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!



About

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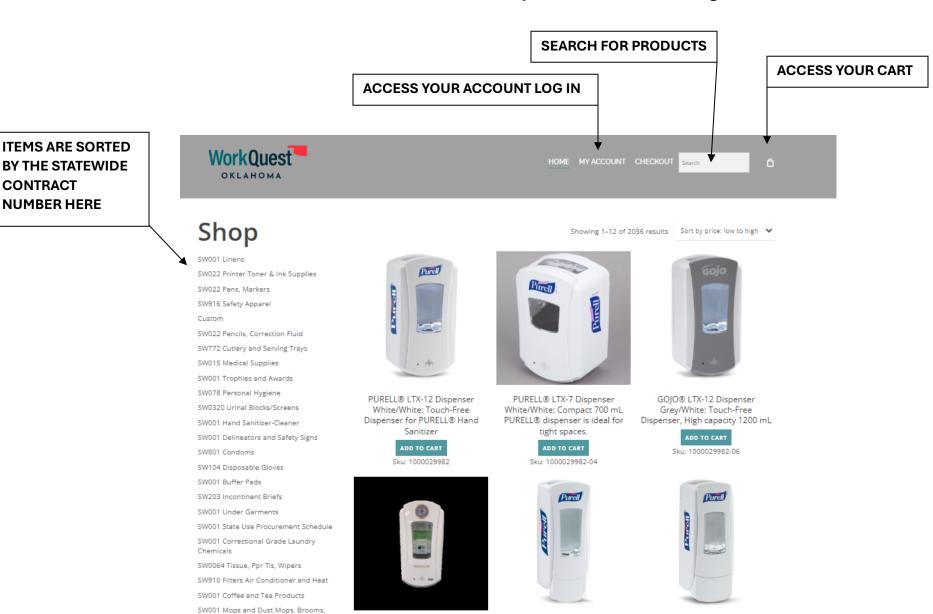


Select SHOP NOW on the top right corner of the website.



Squeegee

CONTRACT NUMBER HERE This will redirect you to the online catalog.



