

BradyPLUS



E-COMMERCE Quick Reference Guide

SUPPLIES.BRADYINDUSTRIES.COM

E-Commerce Quick Reference Guide

Introduction	3
Details of User Roles & Features	4
User Instructions	5
Accessing Your Account	6
Logging Into an Account	6
Resetting Your Password	6
Signing Out of an Account	6
Selecting a Different Bill To & Ship To	7
Creating a New Website User	8
Deactivating/Reactivating Website Users	9
Creating a New Shopping List	10
Adding an Item to a Shopping List	11
Adding a Item to an Shopping List While Browsing Products	12
Importing Items Into a Shopping List	13
Sharing a Shopping List with All Users on the Bill To Account	14
Sharing a Shopping List with Individual Users	15
Adding Items From a Shopping List to the Cart	16
Adding an Item to the Cart	17
How to Place an Order	18
Viewing Order History	19
Viewing Invoice History	20
Budget Management	21



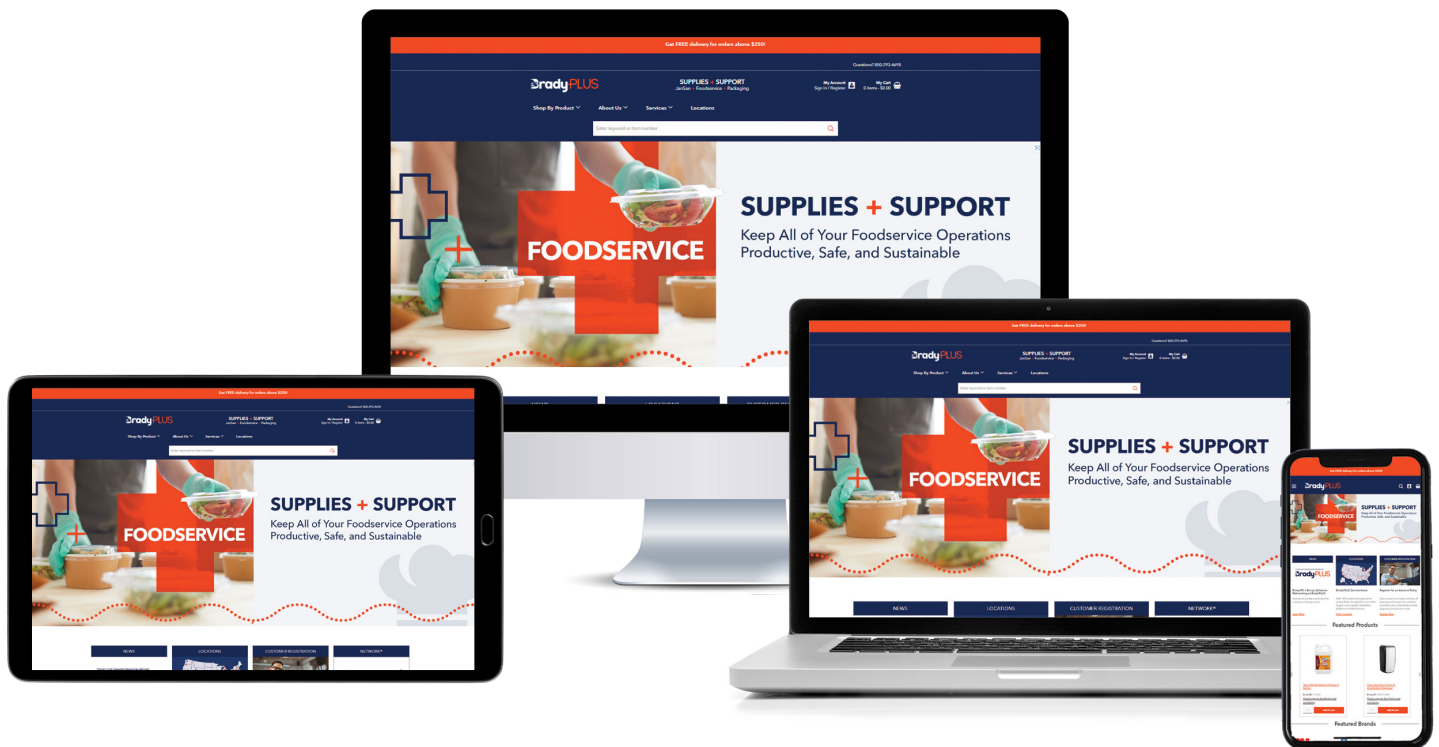


Connecting to BradyPLUS Online for Faster, Easier Ordering



You can access all the information you need to stay connected with BradyPLUS through our easy-to-use eCommerce platform. Browse the BradyPLUS product catalog, access safety data sheets, look up prices, create your own custom order guide, manage your employees and budgets, place orders and receive confirmation - all via a convenient and quick interface.

Reduce transaction costs. Start ordering online today with these simple steps!



supplies.bradyyindustries.com

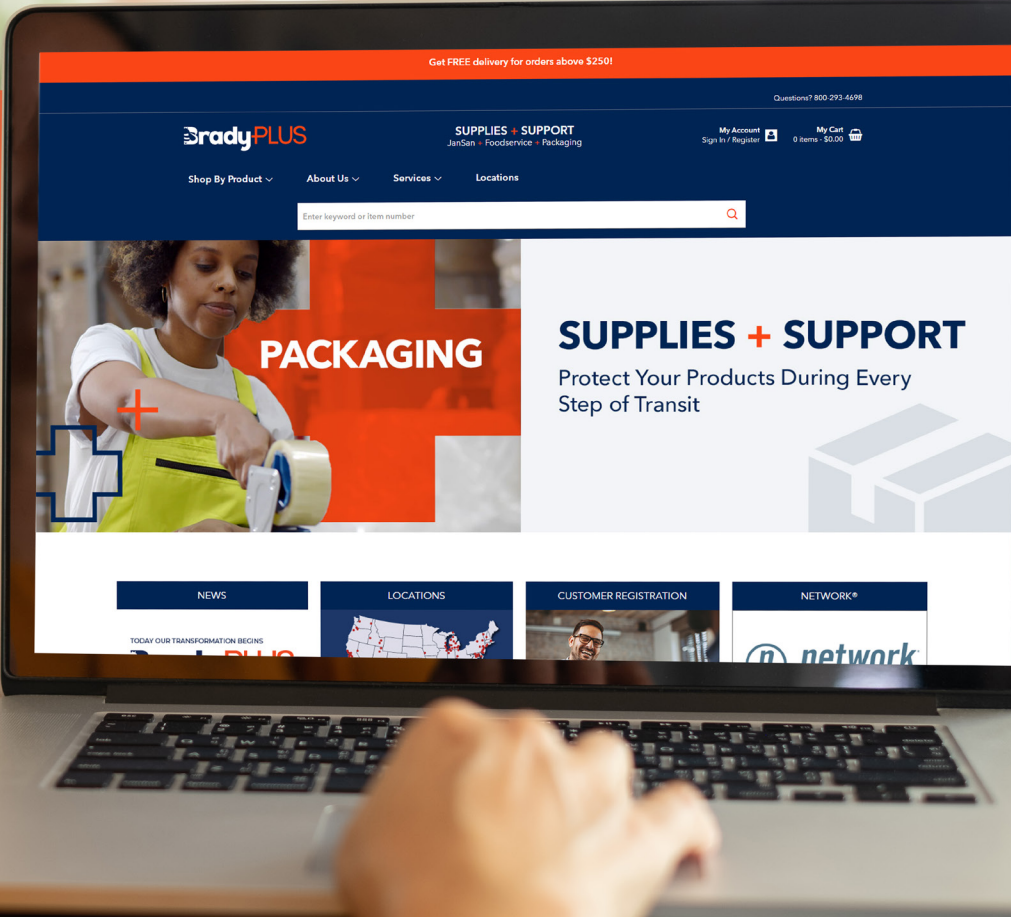




Details of User Roles & Features

These are the BradyPLUS user roles and functions that are available for users. Each account must have an Administrator setup first before you can set up additional roles and approve orders.

