

How To Place An Order Using Quick Order Entry

1. Login
2. Click the **Select Button** for the Location You want to ship the order to.
Select Ship To

In order to customize your browsing experience on our website, please choose the Ship To location for your order.

Account	Address	Filter Ship To's:
Select ONLINE ORDERING DEMO Acct #: 61	Primary address 209 Prospect Ave Morrisville , PA 19067 US	Address Name <input type="text"/> Address: <input type="text"/>
Select ONLINE ORDERING DEMO Acct #: 61	Me My Home Philadelphia , PA 19154 US	Clear Filter Apply Filter
Select ONLINE ORDERING DEMO Acct #: 61 2	Someone else Someone Else Philadelphia , PA 19154	Current Ship To Address Me My Home Philadelphia , PA 19154

3. Click **Quick Order Entry**

View Cart | 3 item(s) \$272.01



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Start A New Order Using

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New Products Available from PJP

SPARTAN CHEMICAL CO INC STEP DOWN FLOOR STRIPPER - 5 Gallon (155511)	REMPAC FOAM AQUAZONE MOP HEADS (183515)	PRATT INDUSTRIES COOLER POP-UP COOL & GREEN (075415)
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4. Enter the Item Number or Numbers and Quantities for Each Item that you would like to order.

Quick Order Entry

Enter Item Numbers or Part Numbers

Item Number	Qty	Comments
166334	2	
161636	1	
344550	3	
	1	
	1	

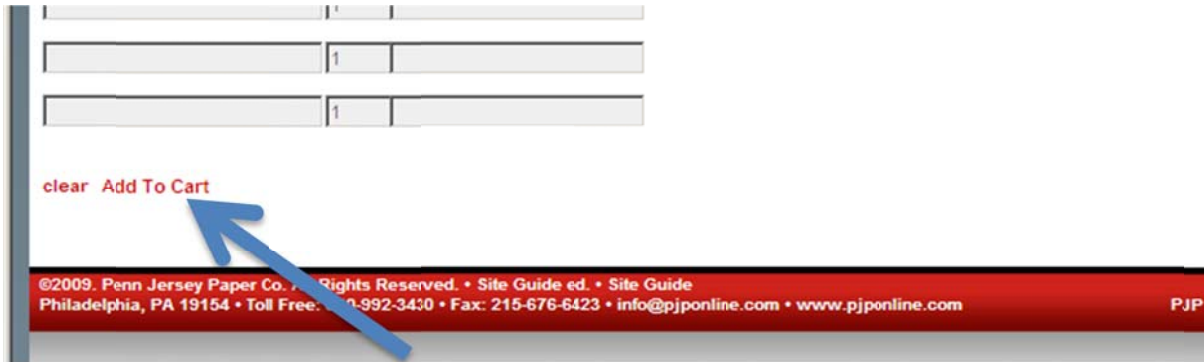
Overview

You can quickly create an order here, if you already know the item numbers. Note: To move from one field to the next, press the Tab key, or to add an item press the Enter key.

To add multiple items to your cart at once, Tab between lines as you enter them and then click the "Add To Cart" button (near the bottom of the page).

Can't Find What You're Looking For?

5. Click **Add to Cart** at the bottom of the screen



- 6. The Successful add to cart messages will appear next to each item that was added to the cart in **RED**.

Quick Order Entry

Enter Item Numbers or Part Numbers

Item Number	Qty	Comments
Item 166334 was added to your cart.		
<input type="text"/>	1	<input type="text"/>
Item 161636 was added to your cart.		
<input type="text"/>	1	<input type="text"/>
Item 344550 was added to your cart.		
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>

Overview

You can quickly create an order here, if you already know the item numbers. Note: To move from one field to the next, press the Tab key, or to add an item press the Enter key.

To add multiple items to your cart at once, Tab between lines as you enter them and then click the "Add To Cart" button (near the bottom of the page).

Can't Find What You're Looking For?

- 7. Click **View Cart**

My Account

Welcome TEST USER1
Customer #: 61
ONLINE ORDERING DEMO
#1
My Home, Philadelphia PA 19154

