



Safetec.com Training Materials

Shopping Feature

04.2023

Shopping Feature

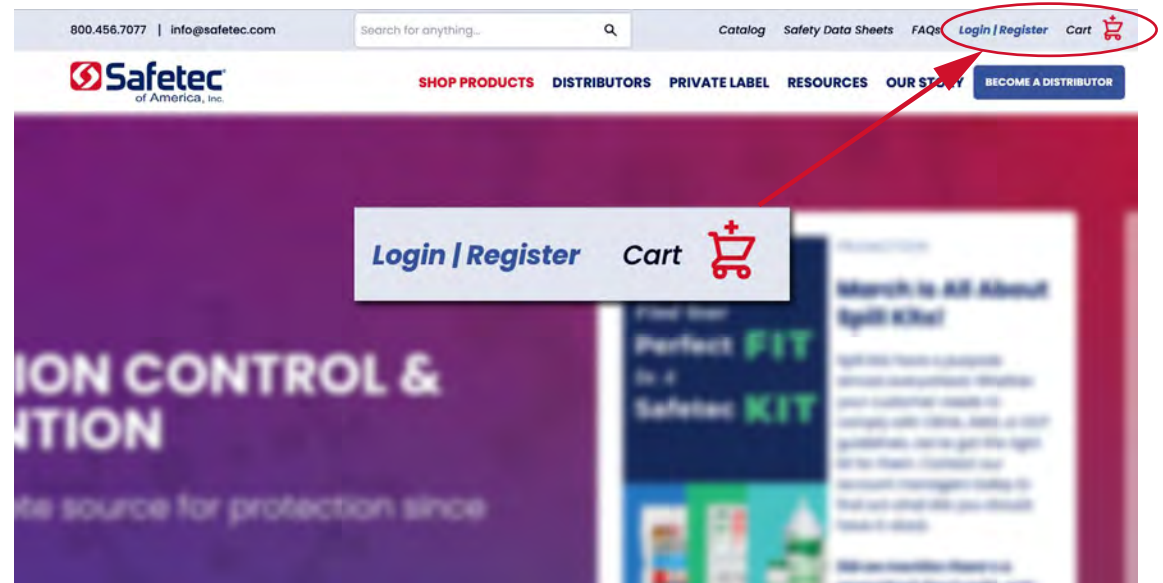
Overview

Safetec is excited to provide our customers with even more options to purchase the great Safetec products they love!

Easily order in-stock products by the case and have them shipped to you. You can even select a different location if you need to drop ship products to a location other than yours.

Sign up for an account to access benefits like viewing past orders, saving recurring addresses, and more!

Read on for a step-by-step guide.



