



Safetec.com Training Materials

Shopping Feature

04.2023

Shopping Feature

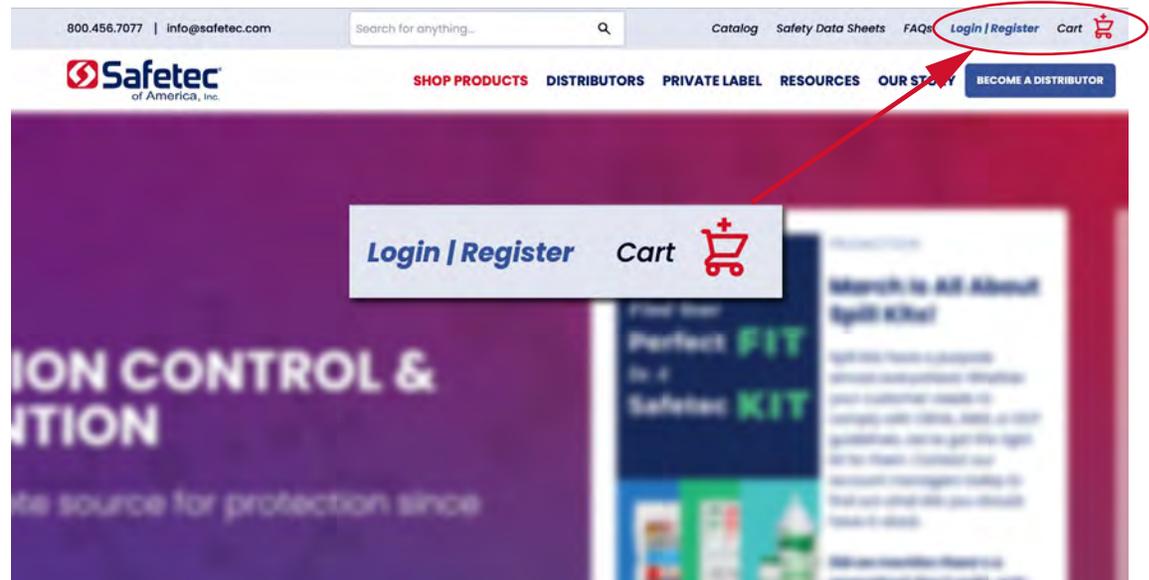
Overview

