



# Storefront Site User Guide





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# Chapter 1: Introduction to Storefront

## Overview

### *Definition*

*Storefront* is the site that approved Anixter Utility Power Solutions (UPS) customers may use to order products from Anixter UPS. These customers will have a product catalog and an account created for them, and they may use Storefront to search their product catalog, place orders, create shopping lists, and view previous order information.

### **Note**

A customer that doesn't have an account set up may browse Anixter Utility Power Solutions products in Storefront. However, you won't see product pricing or other information without having an account created. This guide is for customers with a Storefront account.

### *Purpose*

This topic explains how to log in to and navigate Storefront.

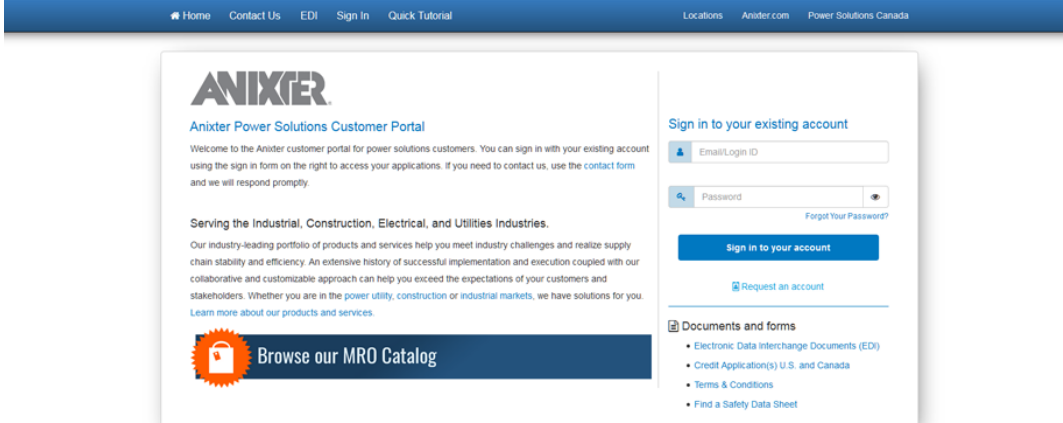
### *What You'll Find in this Topic*

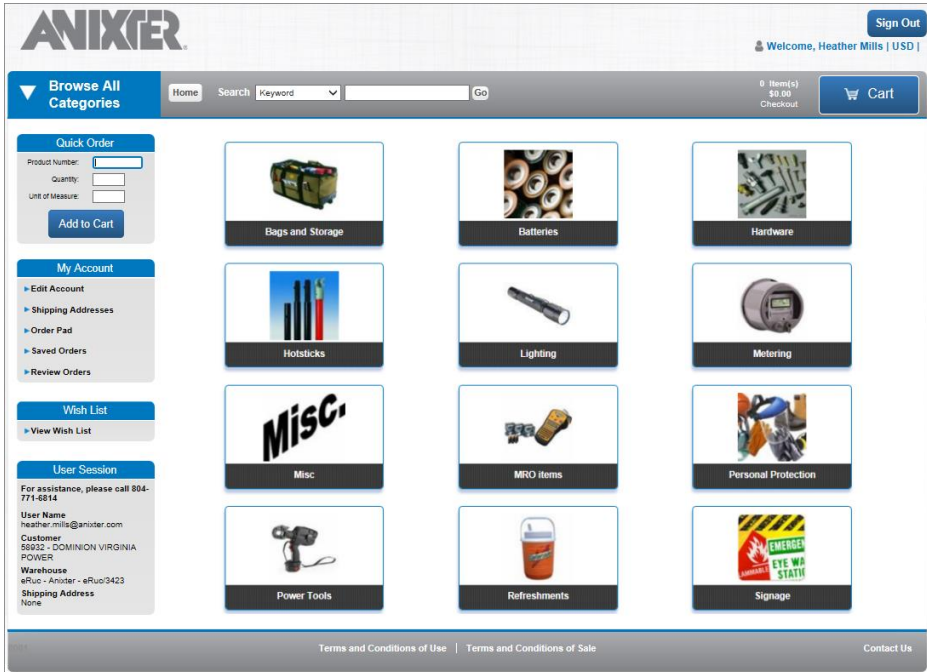
This topic contains the following information:

- [Logging in to Storefront](#) (page 2)
- [Changing Your Storefront Password](#) (page 3)
- [Storefront Navigation](#) (page 4)

# Logging in to Storefront

Follow these steps to log in to the Anixter Utility Power Solutions (UPS) Storefront site.

Step	Action
1	Access the <a href="#">Anixter Power Solutions site</a> .
2	<p>Click the <b>Sign In</b> drop-down tab on the top far right side of the page.</p>  <p>The screenshot shows the Anixter Power Solutions Customer Portal. At the top is a navigation bar with links: Home, Contact Us, EDI, Sign In, Quick Tutorial, Locations, Anixter.com, and Power Solutions Canada. The main content area features the Anixter logo, a welcome message, and a sign-in form. The sign-in form includes fields for Email/Login ID and Password, a 'Sign in to your account' button, and a 'Forgot Your Password?' link. Below the sign-in form is a 'Request an account' link and a 'Documents and forms' section with links to Electronic Data Interchange Documents (EDI), Credit Application(s) U.S. and Canada, Terms &amp; Conditions, and Find a Safety Data Sheet. A 'Browse our MRO Catalog' button is also visible.</p>
3	Enter the email address assigned to you in the <b>Email/Login ID</b> field.
4	<p>Enter your password in the <b>Password</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b> If you can't remember your password, click the <b>I forgot my password</b> link.</p> </div>

Step	Action
5	<p>Click the <b>Sign In</b> button. Either the Storefront Home page or the Shipping Addresses page displays. If the Shipping Addresses page displays, select the location you wish Anixter to deliver to, and the Home page will display.</p> 

## Storefront Navigation

This image explains how to navigate around Storefront.

The screenshot shows the Anixter Storefront navigation interface. The top navigation bar includes the Anixter logo, a 'Home' button, a search bar with a 'Go' button, and a 'Sign Out' button. The left sidebar contains sections for 'Browse All Categories', 'Quick Order', 'My Account', 'Shopping Lists', 'Wish List', and 'User Session'. The right sidebar shows the shopping cart with '2 Item(s)', '\$103.27', and a 'Checkout' button. A central table provides detailed descriptions for each numbered callout.

1	<b>Browse All Categories</b> – Allows you to view all product categories in your catalog, and browse all products within a specific category.
2	<b>Home</b> – Takes you to the Storefront Home page, which shows all product categories in your customer catalog.
3	<b>Search</b> – Allows you to search the site via keyword, Anixter product number, Anixter sales order number, or customer purchase order number.
4	<b>Cart</b> – Contains all items you have added to your current order. It's a good idea to review your entire order in the cart before checking out. <b>Checkout</b> – Takes you directly to the Checkout page to process your order.
5	<b>Quick Order</b> – Allows you to quickly add a specific Anixter product and quantity to your shopping cart.
6	<b>My Account</b> – Allows you to view account and order information. The information you see varies per customer account setup specifications. This box also includes an <b>Order Pad</b> link that opens a page in which you may enter a list of Anixter products to your cart (when you don't need to search items).
7	<b>Shopping List</b> – Allows you to access any previously created shopping lists. You may create a shopping list of items to order or reorder in the future while working in Storefront. If you haven't yet created a shopping list, you won't see the box.
8	<b>Wish List</b> – Allows you to quickly recall any items you added to your Wish List for future purchase.
9	<b>User Session</b> – View information about your current session, including the shipping address that Anixter will use for all items in your cart. If you see "None" as the shipping address, you may select one in the My Account box, or enter it during checkout.
10	<b>Sign Out</b> – Allows you to log out of your session. If your session times out, this button changes to a <b>Sign In</b> button, which takes you to the page for logging back in to Storefront.

## Chapter 2: Storefront Searches

### Overview

#### *Purpose:*

This chapter provides information about the various ways to search for product in Storefront.

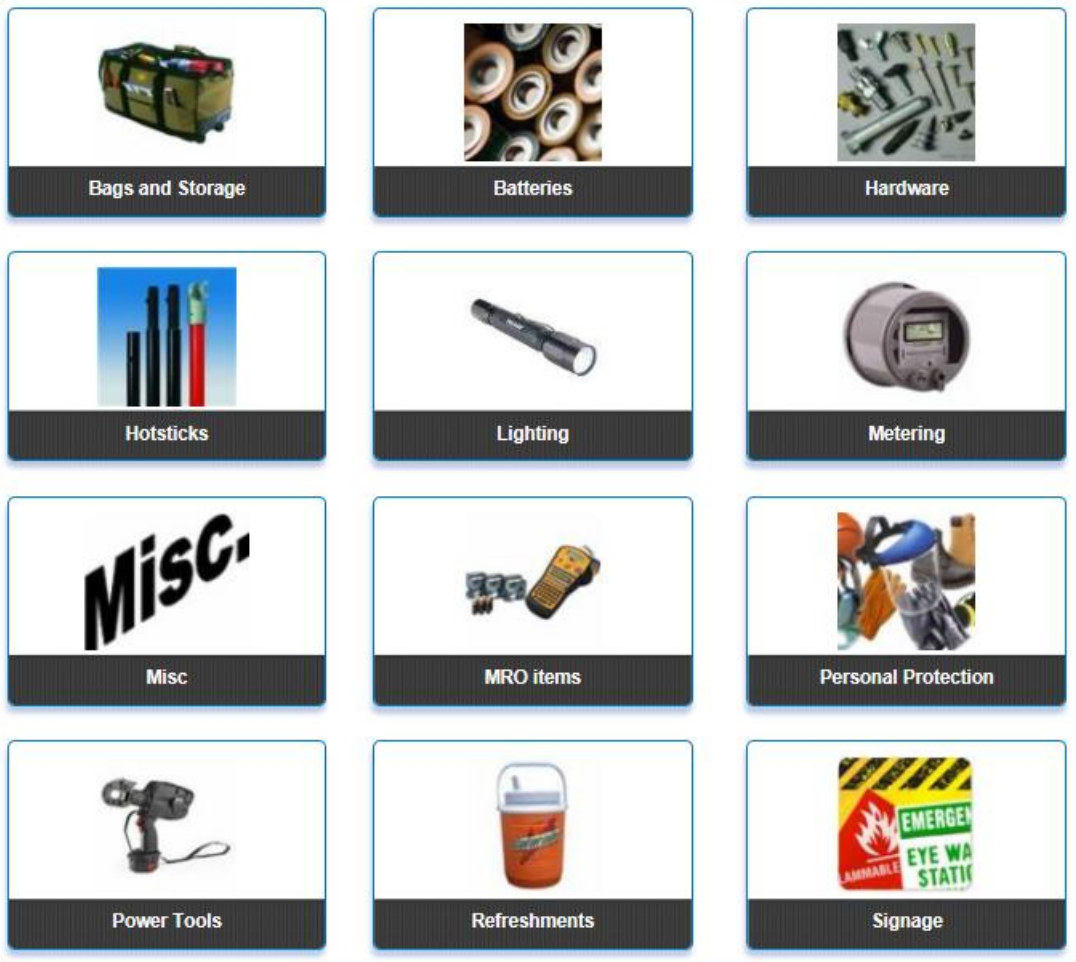
#### *What You'll Find in this Topic:*










This topic contains the following information:


