

# Webstore Navigation Guide

for ConsumersPipe.com



## **Webstore Navigation Guide for ConsumersPipe.com**

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#### **Searching for Products**

#### **General Search Box**

Located in the upper right-hand corner of the page.

Keyword, Product ID, Brand

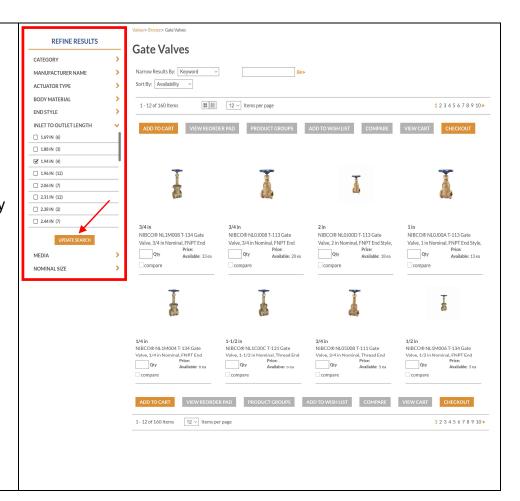
- Type a keyword or product number.
- After typing 4 characters, autosuggest will generate possible suggestions for your search.
- Once the options appear, either select a product on the list by clicking directly on the description or by clicking on the Q button.



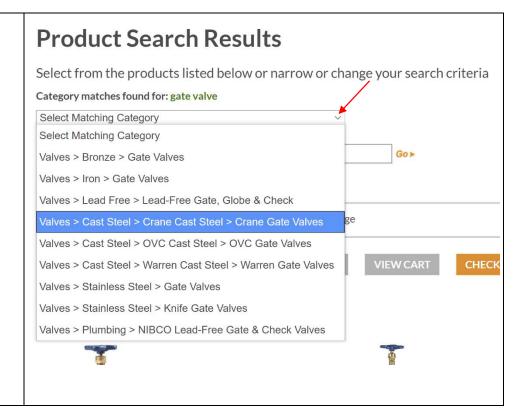
### **Product Listing Page – General Search**

(results from a general search)

- The product listing page displays all products included in your search results.
- Note: The search term appears at the very top of the page.
- Use the REFINE RESULTS box to refine your search by clicking on the orange > arrows.
- Add a in the box next to your selections.
- Click the UPDATE SEARCH box.

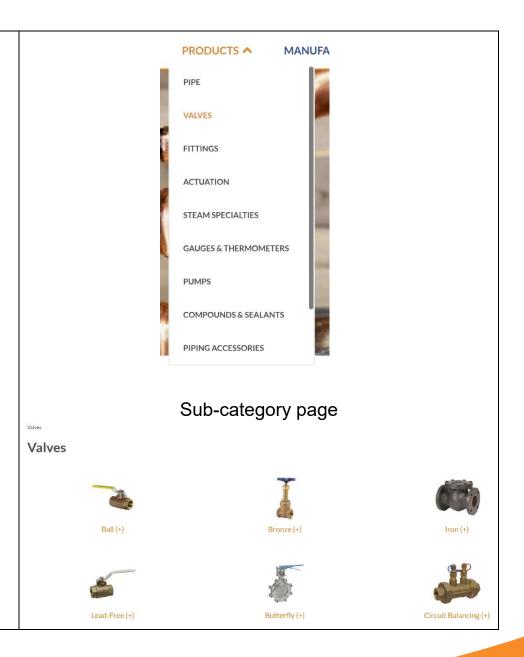


 After typing a search term in the general search box and hitting enter or Q, use the Select Matching Category drop down to view and select a category.



## **Using Products Drill Down Menus**

- Hover over or click PRODUCTS 
  to view top level categories.
- Click into the appropriate sub-category until you get to a product listing page.



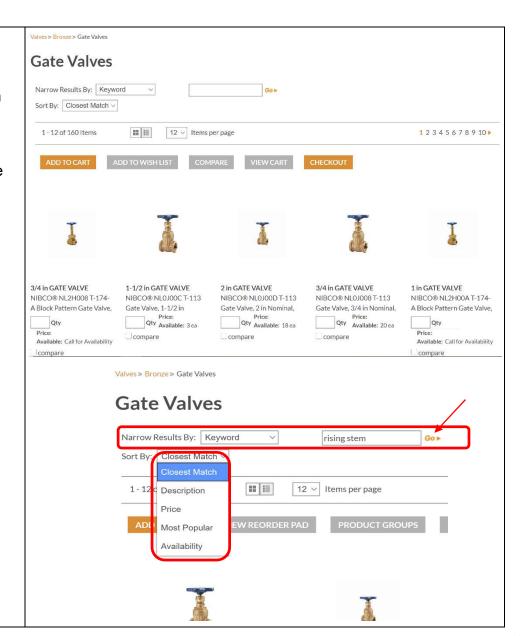
#### **Product Listing Page**

(accessed from general search or product drill downs)

- The product listing page displays all products included in your search results.
- Note: When searching for a product using the products drill down, the breadcrumb path displays at the top of the page. Example: Valves > Bronze > Gate Valves

- You can Narrow Results By: Keyword 

  — Leave the Keyword and click Go >
- You can change the sort order by selecting one of the options from the **Sort By:** drop down: Closest Match, Description, Price, Most Popular, Availability.