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

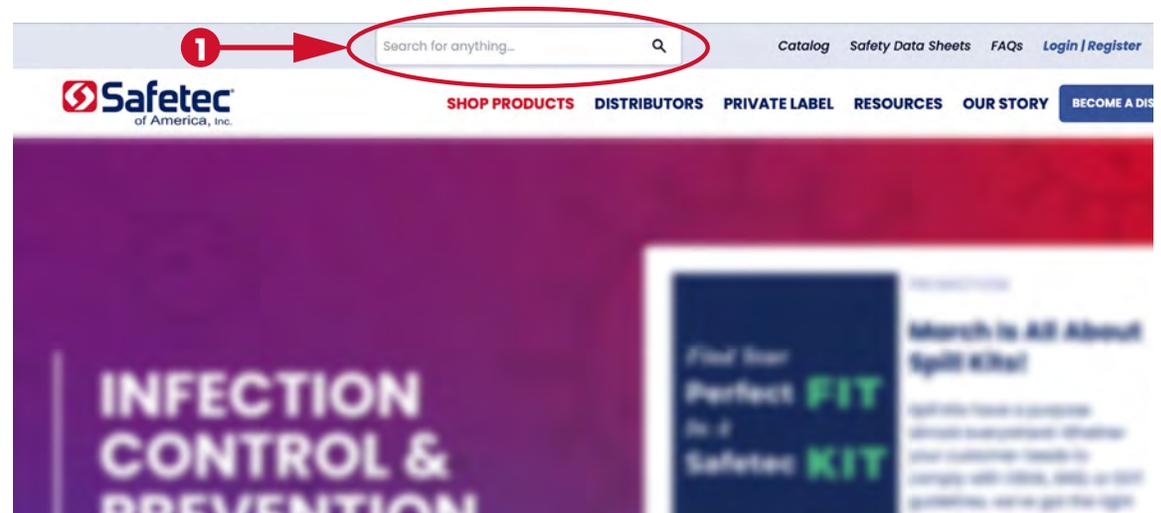
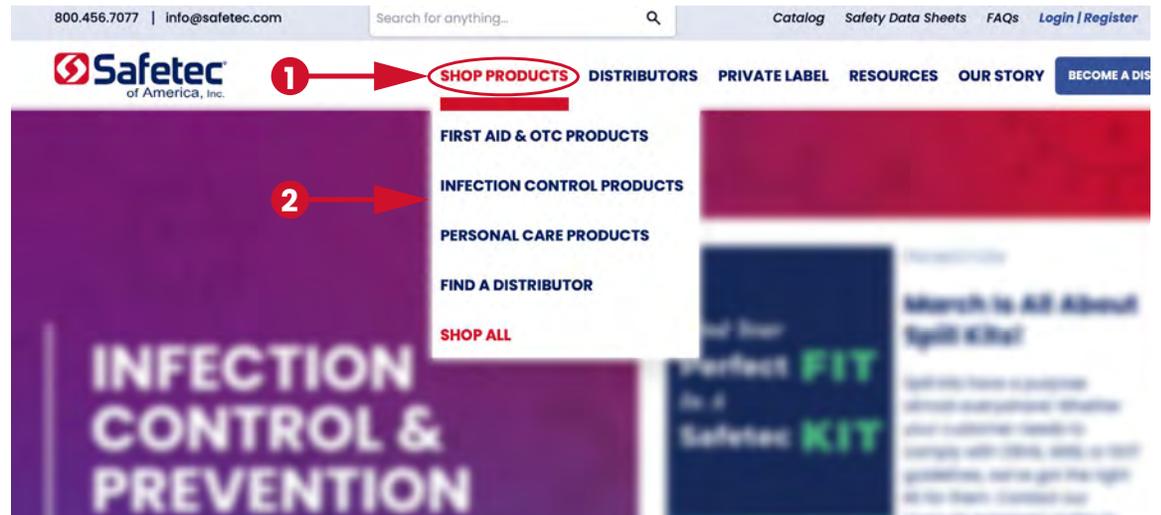
Using the Drop-Down Search Function

