



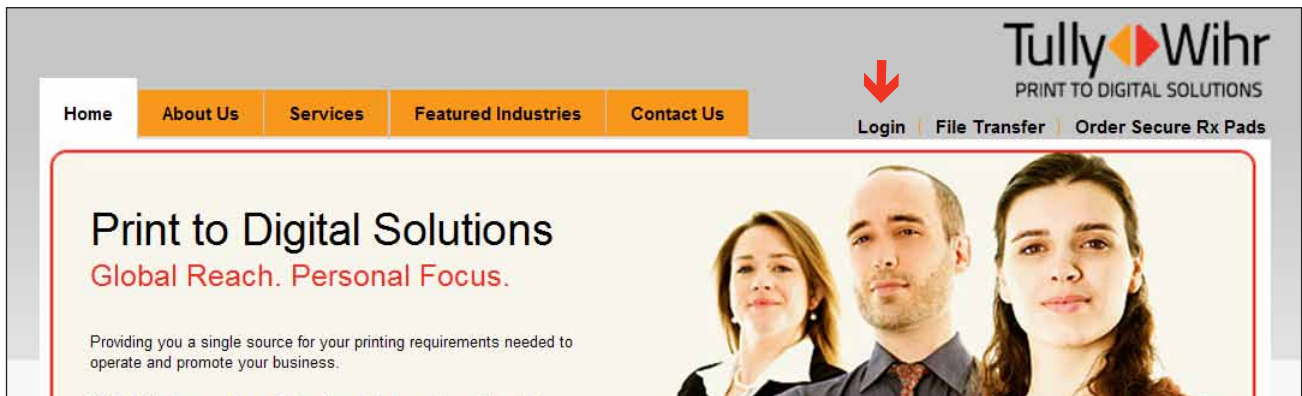
Tully-Wihr Online User Guide

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TULLY-WIHR'S WEBSITE / LOGIN

To access Tully-Wihr Online you may start at www.tullywihr.com and click login to go to the login page or you may go directly to the login page at <https://twwweb.tullywihr.com/titlepage.htm>.



If you do not have a user ID and Password and your company does not use the New User Registration feature, contact your account executive to obtain a User ID and Password.

NEW USER REGISTRATION

Create your own User ID and Password with your Company provided User ID and Password.

To become a new user, click on the "Not Registered! Click Here" link. **This option is only available if requested by your organization.**

Tully-Wihr Online Login

Having trouble logging in.
Select from the following and let us help.


[Not Registered? - Click Here](#)
(Must have company provided password to proceed)

[Forgot Your User ID?](#)

[Forgot Your Password?](#)

User ID:

Password:



New User Registration

To register you must enter your company provided Login and Password.

User ID: Password:

[Already Registered! - Return to Login Page](#)

Enter the User ID and Password that has been provided to you by your organization for New User Set-Up.

Fill out all required information. If you wish to receive an order confirmation you need to enter your e-mail address and check the order acknowledgement box. All User IDs and passwords are case sensitive. To finish click on the "Submit Account" link.

New User Information

User ID: * Required

Name: * First and Last Name

Email:

Order Acknowledgement: If checked, will send confirmation to above email address.

Password: * max of 8 alpha-numeric characters

Confirm Password:

New User Registration Complete

Congratulations!
Your account has been created.
You may now login.

Now that you have an account you are ready to log in. Click on the "Log In" link.

SHIPPING SPECIFICATIONS

After login, the screen will refresh with the Tully-Wihr Shipping/Billing Instructions page. Once logged in, you will need to submit your shipping/billing information. Each log in or "session" is linked to one location. Under this location you will be able to order multiple items. If you have an item that you need to have shipped to a different location you will need to complete this order and select the "Start New Order" button after checking out, this will allow you to begin a new order.

- 1 You will select your location by clicking on the drop down menu and highlighting the location of your choice. Your screen will then refresh with the company name, address, city and state you have selected, TAB to the next field or use your mouse.
- 2 You will need to enter a name or department in the "Attention" field **This is a required field.*
- 3 The "Order Comments" is a text field you may use at your discretion.
- 4 The P.O. # field may be highlighted and your P.O. # entered.
- 5 Then select the shipping method by selecting the "Ship Via" drop down menu and highlight your selection.
- 6 Now you are ready to submit shipping information. Click on the "Click Here To Continue" button.

The screenshot shows a web browser window with the Tully-Wihr logo and 'ONLINE BUSINESS SOLUTIONS' in the top right. Below the logo is a 'Logoff' button. The main content area displays 'Tully-Wihr Online , 02-T077 - 06/06/2011' and 'User's Name'. A modal window titled 'Select Shipping Information' is open, containing the following fields and annotations:

- Location: CA, COLFAX (dropdown menu) ← Step 1
- Company: TULLY-WIHR DEMO ACCOUNT
- Attention: User Name (text field) ← Step 2
- Address: 123 DEMONSTRATION ST, COLFAX CA 95713
- P.O. #: WebEC (text field) ← Step 4 →
- Ship Via: Tully-Wihr (dropdown menu) ← Step 5
- Comments: Text field for your use (text field) ← Step 3
- Bottom button: ...: Click Here To Continue :... ← Step 6 ↑

The screen will refresh to our options menu where you can search and place orders. You will also be able to run reports and review your orders status. Step by step instructions for each option are included in this packet.

SEARCH FEATURES

From the quick search menu you can search for an item by the items description. For a more detailed search you can scroll to the bottom of the menu on the left hand side of the page. You will be able to search by order or search by product.

The screenshot shows the Tully-Wihr Online interface. At the top, there are navigation tabs: PRODUCT CATALOG, OFFICE PRODUCTS, COMPANY STORE, and PROMOTIONAL PRODUCTS. Below these is a search bar with "Search by Item Desc." and a "GO" button. A secondary navigation bar contains "Order by Item #", "Reports", "Order Status", "Shopping Cart", and "Logoff".

