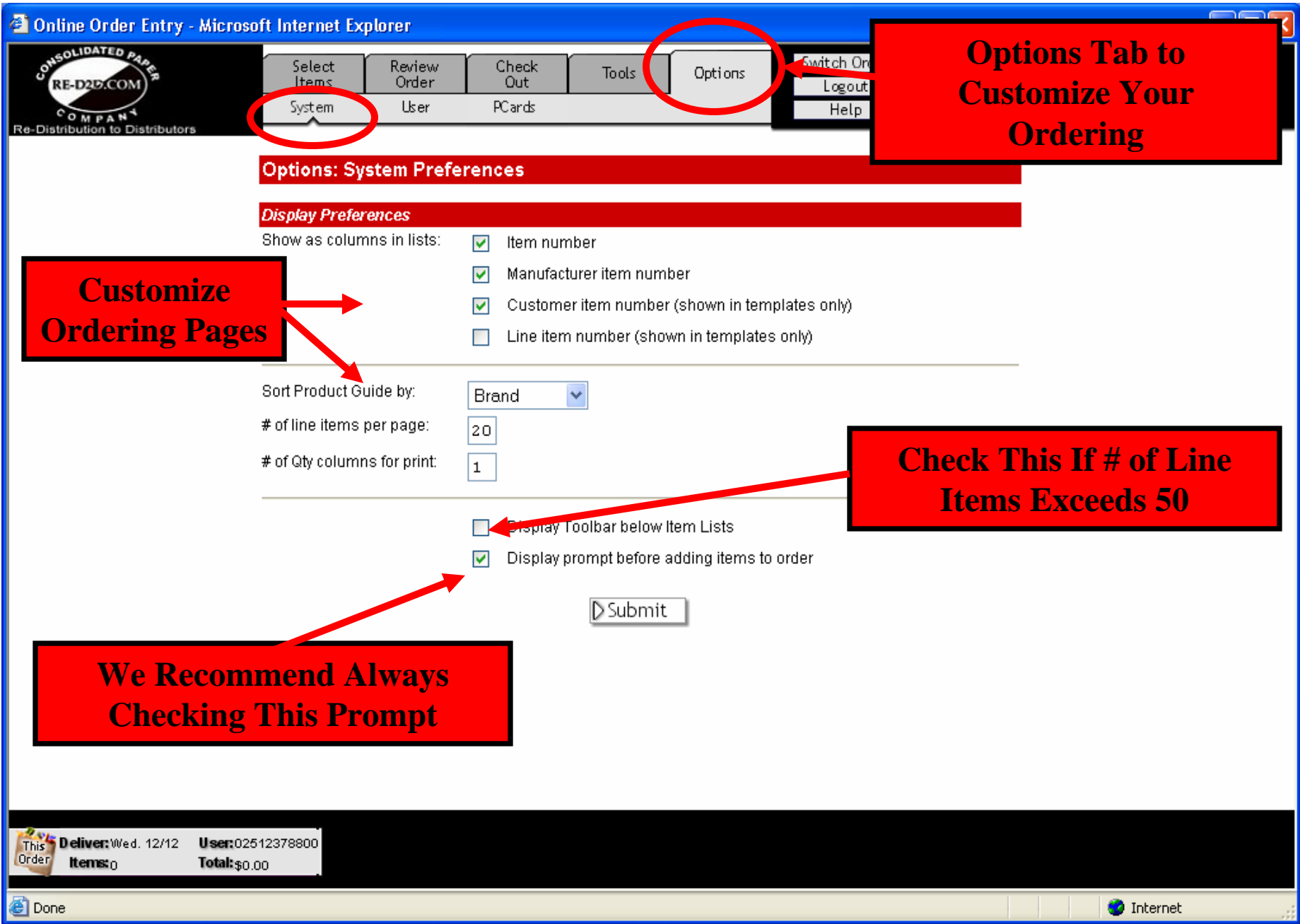
Existing Lists

| List Name | Last Modified | Edit | Categorize | Define Qty | Preview | Rename | Delete |
|------------|---------------|------|------------|------------|---------|--------|--------|
| Ari's List | 12/03/2001 | | | | | abl | |
| John's | 01/22/2002 | | | | | abl | |

Existing Lists

Modify Lists Using These Function Keys

This Order **Deliver:** TBD **User:** 02512378800
Items: 0 **Total:** \$0.00



Options Tab to Customize Your Ordering

Customize Ordering Pages

Check This If # of Line Items Exceeds 50

We Recommend Always Checking This Prompt



Select Items Review Order Check Out Tools Options Switch Orders

System **User**

Manage User Options Here

Options: User Info

Contact info

E-mail address:

E-mail type: HTML (better formatting; easier to read)
 Text (quicker download; supported by all e-mail programs)

Add or Change Your E-mail Address

Change Password Note: Passwords must be at least 6 characters long and are case sensit

Current password:

New password:

Re-enter new password:

Change Passwords Here

This Order **Deliver:** Wed, 12/12 **User:** 02512378800
Items: 0 **Total:** \$0.00