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 shows the Safetec.com website interface. At the top, there is a navigation bar with contact information (800.458.7077 | info@safetec.com), a search bar, and links for Catalog, Safety Data Sheets, FAQs, Login | Register, and Cart. Below the navigation bar is the Safetec of America, Inc. logo and a menu with links for SHOP PRODUCTS, DISTRIBUTORS, PRIVATE LABEL, RESOURCES, OUR STORY, and a BECOME A DISTRIBUTOR button.

The main content area displays a product page for Skin Lotion. The product image shows a box and several pouches. The product details include the price range \$108.81 - \$140.00, Volume and Count dropdown menus, a QTY spinner, and an ADD TO CART button. A Private Labeling link is also present. Below the product details is a description: "The Skin Lotion contains aloe vera and vitamin E to add moisture with each use, helping you to feel comfortable in your own skin." There are also links for Product Sell Sheet and Safety Data Sheet.

The page is annotated with four numbered steps:

1. A red box highlights the Volume dropdown menu, which is open to show the 0.9 g option selected.
2. A red box highlights the Count dropdown menu, which is open to show the 144 ct. Box option selected.
3. A red box highlights the QTY spinner, which is set to 4.
4. A red box highlights the ADD TO CART button.

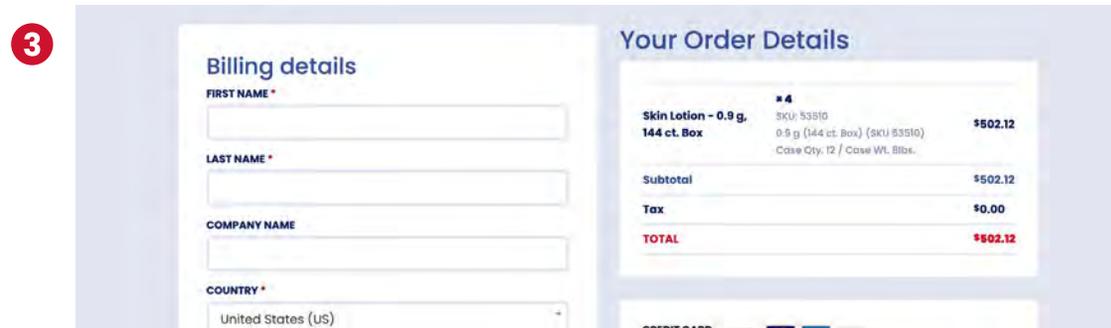
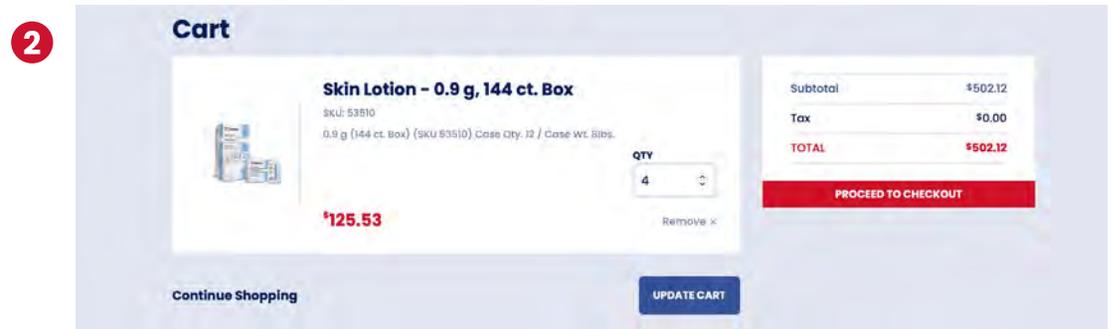
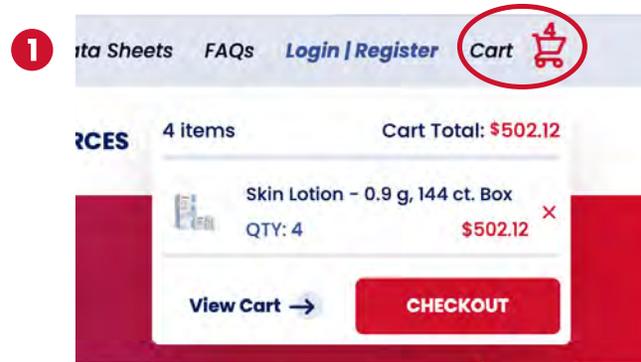


Shopping Feature

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 shows a checkout page titled "Your Order Details". It is divided into several sections:

- 1 Billing details:** A form with fields for FIRST NAME *, LAST NAME *, COMPANY NAME, COUNTRY * (set to United States (US)), ADDRESS * (with sub-fields for house number and street name, and apartment/suite/unit/etc.), CITY *, STATE * (set to New York), ZIP CODE *, PHONE *, and EMAIL ADDRESS *. There is also a "CREATE AN ACCOUNT?" checkbox.
- Your Order Details:** A summary table showing the order items and totals. A red box highlights this section with a callout "2".

Skin Lotion - 0.8 g, 144 ct. Box	* 4	\$502.12
SKU: 53510 0.8 g (144 ct. Box) (6x(1 53510) Case Qty. 12 / Case Wt. Bbls.		
Subtotal		\$502.12
GROUND (UPS): \$90.56		
Tax		\$55.92
TOTAL		\$648.60
- 3 CREDIT CARD:** A section for entering credit card information, including fields for CARD NUMBER *, EXPIRATION (MM/YY) *, and CARD SECURITY CODE *. It includes logos for VISA, Mastercard, and American Express, and a "PLACE ORDER" button with callout "4".
- Ship to a different address?:** A checkbox option.
- ORDER NOTES:** A text area for "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 checked checkbox labeled 'Ship to a different address?'. Below this, the form is titled 'Shipping details' with a red circle containing the number '1' next to it. The form contains several input fields: 'FIRST NAME *', '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 *'. At the bottom, there is a section for 'ORDER NOTES' with a red circle containing the number '2' next to it, and a text area with 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.

Safetec
of America, Inc.

SHOP PRODUCTS DISTRIBUTORS PRIVATE LABEL RESOURCES OUR STORY **BECOME A DISTRIBUTOR**

✓

Your order has been received and is being reviewed. Thank you for your business.

Your order has been received. You will receive a confirmation email soon.