The main content area is titled "PRODUCT CATALOG" and includes the text "Tully-Wihr Online , 02-T077 - 06/06/2011" and a "User's Name" field. Below this is a table with the following columns: Favorites, Item Code, Description, Price, Unit, and Quantity. A single row is visible with the following data: Add», VBTWBC01, TW-BUSINESS CARD, \$22.50, BOX/250 QPB, and an Order button.

On the left side, there is a menu with three sections:

- PRODUCT CATALOG**: View Favorites, Tully-Wihr Demo Acco
- REPORTS**: Print Status Report, Print Usage Trend Report, Inventory Status Report, Low Stock Status Report, Receipt Report, Warehouse Release Report
- SEARCH**: Order Search, Product Search

- To search by a Product click on the Product Search icon in the Search section of the menu, your screen will be refreshed with the Product Search page.
- You can search All Categories or choose your category by clicking on the down arrow menu and selecting a product category. You will then enter an item code or a one word description and then click on the "Search" button. Your screen will be refreshed locating the item(s).

This block provides a detailed view of the search interface. On the left, a zoomed-in view of the "SEARCH" menu shows "Order Search" and "Product Search" with a red arrow pointing to "Product Search".

The main screenshot shows the "PRODUCT SEARCH" page. It includes the text "Tully-Wihr Online , 02-T077 - 06/06/2011" and a "User's Name" field. The "Product Search" form contains:

- Select a Catalog: Tully-Wihr Demo Acco (dropdown)
- Select a Category: ALL Categories (dropdown)
- Item Code(s): [text input]
- Description: [text input]
- Search button: ...: Search :...

 A red arrow points to the "Description" input field.

SEARCH FEATURES (cont.)

From the Order Status Search page you can search by:

- Your PO #
- Tully-Wihr's Order #
- Item Code
- Item Description
- Ship-to-Location
 - To search by your PO # first choose from All Order Types or search only your Released or Re-Ordered items, by clicking on the down arrow menu and selecting your category. Click in the Customer PO # field and enter your PO # and click on the Search Button to the right.
 - To search by Tully-Wihr's Order # first choose from All Order Types or search only your Released or Re-Ordered items by clicking on the down arrow menu and selecting your category. Click in the TW Order # field and enter Tully-Wihr's Order # and click on the Search Button to the right.
 - To search by Item Code first choose from All Order Types or search only your Released or Re-Ordered items by clicking on the down arrow menu and selecting your category. Click in the "Item Code" field, and enter item code, then click on the Search Button to the right of the Description Field.
 - To search by Item Description first choose from All Order Types or search only your Release or Re-Order items, by clicking on the down arrow menu and selecting your category. Click in the "Description" field and enter a description, then click on the Search Button to the right.
 - To search by a Ship-to-location first choose from All Order Types or search only your Released or Re-Ordered items by clicking on the down arrow menu and selecting your category. Select your location by clicking on the down arrow menu and highlighting your choice, then click on the Search Button to the right.

Order Status Search	
No. of previous days to search (max. 30):	<input type="text" value="30"/>
Order Type	All Order Types <input type="button" value="v"/>
Customer PO #	<input type="text"/> <input type="button" value="Search"/>
TW Order #	<input type="text"/> <input type="button" value="Search"/>
No. of previous days to search (max. 30):	<input type="text" value="30"/>
Order Type	All Order Types <input type="button" value="v"/>
Item Code	<input type="text"/>
Description	<input type="text"/> <input type="button" value="Search"/>

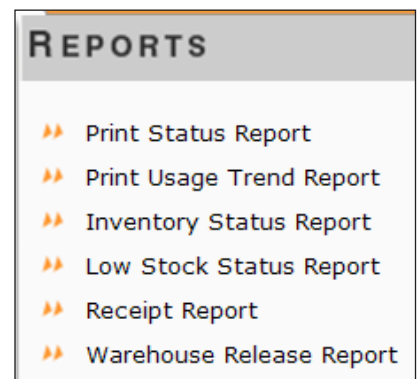
REPORTS

From the **REPORTS MENU** you can review and print, a Status Report, Usage Trend Report, Inventory Status Report, Low Stock Report and a Warehouse Release Report.

- To select your report click on the reports button on the top menu bar. The screen will refresh and you will be able to select your report choice. You may also pick a report from the left menu bar, either way will give you the same report options. Once you pick the report you wish to see, your screen will be refreshed with the appropriate Report Screen where you can enter specific query information and click on the "Generate Report". You can view this Report on your screen, print, or export to Excel.



OR



Generate Category Report	Report by Search
Catalog: <input type="text" value="Tully-Wihr Demo Acco"/>	Catalog: <input type="text" value="Tully-Wihr Demo Acco"/>
Category: <input type="text" value="ALL Categories"/>	Category: <input type="text" value="ALL Categories"/>
Report in Selling Units? Yes <input checked="" type="radio"/> No <input type="radio"/>	Item Code: <input type="text"/>
Display Mode: <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape <input type="radio"/> Excel	Description: <input type="text"/>
<input type="button" value="Generate Report"/>	Report in Selling Units? Yes <input checked="" type="radio"/> No <input type="radio"/>
	Display Mode: <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape <input type="radio"/> Excel
	<input type="button" value="Generate Search Report"/>

PLACE AN ORDER, INVENTORY / NON-STOCK

From the **PRODUCT CATALOG MENU** you can place an order for your inventory and non-stock items. To order an item(s) enter the quantity you wish to order for each item listed under that category, then click on the "Add items to Order" button. You can then choose another category from the drop down menu and repeat the previous step. You may also add items to your favorites by clicking on the "Add>" button

