

EMPLOYEE STORE ORDERING INSTRUCTIONS

STEP 1: Create an Account/Log-In

STEP 2: Place an Order

STEP 3: Enter delivery/shipping information

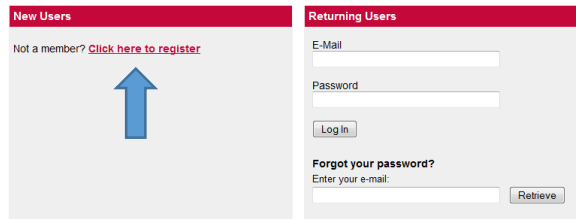
STEP4: Payment

STEP 1: CREATE AN ACCOUNT/LOG-IN

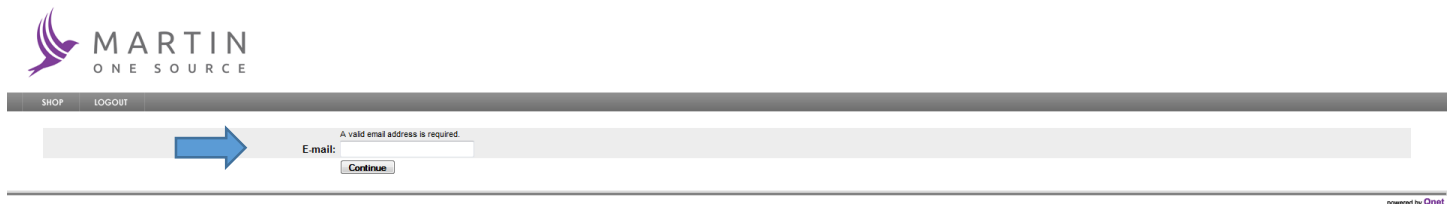
Once you have clicked on the link, you will be directed to the Login Page (shown below).

If you have not previously registered, click on the “Click Here To Register” link.

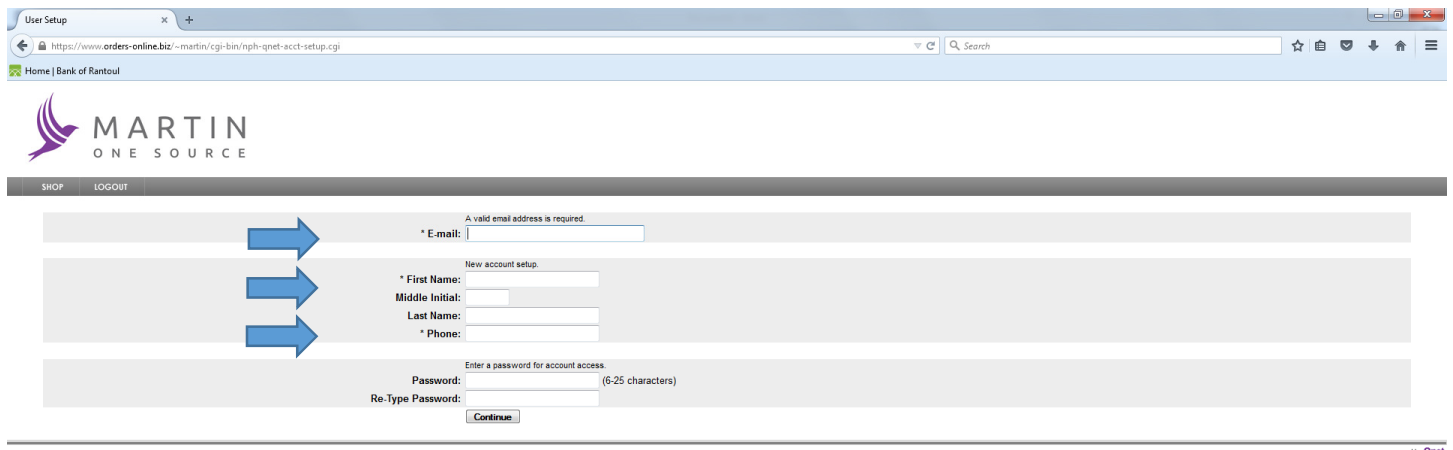
Welcome To The
Employee Store



Enter your email address (this can be either your Carle email or personal email address).