- [Searching for Products via the Customer Catalog](#) (page 6)
- [Searching for Products via the Search Box](#) (page 9)
- [Using the Quick Order Box to Add a Product to Your Cart](#) (page 11)
- [Searching for Orders via the Search Box](#) (page 12)
- [Searching for Orders via the Review Orders Link](#) (page 13)
- [Searching for Saved Orders](#) (page 15)

## Searching for Products via the Customer Catalog

To search for products via your customer catalog, follow these steps:


Step	Action
1	<p data-bbox="315 422 1317 485">Access the Storefront Home page. Your catalog appears here, broken up into product categories.</p> <div data-bbox="326 495 1395 1451" style="border: 1px solid black; padding: 10px;">  <p>The image shows a grid of 12 product category icons arranged in a 4x3 layout. Each icon is a square with a dark background and a white label below it. The categories are: Bags and Storage (a green bag), Batteries (a stack of batteries), Hardware (a collection of tools), Hotsticks (four hotsticks), Lighting (a flashlight), Metering (a meter), Misc (the word 'Misc' in a stylized font), MRO items (a collection of small parts), Personal Protection (a collection of safety gear), Power Tools (a power drill), Refreshments (a cup), and Signage (a safety sign with 'EMERGENCY EYE WASH STATION' and 'FLAMMABLE' text).</p> </div>

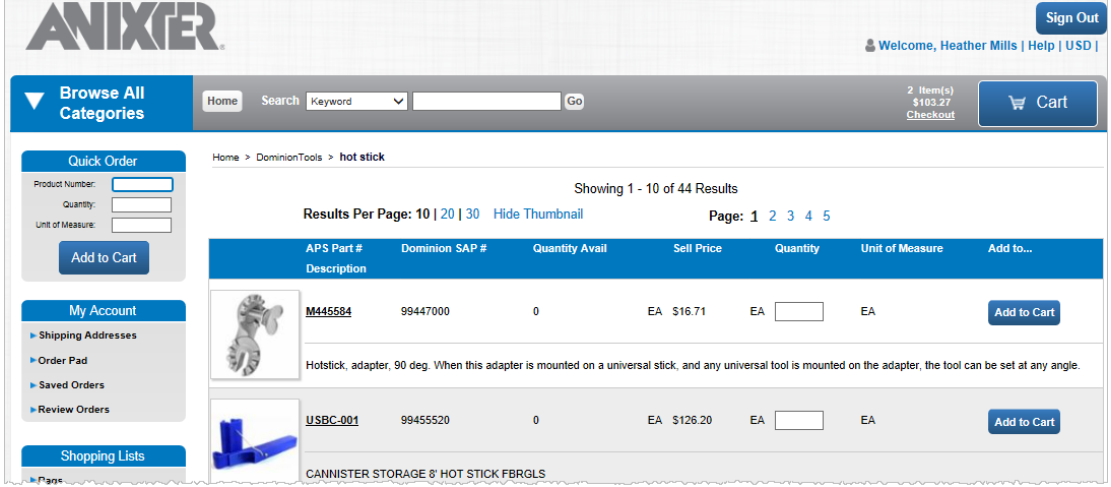
Step	Action																																																	
2	<p>Click the category button from the Home page to see a list of products in that category. (You may also click the <b>Browse All Categories</b> button and select a product category from the drop-down list.)</p> <div data-bbox="318 348 1390 865" style="border: 1px solid gray; padding: 5px;"> <p>Home &gt; DominionTools &gt; Bags and Storage</p> <p style="text-align: center;">Showing 1 - 10 of 52 Results</p> <p style="text-align: center;">Results Per Page: 10   20   30 <a href="#">Hide Thumbnail</a> Page: 1 2 3 4 5 6</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>APS Part #</th> <th>Dominion SAP #</th> <th>Quantity Avail</th> <th>Sell Price</th> <th>Quantity</th> <th>Unit of Measure</th> <th>Add to...</th> </tr> </thead> <tbody> <tr> <td> <a href="#">05-831</a></td> <td>99439200</td> <td>0</td> <td>EA \$163.32</td> <td>EA <input type="text"/></td> <td>EA</td> <td><a href="#">Add to Cart</a></td> </tr> <tr> <td colspan="7"><small>Holder, hydraulic impact wrench, with velcro hold down strip, adjustable for right or left handed use. Can be mounted inside or outside aerial lift bucket.</small></td> </tr> <tr> <td> <a href="#">05-832</a></td> <td>WEB00111</td> <td>0</td> <td>EA \$135.30</td> <td>EA <input type="text"/></td> <td>EA</td> <td><a href="#">Add to Cart</a></td> </tr> <tr> <td colspan="7"><small>Redesigned holder incorporates the following features and benefits. Attaches to buckets with and without liners. Holder can be mounted inside or outside. Top bracket can be moved to either side to enable holder to be used right or left handed. Two models to choose from. Two drill bits can be stored in the multi-purpose holder. Includes velcro hold down strap to keep wrench in place.</small></td> </tr> <tr> <td> <a href="#">2608</a></td> <td>99102700</td> <td>4</td> <td>EA \$16.69</td> <td>EA <input type="text"/></td> <td>EA</td> <td><a href="#">Add to Cart</a></td> </tr> <tr> <td colspan="7"><small>Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</small></td> </tr> </tbody> </table> </div> <p>This page shows you:</p> <ul style="list-style-type: none"> <li>• <b>APS Part #</b> column – Anixter Utility Power Solutions’ part number and link for you to view product details</li> <li>• Customer <b>SAP #</b> column – your customer part number</li> <li>• <b>Quantity Avail</b> column – the quantity available on hand</li> <li>• <b>Sell Price</b> column – the sell price</li> <li>• <b>Quantity</b> column/field – a field for you to enter the quantity you’d like to order</li> <li>• <b>Unit of Measure</b> column – the product’s unit of measure</li> <li>• <b>Description</b> column – the product’s description</li> <li>• <b>Add to...</b> column/<b>Add to Cart</b> button – a button for you to select the item and add it to your cart for purchase</li> </ul>	APS Part #	Dominion SAP #	Quantity Avail	Sell Price	Quantity	Unit of Measure	Add to...	 <a href="#">05-831</a>	99439200	0	EA \$163.32	EA <input type="text"/>	EA	<a href="#">Add to Cart</a>	<small>Holder, hydraulic impact wrench, with velcro hold down strip, adjustable for right or left handed use. Can be mounted inside or outside aerial lift bucket.</small>							 <a href="#">05-832</a>	WEB00111	0	EA \$135.30	EA <input type="text"/>	EA	<a href="#">Add to Cart</a>	<small>Redesigned holder incorporates the following features and benefits. Attaches to buckets with and without liners. Holder can be mounted inside or outside. Top bracket can be moved to either side to enable holder to be used right or left handed. Two models to choose from. Two drill bits can be stored in the multi-purpose holder. Includes velcro hold down strap to keep wrench in place.</small>							 <a href="#">2608</a>	99102700	4	EA \$16.69	EA <input type="text"/>	EA	<a href="#">Add to Cart</a>	<small>Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</small>						
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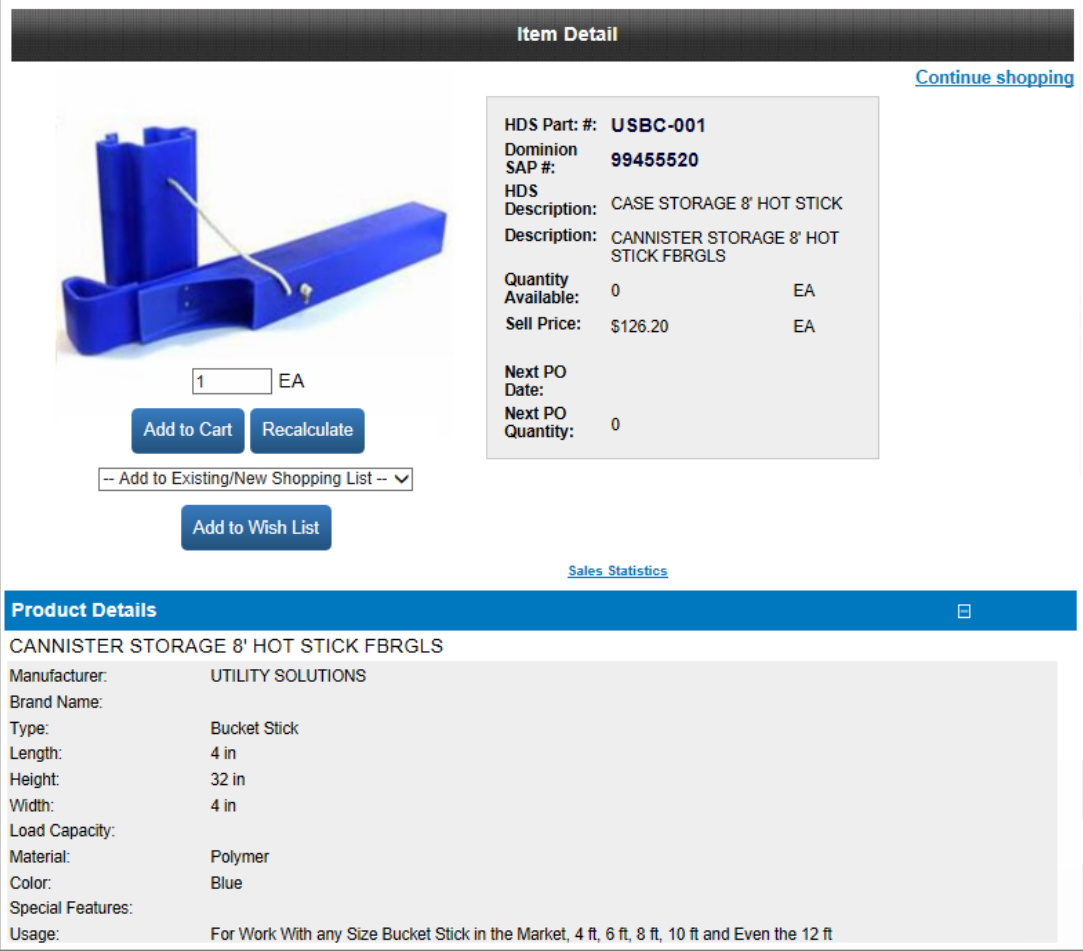
Step	Action
3	<p>Click a product's <b>APS Part #</b> link to see detailed information and a photo (if available) of that product.</p> <div data-bbox="321 317 1393 1262" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #333; color: white; text-align: center; padding: 5px;"><b>Item Detail</b></div> <div style="text-align: right;"><a href="#">Continue shopping</a></div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  <p>1 EA</p> <p><a href="#">Add to Cart</a> <a href="#">Recalculate</a></p> <p>-- Add to Existing/New Shopping List --</p> <p><a href="#">Add to Wish List</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;"> <p>HDS Part #: <b>USBC-001</b></p> <p>Dominion SAP #: <b>99455520</b></p> <p>HDS Description: CASE STORAGE 8' HOT STICK</p> <p>Description: CANNISTER STORAGE 8' HOT STICK FBRGLS</p> <p>Quantity Available: 0 EA</p> <p>Sell Price: \$126.20 EA</p> <p>Next PO Date:</p> <p>Next PO Quantity: 0</p> </div> </div> <div style="text-align: center; margin-top: 10px;"><a href="#">Sales Statistics</a></div> <div style="background-color: #0070c0; color: white; padding: 5px;"><b>Product Details</b> <span style="float: right;">☐</span></div> <div style="background-color: #eee; padding: 5px;"> <p><b>CANNISTER STORAGE 8' HOT STICK FBRGLS</b></p> <p>Manufacturer: UTILITY SOLUTIONS</p> <p>Brand Name:</p> <p>Type: Bucket Stick</p> <p>Length: 4 in</p> <p>Height: 32 in</p> <p>Width: 4 in</p> <p>Load Capacity:</p> <p>Material: Polymer</p> <p>Color: Blue</p> <p>Special Features:</p> <p>Usage: For Work With any Size Bucket Stick in the Market, 4 ft, 6 ft, 8 ft, 10 ft and Even the 12 ft</p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Click the <b>Sales Statistics</b> link at the bottom of the page if you'd like to view your usage history for this product.</p> </div> </div>
4	<p>Order the product from here by entering the quantity in the field under the product image, and click the <b>Add to Cart</b> button.</p>

