

CO³ Online Ordering User Guide

Logging in and general use:

- Login to the site on the top right using your e-mail address and the password with which you have been provided.
- If you get the “incorrect logon” page, you can reset your password and it will be e-mailed to you, or try again at the top of the page.
- Once you have logged in, click on the “products” tab to see an overview of product categories.
- Click a category to view all the products in that category.
- When you see a product you would like to order, click it to view more details.
- On the product detail page you will have the option to enter a quantity and select any options as required.
- Click the button underneath the product options to add the item to your basket.
- You can view the contents of your current basket by clicking the button to the top-right.
- When you are happy with the products in your basket, you can either click the “checkout” button to review your order prior to completing it, or you can save the basket for a later date (see below for details of this feature).
- If you are happy with the order, enter your PO number and click “next” to place your order.
- You will receive an order confirmation via e-mail.

Using the Save Basket Feature:

The save basket feature in the CO³ website is a useful tool which can be used to:

- calculate the value of potential orders
- save a basket of items for later completion
- export a saved basket's products and costs for use in purchase order requisitions

How to save a basket you have created but do not yet want to checkout

- Add items to your basket.
- View your basket.
- There will be an option above the items in your basket to '**Click here to save this basket**'.
- Click this and add a '**Basket name/description**' and click '**Save**'.
- You'll now be taken to the '**my account**' page where you can see your previous orders and your saved baskets.

The options for saved baskets are:

- **Delete** - deletes the saved basket.
- **Duplicate Basket** – opens up a duplicate of the saved basket (which can be edited/checked out) and leaves the original saved basket. This is useful for recurring orders.
- **Edit Basket** – opens the saved basket for adding/removing items or checking out the order. The basket will not be in your Saved Baskets unless re-saved after editing.
- **Export Basket to Excel** - creates a CSV file to save or open in Excel (you will be given the option). You can use this excel file to copy the details of your saved basket for Purchase Order Requisitions etc.