The screenshot shows the Tully Wihr online business solutions interface. At the top left is the 'YOUR COMPANY LOGO' placeholder. At the top right is the Tully Wihr logo with the tagline 'ONLINE BUSINESS SOLUTIONS'. Below the logo is a navigation bar with links for 'PRODUCT CATALOG', 'OFFICE PRODUCTS', 'COMPANY STORE', and 'PROMOTIONAL PRODUCTS'. A search bar is located below the navigation bar with the text 'Search by Item Desc.' and a 'GO' button. To the right of the search bar are links for 'Order by Item #', 'Reports', 'Order Status', 'Shopping Cart', and 'Logoff'. The main content area is titled 'PRODUCT CATALOG' and includes a sub-header 'Tully-Wihr Online , 02-T077 - 06/06/2011'. Below this is a 'User's Name' field and an 'Accounting' dropdown menu. A table of items is displayed with columns for 'Favorites', 'Item Code', 'Description', 'Price', 'Unit', and 'Quantity'. The table contains four rows of items, each with an 'Add>' button. A red arrow points to the 'Accounting' dropdown menu. Below the table are two buttons: 'Clear Order Form' and 'Add Items to Order', with a red arrow pointing to the 'Add Items to Order' button.

Favorites	Item Code	Description	Price	Unit	Quantity
Add>	30030	AUTH/REQ FOR CREDIT CARD PURCHASE	\$6.90	PACK/50	<input type="text" value="3"/>
Add>	30041	INVOICE	\$103.27	CASE/2500	<input type="text" value="1"/>
Add>	30060AE	REQUEST FOR CHECK	\$2.80	PAD/25	<input type="text"/>
Add>	30160	EXPENSE REPORT	\$27.60	PACK/100	<input type="text"/>

Your items are categorized by Product or Department. By clicking on the category in the left menu your screen will be refreshed with the appropriate category. You can continue to add items to your shopping cart.

This screenshot is identical to the one above, showing the Tully Wihr online business solutions interface. The 'Shopping Cart' link in the navigation bar is highlighted with a red arrow, indicating the next step in the process.

When you have ordered all the items you wish to ship to the selected location, click on the "Shopping Cart" link.

PLACE AN ORDER, VARIABLE PRINT

From the **PRODUCT CATALOG MENU** you can create a variable print item, (i.e., business card and letterhead). Each variable print item will need to be created separately. To order a variable print item enter the quantity you wish to order then click on the "Order" button directly underneath the quantity box. Your screen will be refreshed to Variable Print User List. If you would like to add this item to your favorites, click on "Add>"

PRODUCT CATALOG

Tully-Wihr Online , 02-T077 - 06/28/2011

User's Name
: Variable Print :.... Print

Favorites	Item Code	Description	Price	Unit	Quantity
Add>	VBTWBC01	TW-BUSINESS CARD	\$22.50	BOX/250 QPB	1 Order

From the user list you will be able to create a new user or select an existing user. To create a new user, enter first and last name and click the "Add New User" button. To select an existing user click on the user's name. You will then be able to enter all your variable data.

YOUR COMPANY LOGO **Tully Wihr**
ONLINE BUSINESS SOLUTIONS

Add New User

First Name:
 Last Name: Add

User List

... or search by

Last First Last & First Name

Search

... or select from the list.

1. Clooney, George	Select
2. Jones, Debbi	Select
3. Lewis, Lenny	Select
4. Schafer, Thomas	Select
5. Sands, Carol	Select
6. Ross, Kathy	Select

Employee Name
 Employee Title
 Employee Title Overflow

Tully Wihr
 PRINT TO DIGITAL SOLUTIONS

employee@tullywihr.com
 530-346-0000
 530-346-1234 Cell
 530-346-8187 Fax

148 Whitcomb Ave, Colfax, CA 95713

PLACE AN ORDER, VARIABLE PRINT (Cont.)

Enter all your variable data and select "Save & Proof" to view your on-line proof. (Acrobat Reader is required). You may make any necessary changes and select "Save & Proof" until you are satisfied with your proof. To approve your proof and place the item in your shopping cart select the "Approve" button. If the item you have selected is not the correct item select the "Cancel" button to return to the Product Catalog.

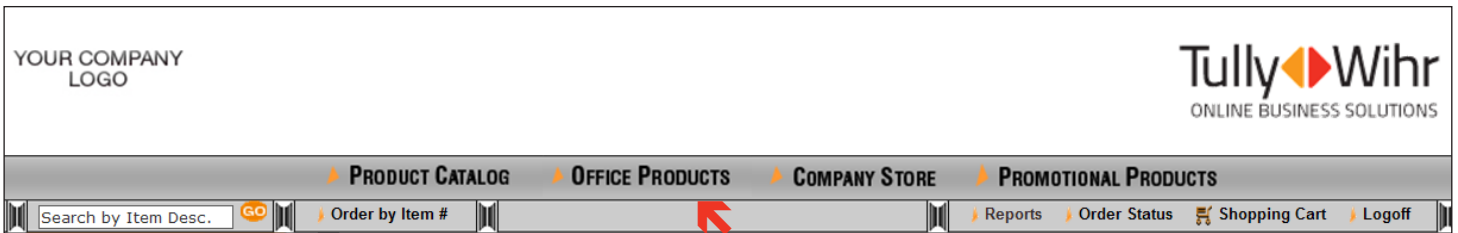
The screenshot displays the Tully Wihr online business solutions interface. On the left is a "User Info" form with fields for Name, Sal., First, Last, Title, Title 2, E-mail, and Phone Numbers. Below the form is a "Select Location!" button and address fields. A red arrow points to the "Save & Proof" button at the bottom of the form. On the right is a "FINAL PROOF" window showing a preview of the variable print. The preview includes the Tully Wihr logo and the following text: "Test User", "Title", "Title 2", "Email@company.com", "123-456-7890 x 1234", "800-898-6525 Toll Free", "654-987-6540 Fax", "www.tullywihr.com", and "148 Whitcomb Avenue, Colfax, CA 95713". A red arrow points to the "Approve" button in the proof window. At the top right of the interface, there are "Cancel" and "Help" buttons, with a red arrow pointing to the "Help" button.

