CUSD10 Online Warehouse

Customer Guide

The CUSD10 Online Warehouse system has been designed for ease of use and management. If you are at all familiar with ordering products online, then using this system should seem very familiar. Even if you have never used the Internet, don't worry! The system has been designed to be as easy as possible while still allowing powerful features that make this far more efficient than emailing orders.

Step 1 – Accessing the warehouse

To access the warehouse, please click on the link included in the email. If you need to type the address in, it is **http://support.kahoks.org/warehouse**

Step 2 – Browsing Products

You can browse products by category, or by searching their name or item number. To do this, either click the category name you wish to browse or use the quick find box on the left side of the page.

Catalog ▾

Categories

Educational
Supplies (337)

Quick Find

Use the item number or
keywords to find the
product you are looking
for.
Advanced Search

Once you have selected a category or performed a search, you will see results that look similar to this. Note there **may** be multiple pages, and you can change pages on the bottom right side of the screen.

Item Number	Product Name+	Price	Quantity	Buy Now
0001	BAGS, ZIPLOC SANDWICH, BOX OF 100	$2.16	32	Buy Now!
0020	BANDS, RUBBER, SIZE 16	$0.75	313	Buy Now!
0023	BANDS, RUBBER, THIN #18	$0.50	159	Buy Now!
0025	BANDS, RUBBER, WIDE,#64	$0.08	270	Buy Now!
0053	BATTERIES, 9 VOLT	$0.80	145	Buy Now!
0035	BATTERIES, AAA	$0.14	107	Buy Now!
0040	BATTERIES, SIZE AA	$0.14	4	Buy Now!
0045	BATTERIES, SIZE C	$0.39	36	Buy Now!
0050	BATTERIES, SIZE D	$0.45	13	Buy Now!
0079	BINDER VIEW 11" X 8 1/2", 3" CAP, 3 RING	$2.69	96	Buy Now!
0075	BINDER VIEW, 11" X 8 1/2", 1 1/2" CAP, 3 RING	$1.44	43	Buy Now!
0072	BINDER VIEW, 11" X 8 1/2", 1" CAP, 3 RING	$0.95	151	Buy Now!
0070	BINDER VIEW, 11" x 8 1/2", 1/2" CAP, 3 RING	$1.79	17	Buy Now!
0077	BINDER VIEW, 11" X 8 1/2", 2" CAP, 3 RING	$1.69	157	Buy Now!
0081	BINDER, 11" X 8 1/2", 3" CAP, 3 RING	$1.61	4	Buy Now!
0060	BINDER, ACCO GRIP - 11" x 8 1/2	$1.10	35	Buy Now!
0082	BINDER, VIEW SLANT D 2" CAP. BLACK	$9.89	12	Buy Now!
0084	BINDER, VIEW SLANT D, 4" CAP. BLACK	$17.99	17	Buy Now!
0085	BINDER, VIEW SLANT D, 5" CAP. BLACK	$28.79	8	Buy Now!
0145	BINDINGS, 1" DIA.	$0.15	385	Buy Now!

Displaying **1** to **20** (of **337** products)

Result Pages: **1** 2 3 4 5 ... [Next >>]

Step 3 – Adding to cart

Once you have found an item you would like to purchase, click on "**Buy Now**". If you intend on ordering more than 1, you can change the quantity later. Once you hit Buy Now, you will see the item in your shopping cart. If you intend on ordering more items, then you can go back to browsing or searching for items. Just click on "**Buy Now**" for everything you wish to order, as you click on more items you will see all of them gather in your shopping cart. It will look similar to this.

Remove	Product(s)		Qty.	Total
☐	CUSD10 Warehouse Item	BINDER VIEW, 11" x 8 1/2", 1/2" CAP, 3 RING	1	$1.79
☐	CUSD10 Warehouse Item	BINDER, ACCO GRIP - 11" x 8 1/2	1	$1.10
☐	CUSD10 Warehouse Item	BINDINGS, 1" DIA.	1	$0.15
☐	CUSD10 Warehouse Item	BANDS, RUBBER, SIZE 16	1	$0.75

What's In My Cart?