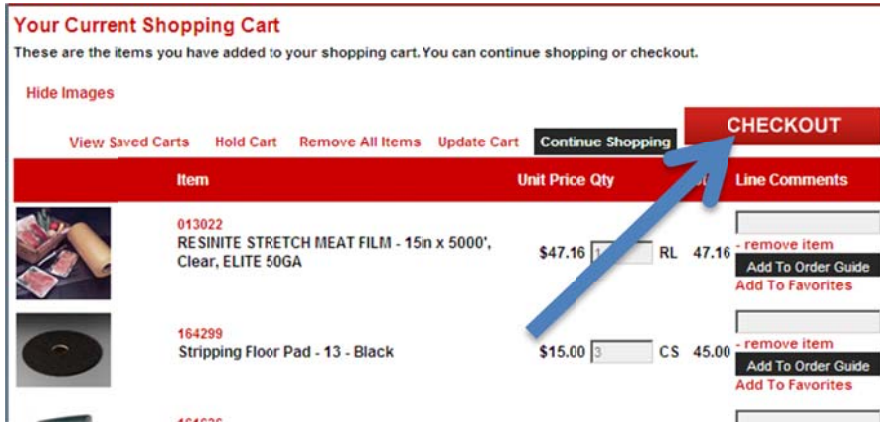
Logout

[View Cart](#) | 4 item(s) \$291.15

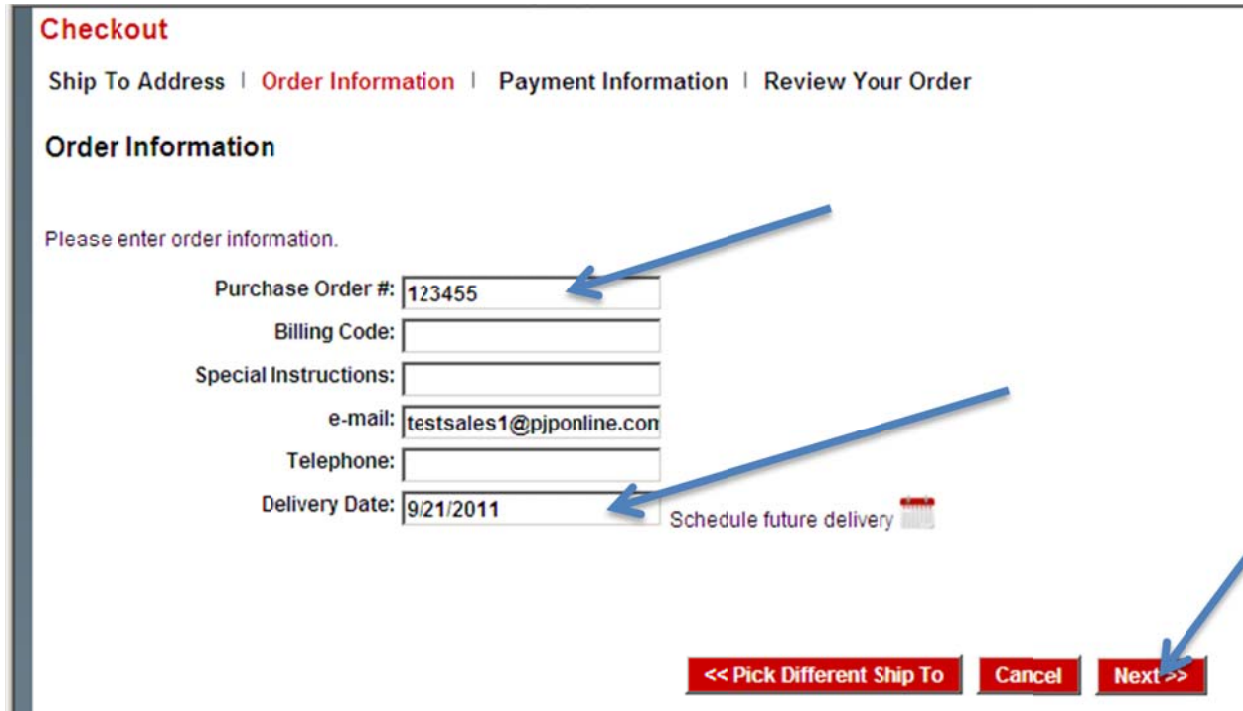
CHECKOUT

>> [My Account](#)

- 8. Review Your Quantities for the Items on Your Order
- 9. Click Checkout



- 10. Enter Your PO#
- 11. Confirm Your Delivery Date
- 12. Click Next



13. Click Next

Checkout

Ship To Address | Order Information | **Payment Information** | Review Your Order

Payment Information

Payment Method:

[<< Previous](#) [Cancel](#) [Next >>](#)



14. Click The Yellow Submit Button to Send Your Order

013022	35131500	RESINITE STRETCH MEAT FILM - 15in x 5000', Clear, ELITE 50GA	1	5M	RL	\$47.16	47.16
164299	7200-13	Stripping Floor Pad - 13 - Black	3	5	CS	\$15.00	45.00
161636	59462	Enmotion - Hands Free Auto Towel Dispenser - Smoke Gray	1	1	EA	\$102.84	102.84
344550	EZMP152SLVR	Masterpiece White Plastic Plates with Silver Rim Accents - 50ct	3	25/10.25-25/7.5	PK	\$32.05	96.15

Order Totals	
Subtotal:	291.15
Freight/Misc	0.00
Sales Tax:	0.00
Order Total:	291.15

Submit this order as a:

Will Call

[<< Previous](#) [Cancel](#) [Submit Order >>](#)