After you click the approve button you will be given the option to return to the user list or to go to the shopping cart, if you choose to return to the user list then you will be able to place another order for the same variable print item. If you choose to go to the shopping cart then you can finish your order or go back to the product catalog and continue shopping.

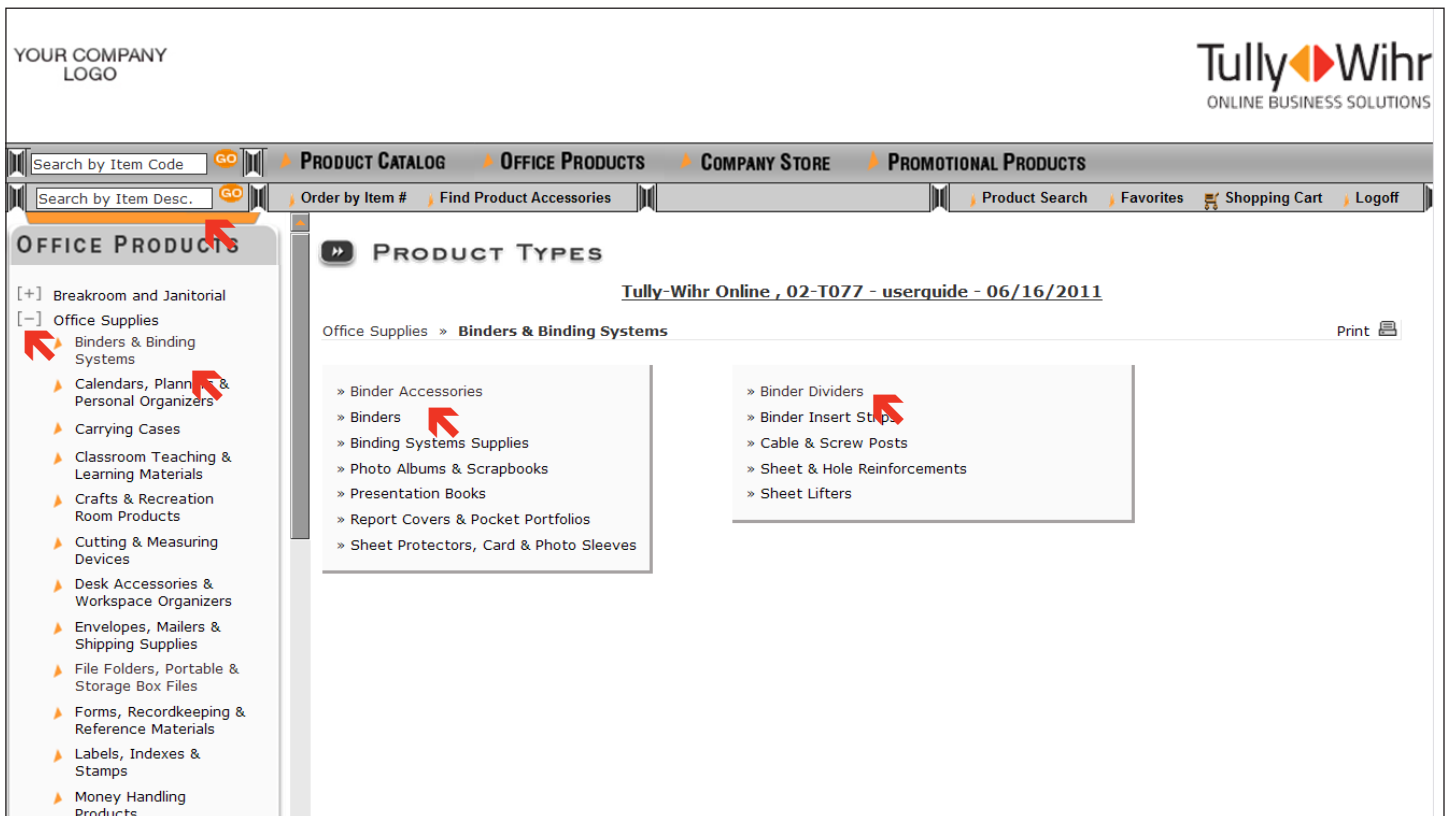
The screenshot shows the variable print output. At the top, there are two navigation buttons: "Return to User List" and "Go to Shopping Cart", both with red arrows pointing to them. Below the buttons is a preview of the variable print, which includes the Tully Wihr logo and the following text: "Employee Name", "Employee Title", "Employee Title Overflow", "employee@tullywihr.com", "530-346-0000", "530-346-1234 Cell", "530-346-8187 Fax", and "148 Whitcomb Ave, Colfax, CA 95713".

PLACE AN ORDER, OFFICE PRODUCTS

From the **PRODUCT CATALOG MENU** choose the "Office Product" link. This will bring you to the page where you can search for and order office products.



In the Office Products page you can search by Item Description, and Category. To search by category you will click on the category, then you will choose a subcategory, then you will pick an item to see all of the different brands and styles.



PLACE AN ORDER, OFFICE PRODUCTS (Cont.)


Click on the description under the picture to order the product or add to your favorites.