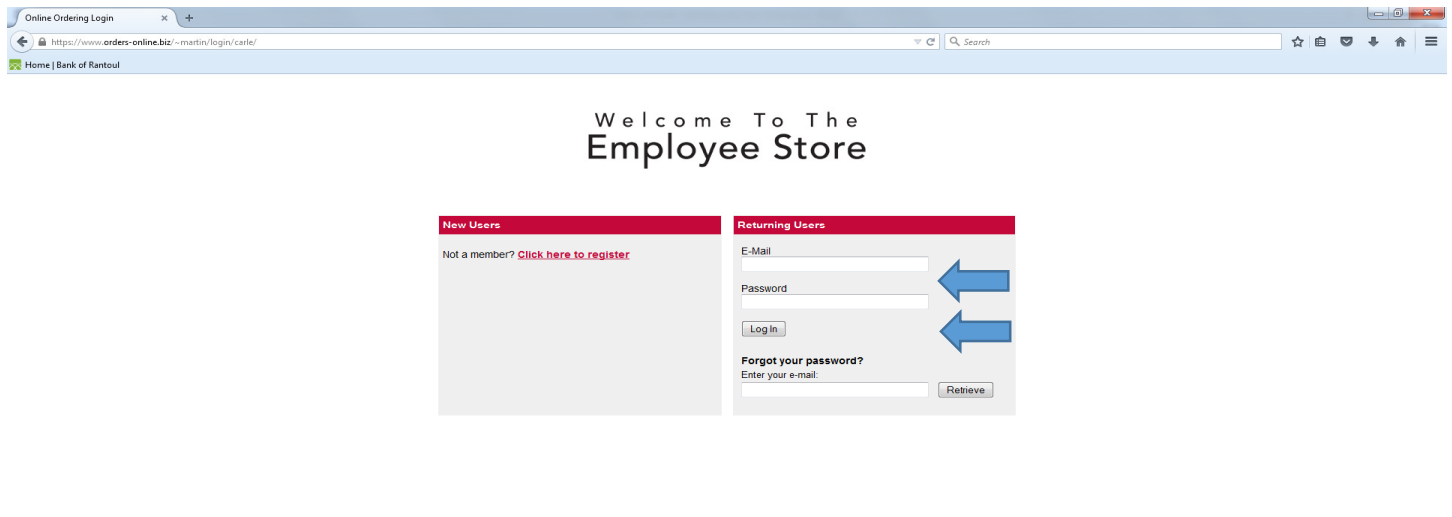


Enter your name, phone number, and password (this password *must* be different than the password you use for forms ordering, if applicable).