FEATURES COMPARISON	ADMIN (Administrator)	BUYER LEVEL 3	BUYER LEVEL 2	BUYER LEVEL 1	REQ (Requisitioner)
Access to view order history	+	+	+	+	
Ability to request a quote	+	+	+	+	
Ability to place orders	+	+	+		
Ability to order over budget without approval	+	+			
Access to view invoice history	+	+			
Can approve requisitions	+	+			
Ability to approve orders	+	+			
Can be assigned as an approver	+	+			
Access to user administration	+				
Can access budget management	+				
Ability to submit requisition requests					+



USER INSTRUCTIONS

To successfully follow the instructions outlined in this user manual, please ensure to log in to your **BradyPLUS** account at supplies.bradyindustries.com. If you and your team are interested in a “Virtual Website Demonstration,” kindly reach out to your BradyPLUS sales representative to schedule a session.

Section 1: Accessing Your Account

+ Logging Into an Account

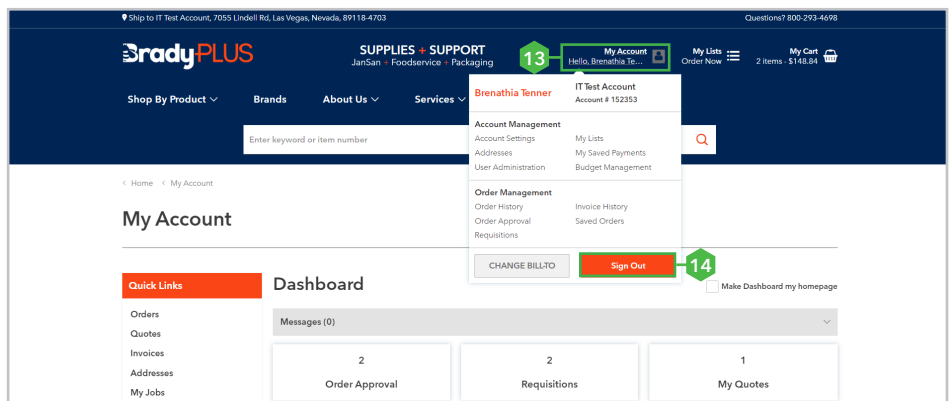
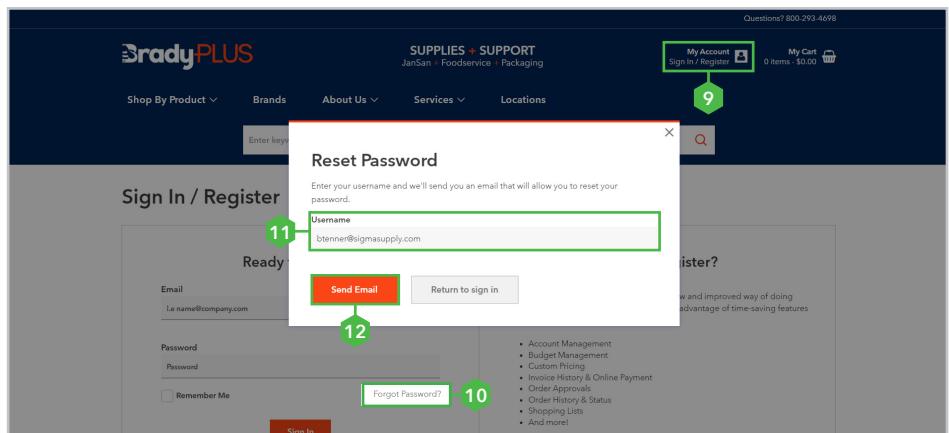
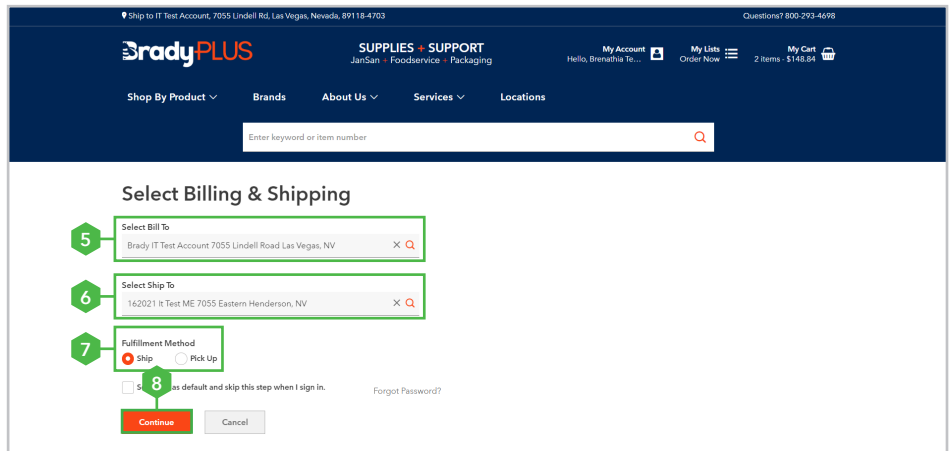
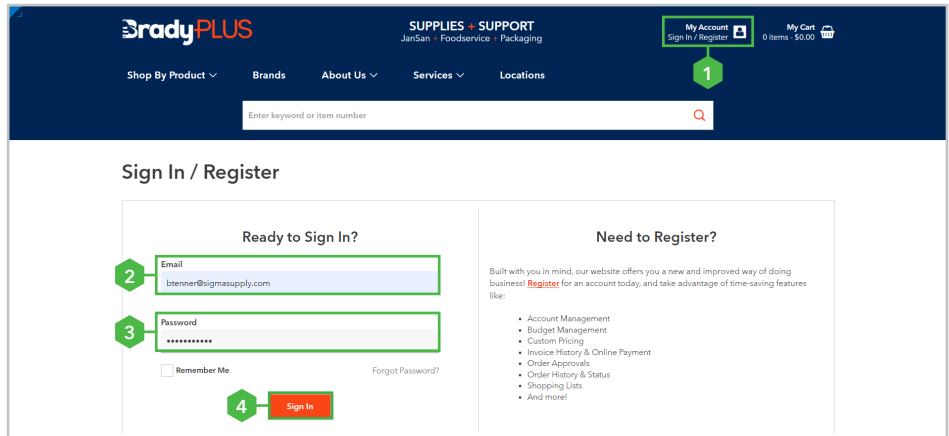
[Steps: 1 - 8] Hover over “My Account,” then enter your email and password in the appropriate fields. Once you have entered your user information associated with the account, click the “Sign In” button. On the “Select Billing & Shipping” page, click the “search icons” to choose your preferred account information for both billing and shipping. If you would like to change the “Fulfillment Method” you may do so by selecting “Ship” or “Pick Up” and then click “Continue” to sign in to your account.

+ Resetting Your Password

[Steps: 9 - 12] Click “My Account,” then click the “Forgot Password?” Then the “Reset Password” pop-up will appear. Enter your email associated with your BradyPLUS eCommerce account in the “Username” field, then click “Send Email” button. If an account matches the username entered, an email will be sent to the associated email address with instructions on how to reset your password. If you do not receive an email, please contact customer service.

+ Signing Out of an Account

[Steps: 13 - 14] Hover over “My Account,” then click the “Sign Out” button.



Click to Watch How to Video

Video URL: vimeo.com/1003746477

Section 2: Selecting a Different Bill To & Ship To

+ [Steps: 1 - 6] Hover over “My Account,” then click the “Change Bill To” button. Next on the “Select Billing & Shipping” page, click the “search icons” to choose your preferred account information for both the “Bill To” and “Ship To” fields. Select “Ship” or “Pick Up” as your preferred “Fulfillment Method.” To set the selected Bill To and Ship To as default, click the “Set these as default and skip this step when I sign in” checkbox, and then click “Continue” to save settings.

The image displays two screenshots from the BradyPLUS website. The top screenshot shows the 'My Account' dashboard. A green box labeled '1' highlights the 'My Account' dropdown menu in the top right corner, which is open to show options like 'Account Management', 'Addresses', and 'Order Management'. A green box labeled '2' highlights the 'CHANGE BILLTO' button in the 'Order Management' section. The bottom screenshot shows the 'Select Billing & Shipping' form. A green box labeled '3' highlights the 'Select Bill To' field, which contains 'Brady IT Test Account 7055 Lindell Road Las Vegas, NV'. A green box labeled '4' highlights the 'Select Ship To' field, which contains '162021 It Test ME 7055 Eastern Henderson, NV'. A green box labeled '5' highlights the 'Fulfillment Method' section, where 'Ship' is selected. A green box labeled '6' highlights the checkbox labeled 'Set as default and skip this step when I sign in'. The 'Continue' button is also visible at the bottom of the form.