PRODUCT GROUP

Tully-Wihr Online , 02-T077 - userguide - 06/16/2011

Office Supplies > Binders & Binding Systems > Binder Accessories Print

Page 1 of 1



List Price: \$2.37

ACCO Snapper™ Twin Pocket Folder





List Price: \$4.26

Avery® Binder Pockets



List Price: Between \$4.2 - \$5.98

Cardinal® Poly Ring Binder Pockets

From here you can add to your favorites or you can add to your shopping cart.

PRODUCT

Tully-Wihr Online , 02-T077 - userguide - 06/16/2011

Office Supplies > Binders & Binding Systems > Binder Accessories Print



[See Larger Image](#)

ACCO Snapper™ Twin Pocket Folder

Snaps into any standard three-ring binder without opening rings. Flexible poly won't rip, crack or tear.



Favorites	Item#	Description	Price	Unit	Quantity
Add>	[+] ACC40023	Snapper Twin Pocket Poly Folder, 8-1/2 x 11, Assorted Colors	List: \$2.37	EACH	<input type="text"/>

Click on the [+] icon to learn more about each product.

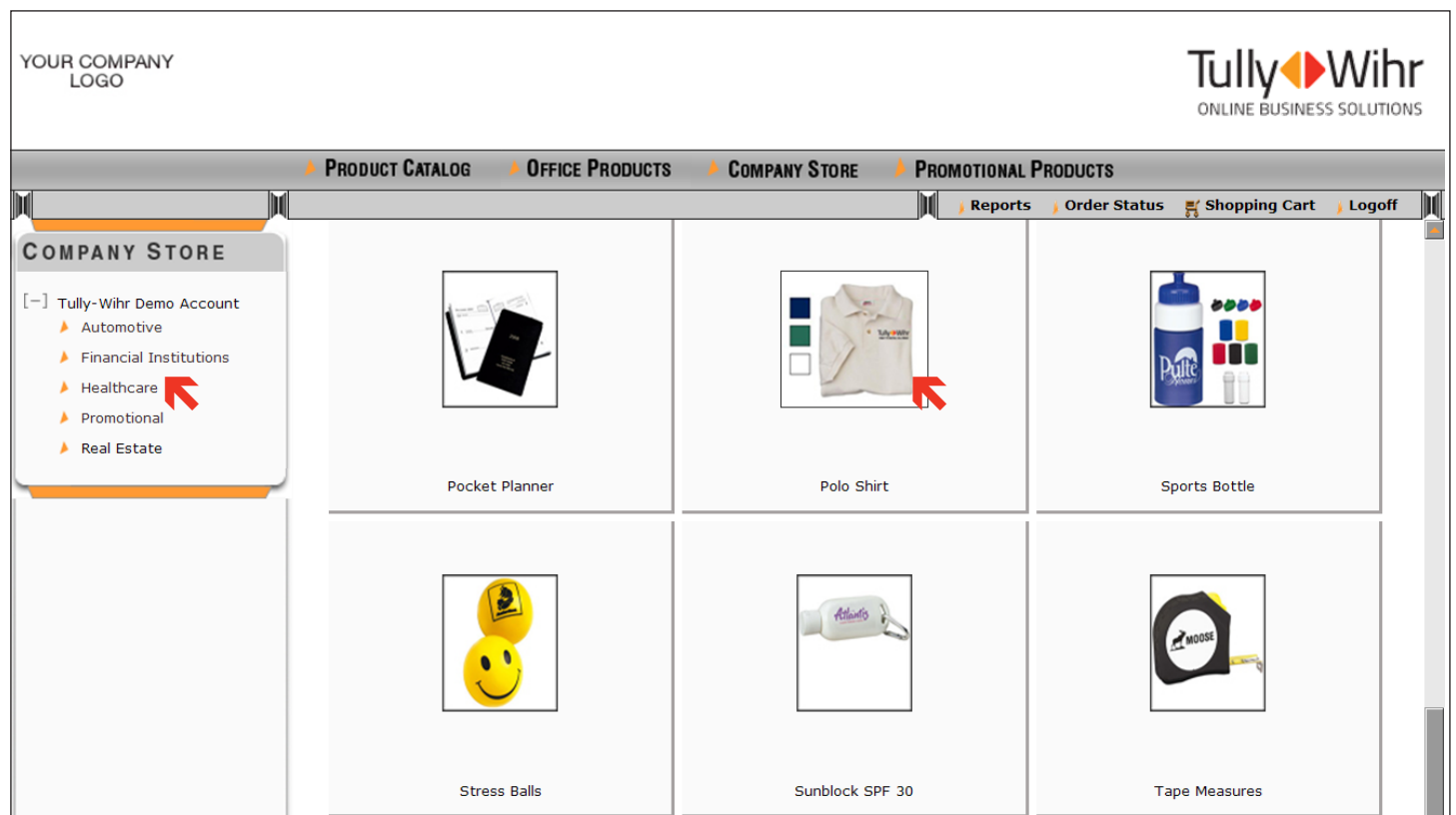
[Add to Cart](#)

PLACE AN ORDER, COMPANY STORE

From the **PRODUCT CATALOG MENU** choose the "Company Store" link. Your company store will be displayed with promotional items that have been selected by your organization.



Categories have been set up on the left hand menu. When you pick one of the categories you will be able to see all items under the category in an image format.



PLACE AN ORDER, COMPANY STORE (Cont.)

After clicking on the image you will be able to choose color, size, quantity, and any other variable your company has set up. When you are finished click on "Add to Cart" and the item will be added to your shopping cart.