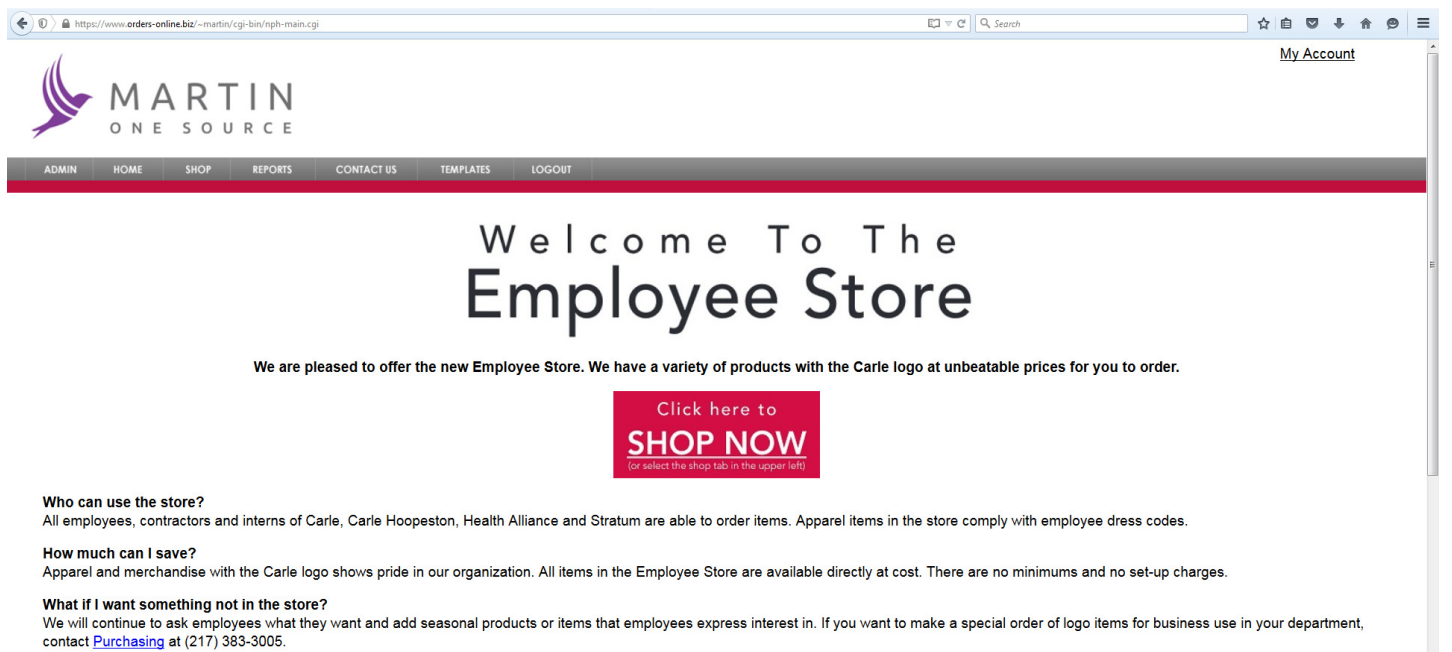


Once you have entered your information and clicked on the “Continue” button, you will be taken directly to the ordering home page.

If you have already registered, type in your email address and password, then click on the “Log In” button.

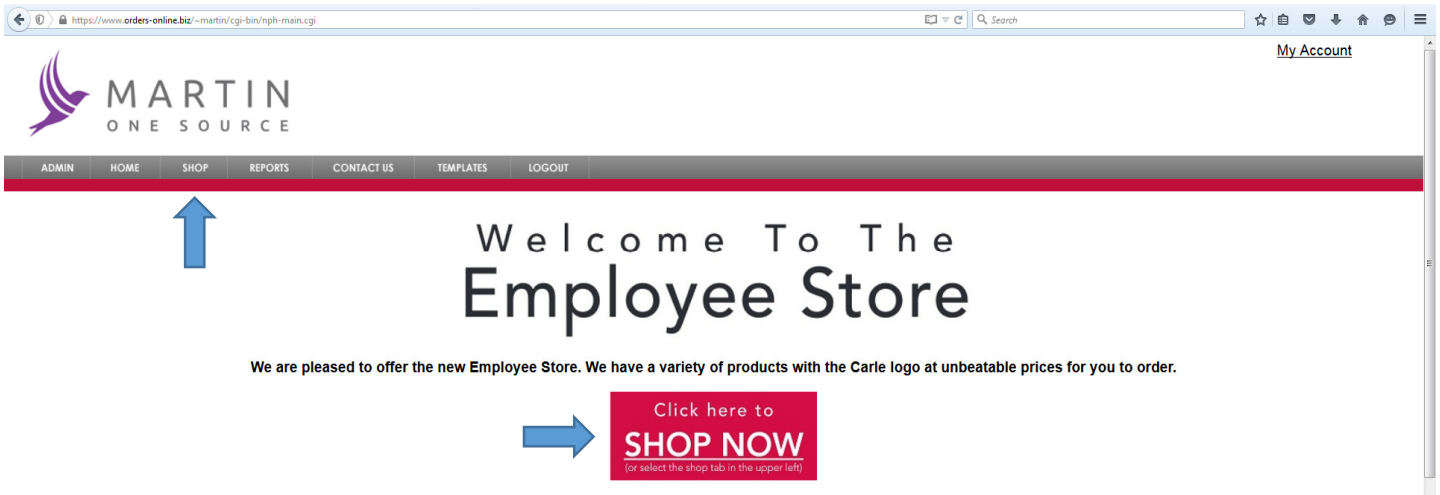


Once you have entered your information and clicked on the “Log In” button, you will be taken directly to the ordering home page.