## Searching for Products via the Search Box

To search for products via the search box, follow these steps:

Step	Action										
1	Find the Search boxes at the top of the page. 										
2	Select the appropriate search type option. <table border="1" data-bbox="358 615 1385 1056"> <thead> <tr> <th data-bbox="358 615 870 663">To search...</th> <th data-bbox="870 615 1385 663">Select the...</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 663 870 810">an Anixter product number, product description, Anixter sales order number, or customer purchase order number</td> <td data-bbox="870 663 1385 810"><b>Keyword</b> option in the <b>Search</b> field drop-down list.</td> </tr> <tr> <td data-bbox="358 810 870 892">Anixter product number</td> <td data-bbox="870 810 1385 892"><b>Product Number</b> option in the <b>Search</b> field drop-down list.</td> </tr> <tr> <td data-bbox="358 892 870 974">Anixter sales order number</td> <td data-bbox="870 892 1385 974"><b>Order Number</b> option in the <b>Search</b> field drop-down list.</td> </tr> <tr> <td data-bbox="358 974 870 1056">customer purchase order number</td> <td data-bbox="870 974 1385 1056"><b>Purchase Order</b> option in the <b>search for</b> field drop-down list.</td> </tr> </tbody> </table> <p data-bbox="305 1066 1395 1129"><b>Note:</b> You can also search sales and purchase orders with this tool. See <a href="#">Searching for Orders via the Search Box</a>.</p>	To search...	Select the...	an Anixter product number, product description, Anixter sales order number, or customer purchase order number	<b>Keyword</b> option in the <b>Search</b> field drop-down list.	Anixter product number	<b>Product Number</b> option in the <b>Search</b> field drop-down list.	Anixter sales order number	<b>Order Number</b> option in the <b>Search</b> field drop-down list.	customer purchase order number	<b>Purchase Order</b> option in the <b>search for</b> field drop-down list.
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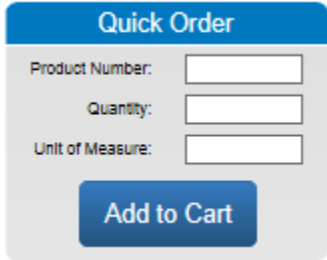
Step	Action																					
3	<p data-bbox="305 243 1409 310">Enter the text or number(s) in the other search field, and click the <b>Go</b> button (or press <b>[Enter]</b>). All products with matching information display.</p> <div data-bbox="305 317 1409 800"><p>The screenshot shows the Anixter website search results for 'hot stick'. The page includes a navigation bar with 'Browse All Categories', a search bar with 'Keyword' and a 'Go' button, and a shopping cart icon showing 2 items for \$103.27. The main content area displays search results for 'hot stick' with columns for APS Part #, Dominion SAP #, Quantity Avail, Sell Price, Quantity, Unit of Measure, and Add to... Two items are listed: a hotstick adapter (M445684) and a cannister storage for hot stick fbrgls (USBC-001).</p><table border="1"><thead><tr><th>APS Part #</th><th> Dominion SAP #</th><th> Quantity Avail</th><th> Sell Price</th><th> Quantity</th><th> Unit of Measure</th><th> Add to...</th></tr></thead><tbody><tr><td>M445684</td><td>99447000</td><td>0</td><td>EA \$16.71</td><td>EA <input type="text"/></td><td>EA</td><td><a href="#">Add to Cart</a></td></tr><tr><td>USBC-001</td><td>99455520</td><td>0</td><td>EA \$126.20</td><td>EA <input type="text"/></td><td>EA</td><td><a href="#">Add to Cart</a></td></tr></tbody></table></div> <p data-bbox="305 850 591 884">This page shows you:</p> <ul data-bbox="354 892 1409 1291" style="list-style-type: none"><li>• <b>APS Part #</b> column – Anixter Utility Power Solutions’ part number and link for you to view product details</li><li>• <b>Customer SAP #</b> column – your customer part number</li><li>• <b>Quantity Avail</b> column – the quantity available on hand</li><li>• <b>Sell Price</b> column – the sell price</li><li>• <b>Quantity</b> column/field – a field for you to enter the quantity you’d like to order</li><li>• <b>Unit of Measure</b> column – the product’s unit of measure</li><li>• <b>Description</b> column – the product’s description</li><li>• <b>Add to...</b> column/<b>Add to Cart</b> button – a button for you to select the item and add it to your cart for purchase</li></ul>	APS Part #	Dominion SAP #	Quantity Avail	Sell Price	Quantity	Unit of Measure	Add to...	M445684	99447000	0	EA \$16.71	EA <input type="text"/>	EA	<a href="#">Add to Cart</a>	USBC-001	99455520	0	EA \$126.20	EA <input type="text"/>	EA	<a href="#">Add to Cart</a>
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Step	Action
4	<p>Click a product's APS Part # link to see detailed information and a photo (if available) of that product.</p> <div data-bbox="310 317 1386 1262">  <p><b>Item Detail</b> <a href="#">Continue shopping</a></p> <p>HDS Part #: <b>USBC-001</b>  Dominion SAP #: <b>99455520</b>  HDS Description: CASE STORAGE 8' HOT STICK  Description: CANNISTER STORAGE 8' HOT STICK FBRGLS</p> <p>Quantity Available: 0 EA  Sell Price: \$126.20 EA</p> <p>Next PO Date:  Next PO Quantity: 0</p> <p><a href="#">Sales Statistics</a></p> <p><b>Product Details</b></p> <p>CANNISTER STORAGE 8' HOT STICK FBRGLS</p> <p>Manufacturer: UTILITY SOLUTIONS  Brand Name:  Type: Bucket Stick  Length: 4 in  Height: 32 in  Width: 4 in  Load Capacity:  Material: Polymer  Color: Blue  Special Features:  Usage: For Work With any Size Bucket Stick in the Market, 4 ft, 6 ft, 8 ft, 10 ft and Even the 12 ft</p> <p><b>Note</b></p> <p>Click the <b>Sales Statistics</b> link at the bottom of the page if you'd like to view your usage history for this product.</p> </div>
5	<p>Order the product from here by entering the quantity in the field under the product image, and click the <b>Add to Cart</b> button.</p>

## Using the Quick Order Box to Add a Product to Your Cart

This procedure is helpful when you already know the Anixter product number for the item you'd like to purchase.


Follow these steps to quickly add a product to your shopping cart via the Quick Order box.

Step	Action
1	Locate the Quick Order box. 
2	Enter the Anixter product number in the <b>Product Number</b> field.
3	Enter the quantity you'd like to order. (This field is not required. If you leave it blank, the system will add a quantity of one to your cart.)
4	Enter a unit of measure, if it's important to specify for some reason (e.g., foot vs reel). (This field is not required. If you leave it blank, the system will accept the default UOM.)
5	Click the <b>Add to Cart</b> button. The items will be added to your cart.

## Searching for Orders via the Search Box

Follow these steps to search for sales and purchase orders via the search box.

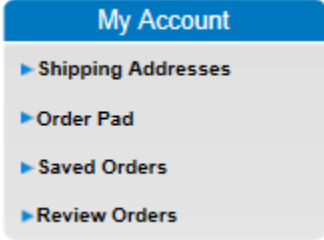
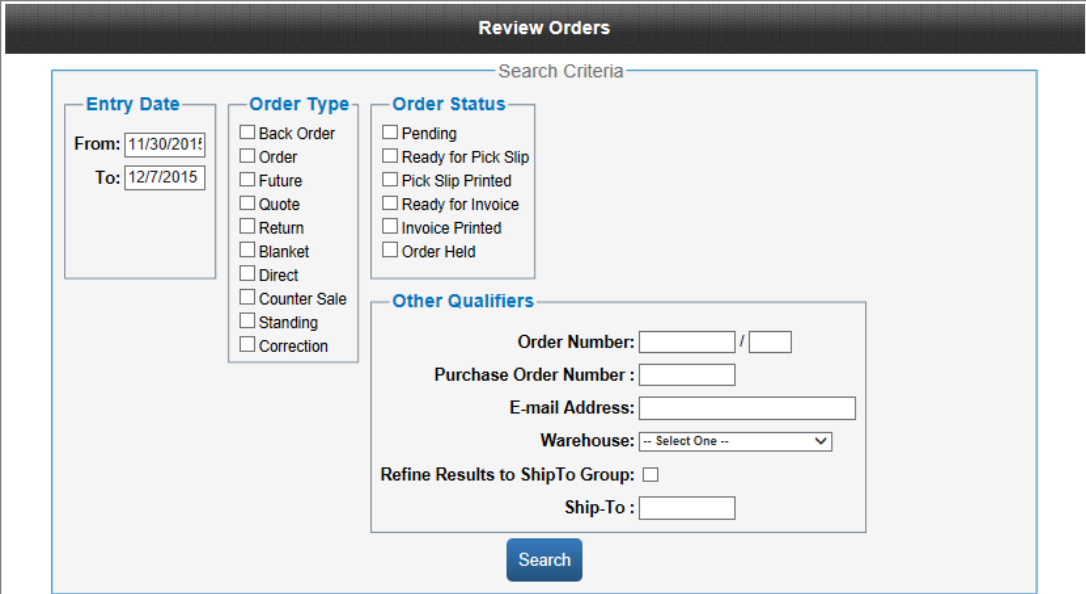
**Note:** This procedure works best when you're looking for a specific order and know the number. If you're looking for an order or multiple orders within a certain date range, you should use the **Review Orders** link in the My Account box.

