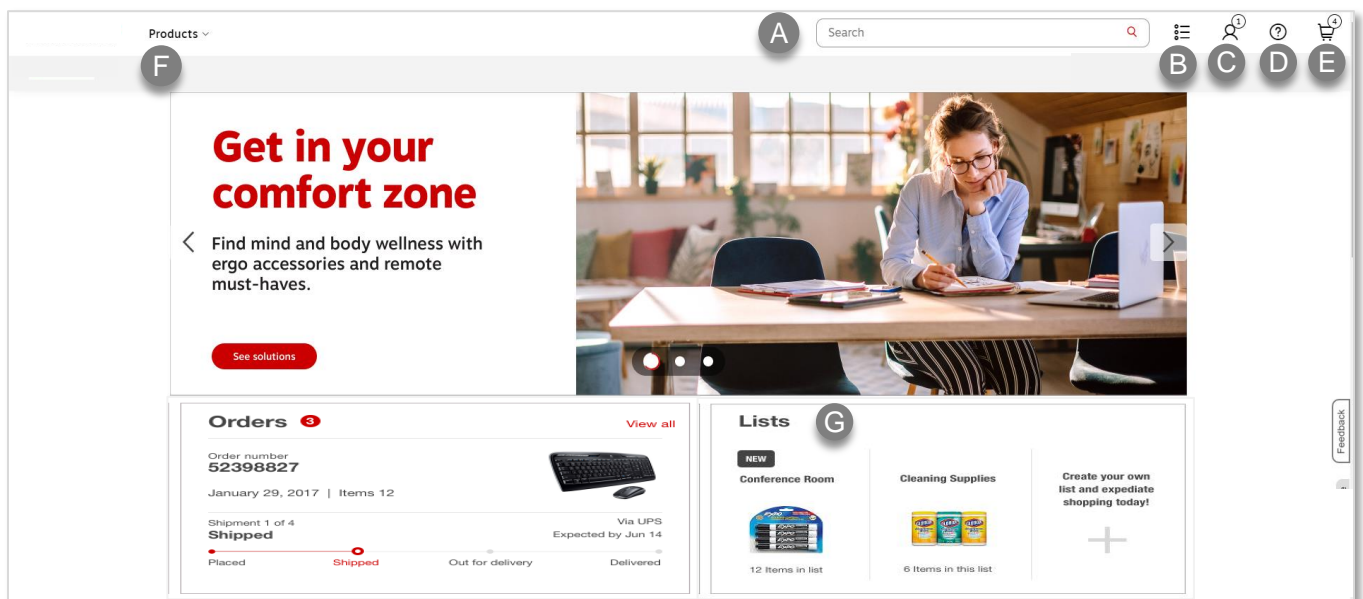


eProcurement Systems User Guide

Click on this catalog on
BobcatBuy to order supplies



Header Navigation

- A** Search
- B** Lists – My lists, quick order and frequently purchased items
- C** Account
- D** Help – Messages, help center and feedback
- E** Cart
- F** Products

Home Page

- G** Lists
Up to 3 active shopping lists display with the ability to create a new list.

System Requirements

For the best experience and interface, use the following computer operating systems and the most up to date web browser version.

Operating Systems

Windows 10, Windows 2000, Mac OS X

Web Browsers

Internet Explorer [latest version](#)

Google Chrome [latest version](#)

Mozilla Firefox [latest version](#)

Safari [latest version](#)

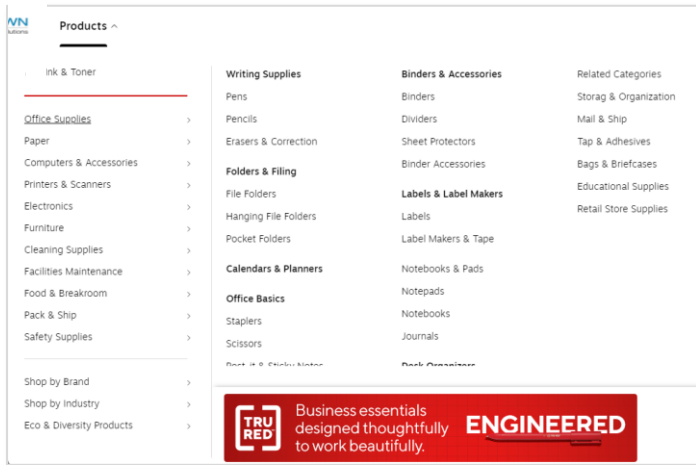
Customer Service contact information:

BES@ediversitynetwork.com

Phone: 800-270-9102



Product Search & Ordering



Search Products

Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products

Look for the items with “Preferred Item” flag that offer the best savings opportunities. You can sort your search results so that Preferred Items are at the top.

Preferred Item

Ink & Toner Finder

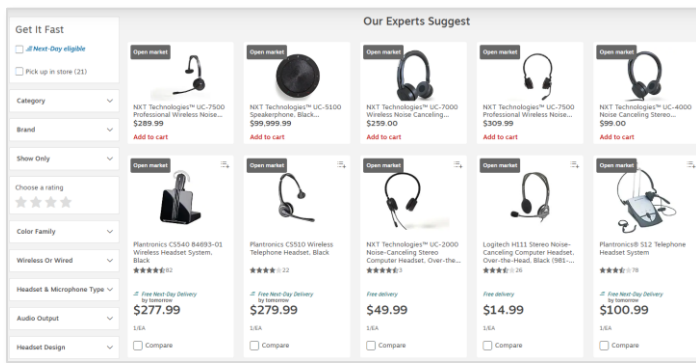
Access the ink & toner finder under Products, Ink & Toner