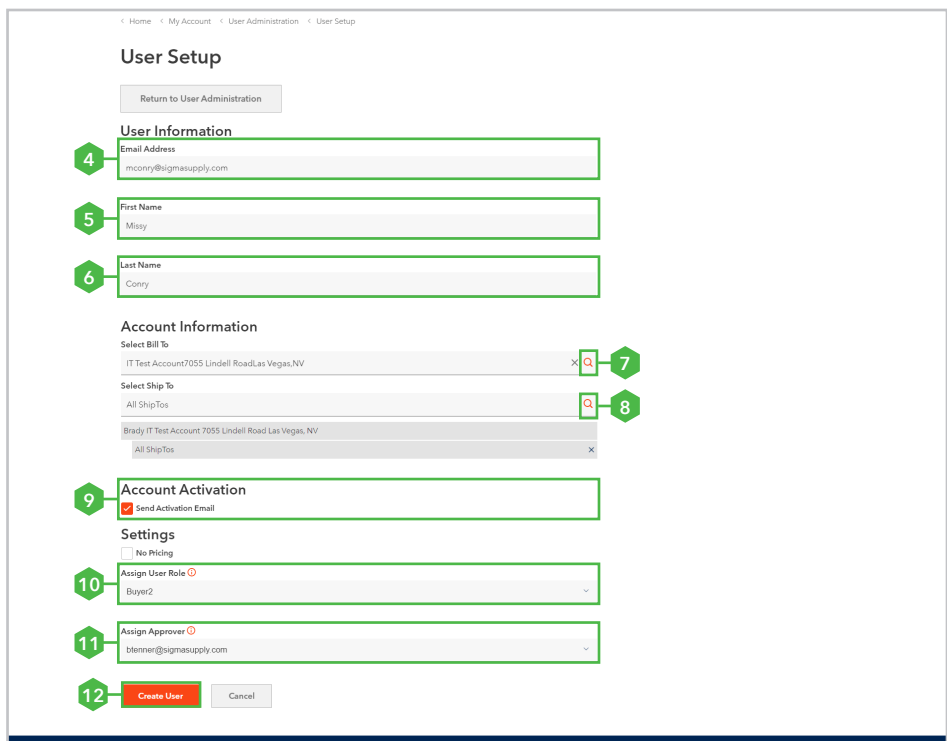
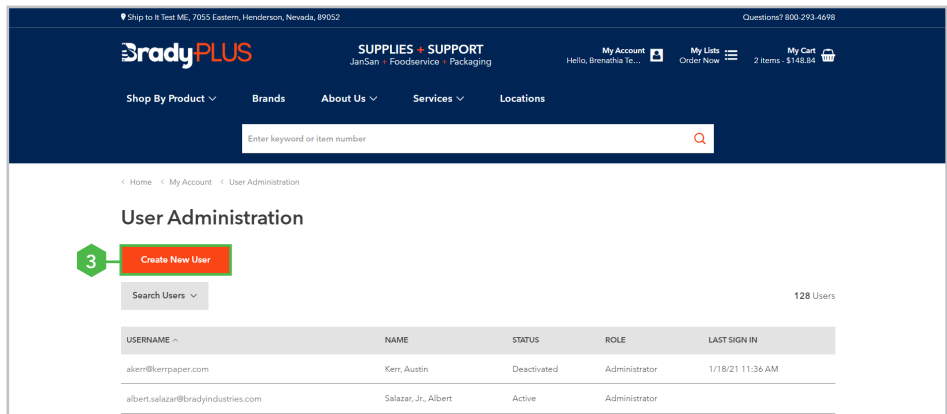
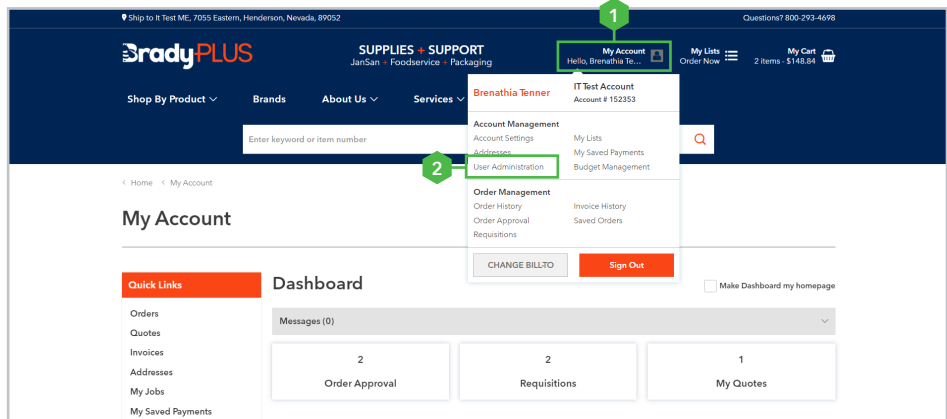


Click to Watch How to Video

Video URL: vimeo.com/1003744998

Section 3: Creating a New Website User

+ [Steps: 1 - 12] Hover over “My Account,” and then select “User Administration.” Next, click the “Create New User” button to proceed. Enter the needed information for the new website user’s email address, first name, and last name. Click on the “Select Bill To” search icon to choose the preferred billing account information. Next, click the “search icon” for the “Ship To” field and select the desired Ship To location. You may also select multiple locations if desired. If access to all Ship To locations is required, select “All Ship To” from the “Select Ship To” list. Next, click the “Send Activation Email” checkbox. Then, click the “Assign User Role” drop-down arrow and select a user role. Based on the user’s role selected, an approver may be required. To assign an approver, click the “Assign Approver” drop-down arrow and select an approver. Next, click the “Create User” button to finish the process.



Click to Watch How to Video

Video URL: vimeo.com/1003748028

Section 4: Deactivating/Reactivating Website Users

+ **Deactivating a Website User**
[Steps: 1 - 9] Hover over “My Account,” and then select “User Administration.” Next, click the “Search Users” drop-down tab. Enter the username and then click the “Search” button. Once the website user’s information displays, click the website user’s username. In the “User Information” screen, scroll down to “Account Status” and uncheck the “Active” checkbox, and then click the “Save Changes” button to complete.

+ **Reactivating a Website User**
[Steps: 1 - 9] Hover over “My Account,” and then select “User Administration.” Next, click the “Search Users” drop-down tab. Enter the username and then click the “Search” button. Once the website user’s information displays, click the website user’s username. In the “User Information” screen scroll down to “Account Status” and select the “Active” checkbox, and then click the “Save Changes” button to complete.

The screenshot shows the 'My Account' dashboard. At the top right, there is a 'My Account' dropdown menu. Step 1 points to this menu. Step 2 points to the 'User Administration' option within the dropdown. The dashboard includes a search bar, a 'Quick Links' sidebar, and a 'Dashboard' section with three cards: 'Order Approval' (2), 'Requisitions' (2), and 'My Quotes' (1).

The screenshot shows the 'User Administration' page. Step 3 points to the 'Create New User' button. Step 4 points to the 'Search Users' dropdown. Step 5 points to the search input field containing 'mconry@sigmasupply.com'. Step 6 points to the 'Search' button. Step 7 points to the search results table.

USERNAME	NAME	STATUS	ROLE	LAST SIGN IN
mconry@sigmasupply.com	Conry, Missy	Email sent	Buyer3	

The screenshot shows the 'User Setup' page for user mconry@sigmasupply.com. Step 8 points to the 'Active' checkbox, which is checked. Step 9 points to the 'Save Changes' button. The page includes sections for 'User Information', 'Account Status', 'Account Information', and 'Settings'.



