

# SOUTHWEST SCHOOL & OFFICE SUPPLY



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## Southwest School & Office Supply Online Ordering Training

1. Go to [www.southwestschool.com](http://www.southwestschool.com) & click on the Red Apple that says Online Ordering site

Or

Go to [www.ecinteractive.com/102861](http://www.ecinteractive.com/102861)

2. In the top right hand it says: "To place an order, please login", click on the please login and enter in your user name and password.

-Once you are in, the top right hand corner will say, "Currently logged in as \_\_\_\_\_"

3. You can then order online any of the following ways:

A. **Quick Search**, you can type in a word or description and your items, if available, will appear.

B. Under the shopping tab, **Quick Order**, this is the best if you have a list with the part #'s you already want to purchase.

C. Under the Shopping tab, **MyFavorites Lists**, you can create and save a list of items you want to always purchase.

D. **Browse the catalog** from the home page

4. After you have added the items to your cart and are ready to **Checkout** click on the checkout button in the left hand column and fill in the information, i.e.: Select the P.O.#, add any information to the Shipping Instructions (Holds up to 50 characters and will print on the invoice) or the Delivery instructions (If your school will be closed or you need the order by a certain date).

-When you are done you can either **Save Order** or **Place My Order**

-If you **Save Your Order**, there is no expiration date. You can find that order by clicking on the saved orders in the left hand column or go to My Order and click on Saved Orders.

-If you click on **Place My Order**, and your **orders need to be approved**, then it will take you to another page which will let you know that your order has been submitted to your approver for review (it will list the email of the approver). You will get an email confirmation when the order has been released and placed. If you **do not have an approver** you will immediately get an order # along with an email confirmation listing your order.