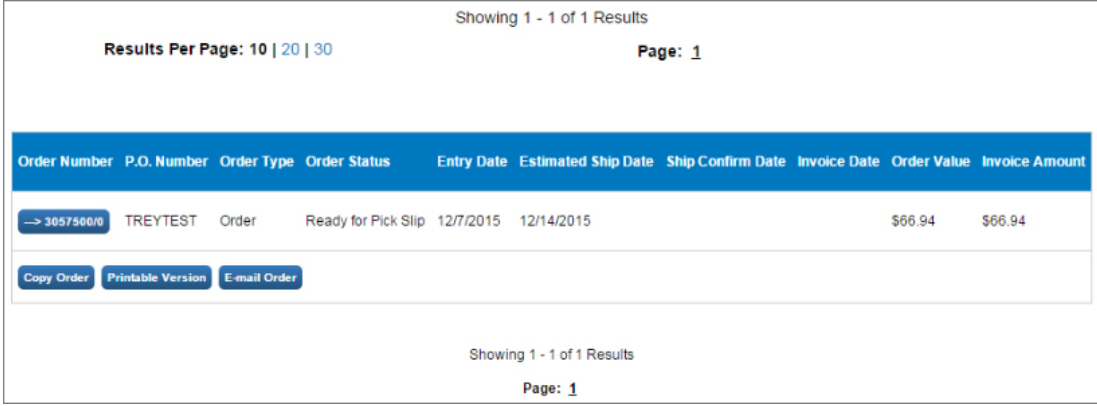
Step	Action								
1	Find the Search boxes at the top of the page. 								
2	Select the appropriate search type option. <table border="1" data-bbox="328 1455 1349 1751"> <thead> <tr> <th>To search...</th> <th>Select the...</th> </tr> </thead> <tbody> <tr> <td>an Anixter sales order number or a customer purchase order number</td> <td><b>Keyword</b> option in the <b>Search</b> field drop-down list.</td> </tr> <tr> <td>Anixter sales order number</td> <td><b>Order Number</b> option in the <b>Search</b> field drop-down list.</td> </tr> <tr> <td>customer purchase order number</td> <td><b>Purchase Order</b> option in the <b>Search</b> field drop-down list.</td> </tr> </tbody> </table>	To search...	Select the...	an Anixter sales order number or a customer purchase order number	<b>Keyword</b> option in the <b>Search</b> field drop-down list.	Anixter sales order number	<b>Order Number</b> option in the <b>Search</b> field drop-down list.	customer purchase order number	<b>Purchase Order</b> option in the <b>Search</b> field drop-down list.
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3	<p>Enter the order number in the second <b>Search</b> field, and press the <b>Go</b> button (or press <b>[Enter]</b>).</p> <p>The Order Detail page displays with information about the order.</p> <div data-bbox="321 352 1421 1096" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Order Detail</b></p> <p>Copy Order</p> <p><b>Contact Information</b></p> <p>Name: Greg Gohi E-mail Address: greg.gohi@hdsupply.com</p> <p><b>Address Information</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Billing Address</b></p> <p>Jones-Onslow BMC ATTN: ACCTS PAYABLE 209 Western Blvd Jacksonville NC 28546 US</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Shipping Address</b></p> <p>JONES-ONCLOW BMC 209 WESTERN BLVD JACKSONVILLE NC 28546 US</p> </td> </tr> </table> <p><b>Order Information</b></p> <table border="0" style="width: 100%;"> <tr> <td>Order Number:</td> <td>30515000</td> <td>Date Entered:</td> <td>12/7/2015</td> </tr> <tr> <td>Purchase Order Number:</td> <td>TREYTEST</td> <td>Estimated Ship Date:</td> <td>12/14/2015</td> </tr> <tr> <td>Order Status:</td> <td>Ready for Pick Slip</td> <td>Shipment Confirmation Date:</td> <td></td> </tr> <tr> <td>Order Type:</td> <td>Order</td> <td>Invoice Date:</td> <td></td> </tr> <tr> <td>Order Value:</td> <td>\$65.94</td> <td>Tracking Number:</td> <td></td> </tr> <tr> <td>Amount:</td> <td>\$65.94</td> <td>Carrier Code:</td> <td>Best</td> </tr> <tr> <td>Ship Warehouse:</td> <td>ETCG</td> <td></td> <td></td> </tr> </table> <p><b>Order Comments</b></p> <p>Order Comments</p> <p><b>Shipping Instructions</b></p> <p>Shipping Instructions:</p> <p><b>Line Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Number</th> <th>Customer Item Number</th> <th>Item Description</th> <th>Warehouse</th> <th>Quantity Ordered</th> <th>Quantity Shipped</th> <th>Estimated Ship Date</th> <th>Back Ordered</th> <th>Unit of Measure</th> <th>Sell Price</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>PMU2NVA29K29</td> <td>PMU2NVA29K29</td> <td>PANTS CARIGO FR NAVY SZ 29K29</td> <td>ETCG</td> <td>1</td> <td>0</td> <td>12/14/2015</td> <td>1</td> <td>EA</td> <td>\$62.56</td> <td>\$62.56</td> </tr> <tr> <td colspan="9"></td> <td><b>Subtotal:</b></td> <td><b>\$62.56</b></td> </tr> <tr> <td colspan="9"></td> <td><b>Taxes:</b></td> <td><b>\$4.38</b></td> </tr> <tr> <td colspan="9"></td> <td><b>Order Total:</b></td> <td><b>\$66.94</b></td> </tr> </tbody> </table> </div>	<p><b>Billing Address</b></p> <p>Jones-Onslow BMC ATTN: ACCTS PAYABLE 209 Western Blvd Jacksonville NC 28546 US</p>	<p><b>Shipping Address</b></p> <p>JONES-ONCLOW BMC 209 WESTERN BLVD JACKSONVILLE NC 28546 US</p>	Order Number:	30515000	Date Entered:	12/7/2015	Purchase Order Number:	TREYTEST	Estimated Ship Date:	12/14/2015	Order Status:	Ready for Pick Slip	Shipment Confirmation Date:		Order Type:	Order	Invoice Date:		Order Value:	\$65.94	Tracking Number:		Amount:	\$65.94	Carrier Code:	Best	Ship Warehouse:	ETCG			Item Number	Customer Item Number	Item Description	Warehouse	Quantity Ordered	Quantity Shipped	Estimated Ship Date	Back Ordered	Unit of Measure	Sell Price	Extended	PMU2NVA29K29	PMU2NVA29K29	PANTS CARIGO FR NAVY SZ 29K29	ETCG	1	0	12/14/2015	1	EA	\$62.56	\$62.56										<b>Subtotal:</b>	<b>\$62.56</b>										<b>Taxes:</b>	<b>\$4.38</b>										<b>Order Total:</b>	<b>\$66.94</b>
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## Searching for Orders via the Review Orders Link in the My Account Box

To search for sales and purchase orders within a date range, follow these steps:

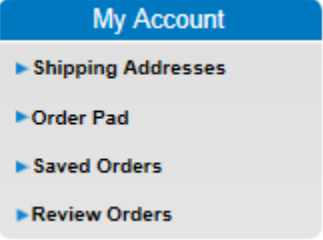
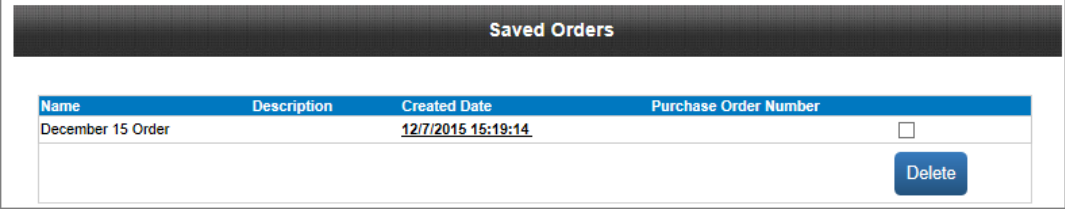
Step	Action
<p>1</p>	<p>Click the <b>Review Orders</b> link in the My Account box.</p>  <p><b>Note:</b> The options visible in the My Account box vary per customer account setup specifications.</p> <p>The Review Orders page displays.</p> 
<p>2</p>	<p>Enter a date range in the <b>From</b> and <b>To</b> fields in the Entry Date area if you'd like to search for an order in the system during a specific period of time.</p> <p><b>Note:</b> Use the order entry date.</p>
<p>3</p>	<p>Click the box next to the appropriate order type in the Order Type area, or leave these boxes unchecked to see all.</p> <p><b>Note</b></p> <p>The <b>Order</b> option returns parent orders ("00"). The <b>Back Order</b> option returns child orders (e.g., "01," "02," etc.).</p>

Step	Action
4	<p>Click the box next to the appropriate order status in the Order Status area, or leave these boxes unchecked to see all.</p> <ul style="list-style-type: none"> <li>• <b>Pending</b> – The order hasn't yet processed in Storefront.</li> <li>• <b>Ready for Pick Slip</b> – The order is in the "Ordered" status.</li> <li>• <b>Pick Slip Printed</b> – The order is in the "Picked" status (ticket in warehouse, may be on truck).</li> <li>• <b>Ready for Invoice</b> – The order is in the "Shipped" status.</li> <li>• <b>Invoice Printed</b> – The order is in the "Invoiced" status.</li> <li>• <b>Order Held</b> – The order is in a hold status.</li> </ul>
5	<p>Enter any order result specifications or information to narrow your search in the Other Qualifiers area.</p> <ul style="list-style-type: none"> <li>• <b>Order Number</b> – the SX.e order number</li> <li>• <b>P.O. Number</b> – the PO (or work order) number</li> <li>• <b>Email Address</b> – the customer record email address</li> <li>• <b>Warehouse</b> – the Anixter warehouse</li> <li>• <b>Ship-to</b> – the customer ship-to account</li> </ul>
6	<p>Click the <b>Search</b> button. All orders matching your criteria display at the bottom of the Review Orders page.</p> <p><b>Note</b></p> <p>Leave all fields on the Order Review page blank to return a list of all orders.</p> 

## Searching for Saved Orders

You may begin building an order in Storefront, save it without checking out, and complete the order at a later time.

To search for a saved order via the **Saved Orders** link in the My Account area, follow these steps:

Step	Action
1	<p>Click the <b>Review Orders</b> link in the My Account box.</p>  <p><b>Note:</b> The options visible in the My Account box vary per customer account setup specifications.</p> <p>Any saved orders you have display.</p> 
2	Click the link for the appropriate saved order to open it in the Checkout page.

## Chapter 3: Shopping Lists

### Overview

#### *Definition*

A *shopping list* is a list you create of items you frequently order together. Once you create a shopping list, you can quickly open it, add order quantities to each item, add the whole list of items to your cart, and check out. Shopping lists save you the time of navigating to individual items and then adding each one, one at a time, to your shopping cart.

You can create multiple shopping lists in Storefront. Shopping lists are user-specific; you cannot use another user's shopping lists.

Storefront also has *wish lists*, which are similar to shopping lists. You can add an item(s) to a wish list to make it available without having to search for or navigate to it. You can simply click on the wish list and order the item(s).

#### *Purpose*

This chapter explains how to build and use shopping lists in Storefront.