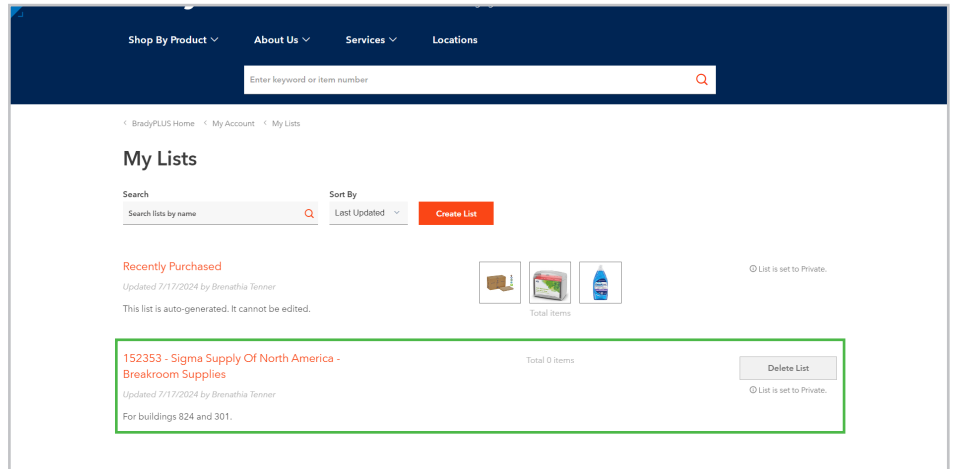
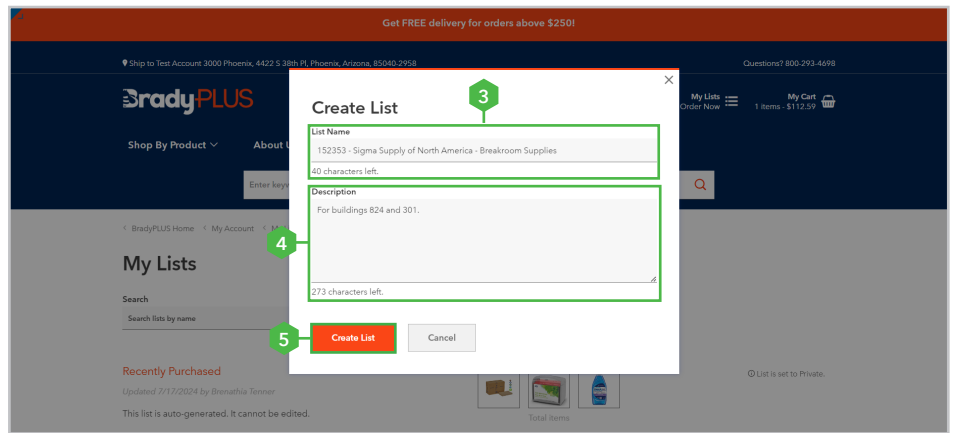
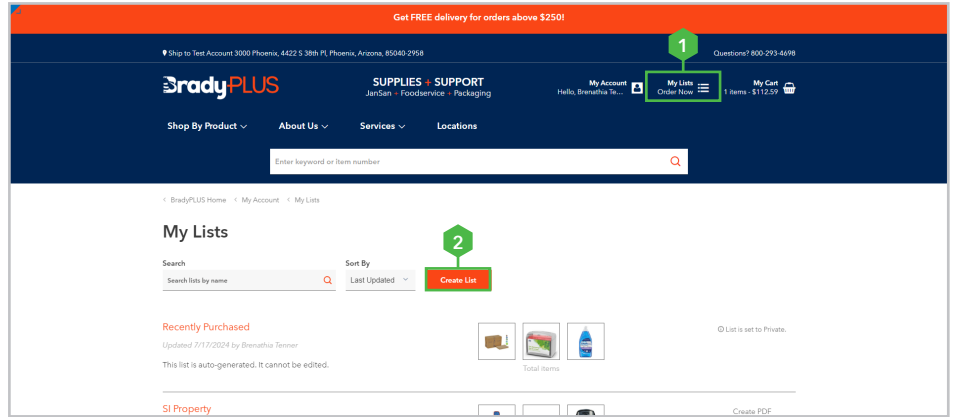
Click to Watch How to Video

Video URL: vimeo.com/1003748269

Section 5: Creating a New Shopping List

+ [Steps: 1 - 5] Click on "My Lists" and then select "Create List." Enter the customer's number followed by the company's name as the list name (e.g. 152353 - Sigma Supply). Provide a brief description in the "Description" field, and then click the "Create List" button.

Note: Proceed to page 11 for instructions on how to add items to a shopping list (order guide).



Click to Watch How to Video

Video URL: vimeo.com/1003747898

Section 6: Adding an Item to a Shopping List

+ [Steps: 1 - 7] Click on "My List," and then choose the name of the list to which you want to add items. Next, click the "Add Items" button. Enter the item number, manufacturer number, or the item keyword in the search field. Once the item appears, select it. Enter the quantity needed and choose a unit of measure (U/M), if required. Next, click the "Add to List" button to add the item.

Note: To add additional items to the selected list repeat steps 4 through 7.

Get FREE delivery for orders above \$250!

Ship to: Test Account 3000 Phoenix, 4422 S 38th Pl, Phoenix, Arizona, 85040-2958

Questions? 800-293-4698

BradyPLUS SUPPLIES + SUPPORT
JanSan | Foodservice | Packaging

My Account Hello, Brenathia Te... My Lists Order Now My Cart 1 Items - \$112.59

Shop By Product About Us Services Locations

Enter keyword or item number

FOODSERVICE

SUPPLIES + SUPPORT
Keep All of Your Foodservice Operations Productive, Safe, and Sustainable

Shop By Product About Us Services Locations

Enter keyword or item number

BradyPLUS Home > My Account > My Lists

My Lists

Search
Search lists by name

Sort By
Last Updated

Create List

Recently Purchased

Updated 7/17/2024 by Brenathia Tenner

This list is auto-generated. It cannot be edited.

152353 - Sigma Supply Of North America - Breakroom Supplies

Updated 7/17/2024 by Brenathia Tenner

For buildings 824 and 301.

Delete List

152353 - Sigma Supply of North America - Breakroom Supplies

Items 0

Schedule Email Reminder Print Export Copy

Share Delete Edit

Search By Keyword Or Item #

55050

QTY 1

U/M

CUTLERY FORK XHVVY BLACK 55050/PS

Add To List

Start adding items to your list.

Product Recommendations



Click to Watch How to Video

Video URL: vimeo.com/1003747381

Section 6: Adding a Item to an Shopping List While Browsing Products

+ [Steps: 1 - 4] When you're exploring products on the website, click on the "Add to List" text that is associated with the item you would like to include in your "shopping list" (order guide). The "Add to List" pop-up will appear. Click the "Select List" search icon to select the name of the list you wish to add the item to, and then click the "Add to List" button.

The screenshot shows the BradyPLUS website interface. At the top, there is a navigation bar with 'Shop By Product' highlighted by a green box and a green circle with the number '1'. Below the navigation bar is a search bar with the text 'Enter keyword or item number'. The main content area displays search results for 'Cups', showing 533 items. The first item is 'FILTER COFFEE 12 CUP 9.75X4.25 2/500' with a price of \$21.43/CASE. It has a green box around the 'Add to List' button, which is also circled with a green circle and the number '2'. Other items listed include 'J Cup Insulated 4oz Squat Foam Cup' and 'J Cup Insulated 6oz Foam Cup'.

The screenshot shows the BradyPLUS website interface with the 'Add to List' pop-up open. The pop-up has a title 'Add to List' and a green circle with the number '3' next to it. It contains a 'Select List' search bar with the text '152353 - Sigma Supply of North America - Breakroom X' and a search icon. Below the search bar is an 'Or' separator and a 'Create A New List' section with a 'Create a New List' button. At the bottom of the pop-up is an 'Add to List' button with a green circle and the number '4' next to it. The background shows the same search results as the previous screenshot, but they are dimmed.

