Instructions for placing orders and navigating the website

# WorkQuest oklahoma

Website Link: https://okstateuse.com

Catalog Link: https://catalog.okstateuse.com

DOCUMENTS AND LINKS CUSTOMER SERVICE SHOP NOW! WorkQuest Products and Services About News and Events Contact OKLAHOMA **Empowering Oklahomans with Disabilities** Oklahoma State Use Program Explore WorkQuest Oklahoma  $\, \smallsetminus \,$ 

Select SHOP NOW on the top right corner of the website.



#### Two ways to add the item to your cart:

1) Quick add: Select **ADD TO CART** under the item description. This option will automatically add the item for the quantity of 1 into your cart.



2) Click on the **item image** of the product to open the full item information page.

Here you will be able to change the quantity before adding the item into your cart. You can use the – and + or type in the quantity.

Home > SW104 Disposable Gloves > Prestige Chloroprene Surgical Gloves, Sterile, White, Powder-Free, Size: 6, 100 pairs/case



Prestige Chloroprene Surgical Gloves, Sterile, White, Powder-Free, Size: 6, 100 pairs/case \$136.00 • 15 • •

#### Add To Cart

SKU: 1000025122

Category: SW104 Disposable Gloves

Non-latex, polychloroprene synthetic polymer. Thickness = 5.1 mil palm, 5.9 mil finger. Overall length = 12". Extended cuff type. Polymer Coated = Damp-hand donnability. Bisque Finish = Improved Wet/Dry Grip. Superior Comfort. 25 pairs/box, 4 boxes/case (100 pairs/case). Applicable Standard ASTM D6977, ASTM D5151, ASTM D5151, ASTM D5712, ASTM D3577, ISO 13485. Freight included. Unit of Measure: CA. Quick View of your cart is available by hovering your mouse over the cart.



You can check out by either selecting **Checkout** on the Quick View pop-up or the **Checkout** on the navigation menu

#### Here is your cart!

🝈 🚳 WorkQuest 🕂 New					
	WorkQuest		HOME	MY ACCOUNT CHECKOU	T Search
		Product	Price	Quantity	Subtotal
	×	Prestige Chloroprene Surgical Gloves, Sterile, White, Powder-Free, Size: 6, 100 pairs/case	\$136.00	• 15 +	\$2,040.00
	A mark	Flip Chart Markers, Bullet Tip, Red, Sold by the dozen	\$4.30	• 1 •	\$4.30
	×	Sugar, 16 oz. container	\$2.40	• 1 •	\$2.40
					Update Cart
			Cart totals		
			Subtotal	\$2,046.70	
			Shipping	Shipping costs will b assembled. Shipping to 100 MA 73102.	ee calculated once order is IN ST, OKLAHOMA CITY, OK
			Total	\$2,046.70	
			+	Proceed To Checko	out
ſo check out, selec	et Proceed to Checko	ut	-		

#### Fill in your information (You may have addresses already available).

#### **Customer Details**

#### Select an address

There are no additional addresses

#### **Billing Information**

First name *	Last name *
Audrey	Cedillo

#### Phone \*

111-111-1111

#### Company name (optional)

TEST COMPANY ONE

#### Street address \*

100 MAIN ST

Apartment, suite, unit etc. (optional)

#### Town / City \*

OKLAHOMA CITY

#### State / County \*

Oklahoma

#### Postcode / ZIP \*

73102

#### Email address \*

audrey.cedillo@okstateuse.com

#### Your order



¥

Prestige Chloroprene Surgical Gloves, Sterile, White, Powder-Free, Size: 6, 100 pairs/case Quantity: 15







Sugar, 16 oz. container Quantity: 1

Subtotal

#### \$2,046.70

\$2.40

ShippingShipping costs will be calculated once order is assembled.