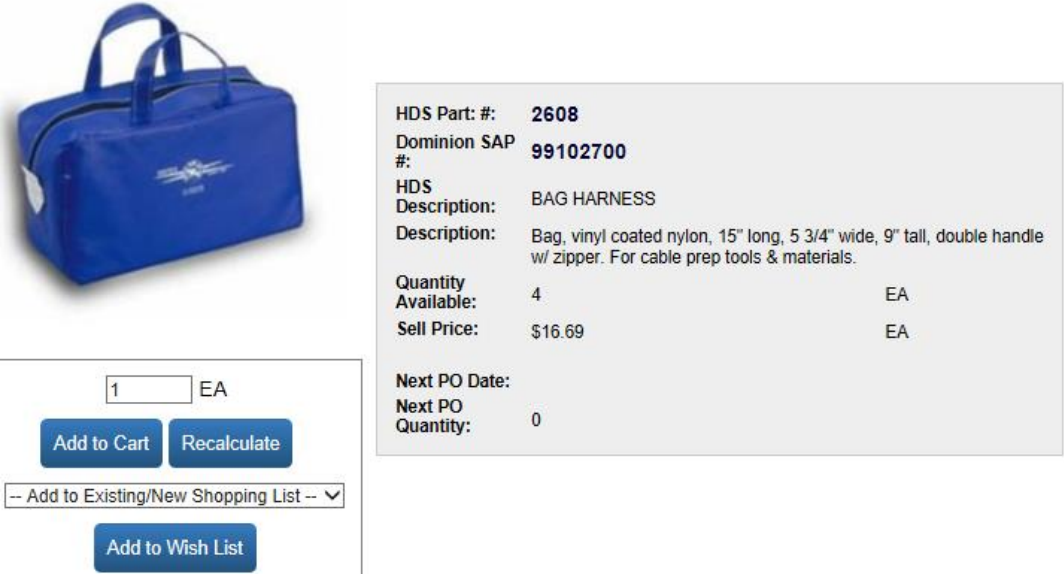
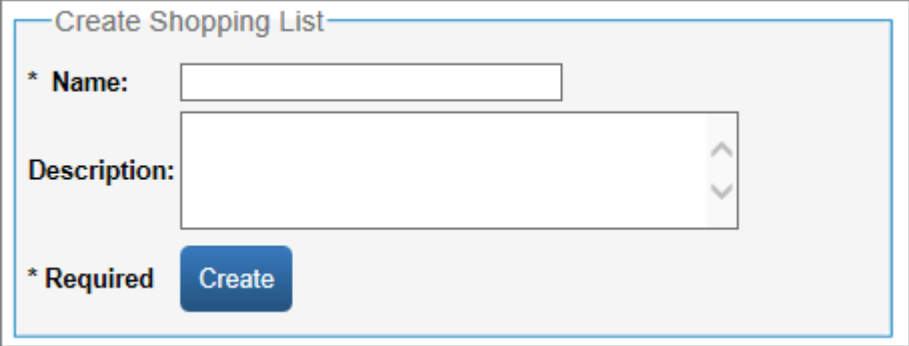
#### *What You'll Find in this Topic*


This topic contains the following information:

- [Building a New Shopping List](#) (page 18)
- [Turning a Shopping Cart Order into a Shopping List](#) (page 19)
- [Removing an Item from a Shopping List](#) (page 20)
- [Recalling an Existing Shopping List](#) (page 21)

# Building a New Shopping List

To build a new shopping list, follow these steps:

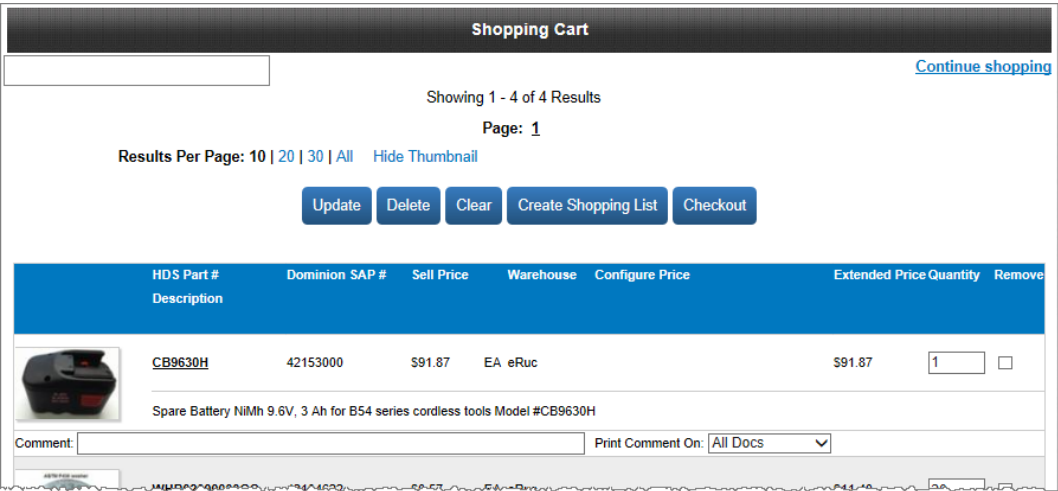
Step	Action
1	<p>Search for select the first item you'd like to add to your shopping list.</p> 
2	<p>Click the <b>Add to Existing/New Shopping List</b> field drop-down list arrow, and select the <b>Create Shopping List</b> option. The Shopping List page displays.</p> 
3	<p>Enter a name for your shopping list (consider how you'd like to refer to this list in the future, once you've added all items to it) in the <b>Name</b> field.</p>
4	<p>Add a description of the shopping list in the <b>Description</b> field, if you'd like, for Anixter UPS' information. This description does not display for you to see in Storefront.</p>
5	<p>Click the <b>Create</b> button. A link to your new shopping list displays in the Shopping Lists box on the right side of the window. If you click this link, you'll see the item you just selected as the only item in the list.</p>
6	<p>Navigate to the next item you'd like to add to your shopping list.</p>

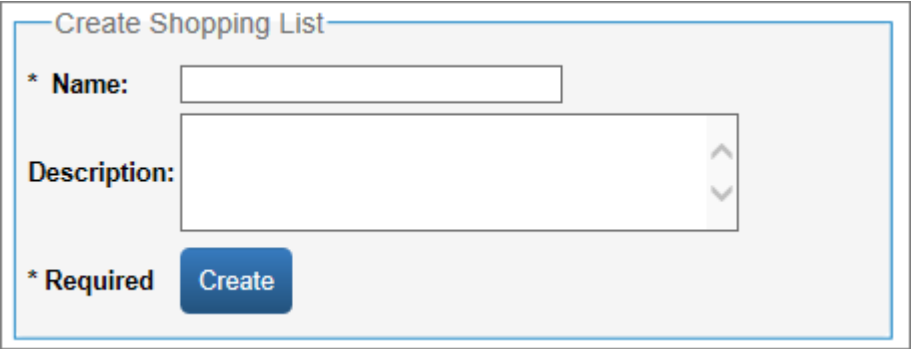
Step	Action
7	<p>Click the <b>Add to Existing/New Shopping List</b> field drop-down list arrow, and select the name of the shopping list you just created.</p>  <p>The item has been added to your new shopping list.</p>
8	Follow the same steps to add any remaining products.

## Turning a Shopping Cart Order into a Shopping List

You may add items to your shopping cart and *then* turn your shopping cart order into a shopping list that you can use again in the future.

To turn a shopping cart order into a shopping list, follow these steps:

Step	Action
1	<p>Click the <b>Cart</b> button to access the items you’ve placed in your cart. The Shopping Cart displays.</p> 

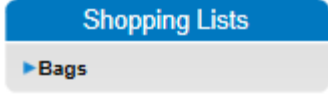
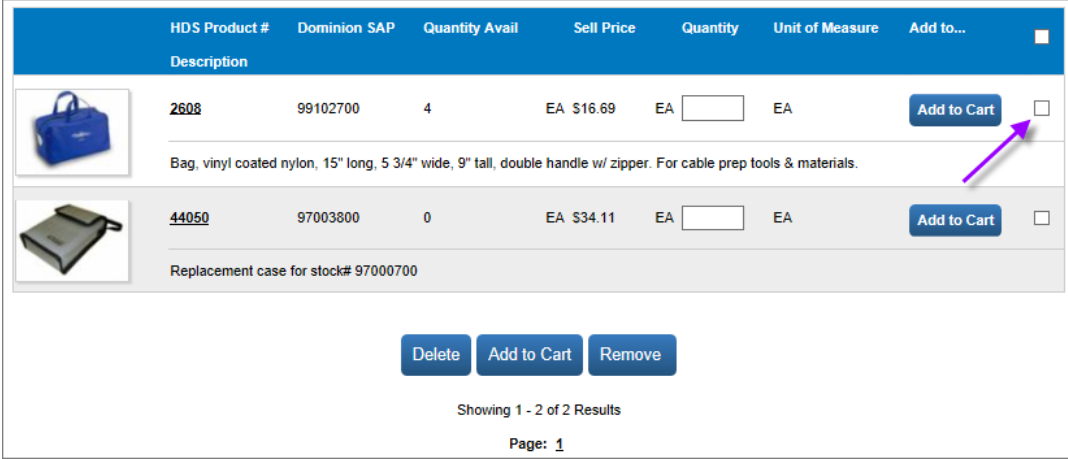
Step	Action
2	<p>Click the <b>Create Shopping List</b> button. The Shopping List page displays. The Shopping List page displays.</p> 
3	<p>Enter a name for your shopping list (consider how you'd like to refer to this list in the future, once you've added all items to it) in the <b>Name</b> field.</p>
4	<p>Add a description of the shopping list in the <b>Description</b> field, if you'd like, for Anixter UPS' information. This description does not display for you to see in Storefront.</p>
5	<p>Click the <b>Create</b> button. You return to your shopping cart so you can finish your order and check out.</p> <p>A link to your new shopping list displays in the Shopping Lists box on the right side of the window. If you click this link, you'll see all of the items from your shopping cart in this new shopping list.</p>

## Removing an Item from a Shopping List

You can easily remove items from an existing shopping list in Storefront.

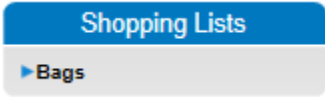
**Note:** You can easily add items as well. Just navigate to the item and follow the steps in the [Building a New Shopping List](#) procedure.







To remove items from a shopping list, follow these steps:

Step	Action
1	<p>Access your shopping list by clicking the link in the Shopping Lists box.</p> 
2	<p>Select the product you'd like to remove by clicking the box to the far right.</p> 
3	<p>Click the <b>Remove</b> button. The item has been removed from the shopping list.</p>

## Recalling an Existing Shopping List

Follow these steps to recall an existing shopping list.

Step	Action
1	<p>Locate the Shopping Lists box. Any shopping lists you've created display as links in this box. If you haven't yet created a shopping list, you won't see this box.</p> 

Step	Action																																																
2	<p>Click the link for the Shopping List you'd like to recall. All items in the Shopping List display. From here you can delete the list, remove items from the list, or add all items in the list to your shopping cart.</p> <div data-bbox="321 348 1403 953" style="border: 1px solid black; padding: 10px;"> <div style="text-align: center; background-color: #333; color: white; padding: 5px;"><b>Bags</b></div> <div style="text-align: right; margin-top: 5px;"><a href="#">Continue shopping</a></div> <p style="text-align: center;">Showing 1 - 2 of 2 Results Page: 1</p> <p style="text-align: center;">Results Per Page: 10   20   30</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th style="width: 10%;"></th> <th style="width: 15%;">HDS Product #</th> <th style="width: 15%;">Dominion SAP</th> <th style="width: 10%;">Quantity Avail</th> <th style="width: 15%;">Sell Price</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Unit of Measure</th> <th style="width: 15%;">Add to...</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th></th> <th colspan="7">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"><a href="#">2608</a></td> <td style="text-align: center;">99102700</td> <td style="text-align: center;">4</td> <td style="text-align: center;">EA \$16.69</td> <td style="text-align: center;">EA <input type="text"/></td> <td style="text-align: center;">EA</td> <td style="text-align: center;"><a href="#">Add to Cart</a> <input type="checkbox"/></td> </tr> <tr> <td colspan="8" style="padding: 2px 5px;">Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"><a href="#">44050</a></td> <td style="text-align: center;">97003800</td> <td style="text-align: center;">0</td> <td style="text-align: center;">EA \$34.11</td> <td style="text-align: center;">EA <input type="text"/></td> <td style="text-align: center;">EA</td> <td style="text-align: center;"><a href="#">Add to Cart</a> <input type="checkbox"/></td> </tr> <tr> <td colspan="8" style="padding: 2px 5px;">Replacement case for stock# 97000700</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <a href="#">Delete</a> <a href="#">Add to Cart</a> <a href="#">Remove</a> </div> <p style="text-align: center; margin-top: 5px;">Showing 1 - 2 of 2 Results Page: 1</p> </div>		HDS Product #	Dominion SAP	Quantity Avail	Sell Price	Quantity	Unit of Measure	Add to...		Description								<a href="#">2608</a>	99102700	4	EA \$16.69	EA <input type="text"/>	EA	<a href="#">Add to Cart</a> <input type="checkbox"/>	Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools & materials.									<a href="#">44050</a>	97003800	0	EA \$34.11	EA <input type="text"/>	EA	<a href="#">Add to Cart</a> <input type="checkbox"/>	Replacement case for stock# 97000700							
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## Chapter 4: Order Entry and Checkout

### Overview

#### *Purpose:*

This chapter explains how to add items to an order and check out.