STEP 2: Make an Order

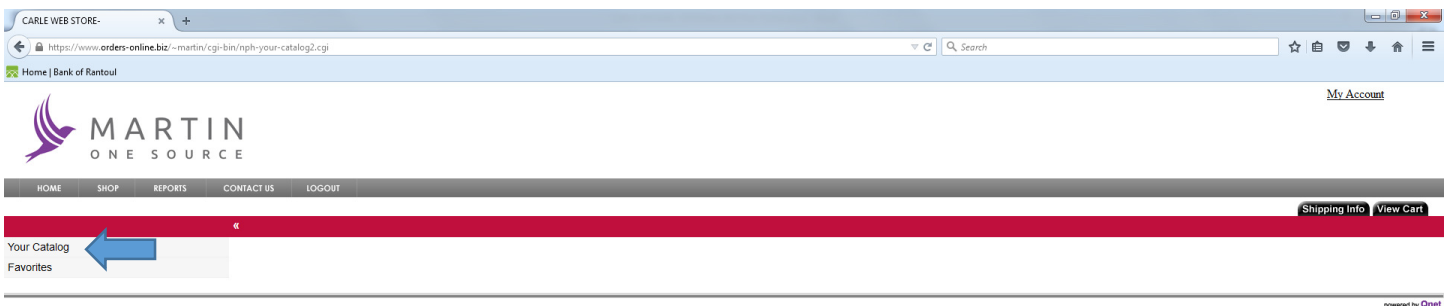
To place an order, click on the “Shop” button or the “SHOP NOW” banner.



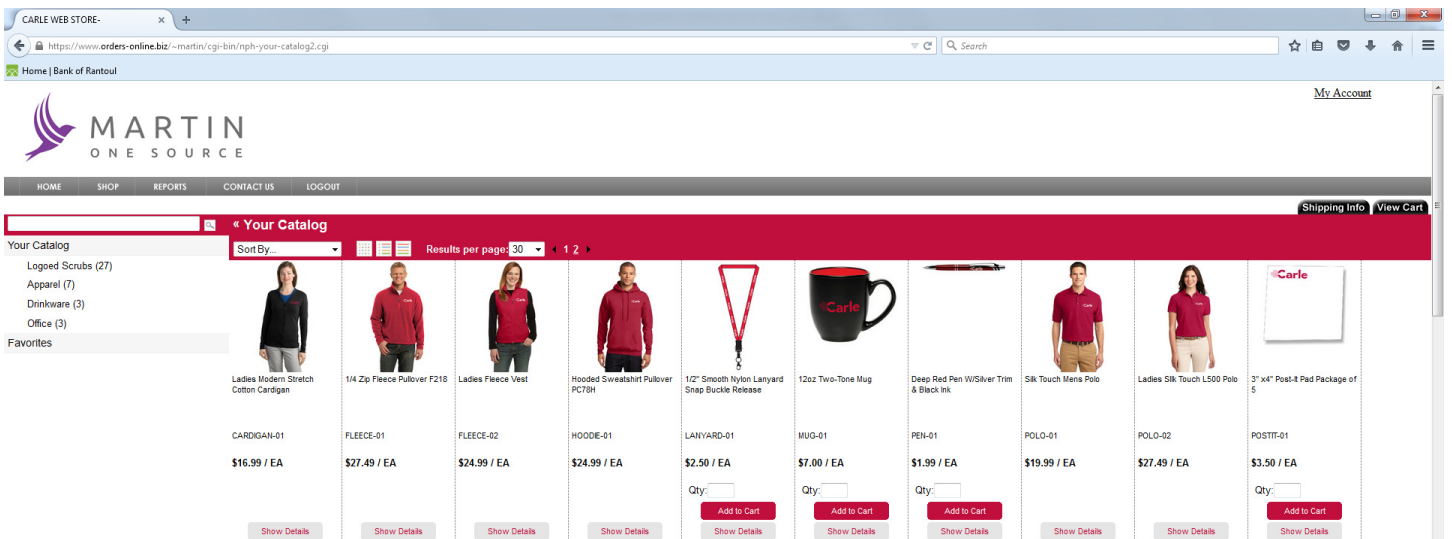
Once you entered this page, you will see multiple links along the left, two of which will be:

- Your Catalog
- Favorites

Clicking on the Your Catalog link gives you access to every item that you can order. Once you look up any particular item number, you may choose to save that item number in your Favorites...this will allow you to keep your most commonly ordered items together in one location, saving you time when placing subsequent orders.



