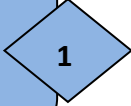


1. Launch your web browser.
 2. Navigate to www.theisdifference.com
 3. Type your Username and Password.
 4. Select 'Login'.
- Note: Your username and password are case sensitive.

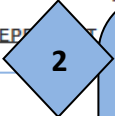


Department
001 - Accounting

Ship To
SHP0013765 - 250 E 98TH STREET, INDIANAPOLIS, IN

local delivery and ... provided by

INDEP...



Here is where you will select your Ship to location, department or cost center (if applicable to your account) and also any other company specific information that you'll be prompted for. Many of these attributes will be pre-populated for you.

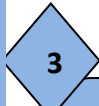
CLICK NEXT!

independent stationers
Amazingly advanced. Uniquely local.

Username: Password: Login [Forgot your password?](#)

home about us contact us

The screenshot shows the website's navigation bar with icons for Home, My Profile, Point of You, Quick Order, and View Cart. Below the navigation bar are categories: Office Supplies, Technology, Furniture, and Maintenance & Breakroom. A search bar is visible with the text 'Enter Keyword'. A 'My Quick Links' sidebar lists various account management options. A 'Company and the Environment' section is also present.



- From this unique landing page you can:
- A. Search by product group
 - B. Update your personal profile
 - C. Search for product based on key words
 - D. Access tools specific to your account such as
 - Favorites
 - Order History
 - Request a Return
 - Request an Item or Large Quantity Quote



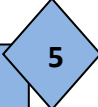
In the top right portion of your screen, search using product key words.

We Welcome Calls

Scissors

0 Item(s) \$0.00 Logout

Let's add an item to our cart!



Just click the 'Add to Cart' button!

Search: scissors > ACM15515

ULTIMATE SAFETY SCISSORS

SKU: ACM15515
Your Price: \$1.62/EA (12 EA/BX)
Core Contract Item
Inventory Status: Usually Ships next day

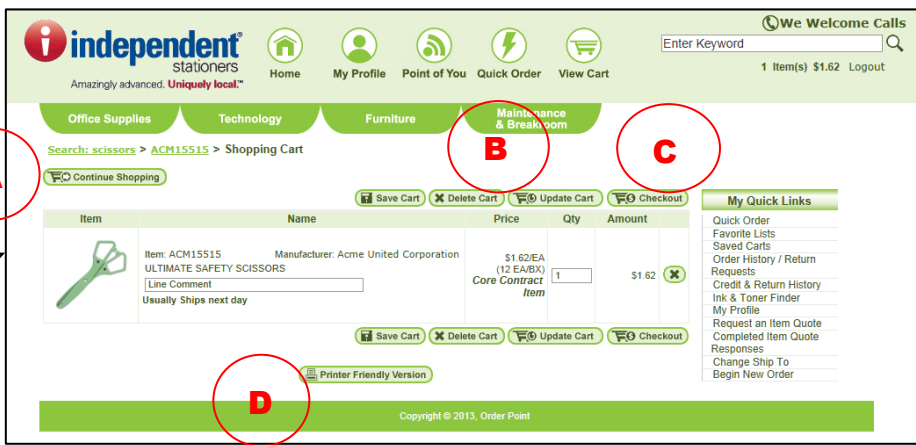
Qty:

Line Comment

Icon Legend

6

Congratulations! You have built a shopping cart! From here you can:
A. Continue Shopping
B. Save, delete or update your cart
C. Checkout
D. Print your cart