Shopping Feature

Finding Products

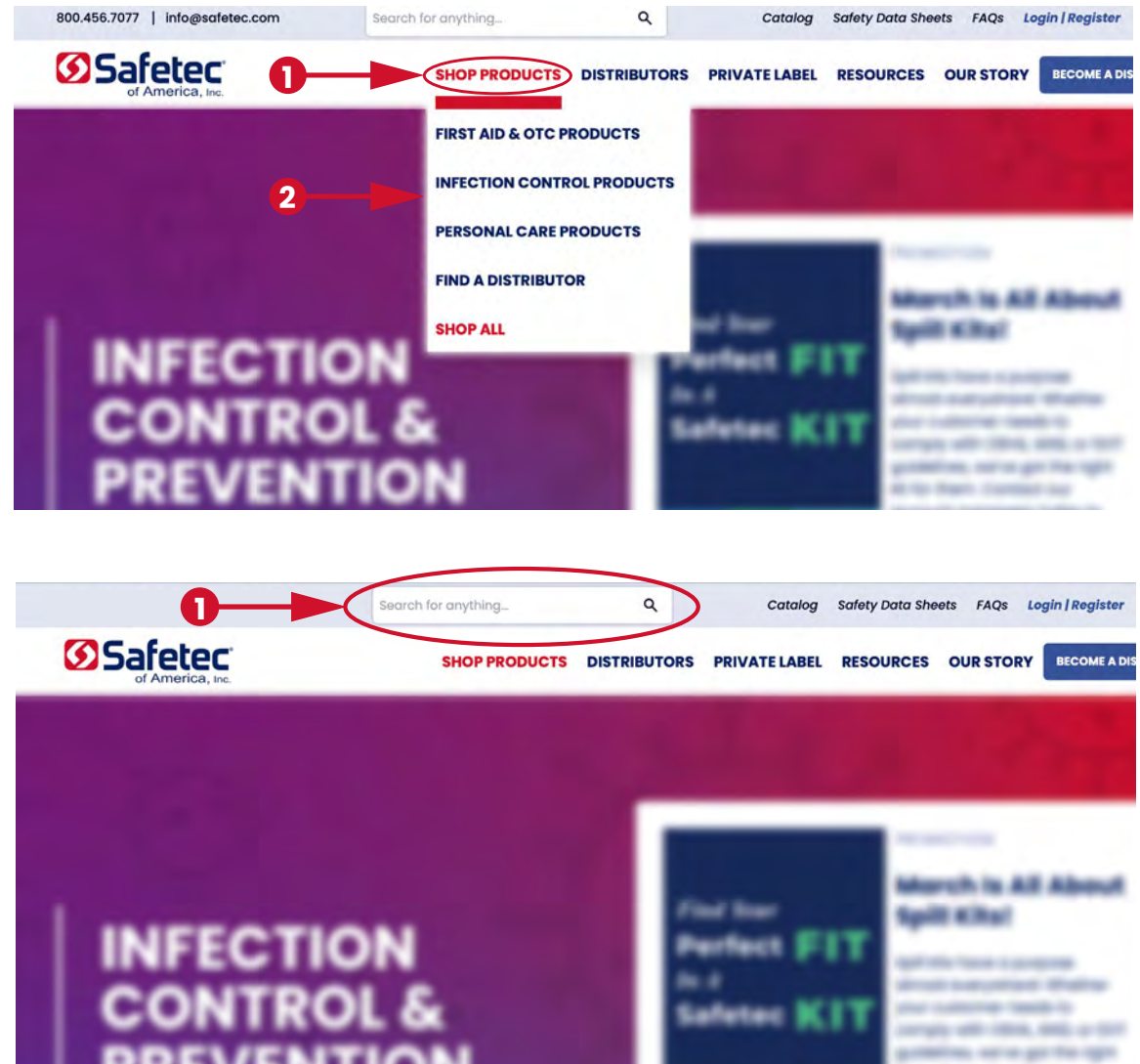
Using the Drop-Down Search Function

1. Locate **SHOP PRODUCTS** on the left hand side of the Main Navigation bar
2. Hover your mouse over **SHOP PRODUCTS**
 - Choose a product category
 - Or **SHOP ALL**

Using the Search Bar Function

1. Enter the product name, item number or any other key terms to search for items

Our search bar is intuitive and will not only bring up products matching the key word you've entered, but press releases, blogs, references and any other information we have on our site.



Shopping Feature

Adding Products to Your Cart

Once you've chosen a product to purchase and have clicked on the item, it may require you to choose your volume and box count.

1. Choose an option from the **Volume** drop down
2. Choose an option from the **Count** drop down
3. Use the **QTY** up and down arrows to increase or decrease the number of cases you want to order
4. Click the **ADD TO CART** button

The screenshot displays the Safetec website's product page for 'Skin Lotion'. The page includes a header with contact information, a search bar, and navigation links. The product details section shows the product name, price range (\$108.81 - \$140.00), and options for Volume and Count. The 'QTY' section has up and down arrows. A red 'ADD TO CART' button is prominently displayed. Below the product details, there is a description of the lotion's benefits and links to the Product Sell Sheet and Safety Data Sheet. The page is annotated with four numbered steps: 1. Selecting the Volume (0.9 g), 2. Selecting the Count (144 ct. Box), 3. Adjusting the QTY (4), and 4. Clicking the ADD TO CART button.

800.458.7077 | info@safetec.com

Search for anything...

Catalog Safety Data Sheets FAQs Login / Register Cart

Safetec
of America, Inc.

SHOP PRODUCTS DISTRIBUTORS PRIVATE LABEL RESOURCES OUR STORY BECOME A DISTRIBUTOR

PERSONAL CARE

Skin Lotion

\$108.81 - \$140.00

Volume: Choose an option

Count: Choose an option

QTY: 1

ADD TO CART

Private Labeling →

The Skin Lotion contains aloe vera and vitamin E to add moisture with each use, helping you to feel comfortable in your own skin.

Product Sell Sheet ↓ Safety Data Sheet ↓

Looking to become a distributor yourself?

BECOME A DISTRIBUTOR

PERSONAL CARE

Skin Lotion

\$108.81 - \$140.00

Volume: Choose an option

Count: Choose an option

QTY: 1

ADD TO CART

Private Labeling →

The Skin Lotion contains aloe vera and vitamin E to add moisture with each use, helping you to feel comfortable in your own skin.