PURELL® ADX-12 Dispenser

PURELL® ADX-7™ Dispenser

GOIO® LTX-12 Dispenser State of

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 +

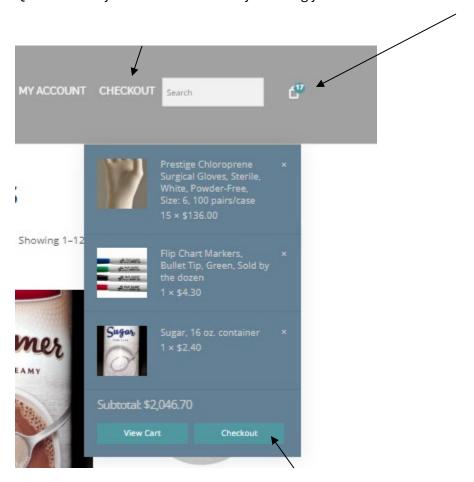
Add To Cart

SKU: 1000025122

Category: SW104 Disposable Gloves

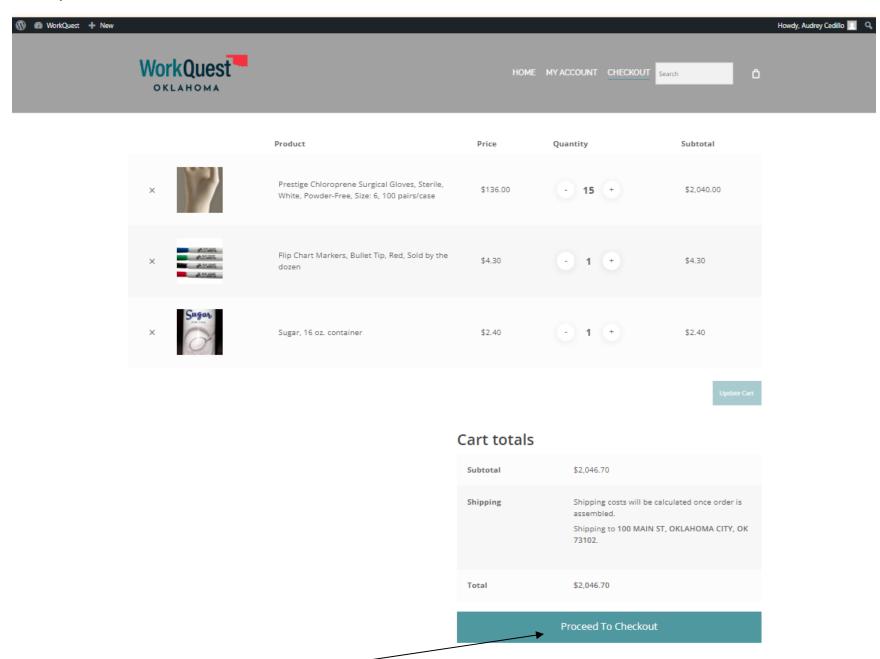
Non-latex, polychloroprene synthetic polymer. Thickness = 5.1 mil palm, 5.9 mil finger. Overall length = 12". Extended cuff type. Polymer Coated = Damp-hand donnability. Bisque Finish = Improved Wet/Dry Grip. Superior Comfort. 25 pairs/box, 4 boxes/case (100 pairs/case). Applicable Standard ASTM D6977, ASTM D5151, ASTM 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

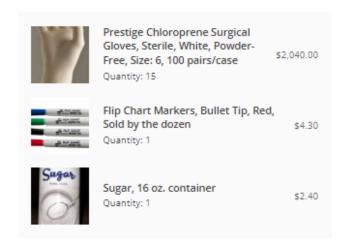
Here is your cart!



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



Subtotal \$2,046.70

Shipping Shipping 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.

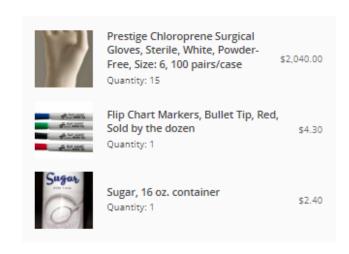
Place Order

Ship to a different address?

Select an address			
There are no additional addresses			~
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			
ıal)			
Notes about your order, e.g. special notes for	r deli	very.	

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

Your order



Subtotal \$2,046.70

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

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.

ORDER NUMBER:	DATE:		EMAIL:	TOTAL:	1	PAYMENT METHOD:
24415	May 16, 2024	1	audrey.cedillo@okstateuse.com	\$2,046.70		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