Total

\$2,046.70

#### Bill Direct

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

Place Order

#### Ship to a different address?

Select an address

There are no additional addresses

 Point of Contact First name \*
 Point of Contact Last name \*

 Audrey
 Cedillo

Point of Contact Phone Number \*

111-111-1111

Company name (optional)

TEST COMPANY ONE

Street address \*

100 MAIN ST

Apartment, suite, unit etc. (optional)

Town / City \*

OKLAHOMA CITY

State / County \*

Oklahoma

Postcode / ZIP \*

73102

Customer Purchase Order Number

PO# 123456

ial)

Notes about your order, e.g. special notes for delivery.

Once all fields have been filled in, select **Place Order**. Note: Items will stay in your cart until you place your order.

#### Your order

	Prestige Chloroprene Surgical Gloves, Sterile, White, Powder- Free, Size: 6, 100 pairs/case Quantity: 15	\$2,040.00
A to and	Flip Chart Markers, Bullet Tip, Red Sold by the dozen Quantity: 1	<b>,</b> \$4.30
Sugar	Sugar, 16 oz. container Quantity: 1	s2.40
Subtotal		\$2,046.70
ShippingShippi assem	ng costs will be calculated once orde bled.	er is
Total	4	2,046.70
Bill Direct		
Your personal da	ata will be used to process your order,	support

your experience throughout this website, and for other purposes described in our privacy policy.

Place Order

You have placed your order! You will receive an email confirmation that your order has been placed. A second email will be sent when the order has been processed and sent to the QNA.

Thank you. Your order has been received.

DATE:

ORDER NUMBER: 24415

EMAIL: May 16, 2024 audrey.cedillo@okstateuse.com

TOTAL: \$2,046.70

PAYMENT METHOD: Bill Direct

### **Order details**

Product	Total
Prestige Chloroprene Surgical Gloves, Sterile, White, Powder-Free, Size: 6, 100 pairs/case × 15	\$2,040.00
Flip Chart Markers, Bullet Tip, Red, Sold by the dozen × 1	\$4.30
Sugar, 16 oz. container × 1	\$2.40
Subtotal:	\$2,046.70
Shipping:	Shipping costs will be calculated once order is assembled.
Payment method:	Bill Direct
Total:	\$2,046.70

## **Billing address**

Audrey	Audre
Cedillo	Cedillo
TEST COMPANY ONE	Point
100 MAIN ST	TEST C
OKLAHOMA CITY	100 M
Oklahoma	OKLAH
73102	Oklah
₽ 111-111-1111	73102
	.:
☑ audrey.cedillo@okstateuse.com	

# Shipping address

Audrey
Cedillo
Point of Contact Phone Number: 111-111-1111
TEST COMPANY ONE
100 MAIN ST
OKLAHOMA CITY
Oklahoma
73102
73102

#### Additional Information

Customer Purchase Order Number: PO# 123456

#### Sample email confirmation:

Your WorkQuest order has been received!	Your WorkQuest order has been received! Inbox ×		
C WorkQuest <colton@tibh.org></colton@tibh.org>			\$ ~
Thank you for you	ır orde		
Hi Audrey, Just to let you know — we've receive processed:	l your order #2	4415, and it is now being	
[Order #24415] (May 16, 20)	24)		
Product	Quantity	Price	
Prestige Chloroprene Surgical Gloves, Sterile, White, Powder- Free, Size: 6, 100 pairs/case	15	\$2,040.00	
Flip Chart Markers, Bullet Tip, Red, Sold by the dozen	1	\$4.30	
Sugar, 16 oz. container	1	\$2.40	
Subtotal:		\$2,046.70	
Shipping:		Shipping costs will be calculated once order is assembled.	
Payment method:		Bill Direct	
Total:		\$2,046.70	
Customer ID: POTEST01 Additional Information Customer Purchase Order Number: F Billing address	0# 123456 <b>Shipping</b>	J address	
Audrey Cedilio TEST COMPANY ONE 100 MAIN ST OKLAHOMA CITY Oklahoma 73102 <u>111-111-1111</u> audrey.cedilio@okstateuse.com	Audrey Cedillo Point of C 111-111-1 TEST CC 100 MAIN OKLAHO Oklahom 73102 .:	Contact Phone Number: 111 MPANY ONE IST MA CITY a	

**Custom Item Orders** 

Open the full item information page for the custom item you want to order (Recommendation: Copy the SKU# of the item).