PERSONAL CARE

Skin Lotion

\$108.81 - \$140.00

Volume: 0.9 g

Count: 25 ct. Box

\$108.81

0.9 g Pouch (25 ct. Box) (SKU 53505)
Case Qty. 36 / Case Wt. 4lbs.
Out of stock

QTY: 4

ADD TO CART

Private Labeling →

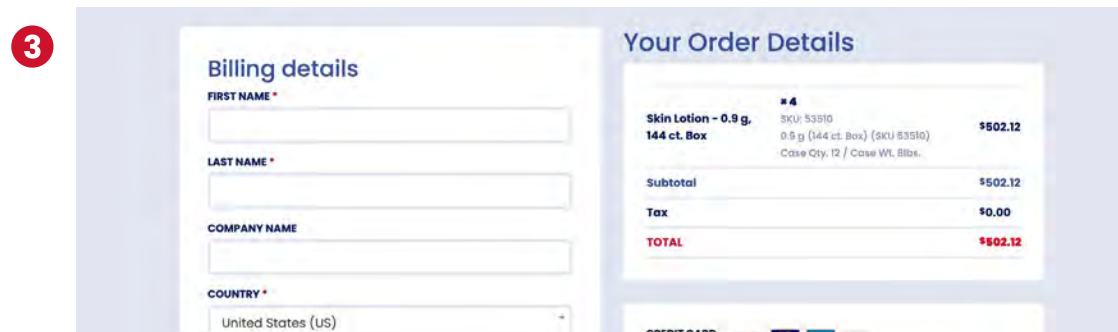


Shopping Feature

Navigating the Shopping Cart

After you've added all of the products to your cart that you would like to order, view your cart.

1. Click on the **Cart** icon at the top right corner of the web page
2. In the **View Cart** Function, you can adjust order quantities here or delete items no longer needed
3. Clicking on **CHECKOUT** brings you right to **Your Order Details** page



Shopping Feature

Your Order Details

1. Enter the appropriate information under **Billing details**
2. Review the details of your order
3. Enter your **CREDIT CARD** information
4. **PLACE ORDER**

NOTE: Shipping costs won't populate until you enter your **ADDRESS, CITY, STATE, and ZIP CODE**. If you do not want to ship to your billing address, choose the **Ship to a different address?** option. See the next page for directions.

The screenshot displays the 'Your Order Details' checkout page. It is divided into two main sections: 'Billing details' on the left and 'Your Order Details' on the right. Red callout boxes with numbers 1 through 4 highlight specific areas: 1 points to the 'Billing details' header, 2 points to the order summary table, 3 points to the 'CREDIT CARD' section, and 4 points to the 'PLACE ORDER' button.

1 Billing details

FIRST NAME *

LAST NAME *

COMPANY NAME

COUNTRY *

United States (US)

ADDRESS *

House number and street name

APARTMENT, SUITE, UNIT, ETC.

Apartment, suite, unit, etc. (optional)

CITY * STATE * ZIP CODE *

New York

PHONE *

EMAIL ADDRESS *

CREATE AN ACCOUNT?

2 Your Order Details

Skin Lotion - 0.9 g, 144 ct. Box	* 4	
SKU: 53510		
0.9 g (144 ct. Box) (SKU 53510) Case		\$502.12
Qty. 12 / Case Wt. Bbls.		
Subtotal		\$502.12
GROUND (UPS): \$90.56		
Tax		\$55.92
TOTAL		\$648.60

3 CREDIT CARD VISA MasterCard American Express Discover

Pay securely using your credit card.

CARD NUMBER *

EXPIRATION (MM/YY) *

MM / YY

CARD SECURITY CODE *

CSC

4 PLACE ORDER

Ship to a different address?

ORDER NOTES

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

Shopping Feature

Your Order Details (Continued)

If you chose the ☒ **Ship to a different address?** option, the **Shipping details** section will expand to allow you to enter your shipping details.

1. Fill out the appropriate information
2. If there are special notes for your order, add them here

The screenshot shows a 'Shipping details' form. At the top, there is a checkbox labeled 'Ship to a different address?' which is checked. Below this, the section is titled 'Shipping details'. A red circle with the number '1' points to the 'FIRST NAME' field. The form includes fields for 'LAST NAME', 'COMPANY NAME', 'COUNTRY' (with a dropdown menu showing 'United States (US)'), 'ADDRESS' (with a placeholder 'House number and street name'), 'APARTMENT, SUITE, UNIT, ETC.' (with a placeholder 'Apartment, suite, unit, etc. (optional)'), 'CITY', 'STATE' (with a dropdown menu showing 'New York'), and 'ZIP CODE'. A red circle with the number '2' points to the 'ORDER NOTES' field, which has a placeholder 'Notes about your order, e.g. special notes for delivery.'.