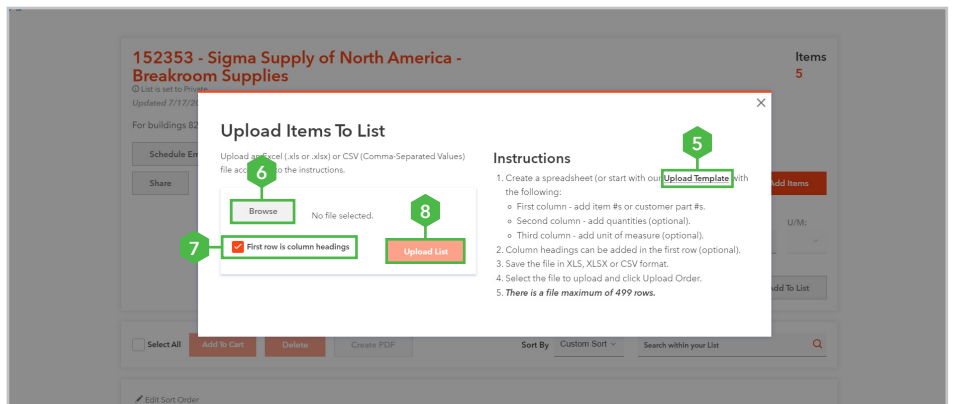
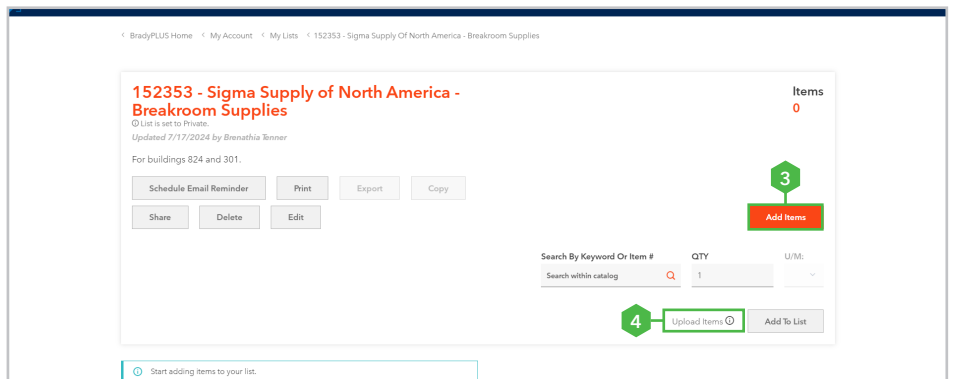
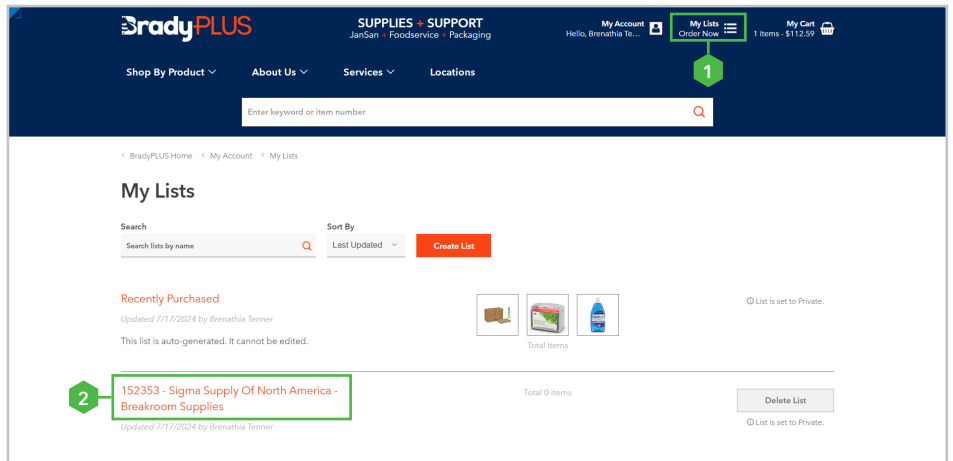


Click to Watch How to Video

Video URL: vimeo.com/1003746916

Section 6: Importing Items Into a Shopping List

+ [Steps: 1 - 8] Click "My List," then select the name of the list you wish to import items into. Click the "Add Items" button, and then click "Upload Items." Next, click "Upload Template" to download the Excel template. Remove the placeholder examples in the Excel document, and then enter all the required item numbers. You can also enter the quantity and unit of measure for each item, but this is not required. Save the Excel file in XLS, XLSX, or CSV format after adding all items. Then go back to the "Upload Item To List" function. Click the browser button to select the Excel file you saved, and then click the "First row is column headings" checkbox. Next, click the "Upload List" button to upload the list.

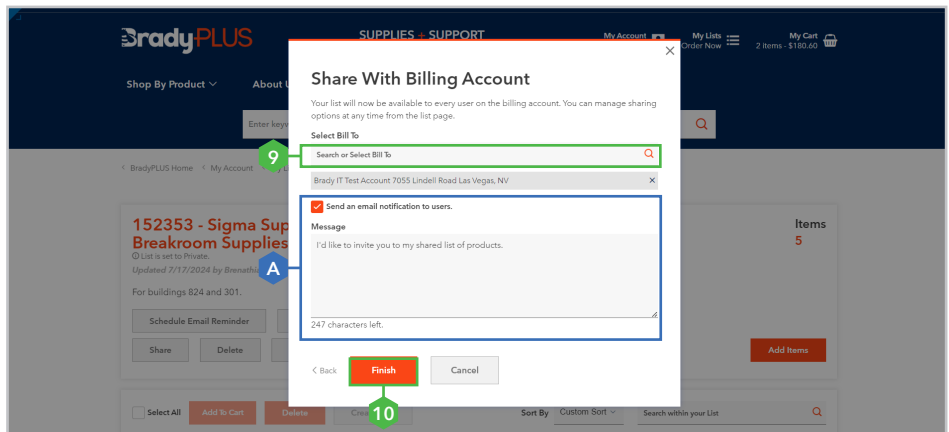
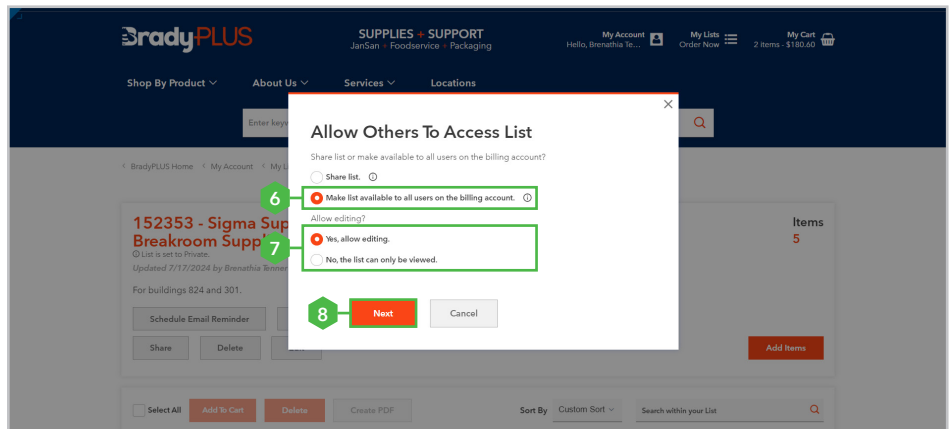
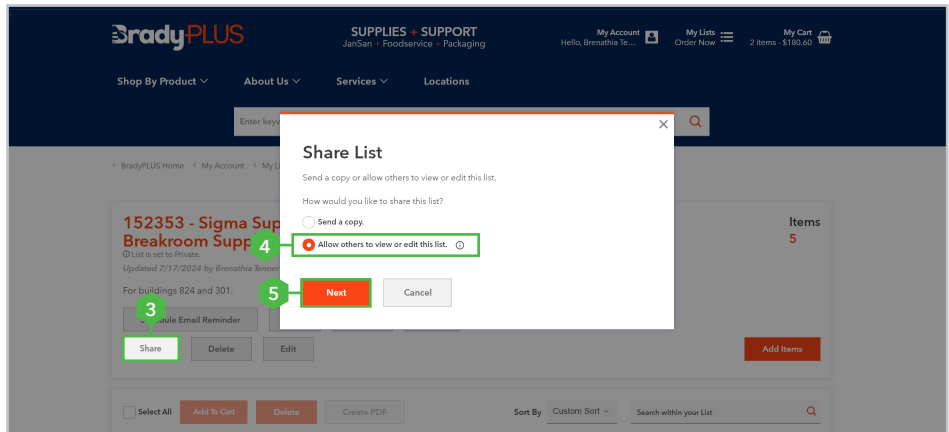
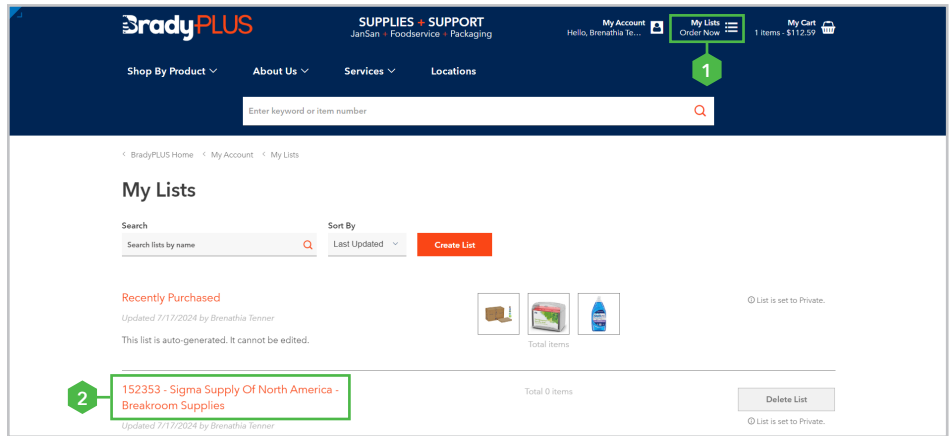


Click to Watch How to Video

Video URL: vimeo.com/1003744570

Section 6: Sharing a Shopping List with All Users on the Bill To Account

+ [Steps: 1 - 10] Click "My List," then select the name of the list you wish to share. Next, click the "Share" button. Then select, "Allow others to view or edit this list" and then click the "Next" button to proceed. Select "Make list available to all users on the billing account." If you would like to allow other users the ability to edit the list, select, "Yes, allow editing." If not, select "No, the list can only be viewed." Then click the "Next" button to proceed. Click on the "search icon" to select a different Bill To account, if desired. To notify the other website users, check the "Send an email notification to users" checkbox, add a message if desired (as shown in example A), and then click the "Finish" button to send.