This will bring you to the main catalog page.



On the Item Selection screen, you will see:

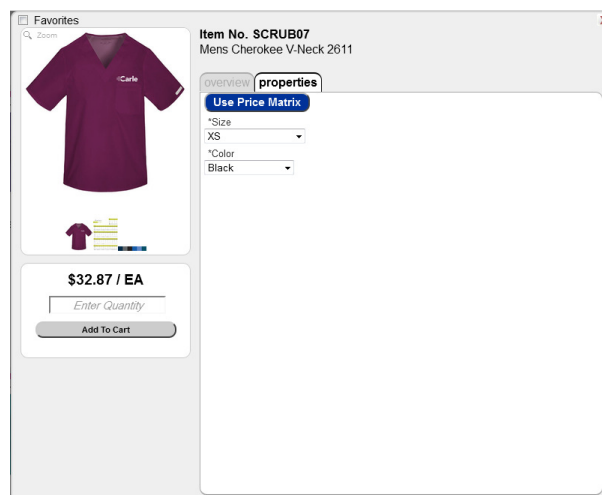
- A search field that will allow you to enter the form number or keyword of the item that you want to order
- A menu along the left side that will allow you to manually search for an item by browsing through images of a particular category (Apparel, Drinkware, etc.)

You may search for an item using either:

- the item number, or
- by using any key word that appears in the description

To order an item by searching for the item number:

- Type the item number in the search box and hit the ‘enter’ key
- When the image of the item appears, type the quantity you want into the Qty box, and click the “Add to Cart” button
- If you want to add this item to your Favorites folder, or you want to view a larger image of the item to verify it is the item you want, you may click on the “Show Details” button (or directly on the image itself), which will bring up the following window:



For ordering a single item, you may use the Size/Color drop-down boxes...or for ordering multiple quantities, click on the “Price Matrix” button to see this:

| Color | Size | | | | | |
|----------------|---------|---------|---------|---------|---------|---------|
| | XS | SM | MD | LG | XL | 2X |
| Black | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |
| Navy | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |
| Royal | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |
| Ciel Blue | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |
| Grey | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |
| Caribbean Blue | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$32.87 | \$35.73 |

Add To Cart ←

Once you have selected the colors, sizes and quantities you want to order, click the “Add To Cart” button. You will then be redirected to the main catalog page. If you would like to order additional items, repeat this process. If you are finished placing your order, click on the “View Cart” button.



HOME SHOP REPORTS CONTACT US LOGOUT

Shipping Info View Cart
You have 6 item(s) in shopping cart

Product Code Results per page: 100 1

Your Catalog
 Logged Scrubs (27)
 Apparel (7)
 Drinkware (3)
 Office (3)
 Favorites

| | | | | | | | | | |
|-----------------------------|---------------------------|---------------------------|--------------------------|--|--|--|-------------------------|-------------------------|--|
| | | | | | | | | | |
| CARDIGAN-01 \$16.99 / EA | FLEECE-01 \$27.49 / EA | FLEECE-02 \$24.99 / EA | HOODE-01 \$24.99 / EA | LANYARD-01 \$2.50 / EA | MUG-01 \$7.00 / EA | PEN-01 \$1.99 / EA | POLO-01 \$19.99 / EA | POLO-02 \$27.49 / EA | POSTIT-01 \$3.50 / EA |
| Show Details | Show Details | Show Details | Show Details | Qty: <input type="text"/> Add to Cart Show Details | Qty: <input type="text"/> Add to Cart Show Details | Qty: <input type="text"/> Add to Cart Show Details | Show Details | Show Details | Qty: <input type="text"/> Add to Cart Show Details |

You will be redirected to the order summary page, where you may double check that your order is correct, and remove any item you do not want on the order.