#### *What You'll Find in this Topic:*

This topic contains the following information:

- [Adding Individual Items to an Order](#) (page 24)
- [Checking Out and Paying on Account](#) (page 25)
- [Checking Out with a Credit Card](#) (page 29)
- [Updating or Deleting a Stored Credit Card Token](#) (page 38)
- [Viewing Credit Card Transaction History](#) (page 39)

## Adding Individual Items to an Order

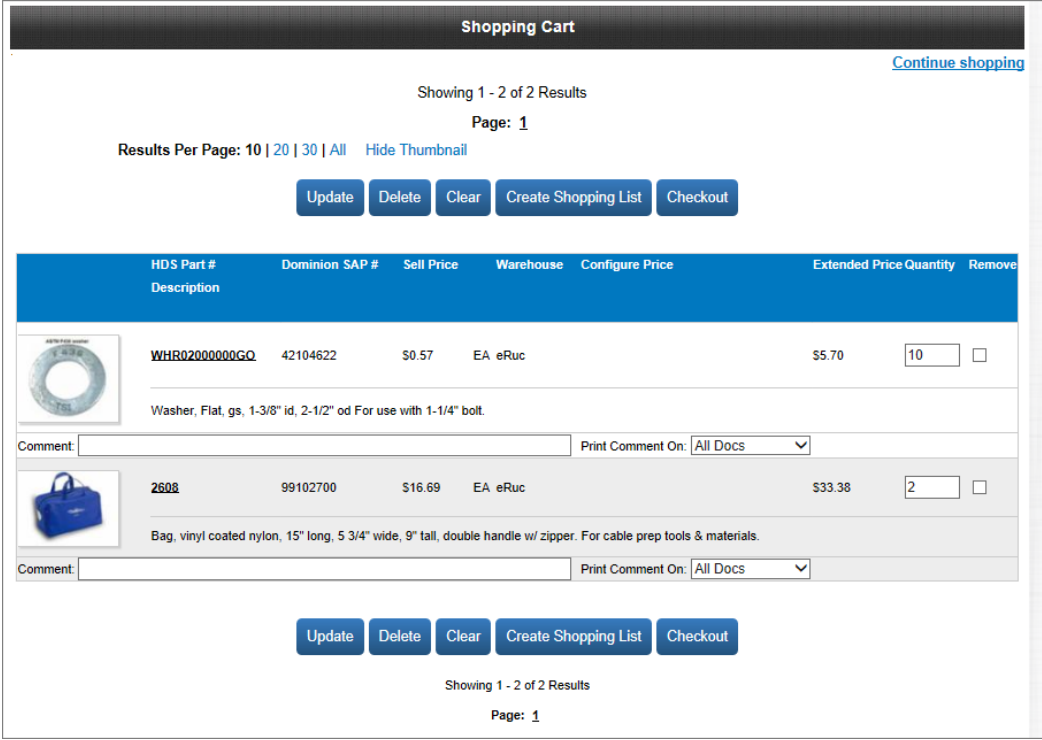



To create an order by adding items individually, follow these steps:

Step	Action
1	<p>Navigate to the first product to be added to your order.</p> <div data-bbox="337 464 1393 1388" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #333; color: white; text-align: center; padding: 5px;"><b>Item Detail</b></div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>HDS Part #: USBC-001</b></p> <p><b>Dominion SAP #: 99455520</b></p> <p><b>HDS Description:</b> CASE STORAGE 8' HOT STICK</p> <p><b>Description:</b> CANNISTER STORAGE 8' HOT STICK FBRGLS</p> <p><b>Quantity Available:</b> 0 EA</p> <p><b>Sell Price:</b> \$126.20 EA</p> <p><b>Next PO Date:</b></p> <p><b>Next PO Quantity:</b> 0</p> </div> <div style="text-align: right;"> <p><a href="#">Continue shopping</a></p> </div> </div> <div style="margin-top: 10px;"> <p style="text-align: center;"> <input type="text" value="1"/> EA               <span style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Add to Cart</span> <span style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 10px;">Recalculate</span> </p> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">-- Add to Existing/New Shopping List --</span> </p> <p style="text-align: center;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">Add to Wish List</span> </p> <p style="text-align: right; font-size: small;"><a href="#">Sales Statistics</a></p> </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-top: 10px;"> <p><b>Product Details</b> <span style="float: right;">☐</span></p> <p><b>CANNISTER STORAGE 8' HOT STICK FBRGLS</b></p> <p><b>Manufacturer:</b> UTILITY SOLUTIONS</p> <p><b>Brand Name:</b></p> <p><b>Type:</b> Bucket Stick</p> <p><b>Length:</b> 4 in</p> <p><b>Height:</b> 32 in</p> <p><b>Width:</b> 4 in</p> <p><b>Load Capacity:</b></p> <p><b>Material:</b> Polymer</p> <p><b>Color:</b> Blue</p> <p><b>Special Features:</b></p> <p><b>Usage:</b> For Work With any Size Bucket Stick in the Market, 4 ft, 6 ft, 8 ft, 10 ft and Even the 12 ft</p> </div> </div>
2	<p>Order the product from here by entering the quantity in the field under the product image, and click the <b>Add to Cart</b> button.</p>

## Checking Out and Paying on Account

This procedure applies only to customers who are set up to pay on account. See [Checking Out with a Credit Card](#) for instructions on using a credit card to check out.

To check out and purchase an order via account payment (not credit card) in your shopping cart, follow these steps:

Step	Action										
1	<p>Click the <b>Shopping Cart</b> button to access the items you've placed in your cart. The Shopping Cart displays.</p> 										
2	<p>Review your order carefully, and make any necessary changes.</p> <table border="1" data-bbox="347 1415 1398 1871"> <thead> <tr> <th data-bbox="347 1415 683 1457">If you want to...</th> <th data-bbox="683 1415 1398 1457">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1457 683 1539">change the quantity of an item</td> <td data-bbox="683 1457 1398 1539">enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.</td> </tr> <tr> <td data-bbox="347 1539 683 1621">remove an item from the shopping cart</td> <td data-bbox="683 1539 1398 1621">select the <b>Remove</b> option box (next to the <b>Quantity</b> field, and click the <b>Update</b> button.</td> </tr> <tr> <td data-bbox="347 1621 683 1755">remove all items from the shopping cart</td> <td data-bbox="683 1621 1398 1755">click the <b>Clear</b> button.  <b>Warning</b> Be careful not to click this button accidentally!</td> </tr> <tr> <td data-bbox="347 1755 683 1871">add another item to your shopping cart</td> <td data-bbox="683 1755 1398 1871">click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.</td> </tr> </tbody> </table>	If you want to...	Then...	change the quantity of an item	enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.	remove an item from the shopping cart	select the <b>Remove</b> option box (next to the <b>Quantity</b> field, and click the <b>Update</b> button.	remove all items from the shopping cart	click the <b>Clear</b> button.  <b>Warning</b> Be careful not to click this button accidentally!	add another item to your shopping cart	click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.
If you want to...	Then...										
change the quantity of an item	enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.										
remove an item from the shopping cart	select the <b>Remove</b> option box (next to the <b>Quantity</b> field, and click the <b>Update</b> button.										
remove all items from the shopping cart	click the <b>Clear</b> button.  <b>Warning</b> Be careful not to click this button accidentally!										
add another item to your shopping cart	click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.										

Step	Action
3	<p>Add any product comments in the line item's <b>Comment</b> field, and denote where you would like this note to appear by selecting the appropriate option in the <b>Print Comment On</b> field:</p> <ul style="list-style-type: none"> <li>• All Docs – The comment will appear on the pick list, the invoice, and</li> <li>• Pick List – The comment will appear on the pick list only.</li> <li>• Invoice – The comment will appear on the invoice only.</li> <li>• No Docs – The comment will not appear only in Storefront.</li> </ul>

4	Click the <b>Checkout</b> button. The Checkout page displays.
---	---

**Checkout**

Recalculate Totals
Save Order
Continue

**Contact Information**

\* Name:  \* Requested Ship Date:

\* E-mail Address:  Purchase Order Number:

\* Phone:

**Credit card Account**

\* Login Email

**Address Information**

**Billing Address**

\* Company Name:

\* Street Address:

\* City:

\* Country:

\* State:

\* Postal Code:

**Shipping Address**

[Copy Billing Address](#) [Change Ship-To](#)

\* Company Name:

\* Street Address:

\* City:

\* Country:

\* State:

\* Postal Code:

**Promotion/Discount**

Promotion/Discount Code:



**Order Information**

Order Comments:

Shipping Instructions:

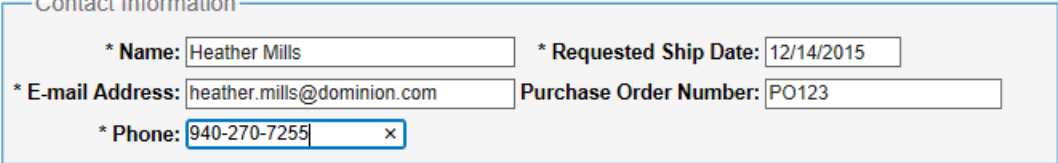
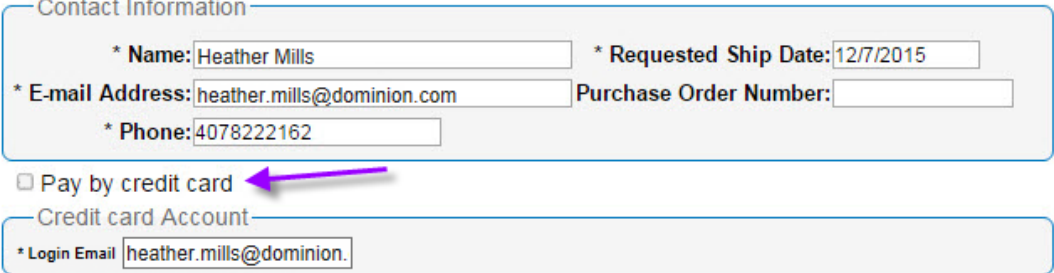
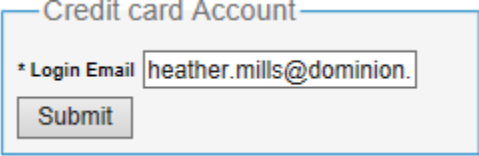
If shipping charges apply they will be added to the order.

