

## Using the Item Lookup

- Use the search bars along the top to find information on items you are looking for.

- o "Search Bar All" will search for your input within all searchable fields (SWC, SWC Description, Supplier, Supplier Part Number, and Item Description)
- o The next four search bars will search within each specific field. "SWC Search" will search within both SWC# and SWC Description.

## Using the Shopping Cart

- As items are found in the Item Lookup, they can be added to the Shopping Cart on the next dashboard.
  - o Use "Add item by Edison ID" to search for each item and click/ add ✓ to add that item to your "shopping cart" list.

- o Continue until all desired items are added.

- If you add an Edison Item ID which includes multiple items, you can remove any unwanted item(s) with that ID via their individual supplier part number with the "Supplier Part Number" filter

TN Edison Item ID	Supplier Part Number	Supplier	Description	Quantity	Price	Supplier
1000132224	NOR-PLUMB-JEFFERSON	Nor Well Company Inc		1	\$250.00	AHA Mechanical Contractors LLC
1000132224	NORTHWEST-PLUMB-JEFFERSON	Northwest Plumbing Compan	Plumbing Maintenance, Trip Charge, Jefferson County	1	\$71.00	
1000132227	AHA-PLUMB-LAKE	AHA Mechanical Contractors LLC	Plumbing Maintenance, Trip Charge, Lake County	1	\$50.00	

- If you want to change the quantities of items to see your actual sub-total based on the amount you would order of each item, click on the item in the chart and select the preferred quantity from the list that appears. (Quantity options include 1-20, then 30-100 by tens, then 200-1000 by hundreds)

The screenshot shows a table with columns for Quantity and Price. A dropdown menu is open over the 'Quantity' column, listing numbers from 1 to 60. The 'Supplier Subtotal' column shows values for different items: \$50.00, \$39.08, \$71.00, and \$118.00.

The screenshot shows the same table after quantity changes. The 'Supplier Subtotal' column now shows: \$2,000.00, \$39.08, \$71.00, and \$118.00.

- If you need to change all the quantities back to 1 or if it is not working correctly, reset them all by clicking on the "Clear Quantities" button just above the list. After clicked once, wait one second and the button should slightly change color. Click the button again and the quantities should all reset to 1.

Clear Quantities Click once.

Click twice to reset all quantities to 1.

Quantity	Price	Supplier
1	\$71.00	AHA Mechanical Contractors LLC
40	\$2,000.00	
1	\$118.00	Athens Paper Co
1	\$39.08	

Clear Quantities Wait for color.

Quantity	Price
1	\$71.00
40	\$2,000.00
1	\$118.00
1	\$39.08

Clear Quantities Click again.

Quantity	Price
1	\$71.00
1	\$50.00
1	\$118.00
1	\$39.08

- On the right, the subtotal of the cart list is shown broken down by the total for each supplier. An overall total of all the items is then shown at the bottom. \*These totals all account for the quantity of each item as well.

Clear Quantities

	Quantity	Price
	1	\$71.00
	1	\$50.00
base	1	\$118.00
	1	\$39.08

**Supplier Subtotal**

AHA Mechanical Contractors LLC	\$50.00
Athens Paper Co	\$39.08
Northwest Plumbing Compan	\$71.00
Xcessories Squared Dev	\$118.00

**Cart Total:**

**\$278.08** PDF

- o Once all the desired items are entered and have the desired quantities, the cart list can be saved as a PDF/ printed by clicking the blue "PDF" button next to the cart total.