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#### **Finding Product Information**

## **Locate Spec Sheets and/or Installation Instructions**

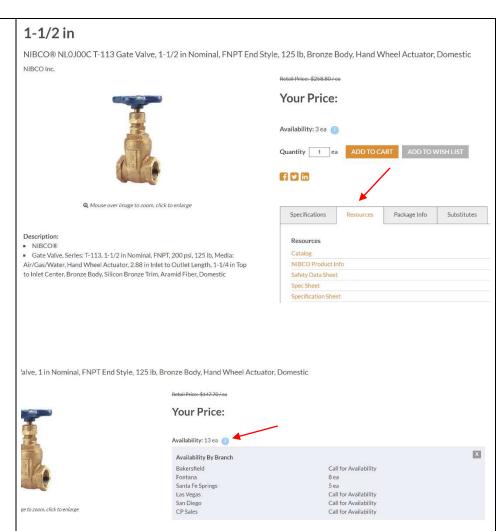
On the product detail page, click the

Resources

tab.

## View Availability by Branch

to view the branch availability details. Click the



#### **Placing Orders (My Account pages)**

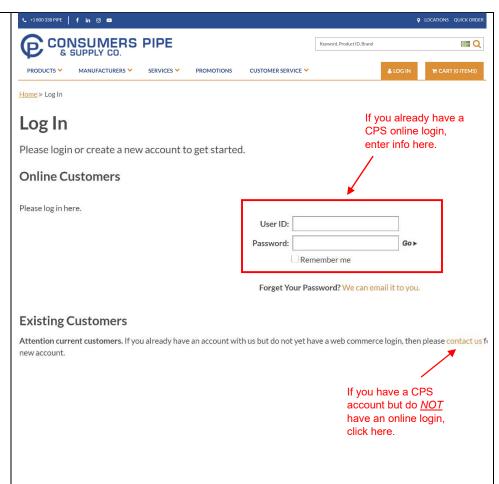
#### Log In

Customers with an existing e-commerce login.

- Type your User ID and Password.
- Click the Go ➤ button.

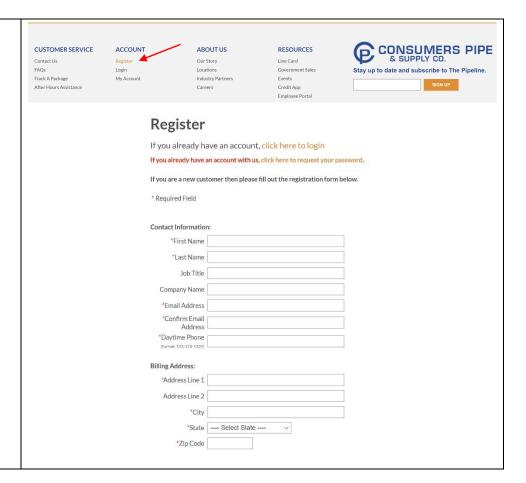
Customers with a Consumers Pipe account, but no e-commerce login.

- In the top right, click ▲ LOGIN .
- Under the Existing Customers section, click the contact us link and fill out the form.



## **New Customer Registration**

- At the very bottom of the home page, locate the **ACCOUNT** section and click on click Register.
- Complete the Register form.
- SUBMIT >

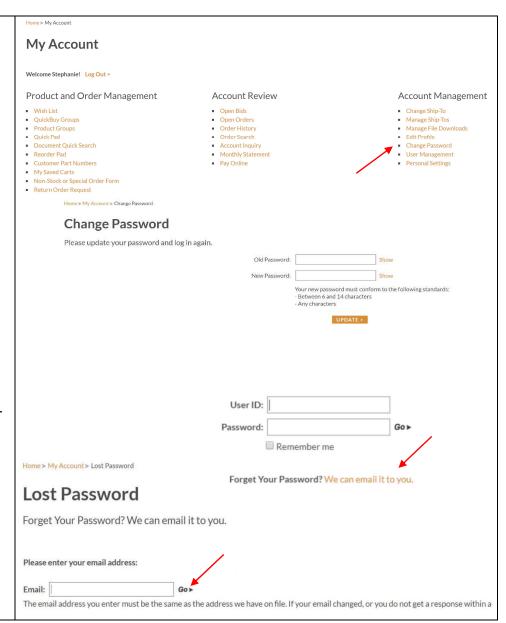


### **Changing your Password**

- From the My Account page, click Change Password (under Account Management).
- Enter your Old Password.
- Enter your New Password.
- Click UPDATE >

### **Resetting your Password**

- Click on the LOGIN button at the top of the home page.
- Under the User ID & Password boxes, you will see the words Forget Your Password?
- Click on the link We can email it to you.
- Enter your email address and click the Go ➤ button.