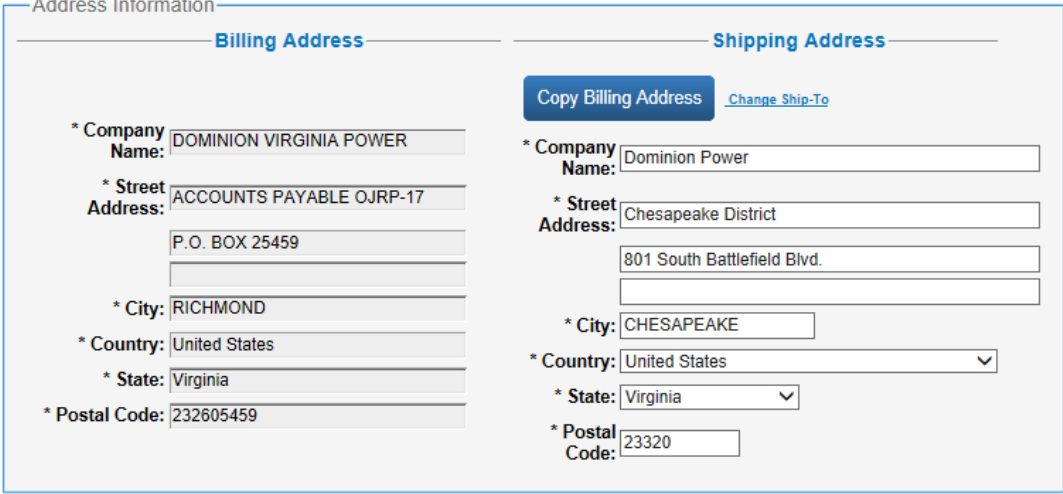
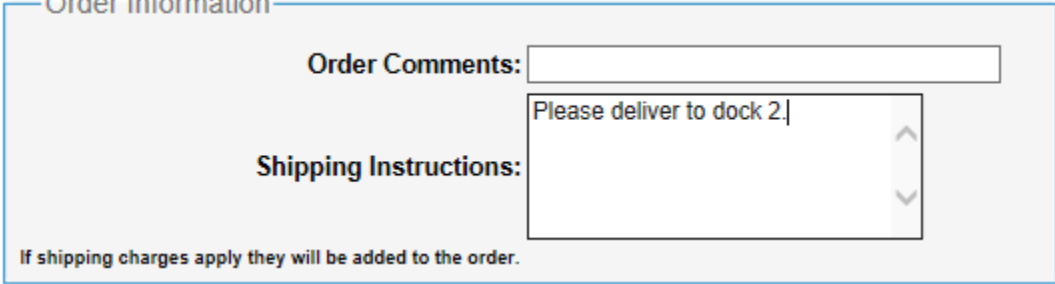
**Products**

HDS Part #	Dominion SAP #	Sell Price	Quantity	Warehouse	Extended Price
	<b>WHR0200000GO</b>	42104622	\$0.57	EA 10	eRuc \$5.70
<small>Washer, Flat, gs, 1-3/8" id, 2-1/2" od For use with 1-1/4" bolt.</small>					
	<b>2608</b>	99102700	\$16.69	EA 2	eRuc \$33.38
<small>Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</small>					

Subtotal: \$39.08  
Sales Tax: \$2.08  
Order Total: \$41.16

Recalculate Totals
Save Order
Continue

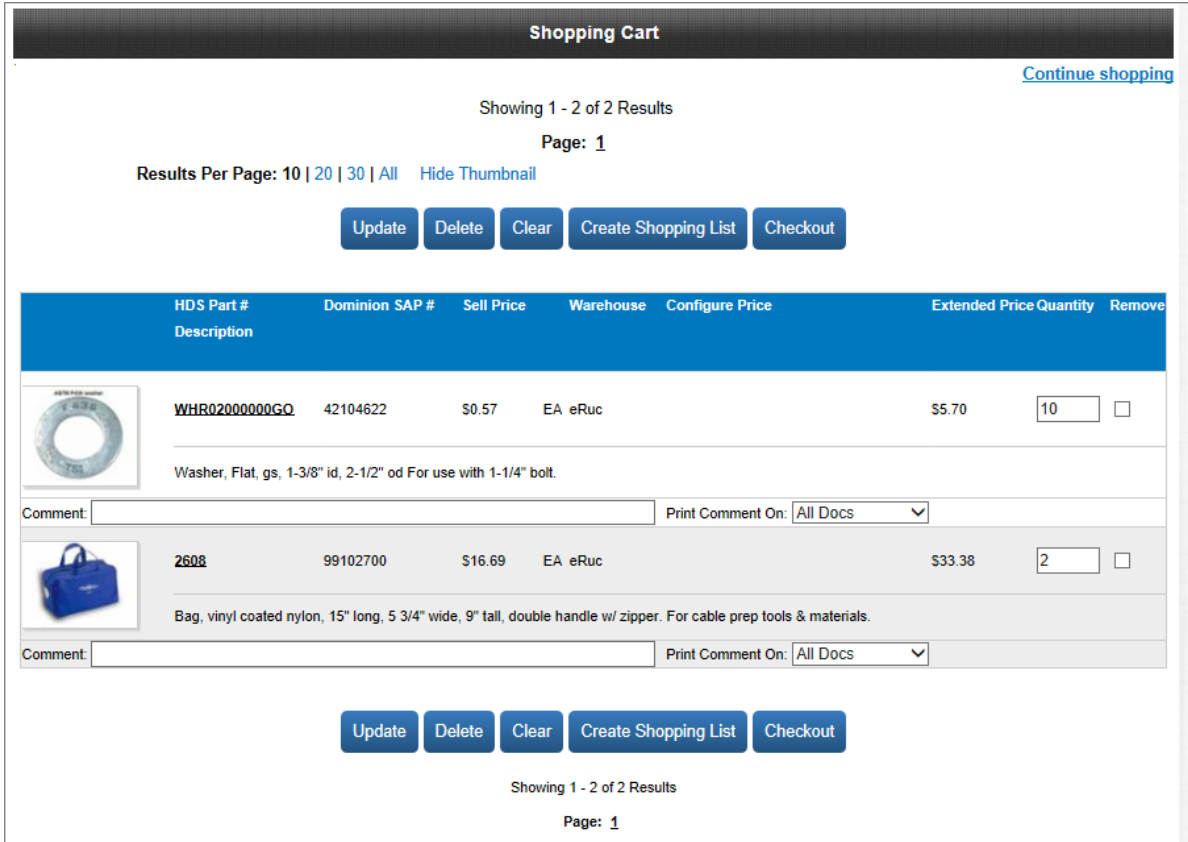






Step	Action
5	<p>Verify all fields in the Contact Information box.</p> <ul style="list-style-type: none"> <li>• <b>Name</b> – Enter the contact name for the order. Anixter will reach out to this person if there is any question about the order.</li> <li>• <b>E-mail Address</b> – Enter the contact person’s email address.</li> <li>• <b>Phone</b> – Enter the contact person’s phone number.</li> <li>• <b>Requested Ship Date</b> – Enter the date you’d like to have the material delivered.</li> <li>• <b>Purchase Order Number</b> – Enter a purchase order number, if applicable.</li> </ul> 
6	<p>If the <b>Pay by credit card</b> option box displays (after the Contact Information box), do not check the box. It displays only in unique situations; most users won’t see it.</p> <p><b>Important:</b> If this box displays on your page and you don’t select it, the amount charges to your Anixter account when you click the <b>Submit Order</b> button.</p> 
7	<p>Enter the email address to which you’d like have credit card receipts emailed in the <b>Login Email</b> field in the Credit Card Account box, and click the <b>Submit</b> button.</p> 

Step	Action
8	<p>Verify the billing and shipping addresses, and make any necessary corrections.</p>  <p><b>Note:</b> You may change the ship-to address in this box by clicking the <b>Change Ship-To</b> link, but doing so at this stage may cause items to be removed from your cart. Also, you'll have to re-do any changes you made in the Checkout page.</p>
9	<p>If you have a promotion/discount code, enter it in the <b>Promotion/Discount Code</b> field, and click the <b>Apply</b> button.</p>
10	<p>Enter any important instructions or helpful information in the <b>Order Comments</b> and <b>Shipping Instructions</b> fields.</p>  <p><b>If shipping charges apply they will be added to the order.</b></p>
11	<p>Click the <b>Save Order</b> button at the top or bottom of the page if you're not quite ready to submit your order, but you want to save the changes you've made. If you save the order now, you'll be able to name it and access it later via the <b>Saved Orders</b> link in the My Account area on the right side of the page.</p>
12	<p>Click the <b>Continue</b> button when ready to place the order.</p>
13	<p>Click the <b>Printable Version – Order Number [#####]</b> link on the top right to print and/or save a PDF of the Order Confirmation page. [Your order number will replace #####.]</p>

## Checking Out with a Credit Card

Anixter Utility Power Solutions uses a payment gateway called CenPOS. The CenPOS gateway securely stores credit card data, allowing Anixter Utility Power Solutions to process credit card transactions using a token, which is a reference to the credit card number that does not include sensitive data. Once you make a purchase via credit card in Storefront, you may easily pay via the same credit card in future Storefront orders. Your credit card information is not stored in Anixter's system; only the token. Your credit card information is stored securely within the CenPOS PCI DSS certified data center. For more information, go to [www.cenpos.com](http://www.cenpos.com).

Customers on account who are set up to pay via credit card follow this checkout procedure:

Step	Action																																								
1	<p>Click the <b>Shopping Cart</b> button. The Shopping Cart displays.</p>  <p>The screenshot shows a 'Shopping Cart' page with a header bar. Below the header, it says 'Showing 1 - 2 of 2 Results' and 'Page: 1'. There are buttons for 'Update', 'Delete', 'Clear', 'Create Shopping List', and 'Checkout'. The cart contains two items:</p> <table border="1"> <thead> <tr> <th>HDS Part #</th> <th>Dominion SAP #</th> <th>Sell Price</th> <th>Warehouse</th> <th>Configure Price</th> <th>Extended Price</th> <th>Quantity</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td> <b>WHR0200000GO</b></td> <td>42104622</td> <td>\$0.57</td> <td>EA eRuc</td> <td></td> <td>\$5.70</td> <td>10</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="8">Washer, Flat, gs, 1-3/8" id, 2-1/2" od For use with 1-1/4" bolt.</td> </tr> <tr> <td> <b>2608</b></td> <td>99102700</td> <td>\$16.69</td> <td>EA eRuc</td> <td></td> <td>\$33.38</td> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="8">Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, it says 'Showing 1 - 2 of 2 Results' and 'Page: 1'.</p>	HDS Part #	Dominion SAP #	Sell Price	Warehouse	Configure Price	Extended Price	Quantity	Remove	 <b>WHR0200000GO</b>	42104622	\$0.57	EA eRuc		\$5.70	10	<input type="checkbox"/>	Washer, Flat, gs, 1-3/8" id, 2-1/2" od For use with 1-1/4" bolt.								 <b>2608</b>	99102700	\$16.69	EA eRuc		\$33.38	2	<input type="checkbox"/>	Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools & materials.							
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Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools & materials.																																									