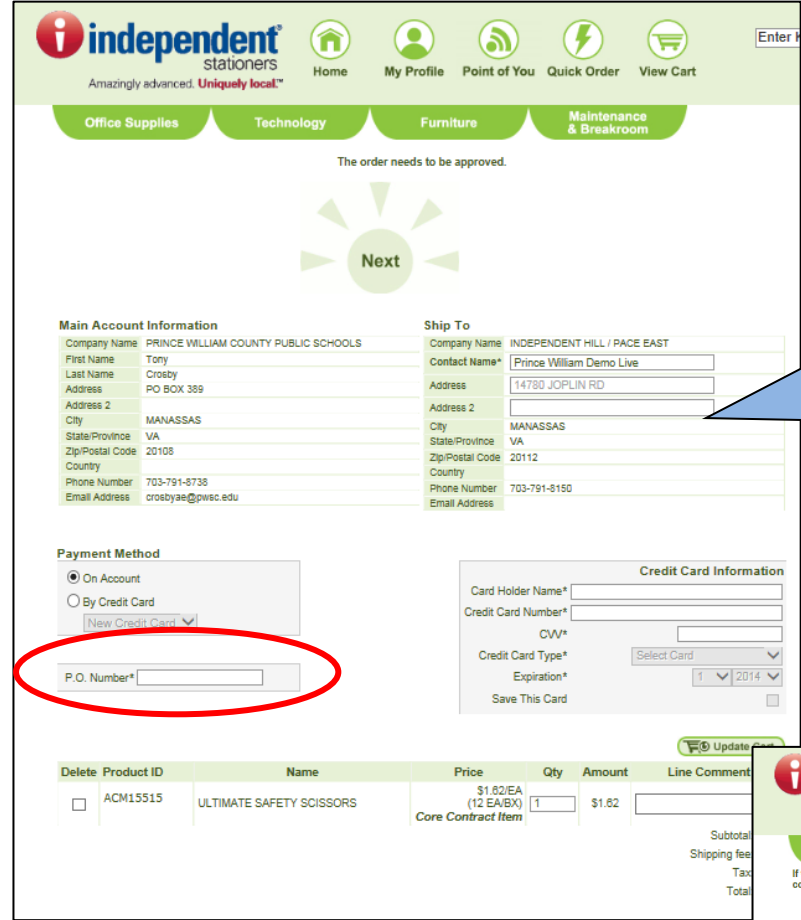


A

B

C

D

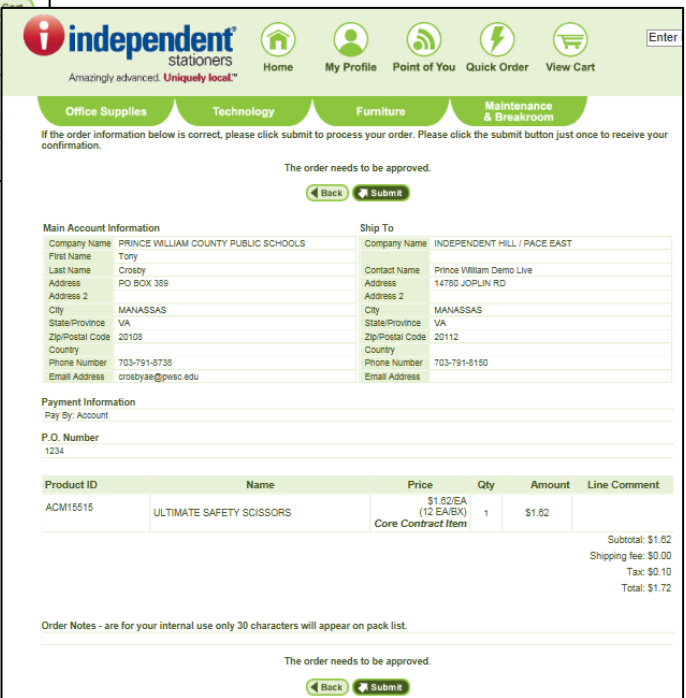


The next screen you see on your way to checkout will ask you to confirm your billing, shipping and any credit card information that you may need to provide. Also, if a **PO number** is required, you'll do that here. You can either 'Update Cart' or click on next if everything is accurate and go onto to final checkout.

7

8

Here's the final step. After you've validated your cart and the billing and shipping parameters, if everything is accurate you'll want to click the 'Submit' button for the final step in placing your order.



'Order Point' has many more features available to you. This guide is provided as the 'basics' and will launch you to placing your first order. For additional information about our functions and features that will provide you many more tools and much more information at your fingertips, please contact your local account representative.