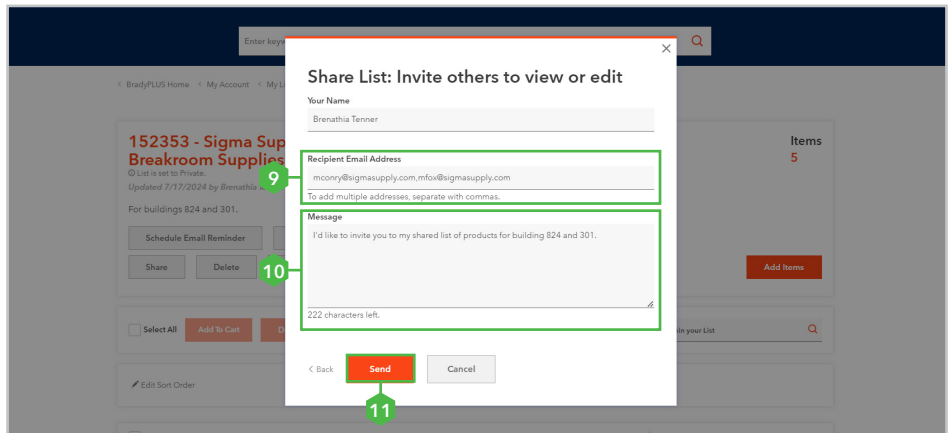
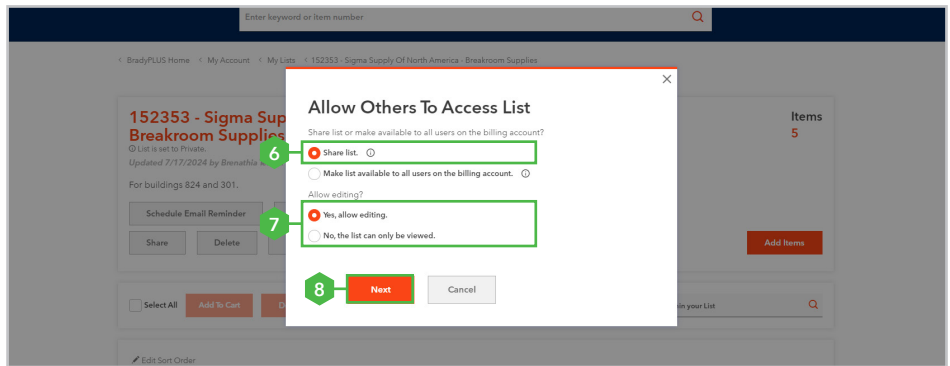
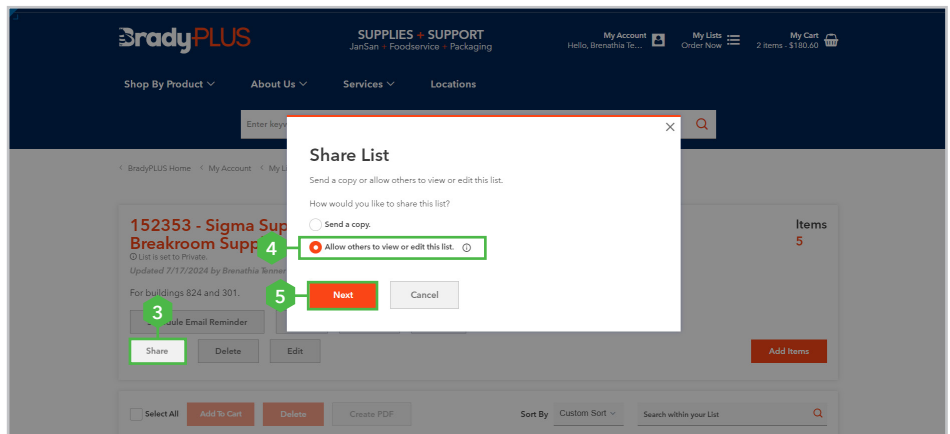
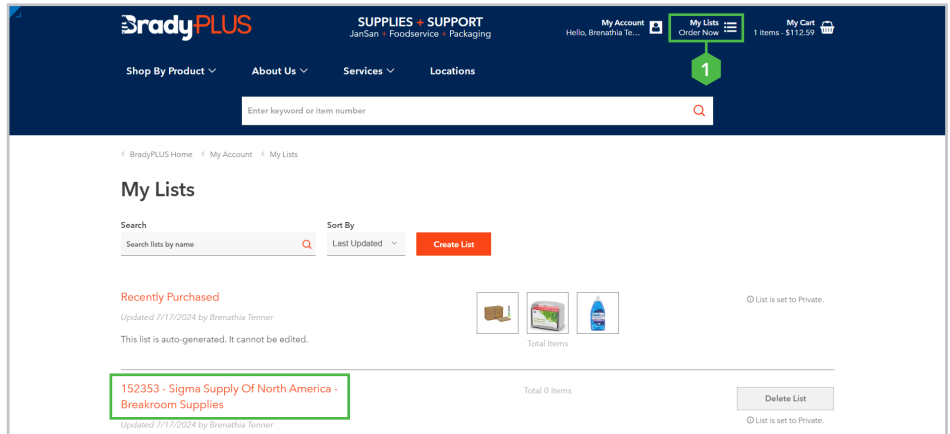


Click to Watch How to Video

Video URL: vimeo.com/1003745313

Section 6: Sharing a Shopping List with Individual Users

+ [Steps: 1 - 11] Click "My Lists," then select the name of the list you wish to share. Next, click the "Share" button, and then select "Allow others to view or edit this list." Then, click the "Next" button to proceed, and then select "Share list." If you would like to allow other users the ability to edit the list, select, "Yes allow editing." If NOT, select "No, the list can only be viewed." Then click the "Next" button to proceed. Enter the email address of the user you will be sending the list to in the "Recipient Email Address" field. If you would like to add multiple addresses, separate the email address with a comma and no spaces, then add a message if desired, then click the "Send" button to send.



Click to Watch How to Video

Video URL: vimeo.com/100374528

Section 6: Adding Items From a Shopping List to the Cart

+ [Steps: 1 - 6] Click on "My List" and then choose the list you want to add to the cart. Make any necessary adjustments to the unit of measure and item quantity. To add all the items from the shopping list to the cart, select "Select All" and then click the "Add to Cart" button. If you prefer to add individual items from the shopping list, simply click the checkbox next to the desired item(s), as shown in example A. Once you have selected the item or items, click the "Add to Cart" button.

The screenshot displays the BradyPLUS 'My Lists' page. At the top, the 'My Lists' menu is highlighted with a green circle and the number 1. Below the search bar, the 'My Lists' section shows a list of lists. The second list, '152353 - Sigma Supply Of North America - Breakroom Supplies', is highlighted with a green box and the number 2. Below this, the '123585 - Sigma Supply - Janson' list is shown in detail. The 'Add Items' button is highlighted with a red box and the number 3. The 'Select All' button is highlighted with a green box and the number 5. The 'Add to Cart' button is highlighted with a red box and the number 6. A checkbox next to the 'SmartColor Microfiber Mop' item is highlighted with a blue box and the letter A. The quantity '1' is highlighted with a green box and the number 4. The 'Add to Cart' button for this item is highlighted with a red box and the number 2. The 'Add to Cart' button for the entire list is highlighted with a red box and the number 2. The 'Add to Cart' button for the entire list is highlighted with a red box and the number 2.