Go to the bottom of the description to

"To request a custom quote for this item, Click here" and select Click here to open the quote function.

Home > Custom > Temporary Signage/Display



To request a custom quote for this item, Click here



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# **Custom Quotes**



audrey.cedillo@okstateuse.com

#### Description

Message: Welcome to Workguest Oklahoma wording with Logo

#### Item Number:

DRTC TEMP SIGNAGE-

#### Quantity:

2

Submit

You will receive an email confirmation of your requested quote.

The case # will be your quote#

WorkQuest OK Case # 00001026: Inbox ×		¢	ß
Ray Zaman rzaman@workquest.com <u>via</u> vk3jfjf3q87rn260.yynjv1v.hu-3ngjnmak.na238.bnc.salesforce.com to me ▼	☆	¢	:
Hi Audrey Cedillo,			
Thank you for submitting an inquiry regarding State Use products or services through the WorkQuest Oklahoma website. We have rece message and will be in touch shortly. For reference, your case number is 00001026.	ived y	our	
Best, WorkQuest Oklahoma			
← Reply			

Once you receive your quote return to the website and select the item to add to cart.

#### Select Add to cart

Home > Custom > Temporary Signage/Display



To request a custom quote for this item, Click here

#### Go to Checkout



Enter your Quote Number and Quoted Price in the required fields and enter the rest of your order information and select **Place Order** The total for custom items will show up as \$0.00 in the order Total. The quoted price will be billed to you upon shipment of the order.

#### **Customer Details**

# Select an address There are no additional addresses Custom Product Information Quote Number \* 00001026 Quote Price \*

121.65

#### **Billing Information**

First name *	Last name *		
Audrey	Cedillo		

#### Phone \*

111-111-1111

Company name (optional)

TEST COMPANY ONE

#### Street address \*

100 MAIN ST

#### Your order

	2	Temporary Signage/Display Custom Quantity: 1	Variable
Sub Ship	total ppingShipp assen	ing costs will be calculated once order	\$0.00 is
Tota	al		\$0.00

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

Place Order

# Thank you for your order

#### Hi Audrey,

Just to let you know — we've received your order #24416, and it is now being processed:

#### [Order #24416] (May 16, 2024)

Product	Quantity	Price		
Temporary Signage/Display	1	\$0.00		
Subtotal:		\$0.00		
Shipping:		Shipping costs will be calculated once order is assembled.		
Total:		\$0.00		

#### Customer ID: P0TEST01

#### **Additional Information**

Customer Purchase Order Number: PO# 23456

#### How to reach Customer Service:

Go to our main site at <a href="https://okstateuse.com">https://okstateuse.com</a> and scroll to the bottom of the page and select Customer Service



Select Customer Service Inquiries



Fill in the form and submit. You will receive an email notification that your inquiry was received.



About Products and Services News and Events Contact

# **Customer Service Inquiries**

**Contact Name** 

Audrey Cedillo

Agency

Test Company One

Email

audrey.cedillo@okstateuse.com

Phone

111-111-1111

Product or Service Product ~

Type of Inquiry	None ∽	
Purchase Order	None	bplicable):
	Quality	
	Damaged	
Inquiry	Over	
	Defective	
	Incorrect	
	Other	

Submit

WorkQuest OK Case # 00001027: Inbox ×	æ	ß
Ray Zaman rzaman@workquest.com <u>via</u> sy8uj87qymux31iq.auy6d.hu-3ngjnmak.na238.bnc.salesforce.com 9:51PM (O minutes ago) ☆ to me ◄	←	:
Hi Audrey Cedillo,		
Thank you for submitting an inquiry regarding State Use products or services through the WorkQuest Oklahoma website. We have received y message and will be in touch shortly. For reference, your case number is 00001027.	our	
Best, WorkQuest Oklahoma		
← Reply → Forward		