- Search by cartridge model number, printer model number, Past Purchases, popular brands or “Add My Printer” to quickly find the compatible ink and toner

Search Results

Add an item to your cart from search results to save time

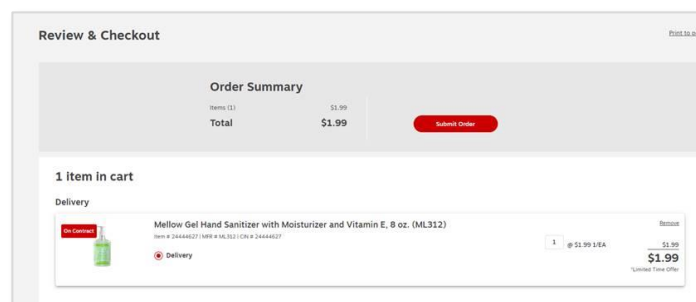
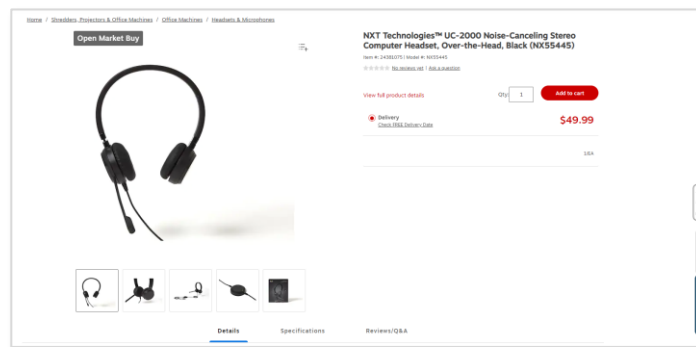
- Use the left hand filter attributes to narrow your search results
- Check the “compare” box to do a side by side comparison of up to 4 items at a time
- Need it fast? Filter by “next-day eligible”



Product Page

Access the product page through by browsing categories or through a search.

- To view product details, specifications and reviews, click “View Full Product Details”
- To add an item to your cart, enter quantity and click “Add, Review & Checkout” or “Continue Shopping”
- To check the expected delivery date, enter the quantity you want and click “Check Delivery Date”



Your Shopping Cart

Review your order before you click submit

- Change quantities or remove an item
- Click “Submit Order” to complete your transaction

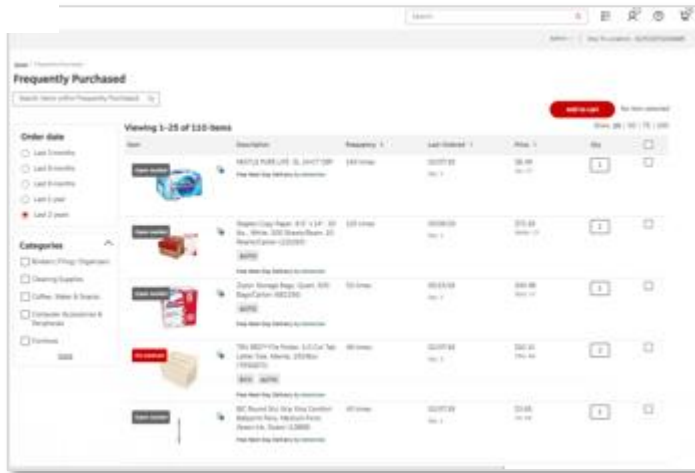
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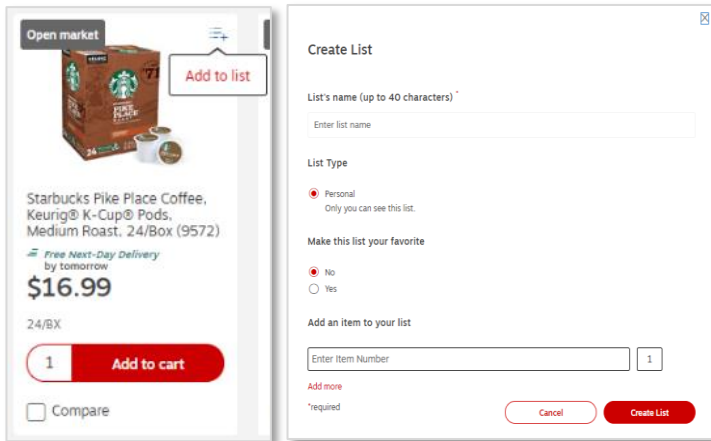
Ordering Quick Tools



Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the List tab:

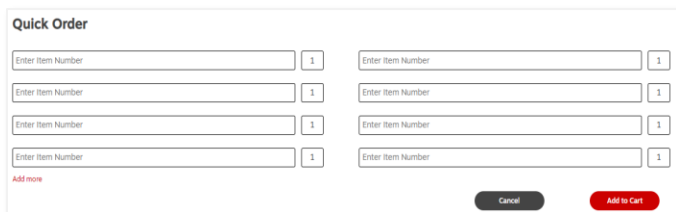
- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Even add an item to your shopping list by clicking on the “List” icon



Shopping Lists

Create shopping lists for fast ordering from the Reorder navigation, product search results, product pages or your home page:

- Click lists or the “Add to List” icon to create a list
- Create a name for your list
- Select personal or shared (note: only site administrators have access to set up, edit or delete a shared shopping list)
- Determine if it should be a favorite
- Add item numbers and click “Create List”



Quick Order

Quick order up to 50 items at a time

- Go to “Account” and use the drop down menu to click on Quick Order
- Enter the item numbers of the products you want to purchase, “Add to Cart” and “Submit”