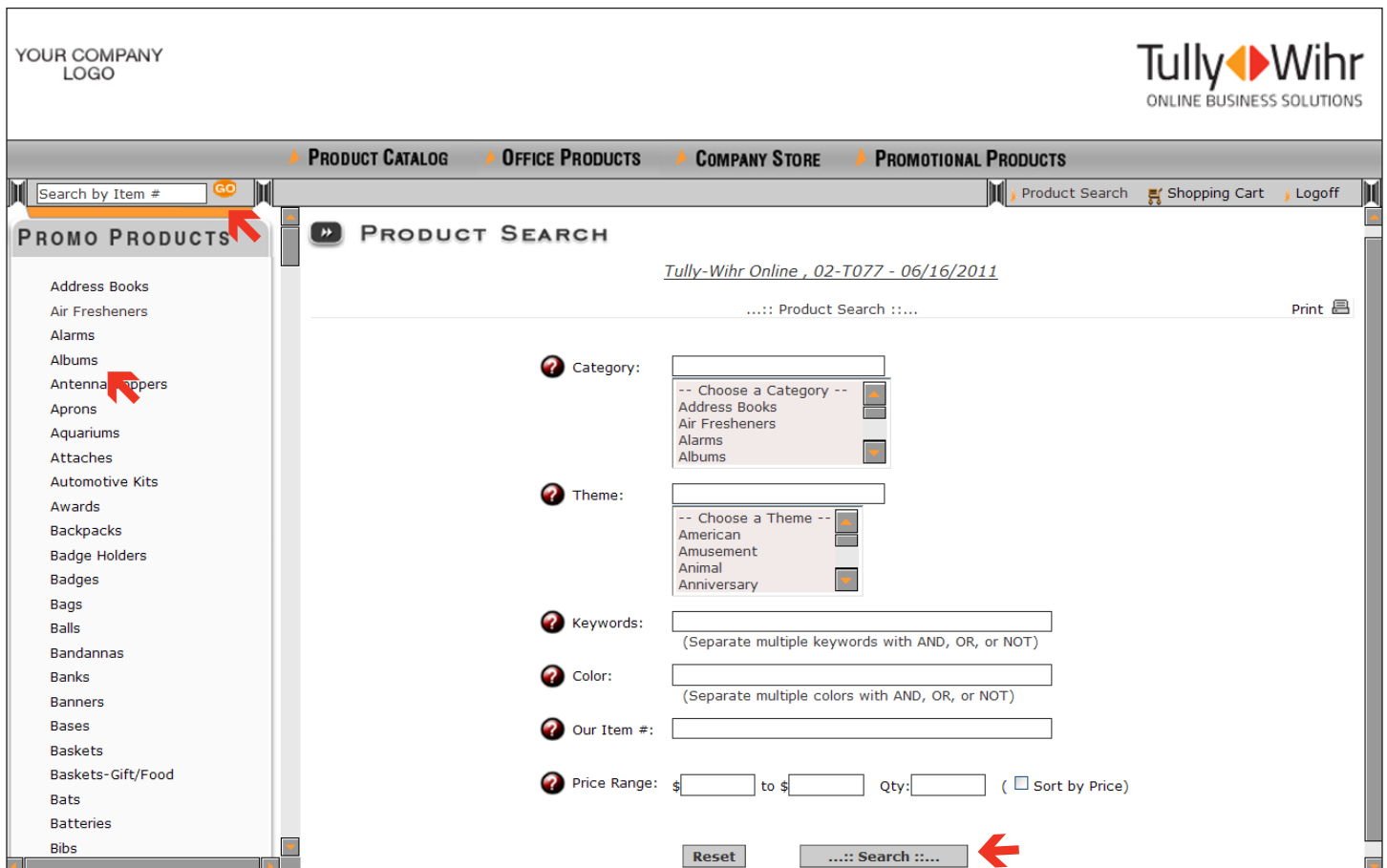
The screenshot displays the Tully Wihr online company store interface. At the top left, there is a placeholder for the 'YOUR COMPANY LOGO'. The top right features the 'Tully Wihr ONLINE BUSINESS SOLUTIONS' logo. A navigation bar below the logo contains links for 'PRODUCT CATALOG', 'OFFICE PRODUCTS', 'COMPANY STORE', and 'PROMOTIONAL PRODUCTS'. Further right in the navigation bar are links for 'Reports', 'Order Status', 'Shopping Cart', and 'Logoff'. On the left side, a 'COMPANY STORE' sidebar lists categories: 'Tully-Wihr Demo Account', 'Automotive', 'Financial Institutions', 'Healthcare', 'Promotional', and 'Real Estate'. The main content area is titled 'PRODUCT DETAIL' and shows a 'Polo Shirt' product. The product image is a white polo shirt with a Tully Wihr logo. To the left of the shirt are three color swatches: blue, green, and white. To the right of the shirt are dropdown menus for 'Sizes' and 'Colors', a 'Quantity' input field, and an 'Add to Cart' button. Red arrows point to the 'Add to Cart' button, the 'Colors' dropdown, and the 'Quantity' input field. The page also includes a 'Print' icon and a breadcrumb trail: '....: Order Multiple ::... Tully-Wihr Demo Account / Promotional ::...'. The item name is 'Polo Shirt' and the URL is 'Tully-Wihr Online , 02-T077 - 06/16/2011'.

PLACE AN ORDER, PROMOTIONAL PRODUCTS

From the **PRODUCT CATALOG MENU** choose the "Promotional Products" link. This will bring you to the page where you can search for and order promotional products.



In the Promotional Products page you can search by item, category, theme, keyword, color, price, or browse the categories on the left.



PLACE AN ORDER, PROMOTIONAL PRODUCTS (Cont.)


After the search is complete you will see images of the results. There is a brief overview of what the item is and its price on the results page. Click on the items picture to see more detailed information about the item.

» PRODUCT

Tully-Wihr Online , 02-T077 - 06/28/2011

...: Albums - Total Found: 16 :...