HOME SHOP REPORTS CONTACT US LOGOUT

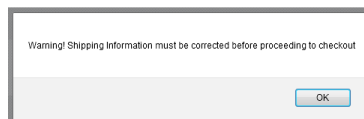
Shipping Info Checkout
You have 6 item(s) in shopping cart

| Remove | Item Description | Order Unit | Quantity | Price | Sub Total |
|--|---|------------|----------|---------|----------------|
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: XS Color: Black | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: SM Color: Navy | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: MD Color: Royal | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: LG Color: Oiel Blue | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: XL Color: Grey | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> | SCRUB07 (Click to Edit) Mens Cherokee V-Neck 2611 Size: 2X Color: Caribbean Blue | EA/1 | 1,000 | \$32.87 | \$32.87 |
| <input type="checkbox"/> Check/Uncheck All Items <input type="checkbox"/> Update Qty / Remove Selected | | | | | Total \$200.08 |

powered by Qinet

STEP 3: ENTER DELIVERY/SHIPPING INFORMATION

Once you're ready to finalize the order, you must first click on the "Shipping Info" Tab. If you click the "Checkout" tab before the Shipping Info tab, you will see the following message pop up:



Once you have clicked on the "Checkout" tab, you will be brought to the following page:

Shipping Info
Ship Method:

Select Address Save

*Name:

*Address:

*City:

*Country: United States

*State:

*Zip Code:

powered by Qinet

You may choose either of the following two options for shipping of the order

- Shipping to your home location...fill in the required information, then click the "Save" button
- Delivery to your work location...fill in the required information (making sure to put the department name in the first line of the address, and use the Carle address for the building where you are located, then click the "Save Button".

Click on the "View Cart" button to return to the Order Summary page, where you can then click on the "Checkout" tab.

You will then be redirected to this screen. You will need to choose if it is Delivery or Ship to your home. If you choose Delivery the shipping cost will be zero. If you choose Ship, it will automatically populate your shipping charges.

Checkout

| | |
|-----------------------|----------|
| Sub Total (6 Items) | \$200.08 |
| * Ship Via : Delivery | \$0.00 |
| Sales Tax | \$9.01 |
| Grand Total | \$209.09 |

Checkout Fields

Department/Mail Code :

If you choose Delivery you **MUST** enter your department/mail code.
For a list of departments/mail codes [click here](#).

Order Remarks

Agree to Terms

Return Policy If you are not 100% satisfied with your purchase, you can either return your order for a refund or exchange it subject to the restocking fees outlined below. Product shipped in error by Martin One Source or products that are materially defective are not subject to restocking fees or additional freight. We will do our best to expedite items needing replacement, however, a delay in production (i.e. apparel) or product availability may result in delayed shipments. Returns or exchanges can be made for purchases up to 30 days from the purchase date unless the item has been marked as a clearance item. Returned or exchanged products must be the same condition you received it in, with the original packaging. Returned products must include the packing list and/or invoice from Martin One Source. All apparel must be returned in unworn condition. ♦ Products with a sale price of less than \$5.00: Credit will be issued for the product only (not shipping) and a restocking fee of \$2.50 will be charged. ♦ Products with a sale price of greater than \$5.00 but less than \$10.00: Credit will be issued for the product only (not shipping) and a restocking fee of \$5.00 will be charged. ♦ Product with a sale price of over \$10.00: Credit will be issued for the product only (not shipping) and a restocking fee equivalent to the greater amount of \$5.00 or 25% of the purchase price will be charged.

Payment Method

Credit/Debit Card

Credit Card Payments - Please Be Advised

We are now PCI compliant on all credit card transactions. As such, if you are paying via credit card, you will need to **disable your browser's pop-up blocker** to allow the secure payment window to show. If you are only seeing a "Processing" message after clicking below, then your pop-up blocker is preventing the secure window from showing.

[Continue to Secure Payment](#)

If choosing Delivery you will need to enter your department/mail code

[My Account](#)



[HOME](#) [SHOP](#) [REPORTS](#) [CONTACT US](#) [LOGOUT](#)

[Shipping Info](#) [View Cart](#) [Submit Order](#)

Checkout

| | |
|-----------------------|----------|
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| Grand Total | \$209.09 |

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[Continue to Secure Payment](#)

If you do not know your department/mail code you can select the “click here” link.

MARTIN ONE SOURCE

HOME SHOP REPORTS CONTACT US LOGOUT

Shipping Info View Cart Submit Order

Checkout

Sub Total (6 Items) \$200.08
 * Ship Via : Delivery \$0.00
 Sales Tax \$9.01
 Grand Total \$209.09

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Continue to Secure Payment

A new window will then open showing all of the departments/mailcodes.