Shopping Feature

Your Order Details (Continued)

Once you click **PLACE ORDER**, a confirmation screen appears with your **Order Details**. You will also receive a confirmation email to the email address you provided on the **Your Order Details** screen.

NOTE: If you need to contact us about your order, you can either click **CONTACT US** here or in the confirmation email.

The screenshot shows the Safetec order confirmation page. At the top is the Safetec logo and a navigation bar with links: SHOP PRODUCTS, DISTRIBUTORS, PRIVATE LABEL, RESOURCES, OUR STORY, and a button BECOME A DISTRIBUTOR. The main heading is 'Your order has been received and is being reviewed. Thank you for your business.' Below this is a sub-message: 'Your order has been received. You will receive a confirmation email soon.' The order details are presented in a table-like format with four columns: ORDER NUMBER (6251), DATE (March 23, 2023), EMAIL (YourEmail@Website.com), and TOTAL (\$819.12). Below this is the PAYMENT METHOD: Credit Card. To the right, there are sections for Billing address and Shipping address, both with placeholder text. At the bottom, there is a 'Something wrong with your order?' section with a CONTACT US button.

ORDER NUMBER	DATE	EMAIL	TOTAL
6251	March 23, 2023	YourEmail@Website.com	\$819.12

PAYMENT METHOD:
Credit Card

Order Details

SaniWash® Antimicrobial Hand Soap - 1 gal. * 3	
Volume:	\$539.28
1 gal.	
Subtotal:	\$539.28
Shipping:	\$213.93 via 3 Day Select (UPS)
Tax:	\$65.91
Payment method:	Credit Card
Total:	\$819.12

Billing address
First Name Last Name
123 Main Street
Town, State Zip Code
5555555555
YourEmail@Website.com

Shipping address
First Name Last Name
123 Main Street
Town, State Zip Code

Something wrong with your order?
CONTACT US



Shopping Feature

Creating an Account

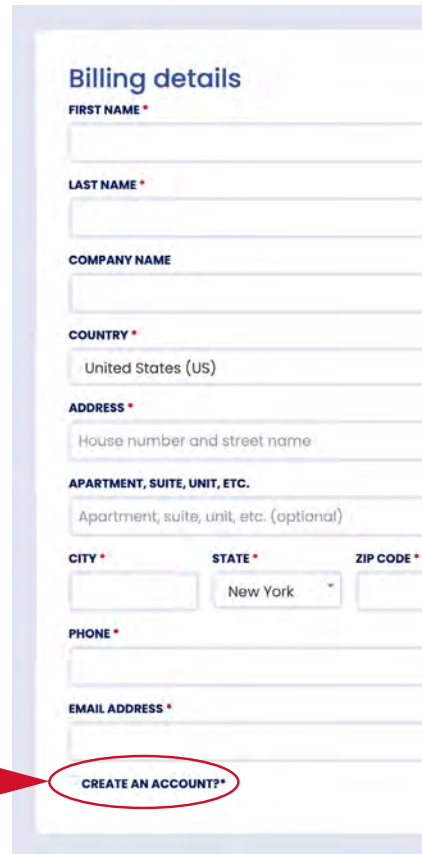
There are many benefits to creating an account such as:

- Saved billing & shipping addresses
- View recent and past orders
- Edit your password
- Edit your account details

There are two ways to create an account:

1. When entering your **Billing details** in the checkout function

2. From the main homepage **Login | Register**



The image shows a 'Billing details' form with fields for First Name, Last Name, Company Name, Country (set to United States (US)), Address (House number and street name), Apartment, Suite, Unit, etc. (optional), City, State (set to New York), Zip Code, Phone, and Email Address. A red circle with the number '1' and an arrow points to a link at the bottom of the form that says 'CREATE AN ACCOUNT?'



The image shows two screenshots of the Safetec website. The top screenshot shows the website's header with links for Catalog, Safety Data Sheets, FAQs, Login | Register (circled in red with a red circle and arrow pointing to it), and Cart. The bottom screenshot shows the website's main content area with a 'Login' and 'Register' section. The 'Login' section has fields for Username or Email Address and Password, with a 'Remember me' checkbox and a 'LOG IN' button. The 'Register' section has fields for Username, Email Address, and Password, with a 'REGISTER' button. A red circle with the number '2' and an arrow points to the 'Login | Register' link in the top screenshot.