Click to Watch How to Video

Video URL: vimeo.com/1003747109

Section 7: Adding an Item to the Cart

- + [Steps: 1 - 4] Click on “Shop by Product” or enter the product keyword, item number, or manufacturer number in the “Product Search” field. Once you’ve selected a product, choose a “Unit of Measure” if necessary, and then input your preferred quantity. Then, click on the “Add To Cart” button for the selected product to add to cart.

The screenshot displays the BradyPLUS website interface. At the top, the navigation bar includes the logo, 'SUPPLIES + SUPPORT', and user account options. A green box labeled '1' highlights the 'Shop By Product' dropdown menu. Below the navigation, a search bar is present. The main content area features a banner with the text 'We Are BradyPLUS!' and 'TODAY OUR TRANSFORMATION BEGINS'. Below the banner, a product list is shown with filters on the left. Three products are visible: 'Brady Pine All-Purpose Cleaner Deodorizer 1 Gallon' (Step 2), 'PortionPac 102 ScrubPac Heavy Duty Detergent' (Step 3), and 'PortionPac 1802 MopPacLite pH Neutral Floor Cleaner' (Step 4). Each product has an 'Add to Cart' button and a quantity selector.



Click to Watch How to Video

Video URL: vimeo.com/1003747572

Section 8: How to Place an Order


+ [Steps: 1 - 8] Once all items have been successfully added to the cart, click "My Cart," then click the "Proceed to Checkout" button. To change billing information, click "Change" as shown in the example A, and make the necessary adjustments. To change shipping information, click "Change" as shown in the example B, and make the necessary adjustments. If all information is correct, click "Continue" to proceed. Select a delivery date for the "Shipping Method" if you wish. If there are notes for the order needed, enter the notes in the "Add Order Notes" field. For the "Payment Method" click the drop-down arrow to select "Pay by Invoice" or "Credit Card." Enter the order PO number for the order in the "PO Number" field, but it is not required. If you choose to pay by credit card, select a "Card Type" and enter the cardholder's name in the "Name On Card" field. Then, enter the credit card number in the "Card Number" field and then enter the "Security Code." Next, select the credit card's "Expiration Month" and "Expiration Year." If the billing address is the same as the Bill To address, leave the "Use Billing Address" option checked. If not, uncheck "Use Billing Address" and fill in the billing address fields, then click "Place Order" to place the order.

Cart

[Continue Shopping](#)

Fulfillment Method
 Ship Pick Up

3 Items [Save Order](#) [Add All to List](#) [Remove All](#)

PRODUCT DESCRIPTION	PRICE/UNIT	QTY	
 Pink Foaming Skin Cleanser 1000mL INDIVIDUAL Brady ID: SCH504	\$63.94 / CASE Primary Warehouse: 320 In Stock.	1	\$63.94 + Add to List

Order Summary
Subtotal: \$298.20

[Proceed to Checkout](#) [Request a Quote](#)

Checkout [Billing & Shipping](#) [Payment](#) [Confirmation](#)

Billing Information [Change](#) [A](#)

IT Test Account
7055 Lindell Road
Las Vegas, NV 89118 US
702-876-3990
victor.marte@bradyindustries.com
702-876-1580

Shipping Information [Change](#) [B](#)

Test Account 3000 Phoenix
4422 S 38th Pl
Phoenix, AZ, 85040-2958 US

[Continue](#) [3](#)

Checkout [Billing & Shipping](#) [Payment](#) [Confirmation](#)

Billing & Shipping

Billing Information [Edit](#)

IT Test Account
7055 Lindell Road
Las Vegas, NV 89118 US
702-876-3990
victor.marte@bradyindustries.com

Shipping Information [Edit](#)

Test Account 3000 Phoenix
4422 S 38th Pl
Phoenix, AZ 85040-2958 US

Shipping Method

[Request Delivery Date \(optional\)](#) [4](#)

Payment Details




Payment Method* [6](#)
Pay by Invoice

PO Number (Optional) [7](#)

[Add Order Notes \(Optional\)](#) [5](#)

Have A Promotion Code? [Apply](#)

Order Summary

PRODUCT DESCRIPTION	PRICE/UNIT	QTY	
 Pink Foaming Skin Cleanser 1000mL INDIVIDUAL Brady ID: SCH504	\$63.94 / CASE	1	\$63.94
 MINTS STARLITE PEPPERMINT RED/WHT Brady ID: G992IF5	\$94.69 / CASE	1	\$94.69
 SmartColor Microfiber Mop Unger Brady ID: MB9201	\$22.44 / EACH	2	\$44.88

[Place Order](#) [8](#)



Click to Watch How to Video

Video URL: vimeo.com/1003744533

Section 9: Viewing Order History

+ Viewing Order History

[Steps: 1 - 6] Hover over "My Account" and then click "Order History." You may search for an order by clicking the "Search Orders" tab. The filter drop-down will display all the available search options. Search options can be filtered by Ship To Address, PO Number, Order Number, Status, Order Total, Product Number, or Date Range. Once you've selected the preferred search method and entered the required information, click the "Search" button. The order history information will then be displayed. Click on the order number to view the needed information.

+ Printing an Order

To print the order, click the "Print" button (Example: A).

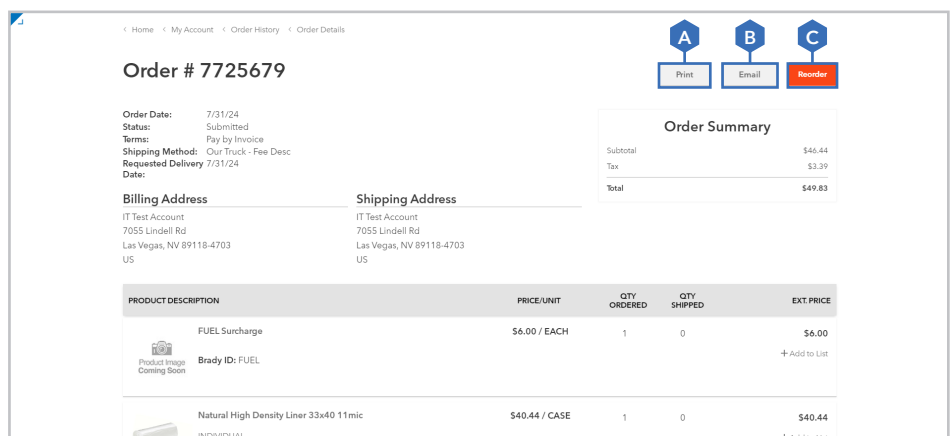
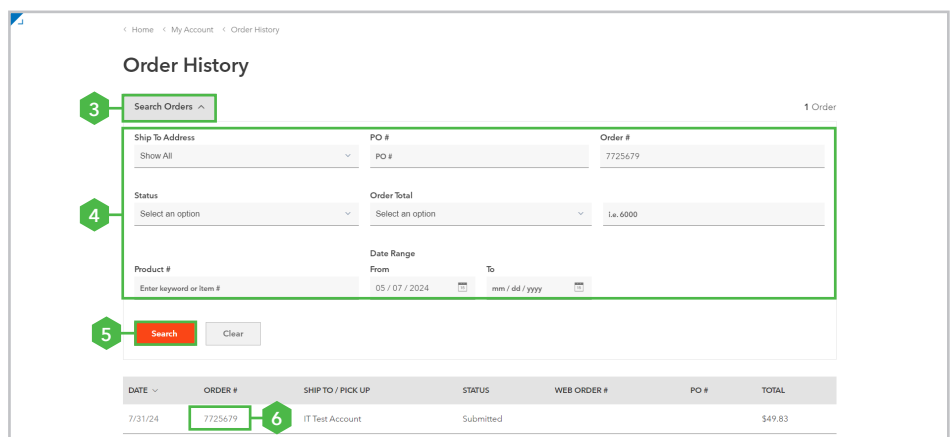
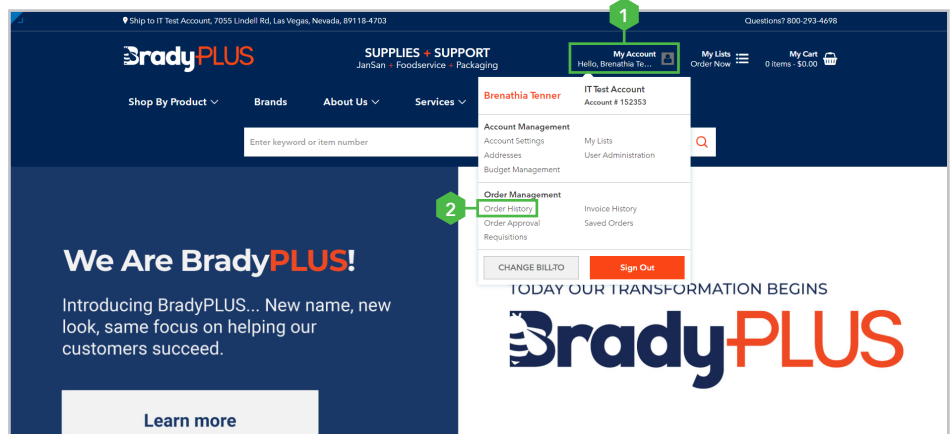
+ Email an Order

To email the order, click the "Email" button, then enter the recipient's email address in the "Email To" field, and then click the "Email Order" button (Example: B).