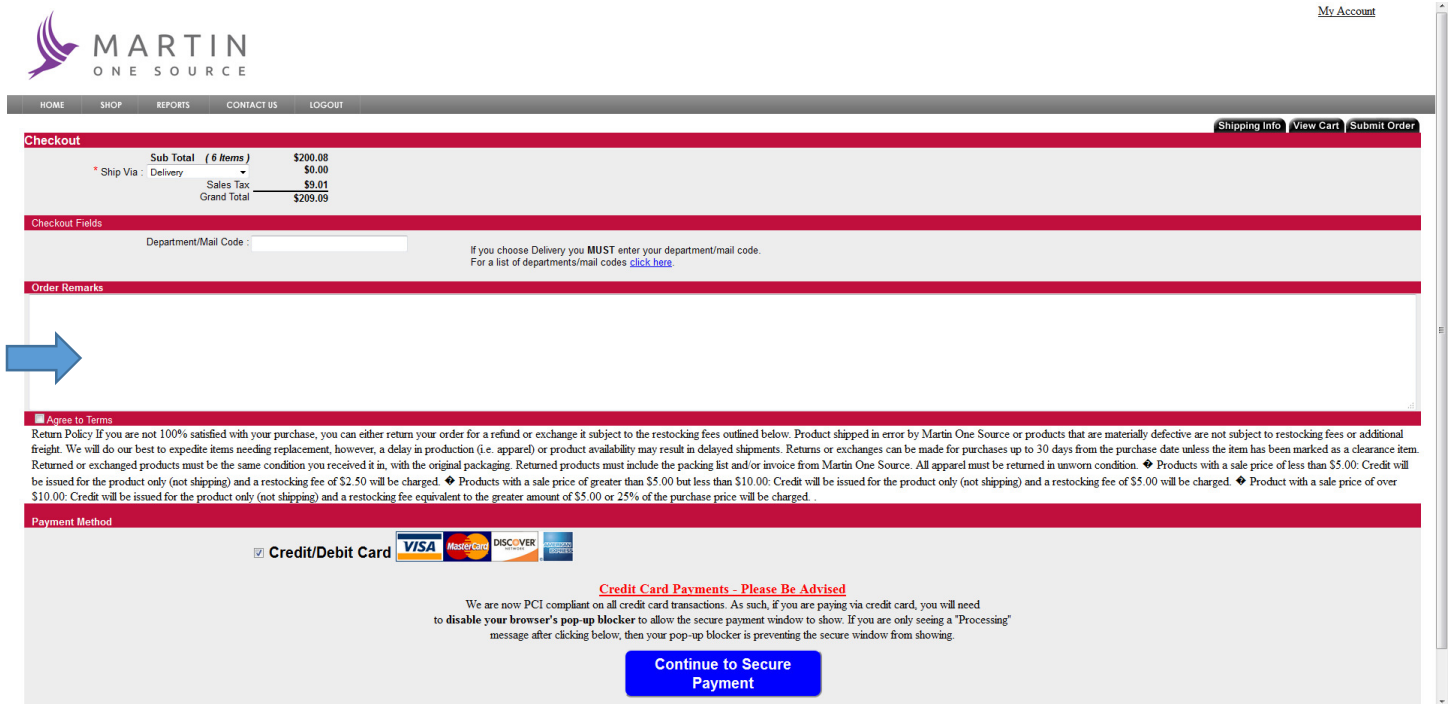
https://www.us-east-central.ohio-state.edu/martin/STORE/trace_files/Carle/Mail_Codes.pdf

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Automatic Zoom

| CARLE COURIER/ROUTER CODES FOR MAILGROUPS | |
|---|--|
| CODE | DESCRIPTION |
| ACCT | Accounting, Accounts Payable, Payroll SSC2 |
| ADMIN | Administration Foundation NC 7 & 8 |
| ALLE | Adult Allergy Code |
| ALPR | Actionline/Pt Related NCE4 |
| AMSC | Anticoagulant Mgmt Curtis |
| AMSD | Anticoagulant Mgmt Danville |
| AMSW | Anticoagulant Mgmt Windsor |
| AND | Anderson Building |
| ARROW | Arrow Ambulance |
| B2RR | NT2 Recovery Room |
| B3PT | PV3 Physical Therapy |
| B3WH | PV3 Wound Healing Ctr |
| BS | Building Services |
| BWAMSD | Broadway Anticoagulant Mgmt Srv Dept |
| BWDS | Broadway Decision Support |
| BWFE | Broadway Foundation Education |
| BWPC | Broadway Payor Contracting |
| BWRC | Broadway Research Center |
| BWRD | Broadway Research and Development |
| BWWW | Web Wizards Broadway |
| C1PR | Center Building 1 Patient Registration |
| C3SL | Center Bldg 3 Sleep Lab |

