King Business Interiors

eStore for

The Ohio State University

April 2012
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Shopping the Catalogs - Getting Started

When you are in the OSU eStores site, click on the Supplier Website tab and scroll down to find King Business Interiors, Inc.

Click on the link to be taken to the catalog site.
Shopping the Catalogs - Getting Started

This will be the initial view you when you punch out from the OSU eStore site.
Shopping the Catalogs - Getting Started

The catalogs in the eStore are organized in a “drill-down” organization.

Anytime you see a plus sign next to an item or product group, it indicates that there are additional items and/or sub-categories for that item.

To start shopping, select a product category from the menu on the left (Seating, Desks, Storage).

This will take you to that category’s page to view the items available and/or sub-categories within that product group.
Shopping the Catalogs - Getting Started

Once you select a product group, you will see the items and/or sub-categories for that item in two places:

⇒ In the main screen area
⇒ In the left Navigation Menu

You can click on either location to continue to “drill down” to find the items you are looking for.

When you have found the item you are looking for, click on it to be taken to that item’s Product Page.
Shopping the Catalogs - Product Page Overview

The Product Page is where you will find information and options to select for your item.

**Description:** a quick description of the item you've selected

**Image:** a general image of the item, with a gallery of additional images (if applicable)

**Options:** where you will choose fabrics and finishes for your item

**Resources:** documents and links with info regarding the item

**Overview:** a more detailed explanation of the item you've selected
Shopping the Catalogs - Product Page - Selections

On the Product Page, you will make selections for the fabrics and/or finishes for your product.

If there are finish options that have more than one color to choose from, the color options will appear in two places:

- Under the selection box
- To the right of the product image

If you hover your mouse over the color swatches, you will see a larger image swatch.

Click on the finish color you want to select it.

*Once you make a selection, the screen will refresh and you can proceed to the next selection.*
Shopping the Catalogs - Product Page - Selections

When all of your finish selections have been made you will see:

- a rendered image of the product you selected with your finishes applied
- all of the selected finishes displayed to the right of the rendered image
- pricing information
- a Quantity box
- links for Reset, Product Summary and Add to Cart

**If you have not made all of the selections, you will not see the information listed above.**

If everything is correct, enter the correct quantity you want of this item, and click Add to Cart.

If you want to start over, click Reset.

To see a detailed Product Summary page, click Product Summary.
Shopping the Catalogs - Product Page - Product Summary Page

If you clicked on Product Summary, you will see a detailed description the information for:

呤 The Product your selected
呤 Description
呤 Model Numbers
呤 Pricing
呤 The finishes you selected

If everything is correct, enter the correct quantity you want of this item, and click **Add to Cart**.

![Product Summary Page](image-url)
Shopping the Catalogs - Product Page - Your Cart

Once you have clicked Add to Cart, an **Information Notice** will appear at the top of the screen confirming your product has been added to your cart.

You will now also see how many products you have in your cart, and your cart sub-total.

If you are finished shopping, you can click **Go to Cart** to being the check-out process.

OR

If you would like to add more items to your cart you can:

- Click on the left Navigation Menu to continue selecting items
- Click the Home link at the top of the page to return to the main King eStore page
Shopping the Catalogs - Checking Out Your Cart

After you click Go to Cart, you will see the item(s) you have selected and specified.

If you want to see the “Details” of each item, click the View Detail Description Box.
Shopping the Catalogs - Checking Out Your Cart - Adding a Note

You have the ability to add a Note to a line item. For example, if you wanted to add a note to say that this chair was for a specific person or area.

Click the check box for the line item you want to add a note to.

Click Add/Edit Note

A Box will appear and you can enter any information you like pertaining this line item.

Click Create.

A note icon will now appear on the line item indicating there is a note attached for this item.

Click Update to save your changes.
Shopping the Catalogs - Checking Out Your Cart

To Change Quantity: If you need to change the quantity of an item, simply enter the quantity you want to order in the New box, and click Update.

To Delete a line: If you decide that you do not want this item in your cart, you can delete it from your cart. Click the check box next to the line you wish to remove and then click Delete.

Once you have everything in your cart, just as you want it, click Return to PeopleSoft.

This will take your order into the Ketera checkout process.
Shopping the Catalogs - Ketera

After you have clicked the Return to PeopleSoft link, the order enters the Ketera checkout process.

Under the Review Tab, verify that all of the items on the quote have transferred over.

If everything is in order, click the orange **Checkout button**

You will now be on the Checkout Tab.

Click the orange **Confirm Checkout button** to return to the PeopleSoft system.
Shopping the Catalogs - PeopleSoft

The item descriptions, product category and quoted pricing all import directly into the PeopleSoft requisition panels.

Please enter the Quote Number (example: N05_12345) that was provided by King, into the Header Comments.

After the user approves this requisition, it automatically builds into a purchase order that is sent electronically to King Business Interiors.

All purchase orders are dispatched every two hours beginning at 8:00 am through 6:00 pm every business day.
Quote Retrieval
Quote Retrieval - Getting Started

Once you have received notification that you have a quote waiting for you, you will need to log into the OSU eStores site to access the King eStore.

When you are in the OSU eStores site, click on the **Supplier Website** tab and scroll down to find **King Business Interiors, Inc.**

Click on the link to be taken to the catalog site.
Quote Retrieval - Getting Started

This will be the initial view you will see when you access the site from OSU eStores.
Quote Retrieval - Quotes Waiting Acceptance

Click on My Account from the navigation on the left side of the screen.

You will see a variety of links you can click on. You will see these links in two different areas

 ⇒ In the main screen area
   This view also gives you a description of what each section allows you to do
 ⇒ In the left Navigation Menu

To retrieve quotes that are waiting for you, click on Quotes Waiting Acceptance.
Quote Retrieval - Quotes Waiting Acceptance

From the list of Quotes, locate the quote number that was provided to you by your sales person.

There are a few actions you can take on this page:

Accept your Quote
Reject your Quote
Review your Quote

To Review a Quote, click on the actual Quote number. This will take you to a Quote Detail Page.

To Accept a Quote, click the check box next to the quote and click the Accept link. This will take you to the Ketera checkout.

To Reject a Quote, click the check box next to the quote and click the Reject link. If you reject a quote, a box will pop up allowing you to make comments as to why this quote was rejected.
Quote Retrieval - Review Quote, Quote Detail Page

This is the quote detail page. It will show you:

- All of the items on your quote
  If you want to see the details for each item, click the “View Detail Description” box

- If there are any attachments attached to your quote (if so, you can click on the link to download the attachment at this time)

- The history of the order
  When it was created
  When it was assigned

  *The payment information, sold to and ship to are default fields and do not apply to this process*

- Notes

- Comments

At the bottom of the page you again have the options to Accept or Reject this quote.

To **Accept** a Quote, click the Accept link
  If you click accept, this will take you to the Ketera checkout

To **Reject** a Quote, click the Reject link
  If you reject a quote, a box will pop up allowing you to make comments as to why this quote was rejected
Quote Retrieval - Ketera

After you have clicked the Accept link, the order enters the Ketera checkout process which has two steps.

Under the Review Tab, verify that all of the items that were on your quote have transferred over.

If everything is in order, click the orange checkout button

You will now be on the Checkout Tab.

Click the orange Confirm Checkout button to return to the PeopleSoft system.
Quote Retrieval - PeopleSoft

The item descriptions, product category and quoted pricing all import directly into the PeopleSoft requisition panels.

Please enter the Quote Number (example: N05_12345) that was provided by King, into the Header Comments.

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