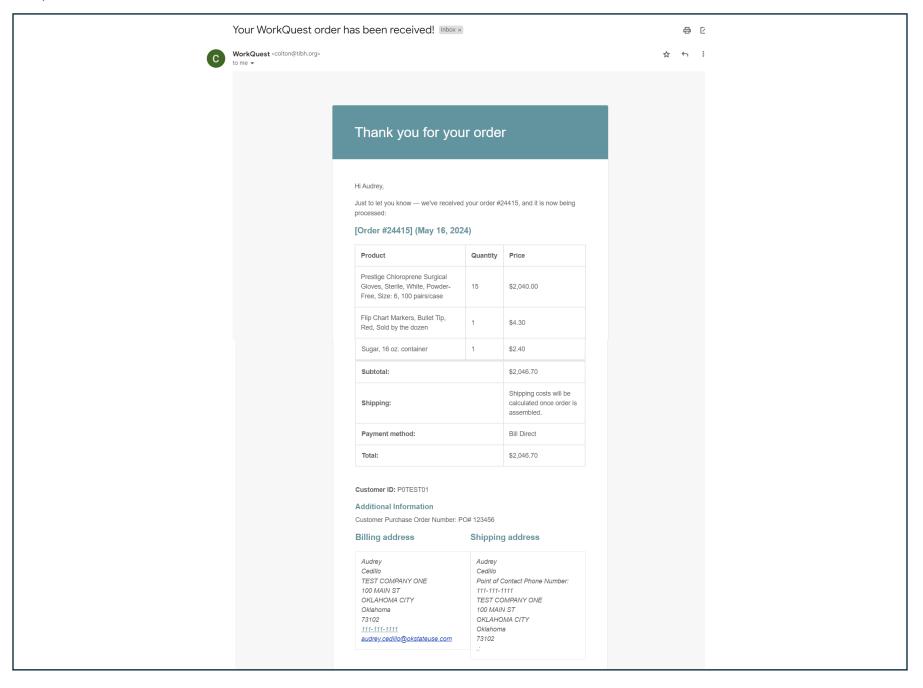
Shipping address

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

Additional Information

Customer Purchase Order Number: PO# 123456

Sample email confirmation:



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

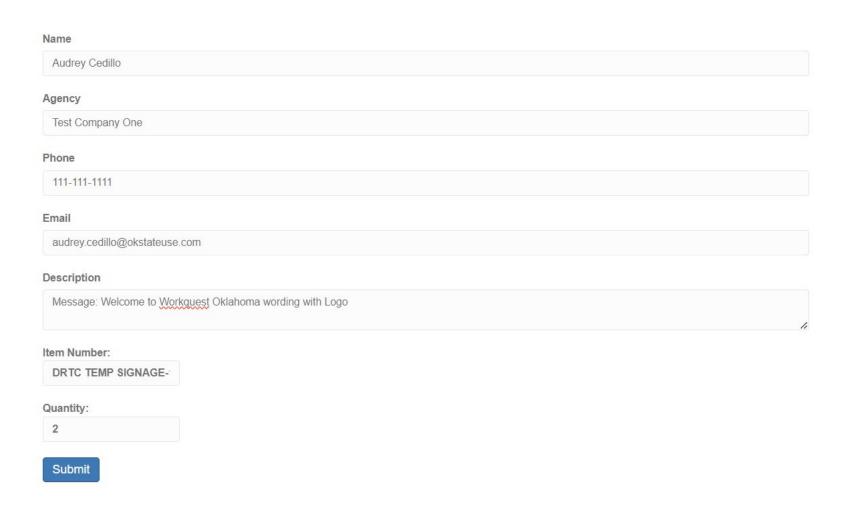
"To request a custom quote for this item, Click here" and select Click here to open the quote function.

Home > Custom > Temporary Signage/Display Temporary Signage/Display Variable Add To Cart SKU: DRTC TEMP SIGNAGE-1 Category: Custom CUSTOM ITEM - TEMPORARY SIGNAGE: Lobby Sign Display Flat Base Sign Kit w/ interchangeable graphic 22.25" W x 59.75"H x 10" D Includes custom colors, messages, and graphics 100% customizable edge to edge No set up fee To request a custom quote for this item, Click here



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Custom Quotes



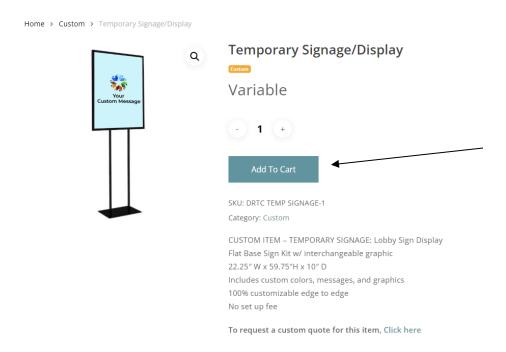
You will receive an email confirmation of your requested quote.

The case # will be your quote#

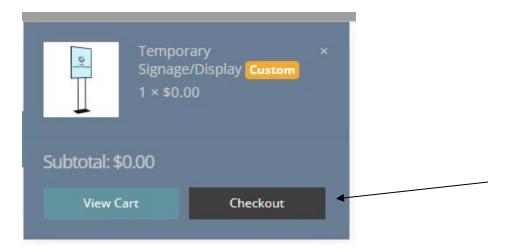


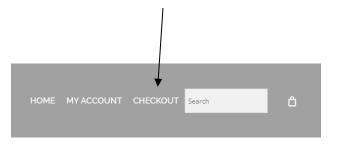
Once you receive your quote return to the website and select the item to add to cart.