Print




[See Product Detail](#)

Item Number: **SHGIG-HLILX**

Tribeca Grand Leather Photo Album

\$22.95 - \$25.95




[See Product Detail](#)

Item Number: **GHHQF-HLIMQ**

Hudson Leather Photo Album

\$15.95 - \$16.95




[See Product Detail](#)

Item Number: **RHHOK-HLINP**

York Calfskin Brag Book Photo Album

\$19.95 - \$22.00



[See Larger Image](#)

Hudson Leather Photo Album

Item Number: **GHHQF-HLIMQ**

Product Color:

Decorating Method:

Quantity:

Please Add Any Additional Comments:

Quantity	25	100	300	600
Catalog Price:	\$16.95	\$16.50	\$16.25	\$15.95

[add to cart](#)

Category: Albums, Frames-Picture

Description: Hudson, 40 Photo Capacity, 4"x6" Photograph, Padded Cover, Genuine Leather, Top Grain Leather Cover, Calfskin Spine, Perimeter Stitch, Turned Edge, Woven Nylon Lining

Colors: Black

Themes: Photography

Package: Gift Box

Production Time: 1 to 5 working days

Price Includes:
1 location

ORDER STATUS

From the **ORDER STATUS MENU** you can review the status of an order within the last 6 months.

- To review your Order Status click on the link "Order Status" and your page will be refreshed to the Order Status Page. Here you will be able to review orders by PO #, Tully-Wihr's work order #, date of order, if the order is open or has been shipped, the detail of the order, and tracking information.
- You can sort your view by **ORDER DATE** or **YOUR PO #** by clicking on the blue hyper link.

PRODUCT CATALOG OFFICE PRODUCTS PROMOTIONAL PRODUCTS

Order by Item # Purchase Approval Reports Order Status Shopping Cart Logoff

ORDER STATUS

TULLY-WIHR CO./SUPPLIES , 02-T051 - 06/28/2011

Sort BY ORDER DATE - BY YOUR P.O.#

Your PO Number	Order Number	Order Date	Order Status	Detail
n/r	02-086132	06/16/2011	Open	Detail
N/R	02-086133	06/16/2011	Open	Detail
n/r	02-086136	06/16/2011	Open	Detail
N/R	02-086106	06/15/2011	Open	Detail
n/r	02-086120	06/15/2011	Open	Detail
n/r	02-086122	06/15/2011	Open	Detail
N/R	02-086123	06/15/2011	Open	Detail
WebEC	02-409597	06/13/2011	Open	Detail
n/r	02-085960	06/07/2011	Open	Detail
N/R	02-085909	06/01/2011	Open	Detail

Previous | Next

To review the detail of an order click on the "Detail" link. Use the "Back" Button to return to the Order Status Page

ORDER STATUS

TULLY-WIHR CO./SUPPLIES , 02-T051 - 06/28/2011, 09:15:28

Back

PO Number	n/r	Ship To:	SUSAN ARRABIT
TW Order Number	02-086136		TULLY-WIHR CO./COLFAX
Order Date	06/16/2011		148 WHITCOMB AVENUE
Order Status	Open		Colfax, CA 95713-1780
Ordered By	KelliBeary		
Ship Via	Best Available		

Line Number	Item Code	Description	Ordered	Back-ordered	Shipped
1	NUR-055	CONDITIONS OF ADMISSION	4 4 PACK/100		4 4 PACK/100
2	HR-786	PTO AUTHORIZATION	4 4 PACK/50		4 4 PACK/50

Ship Date	Ship Time	Carrier	Tracking Number	UPS-Track Shipment
06/22/2011	01:27 PM	UPS Ground	1Z9568890354148025	UPS-Track Shipment

Tully Wihr
ONLINE BUSINESS SOLUTIONS

Tracking on order 01-431366 - Box 1

UPS
UPS OnLine

Tracking Detail

1Z9568890354148025

Delivered

Delivered On: Thursday, 06/23/2011 at 9:06 A.M.
Signed By: GONZALEZ
Left At: Dock
[Proof of Delivery](#)

The status of your shipment can be tracked if shipped via UPS. This link will take you to UPS web site to view tracking information.

To return to the Tully-Wihr web pages close the UPS tracking browser.

TO CHECK OUT

From the **SHOPPING CART** you can review all items that you have selected to order.

- Here you can view the items quick reference "Product Detail", Adobe PDF image, delete items from your shopping cart and change the quantity of an item.
- To view the quick reference "Product Detail" click on the item description, to return to your shopping cart select the "Previous" Button. To view the Adobe PDF click on the items thumbnail, to return to your shopping cart you will need to close the browser.
- To delete an item click on **red "X"** next to your item.
- To change a quantity of an item you must delete the item, Continue Shopping, which will return you to the Product Catalog Page, repeat steps on Page 10.

SHOPPING CART

Tully-Wihr Online , 02-T077 - 06/29/2011

User's Name Print

Item Code	Description	Quantity	Unit	Total Quantity	
VBTWBC01	TW-BUSINESS CARD - GCloneyxT1-1.pdf	1	BOX/250	250	X
This is a manufactured item and will be shipped upon completion.					
20060	CHANGE ORDER	5	PACK/100	500	X

Delete Order

Shipping Information

ATTN: User Name
Company: TULLY-WIHR DEMO ACCOUNT
Address: 123 DEMONSTRATION ST
 COLFAX
 CA 95713

PO Number: WebEC
Comments: Comment go here
Ship Via: Tully-Wihr

To complete your order click on the "Check Out Items" button and your screen will be refreshed to your Order Confirmation Page.

- You can print this page for your records, start a new order or logoff.
- You will also receive an e-mail confirming your order.