Shopping Feature

Creating an Account

Using the **Billing details** in the checkout function.

1. After filling in your **Billing details**, click the box in front of **CREATE AN ACCOUNT***
2. Enter an **ACCOUNT USERNAME**
3. Enter a password in **CREATE ACCOUNT PASSWORD**
4. Once you fill in the information on the **Your Order Details** Page and click **PLACE ORDER**, an email confirmation will be sent to you with your account details

NOTE: A second, separate email will be sent to you with your order details.

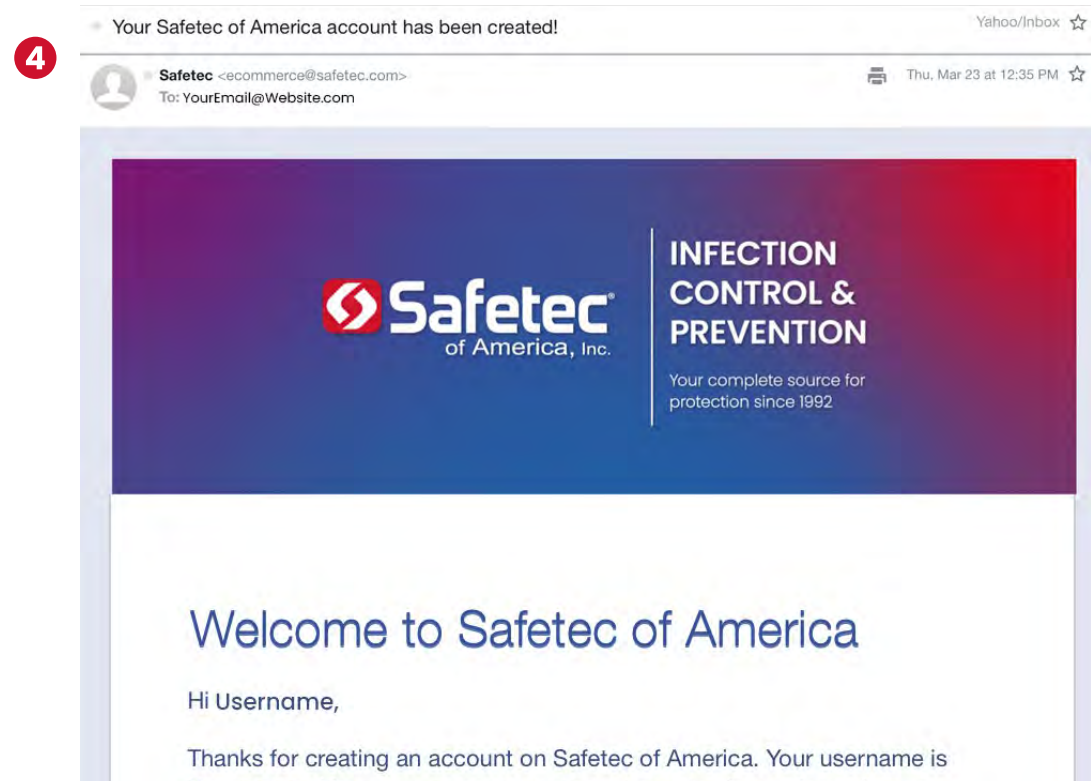
1 ☒ **CREATE AN ACCOUNT?***

2 **ACCOUNT USERNAME ***

Username

3 **CREATE ACCOUNT PASSWORD ***

Password



Shopping Feature

Creating an Account

Using the **Login/Register** at the top of the home page.

1. Click **Login/ Register** to begin
2. To create a new account, fill in the information on the **Register** section on the right hand side of the screen
3. Enter the name you would like associated with your account in the **USERNAME** field
4. Enter the email address you would like associated with your account in the **EMAIL ADDRESS** field
5. Enter the password you would like associated with your account in the **PASSWORD** field
6. Click the **REGISTER** button to activate your account
7. The next screen opens to the Dashboard of your account. From here, you can check your order history, save addresses to your account, and update your account details

1

2

3

4

5

6

7



Shopping Feature

Need More Help?

Contact Us

toll free: 800.456.7077

email: ecommerce@safetec.com

web: safetec.com

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Buffalo, NY 14215