+ Reorder from Order History

To reorder an order, click the "Reorder" button to add items from the order history to the cart and place a new order (Example: C).

Note: Only Admins, Buyer 3, Buyer 2, and Buyer 1 user roles can view order history.



Click to Watch How to Video

Video URL: vimeo.com/1003745969

Section 10: Viewing Invoice History

+ Viewing Invoice History

[Steps: 1 - 6] Hover over "My Account" and then click "Invoice History." You may search for an invoice by clicking the "Search Invoices" tab. The filter drop-down will display all the available search options. Search options can be filtered by Ship To Address, Invoice Number, PO Number, Order Number, or the Date Range. Once you've selected the preferred search method and entered the required information, click the "Search" button. The invoice history information will be displayed. Click on the invoice number to view the needed information.

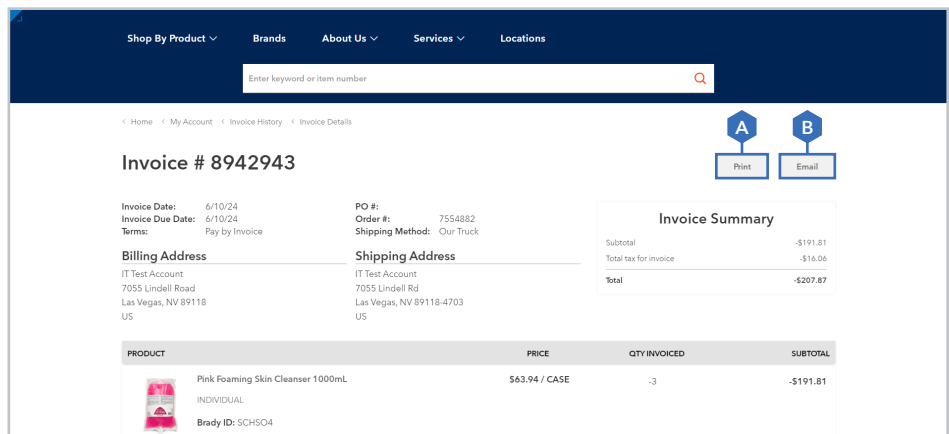
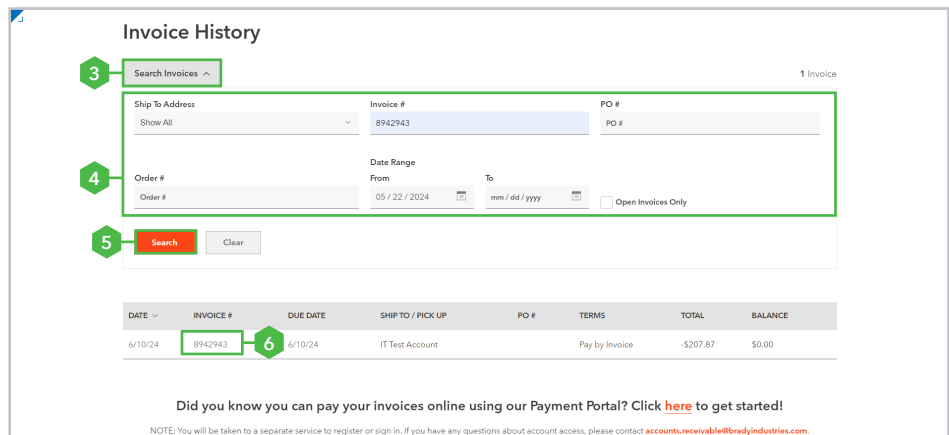
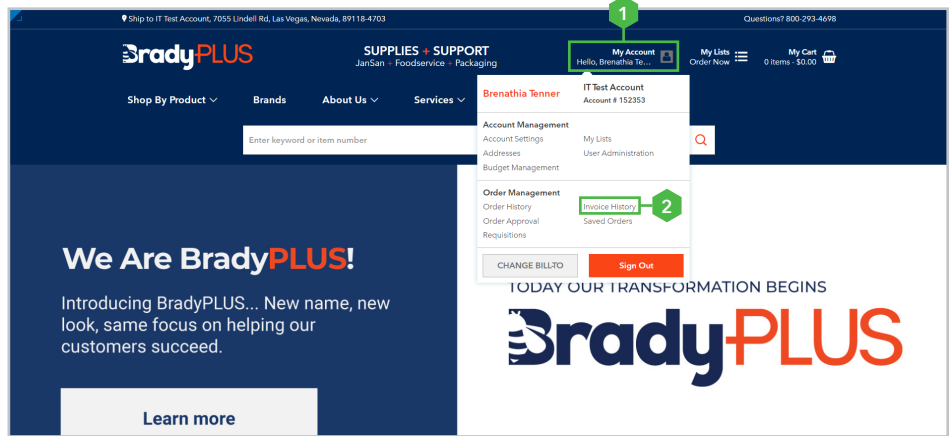
+ Printing an Invoice

To print the invoice, click the "Print" button (Example: A).

+ Email an Invoice

To email the invoice, click the "Email" button, then enter the recipient's email address in the "Email To" field, and then click the "Email Invoice" button (Example: B).

Note: Only Admins and Buyer 3 user roles can view invoice history.



Click to Watch How to Video

Video URL: vimeo.com/1003745718

Section 11: Budget Management

Note: Only Administrators roles have access to Budget Management.

+ [Steps: 1 - 18] Click "My Account," then click "Budget Management," select a "Budget Enforcement Level," then click "Save." Next, choose a year for the "Budget Periods Setup," then select an "Assign Budget Period." Input the budget period(s) and start date(s), and then click "Save." Next, input a "Cost Code Title" and click the "Save" button. Click the "Budget Maintenance" tab, then select a "User" or "Ship To Address" to apply to the budget. Select a year from the "Budget Year" drop-down menu. Next, input the budget in the "Budget field" and click "Save." By clicking the "Budget Review" tab, you can track the budget's spending and generate budget reports.

The screenshot shows the 'Budget Management' page with the following steps highlighted:

- 1. Click 'My Account' in the top navigation.
- 2. Click 'Budget Management' in the dropdown menu.
- 3. Select 'User level' under 'Budget Enforcement Level'.
- 4. Click 'Save'.
- 5. Select '2024' for 'Budget Year'.
- 6. Select 'Yearly' for 'Assign Budget Period'.
- 7. Add a row in the 'PERIOD' table with '1/1/2025' as the start date and '12/31/2025' as the end date.
- 8. Click 'Save'.
- 9. Enter a title in the 'Cost Code Title' field.
- 10. Click 'Save'.

The screenshot shows the 'Budget Management' page with the following steps highlighted:

- 11. Click the 'Budget Maintenance' tab.
- 12. Select a user in the 'Select User' dropdown.
- 13. Select '2024' for 'Budget Year'.
- 14. Click 'View Budget'.

The screenshot shows the 'Budget Management' page with the following steps highlighted:

- 15. Click the 'Budget Review' tab.
- 16. Select a user in the 'Select User' dropdown.
- 17. Select '2024' for 'Budget Year'.
- 18. Click 'View Budget'.



Click to Watch How to Video

Video URL: vimeo.com/1003799196



Brady**PLUS**



Partnering for Success.

BradyPLUS is a leading national distributor and solution provider focused on JanSan, foodservice, and industrial packaging. We are driven to make customers more successful and operations more productive and sustainable. We offer Supplies PLUS Support: Premium brands, expert advice, and exceptional customer experiences. Our 6,000 associates have a passion for delivering innovative solutions for the business challenges of today and tomorrow. Together, we serve over 100,000 customers nationwide in end markets, including education, government, healthcare, hospitality, restaurants, building services, food packaging & processing, and grocery.

For more information on BradyPLUS, visit [BradyPLUS.com](https://www.BradyPLUS.com)