Sub-Total: $3.79

(Update)   (Continue Shopping)   (Checkout)

Now is when you should change the quantity of items needed. By default it is just 1, but if you need more just change the quantity number for that product and then hit "**Update**" on the bottom left corner. You can do multiple products at the same time, and the system will let you know if there isn't sufficient stock to fill your request. In fact, when you are browsing products you can see how many are in stock so you know how many you can order. When you have added everything you need to order to your cart, and you have set the quantities desired, click on "**Checkout**".

Step 4 – Checkout

After clicking checkout, you are prompted with a login screen.

Welcome, Please Sign In

Note: Your "Visitors Cart" contents will be merged with your "Members Cart" contents once you have logged on. [More Info]

New Customer

I am a new customer.

By creating an account at CUSD Warehouse you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made.

(Continue)

Returning Customer

I am a returning customer.

E-Mail Address: [   ]
Password: [   ]

Password forgotten? Click here.

(Sign In)

Do you want to go straight to the checkout process?

Would like like to check out without creating a customer account? Please note that without an account you cannot view the status of your order or keep track of your order history, and each time you shop with us you will have to re-enter all of your data.

Creating an account is easy and it is recommended. If you still wish to continue to checkout please click the checkout button to your right.

(Checkout)

If you already have an account, great! Just sign in using the box on the right side of the screen titled **Returning Customer**. If you do not have an account, click on "**Continue**" under the **New Customer** box. If you do not wish to create an account, click on "**Checkout**" on the bottom. **It is highly recommended that you create an account**, as the system will allow you to keep track of what all you have ordered.

The system will also remember your shipping information so you do not have to enter it every time. If you are only making a 1 time purchase however, it is safe to jump straight to checkout.

If you chose to create an account, you will be prompted for your name, email, school, school address, phone number, and a password for your account. Once these details have been filled out, you will automatically continue your checkout process.

If you chose to skip an account and proceed directly to the checkout, you will be prompted for your name, email, school, school address, and phone number. Once these details have been filled out, you will automatically continue your checkout process.

If you chose to login to a previously created account, you will automatically continue your checkout process.

The next screen will look similar to this. If for some reason you need to add a comment to the order (special instructions, etc) you can type it in here.

Delivery Information

Shipping Address

Please choose from your address book where you would like the items to be delivered to.

Change Address

Shipping Address: Collinsville High School
Kyle Donovan
2201 South Morrison
Collinsville, IL 62234
United States

Add Comments About Your Order

Continue Checkout Procedure
to select the preferred payment method.

Continue

Delivery Information   Payment Information   Confirmation   Finished!

A comment is optional.   Click "**Continue**" when ready.

The next screen shows you an overview of products being ordered, and your shipping address. On the bottom of the screen, you will need to fill out the account number that you are going to charge this to.

Order Confirmation

Delivery Address (Edit)
Collinsville High School
Kyle Donovan
2201 South Morrison
Collinsville, IL 62234
United States

Products (Edit)
1 x BINDER, 11" X 8 1/2", 3" CAP, 3 RING $1.61
1 x BATTERIES, SIZE AA $0.14

Billing Information

Billing Address (Edit)
Collinsville High School
Kyle Donovan
2201 South Morrison
Collinsville, IL 62234
United States

Payment Method (Edit)
Account Number

Total: **$1.75**

Payment Information

Account Number: _____

Confirm Order

Delivery Information   Payment Information   Confirmation   Finished!

Once you have entered your account number and you have reviewed your order for accuracy, click "**Confirm Order**". This is the final stage of the checkout process, once you press confirm order your order is sent to the warehouse for processing.

Extra Features - Managing your account

In order to manage your account, first you must login to the warehouse system. You can login anytime by clicking "**Login**" on main warehouse page, or you can click on **Manage Account** on the top right of any warehouse system page to bring you to the login screen. If you are not sure if you are already logged in or not, you can tell by a link titled "**Log Off**" appearing near the Manage Account link on the top of the page. If this appears, you are already logged in!

Once you are logged in, you will see a page similar to this.

From here, you can view the last few orders you have made with this account on the top. To show all orders, click **Show All Orders**. You can then browse through each past order, see the total of the order, and even see the items that were ordered.

If you need to change your account information, click on "**View or change my account information**".

If you need to change your password, click on "**Change my account password**".

If you have any questions, please contact Cliff Hasamear at:

Phone: 618-346-6350 x4297

or

Email: chasame1@cusd.kahoks.org