#### Home > My Account **Set Express Checkout Defaults** My Account From the My Account page, click Personal Settings Welcome Stephanie! Log Out > (under Account Management). Product and Order Management Account Review Account Management Wish List Open Bids Change Ship-To Select your preferences. QuickBuy Groups Open Orders Manage Ship-Tos Product Groups Order History Manage File Downloads Quick Pad Order Search Edit Profile Document Ouick Search Account Inquiry Change Password Reorder Pad Monthly Statement User Management Click SAVE SETTINGS > Customer Part Numbers Pay Online Personal Settings My Saved Carts Non-Stock or Special Order Form Return Order Request Home > My Account > Personal Settings **Personal Settings** Select your preferences for product displays and purchases PRODUCT DISPLAY SETTINGS - Adjust and save your default product display settings Display Money Saver Alerts Yes O No EXPRESS CHECKOUT SETTINGS - Setting these defaults will allow you to zip through the ordering process (recommended for repeat customers). Default Ship Via UPS GROUND Default Payment Type O Amex ending in -1136 Bill my A/R **Default Shipping Instructions** Display Order Summary Page (before submitting order) O No Receive Order Confirmation Emails Yes O No Receive Abandoned-Cart Emails Yes O No

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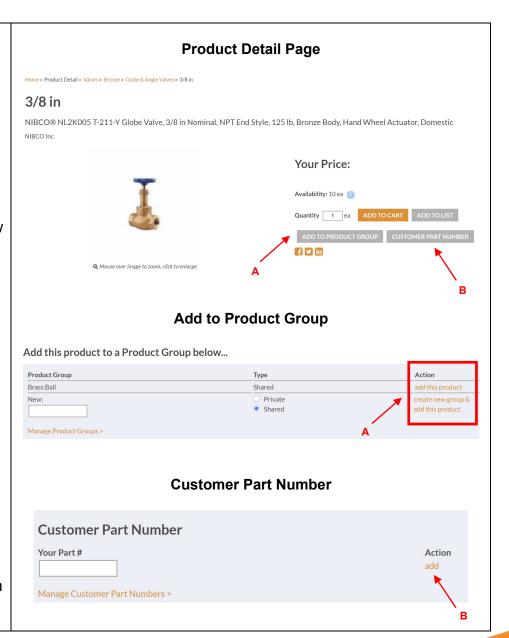
#### **Create a Product Group**

- Product Groups are used to assign commonly purchased products to groups to make it easier for you to find and reorder products.
- Navigate to a product detail page.
- Click the ADD TO PRODUCT GROUP button.
- Either add the product to an existing group or create a new one using the options under the Action column.

#### **Add Customer Part Number**

- Navigate to a product detail page.
- Click the CUSTOMER PART NUMBER button.
- Type your part # and click add .

**Note:** Customers can use their part number in the general search box to find products.



#### **Manage Product Groups and Customer Part Numbers**

From the My Account page, click Product **Groups or Customer Part Numbers (under** Product and Order Management).

Home > My Account

#### My Account

Welcome Stephanie! Log Out >

#### Product and Order Management

- Wish List
- QuickBuy Groups
- Product Groups
- Quick Pad
- Document Quick Search
- Reorder Pad
- Customer Part Numbers
- My Saved Carts
- Non-Stock or Special Order Form
- Return Order Request

#### Account Review

- Open Bids
- Open Orders
- Order History
- Order Search
- Account Inquiry Monthly Statement
- Pay Online

#### Account Management

- Change Ship-To
- Manage Ship-Tos
- Manage File Downloads
- Edit Profile
- Change Password
- User Management
- Personal Settings

### **Order Search by PO Number**

• From the My Account page, click Order Search (under Account Review).

Home > My Account

#### My Account

Welcome Stephanie! Log Out >

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- Wish List
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## **Save a Shopping Cart**

- Add products to your shopping cart.
- Click on the PCART (2 ITEMS) button at the top of the page.
- Click the SAVE CART button.

**Note:** Saving a cart allows you to save a quantity for each product.

## **Manage Saved Carts**

• From the **My Account** page, click **My Saved Carts** (under Product and Order Management).