Select Add to cart



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		Your order	
Select an address			
There are no additional addresses Custom Product Information	•	Temporary Signa Quantity: 1	ge/Display Custom Variable
Quote Number *			
00001026		Subtotal	\$0.00
Quote Price *		ShippingShipping costs will be calc assembled.	
121.65		Total	\$0.00
Billing Information First name * Audrey	Last name *	Your personal data will be used to progression your experience throughout this web described in our privacy policy.	
Phone *	Cedino	Place Or	der
111-111-1111			
Company name (optional)			
TEST COMPANY ONE			
Street address *			
100 MAIN ST			

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		\$0.00	
Subtotal:		\$0.00	
Shipping:		Shipping costs will be calculated once order is assembled.	
Total:		\$0.00	

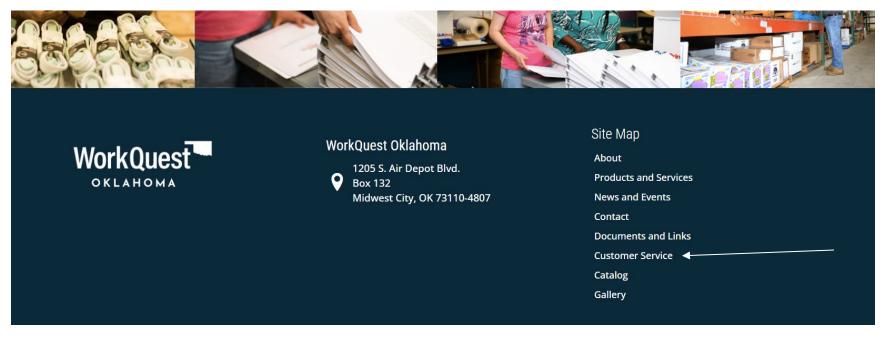
Customer ID: P0TEST01

Additional Information

Customer Purchase Order Number: PO# 23456

How to reach Customer Service:

Go to our main site at https://okstateuse.com and scroll to the bottom of the page and select Customer Service



Select Customer Service Inquiries

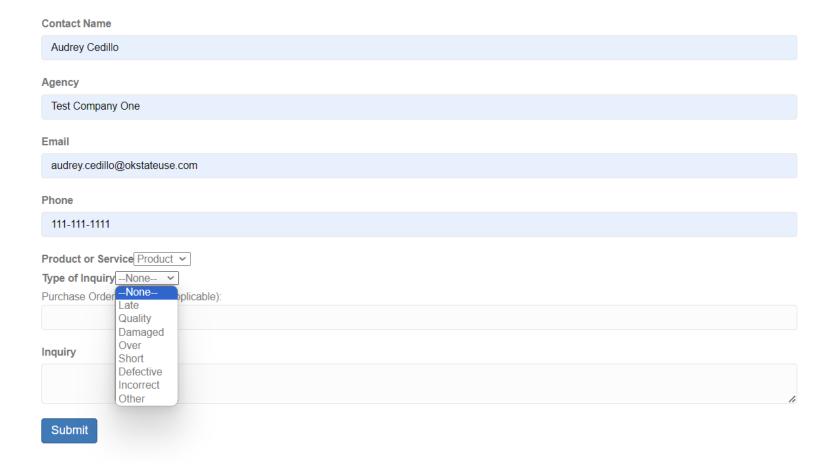


Fill in the form and submit. You will receive an email notification that your inquiry was received.