YOUR COMPANY LOGO

ORDER CONFIRMATION

Tully-Wihr Online , 02-T077 - 06/29/2011

TW Demo Approving Agent

...: Order #02-409664 :...

Item Code	Description	Quantity	Unit	Total Quantity
VBTWBC01	TW-BUSINESS CARD - GCloneyxT1-1.pdf	1	BOX/250	250
This is a manufactured item and will be shipped upon completion.				
20060	CHANGE ORDER	5	PACK/100	500

ORDER APPROVAL

This section describes the order approving feature. After you check out, if your account requires order approval you will receive the e-mail below. This e-mail will reference a worksheet number and will tell you that your order is out for approval. All e-mails come from, customer_service@myonlineorders.com. The description of the e-mail will be, Confirmation of Order # 0000099999 - Buyer ID: (Your ID).

From: customer_service@myonlineorders.com
To: stacied@tullywihr.com
Cc:
Subject: Confirmation of Order # To Aprvl - Buyer ID: userguide

Sent: Wed 06/29/2011 8:12 AM

» APPROVAL REQUEST

Tully-Wihr Online , 02-T077 - 06/29/2011

User's Name

Your approval request has been submitted.

Worksheet #0000198703 Print

Confirming emails will be sent out in regard to all orders that have been approved.

Item Code	Description	Quantity	Unit	Total Quantity
VBTWBC01	TW-BUSINESS CARD - GCloneyxT1-1.pdf	1	BOX/250	250
This is a manufactured item and will be shipped upon completion.				
20060	CHANGE ORDER	5	PACK/100	500

The approving agent will get the below e-mail. This lets the approving agent know that there is an order waiting to be approved. From this e-mail the approving agent can view the item proof, from the link provided, and log on to Tully-Wihr Online by clicking on the link "To Access Purchase Approve Click Here to Login". From there the approving agent must enter their login and password to see the Approval Status link. Once logged in click on the "Purchase Approval" link.

From: customer_service@myonlineorders.com
To: stacied@tullywihr.com
Cc:
Subject: Approval note: Order Reference # 0000198703 placed by User's Name

Sent: Wed 06/29/2011 8:12 AM

YOUR COMPANY LOGO **Tully Wihr**
ONLINE BUSINESS SOLUTIONS

APPROVAL NOTIFICATION

Tully-Wihr Online , 02-T077 - 06/29/2011

User's Name

....: Order Approval Required for this Order - 0000198703:.... **To Access Purchase Approval Click Here to Login**

Item Code	Description	Quantity	Unit	Total Quantity
VBTWBC01	TW-BUSINESS CARD - GCloneyxT1-1.pdf	1	BOX/250	250
This is a manufactured item and will be shipped upon completion.				
20060	CHANGE ORDER			

Purchase Approval
Logoff

ORDER APPROVAL (Continued)

Now the approval agent must approve, reject or change the quantity of the order. To see details of the item(s) being ordered click on the detail link. Here you will be able to add comments, these comments are for the approving agents use only. The comments will appear for the original buyer to see upon review of orders pending approval. If the order is declined the person who ordered will receive an order rejection notice. This e-mail will have the worksheet number on it.

[PRODUCT CATALOG](#)
[OFFICE PRODUCTS](#)
[COMPANY STORE](#)
[PROMOTIONAL PRODUCTS](#)


[Order by Item #](#)
[Purchase Approval](#)
[Reports](#)
[Order Status](#)
[Shopping Cart](#)
[Logoff](#)

ORDER APPROVAL STATUS

Tully-Wihr Online , 02-T077 - 06/29/2011

TW Demo Approving Agent

...:: Order Approval Status - Open Orders ::...

Approve	Order Reference	Order Created	Originating Buyer	Current Status	
No Action <input type="button" value="v"/>	0000112828	05/22/2008 08:53 AM	Ordering buyer: webec User's Name	No Action Taken	Detail 

Comments:

[Back to Open Orders](#)
[Order Approval Status - Order Detail #0000198703 ::...](#)
[Print](#)

Item Code	Description	Quantity	Unit	Price
VBTWBC01	TW-BUSINESS CARD - GclooneyxT1-1.pdf	<input type="text" value="1"/> <input type="button" value="Update"/>	BOX/250	22.50
This is a manufactured item and will be shipped upon completion.				
20060	CHANGE ORDER	<input type="text" value="5"/> <input type="button" value="Update"/>	PACK/100	191.85

Current Order Total (not including freight and tax, prices subject to change):

Order Total:	\$ 214.35
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P.O. #
 Ship Via

ORDER APPROVAL (Continued)

After the order has been approved the person who ordered will get the below e-mail. This e-mail will have an order number in place of a work sheet number. If you do not require order approval you will only receive this e-mail. Tully-Wihr's work order numbers are on your e-mail acknowledgments. If you have any questions about your order please make sure that you give this number to your Customer Service Representative.

From: customer_service@myonlineorders.com
 To: stacied@tullywihr.com
 Cc:
 Subject: Confirmation of Order # 02409664 - Buyer ID: userguide

Sent: Wed 06/29/2011 8:30 AM

YOUR COMPANY LOGO

Tully Wihr
ONLINE BUSINESS SOLUTIONS

ORDER CONFIRMATION

Please note: Do not reply to this message, this e-mail address does not accept incoming e-mail. Please contact your account representative if you need further assistance.

Tully-Wihr Online , 02-T077 - 06/29/2011
 TW Demo Approving Agent

...: Order #02-409664 :...

Item Code	Description	Quantity	Unit	Total Quantity
VBTWBC01	TW-BUSINESS CARD - GCllooneyxT1-1.pdf	1	BOX/250	250
This is a manufactured item and will be shipped upon completion.				
20060	CHANGE ORDER	5	PACK/100	500