System Requirements
For the best experience and interface, use the following computer operating systems and the most up to date web browser version.

Operating Systems
Windows 10, Windows 2000, Mac OS X

Web Browsers
Internet Explorer latest version
Google Chrome latest version
Mozilla Firefox latest version
Safari latest version

Customer Service contact information:
BES@ediversitynetwork.com
Phone: 800-270-9102
Search Products
Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products

Ink & Toner Finder
Access the ink & toner finder under Products, Ink & Toner
• Search by cartridge model number, printer model number, Past Purchases, popular brands or “Add My Printer” to quickly find the compatible ink and toner

Search Results
Add an item to your cart from search results to save time
• Use the left-hand filter attributes to narrow your search results
• Check the “compare” box to do a side-by-side comparison of up to 4 items at a time
• Need it fast? Filter by “next-day eligible”

Product Page
Access the product page through by browsing categories or through a search.
• To view product details, specifications and reviews, click “View Full Product Details”
• To add an item to your cart, enter quantity and click “Add, Review & Checkout” or “Continue Shopping”
• To check the expected delivery date, enter the quantity you want and click “Check Delivery Date”

Your Shopping Cart
Review your order before you click submit
• Change quantities or remove an item
• Click “Submit Order” to complete your transaction

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**Frequently Purchased**

Easily reorder items by viewing your Frequently Purchased items from the List tab:

- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Even add an item to your shopping list by clicking on the “List” icon

**Shopping Lists**

Create shopping lists for fast ordering from the Reorder navigation, product search results, product pages or your home page:

- Click lists or the “Add to List” icon to create a list
- Create a name for your list
- Select personal or shared (note: only site administrators have access to set up, edit or delete a shared shopping list)
- Determine if it should be a favorite
- Add item numbers and click “Create List”

**Quick Order**

Quick order up to 50 items at a time

- Go to “Account” and use the drop down menu to click on Quick Order
- Enter the item numbers of the products you want to purchase, “Add to Cart” and “Submit”

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Order Management

The home page, order status & tracking and order details below are only available with certain third-party (3PP) systems. These areas may not be applicable to you in your catalog.

Home Page

- A dashboard available that provides menus to search products, see shopping lists, access account information, and view your cart.
- To get back to the home page, just click the logo in the upper left corner from any page of the catalog.

Order Status & Tracking

Order status and order search are all on one page with advanced search
- Go to “Account” and click “Orders”
- Search and filter by Order #, Ship to, Ordered by, Date Range, Total, Accounting Info or Item
- Review up to 2 years of order history

NOTE: Orders are only available with certain third-party (3PP) e-procurement systems and may not be available in your catalog.

Order Details

- Click on “View Tracking” to see details at the summary level as well as the shipment level
- View delivery progress on the delivery tracker with the number of items in a box
- Easily reorder or make a return by clicking on “Return an Item” or “Duplicate Order”
- View order summary with accounting information, payment method and billing

NOTE: Orders are only available with certain third-party (3PP) e-procurement systems and may not be available in your catalog.

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