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

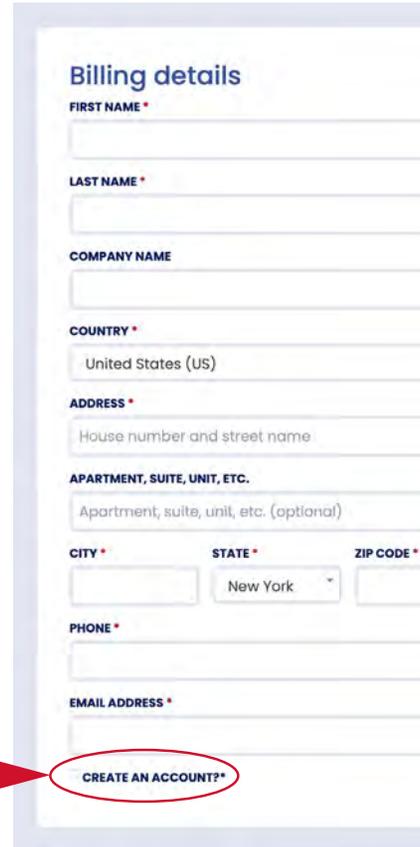
There are many benefits to creating an account such as:

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

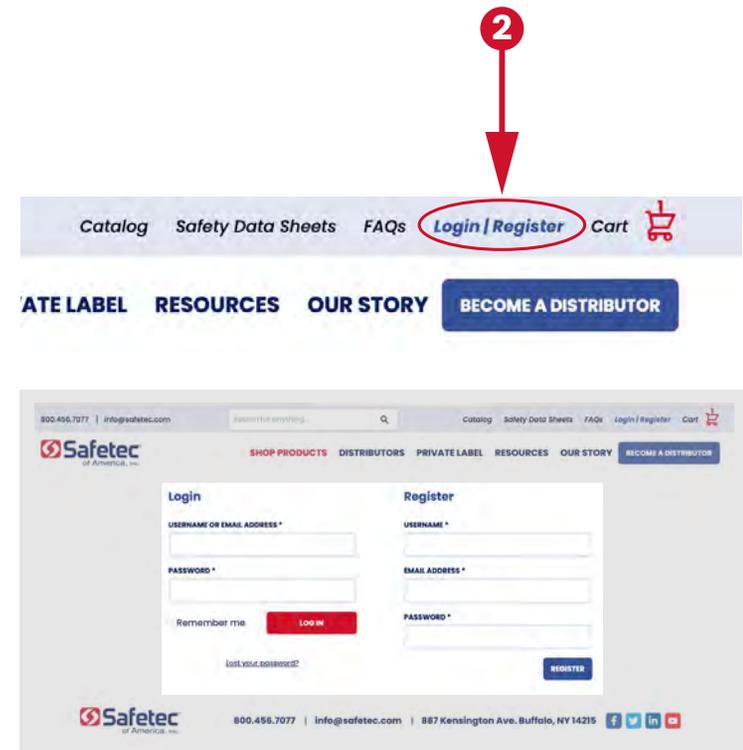
There are two ways to create an account:

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 the following fields: 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 * (New York), ZIP CODE *, PHONE *, and EMAIL ADDRESS *. A red circle highlights the 'CREATE AN ACCOUNT?' link at the bottom of the form, with a red arrow and the number '1' pointing to it.