If there are any specific delivery instructions, and/or comments, you may enter them at this time. You may want to enter what days you work or special instructions in case you are not there when the order arrives. (such as another person we could leave the order with)



MARTIN ONE SOURCE [My Account](#)

HOME SHOP REPORTS CONTACT US LOGOUT

Shipping Info View Cart Submit Order

Checkout

| | |
|-----------------------|----------|
| Sub Total (6 Items) | \$200.08 |
| * Ship Via : Delivery | \$0.00 |
| Sales Tax: | \$9.01 |
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Checkout Fields

Department/Mail Code :




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Continue to Secure Payment

Once you have entered the information above, you are required to check the box that you agree to the terms.



MARTIN ONE SOURCE [My Account](#)

HOME SHOP REPORTS CONTACT US LOGOUT

Shipping Info View Cart Submit Order

Checkout

| | |
|-----------------------|----------|
| Sub Total (6 Items) | \$200.08 |
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Continue to Secure Payment

STEP 4: PAYMENT

You may now select continue to secure payment.

Please note- Your pop up blocker MUST be disabled.

My Account

MARTIN ONE SOURCE

HOME SHOP REPORTS CONTACT US LOGOUT

Shipping Info View Cart Submit Order

Checkout

| | |
|-----------------------|----------|
| Sub Total (6 Items) | \$200.00 |
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| Grand Total | \$209.09 |

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Department/Mail Code :





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[Continue to Secure Payment](#)

A new window will then appear where you can enter your credit card information. Please enter full name, billing address, credit card number, and expiration date. Then select Save Customer Profile.

https://www.orders-online.biz/~martin/cgi-bin/nph-checkout2.cgi

SHIP VIA UPS Ground - \$8.77

| | |
|-------------|----------|
| Sales Tax | \$9.43 |
| Grand Total | \$218.28 |

Checkout Fields

Department/Mail Code :


Order Remarks

MON, WED, and THURS 7-4

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

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https://paytrace.com/api/checkout.pay

Martin One Source Secure Payment Page - Mozilla Firefox

Welcome to the Martin One Source Secure Payment Page

We accept:    

Billing Name

Full Name: *

Address: *

Address 2:

City: *

State: *

ZIP Code: *

Country: United States

Payment Information

Credit Card Number: *

Expiration Date: --month-- --year-- *

[Save Customer Profile](#)

kallen@martinonesource.com | [Martin One Source Terms](#) | Copyright 2004-2015 PayTrace, Inc. All Rights Reserved.

This is a secure connection.
All data sent between your computer (204.11.77.186) and PayTrace (https://PayTrace.com) is encrypted with a 128 bit Secure Socket Layer (SSL) certificate issued by Comodo Class 3 Security Services CA.

Once the credit card is processed, your receipt will display on the screen. You may then print it for your records.

https://www.orders-online.biz/~martin/cgi-bin/order-confirmation.cgi

Content-type: text/html

Your order has been submitted.
Please print out this order confirmation for your records.
Thank you

Print Done

Order Number 23884

Ordered By: yourname@webprovider.com
Order Date: 07/29/2015
Payment Method: Credit Card
Ship Via: Delivery
Department/Mail Code: acct

Ship To
Custom
Your Name
1234 Main St
Anytown, IL 61821
Delivery

Charge To
00
CARLE WEB STORE
808 N Country Fair
Champaign, IL 61821
United States

| Qty | Item/Description | Order Unit | Price | Total |
|-----|---|------------|-------------------|-------------------|
| 1 | SCRUB07 Mens Cherokee V-Neck 2611 Size: 2X Color: Caribbean Blue | EA/1 | \$32.87 \$2.86 | \$32.87 \$2.86 |
| | | | Sub Total | \$35.73 |
| | | | Tax | \$1.61 |
| | | | TOTAL | \$37.34 |

yourname@webprovider.com

Thank you for your order.