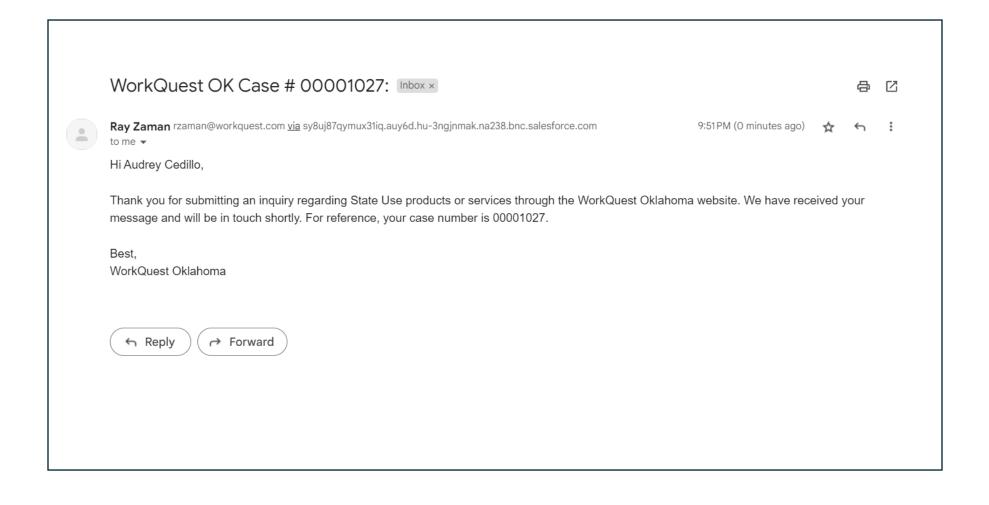


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Customer Service Inquiries



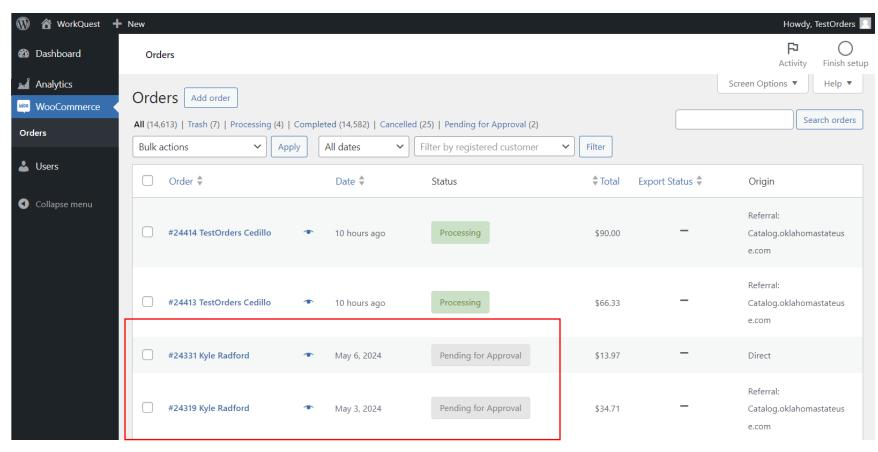
Example Customer Service Inquiry Email Confirmation:



Instructions for Order Approval. Log into your account.



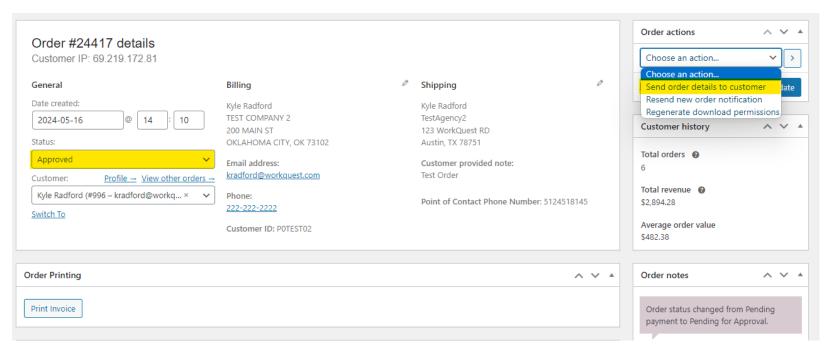
Go to Orders. Here you will be able to see any orders pending for approval. Select the order you want to approve.



Review the order and change the status of the order from Pending for Approval to Approved



Once the status of the order is changed to Approved go to Order actions and select Send order details to customer from the menu



An email will be sent to the purchaser to let them know that the order was approved. Your purchaser will receive a second email with the details of the order that was submitted. Then, once the order has been processed in our system and sent to the QNA for shipment, they will receive an email stating that your order is completed.