Shopping Feature

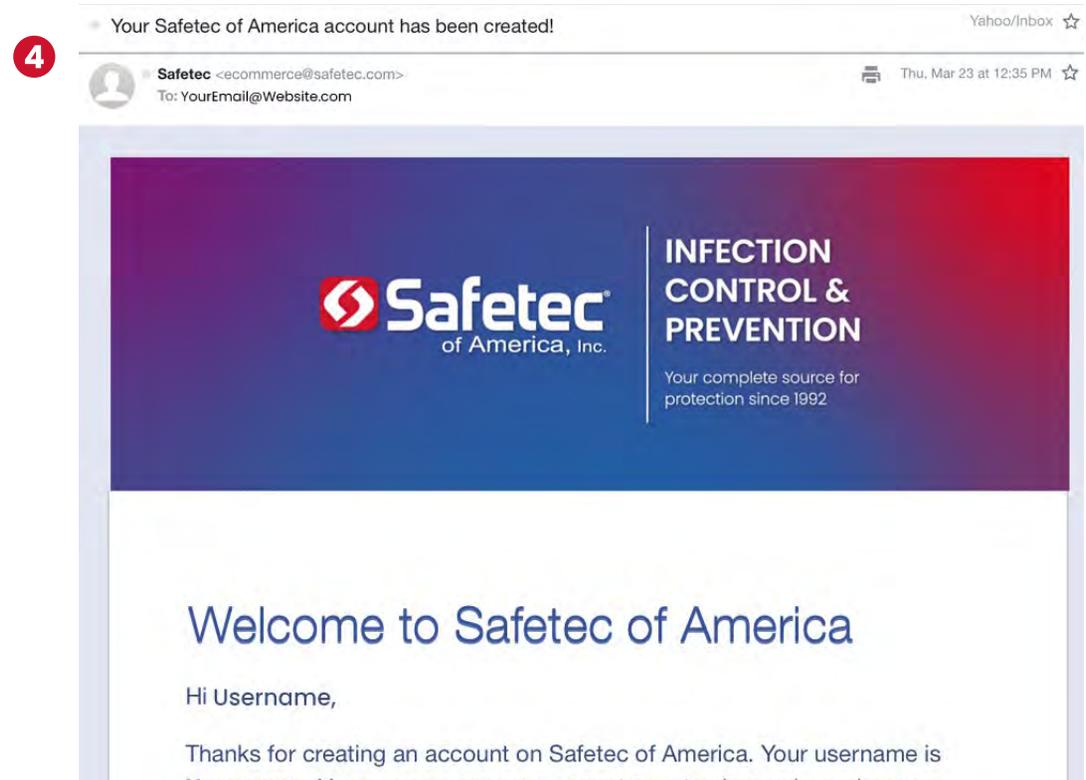
Creating an Account

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 ***
- 3 **CREATE ACCOUNT PASSWORD ***

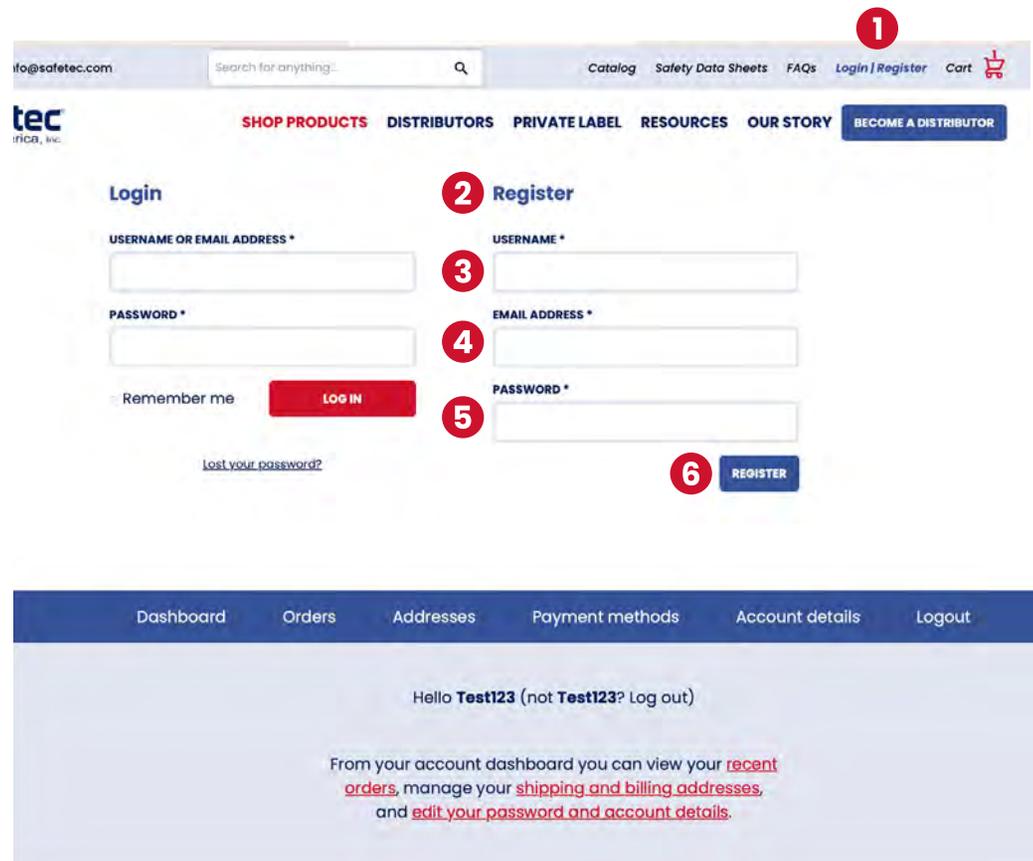


Shopping Feature

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



Shopping Feature

Need More Help?

Contact Us

toll free: 800.456.7077

email: ecommerce@safetec.com

web: safetec.com

**887 Kensington Ave.
Buffalo, NY 14215**