Step	Action										
2	<p data-bbox="337 243 1154 275">Review your order carefully, and make any necessary changes.</p> <table border="1" data-bbox="347 281 1398 722"> <thead> <tr> <th data-bbox="347 281 704 323">If you want to...</th> <th data-bbox="704 281 1398 323">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 323 704 407">change the quantity of an item</td> <td data-bbox="704 323 1398 407">enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.</td> </tr> <tr> <td data-bbox="347 407 704 491">remove an item from the shopping cart</td> <td data-bbox="704 407 1398 491">select the <b>Remove</b> option box (next to the <b>Quantity</b> field, and click the <b>Update</b> button.</td> </tr> <tr> <td data-bbox="347 491 704 611">remove all items from the shopping cart</td> <td data-bbox="704 491 1398 611">click the <b>Clear</b> button. <b>Warning:</b> Be careful not to click this button accidentally!</td> </tr> <tr> <td data-bbox="347 611 704 722">add another item to your shopping cart</td> <td data-bbox="704 611 1398 722">click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.</td> </tr> </tbody> </table>	If you want to...	Then...	change the quantity of an item	enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.	remove an item from the shopping cart	select the <b>Remove</b> option box (next to the <b>Quantity</b> field, and click the <b>Update</b> button.	remove all items from the shopping cart	click the <b>Clear</b> button. <b>Warning:</b> Be careful not to click this button accidentally!	add another item to your shopping cart	click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.
If you want to...	Then...										
change the quantity of an item	enter a new quantity in the <b>Quantity</b> field, and click the <b>Update</b> button.										
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add another item to your shopping cart	click the <b>Continue Shopping</b> link, navigate to the item, add the quantity, and click the <b>Add to Cart</b> button.										
3	<p data-bbox="337 768 1382 863">Add any product comments in the line item's <b>Comment</b> field, and denote where you would like this note to appear by selecting the appropriate option in the <b>Print Comment On</b> field:</p> <ul data-bbox="375 877 1312 1031" style="list-style-type: none"> <li data-bbox="375 877 1312 909">• <b>All Docs</b> – The comment will appear on the pick list, the invoice, and</li> <li data-bbox="375 919 1312 951">• <b>Pick List</b> – The comment will appear on the pick list only.</li> <li data-bbox="375 961 1312 993">• <b>Invoice</b> – The comment will appear on the invoice only.</li> <li data-bbox="375 1003 1312 1031">• <b>No Docs</b> – The comment will not appear only in Storefront.</li> </ul>										

Step	Action
4	Click the <b>Checkout</b> button. The Checkout page displays.

**Checkout**

Recalculate Totals
Save Order
Continue

**Contact Information**

\* Name:  \* Requested Ship Date:

\* E-mail Address:  Purchase Order Number:

\* Phone:

**Credit card Account**

\* Login Email

**Address Information**

**Billing Address**

\* Company Name:

\* Street Address:

\* City:

\* Country:

\* State:

\* Postal Code:

**Shipping Address**

[Copy Billing Address](#) [Change Ship-To](#)

\* Company Name:

\* Street Address:

\* City:

\* Country:

\* State:

\* Postal Code:

**Promotion/Discount**

Promotion/Discount Code:



**Order Information**

Order Comments:

Shipping Instructions:

If shipping charges apply they will be added to the order.

**Products**

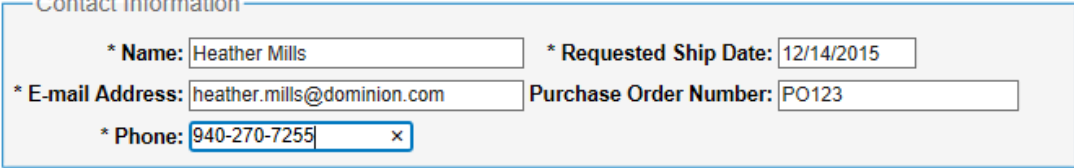
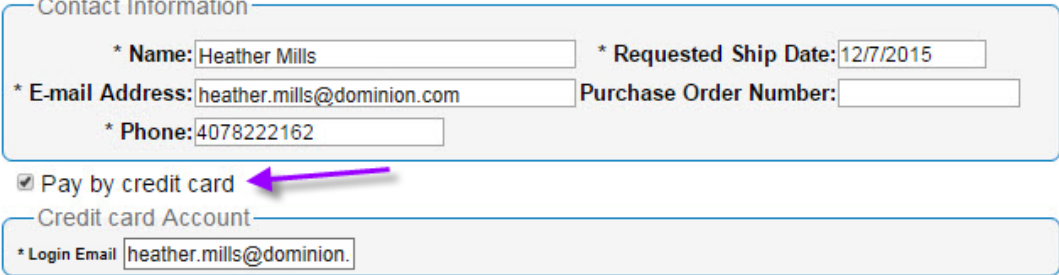
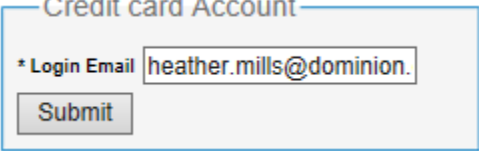
HDS Part #	Dominion SAP #	Sell Price	Quantity	Warehouse	Extended Price
 <b>WHR0200000GO</b>	42104622	\$0.57	EA 10	eRuc	\$5.70
<small>Washer, Flat, gs, 1-3/8" id, 2-1/2" od For use with 1-1/4" bolt.</small>					
 <b>2808</b>	99102700	\$16.69	EA 2	eRuc	\$33.38
<small>Bag, vinyl coated nylon, 15" long, 5 3/4" wide, 9" tall, double handle w/ zipper. For cable prep tools &amp; materials.</small>					

Subtotal: \$39.08


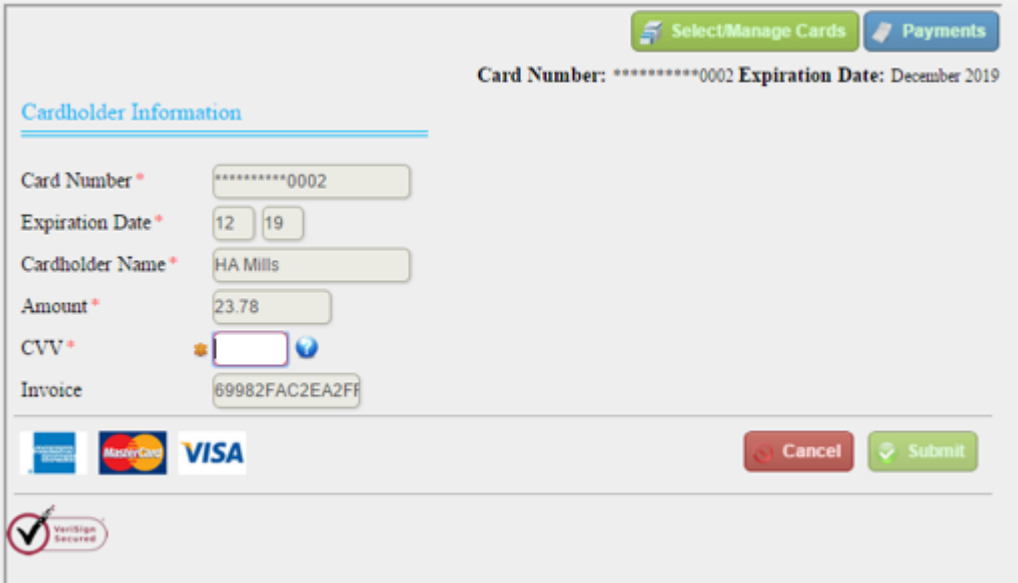
Sales Tax: \$2.08










Order Total: \$41.16








Recalculate Totals
Save Order
Continue

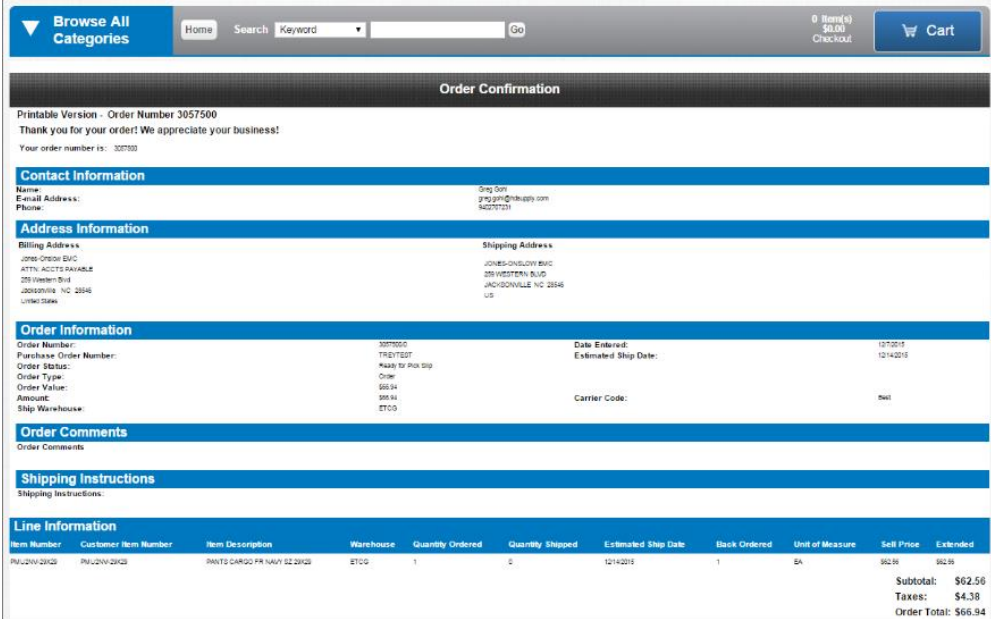
Step	Action
5	<p>Verify all fields in the Contact Information box.</p> <ul style="list-style-type: none"> <li>• <b>Name</b> – Enter the contact name for the order. Anixter will reach out to this person if there is any question about the order.</li> <li>• <b>E-mail Address</b> – Enter the contact person’s email address.</li> <li>• <b>Phone</b> – Enter the contact person’s phone number.</li> <li>• <b>Requested Ship Date</b> – Enter the date you’d like to have the material delivered.</li> <li>• <b>Purchase Order Number</b> – Enter a purchase order number, if applicable.</li> </ul>  <p>Contact Information</p> <p>* Name: Heather Mills * Requested Ship Date: 12/14/2015</p> <p>* E-mail Address: heather.mills@dominion.com Purchase Order Number: PO123</p> <p>* Phone: 940-270-7255 x</p>
6	<p>If the <b>Pay by credit card</b> option box displays (after the Contact Information box), check the box. It displays only in unique situations; most users won’t see it.</p> <p><b>Important:</b> If this box displays on your page and you don’t select it, the amount charges to your Anixter account when you click the <b>Submit Order</b> button.</p>  <p>Contact Information</p> <p>* Name: Heather Mills * Requested Ship Date: 12/7/2015</p> <p>* E-mail Address: heather.mills@dominion.com Purchase Order Number:</p> <p>* Phone: 4078222162</p> <p><input checked="" type="checkbox"/> Pay by credit card</p> <p>Credit card Account</p> <p>* Login Email heather.mills@dominion.</p>
7	<p>Enter the email address to which you’d like have credit card receipts emailed in the <b>Login Email</b> field in the Credit Card Account box, and click the <b>Submit</b> button.</p>  <p>Credit card Account</p> <p>* Login Email heather.mills@dominion.</p> <p>Submit</p> <p><b>IMPORTANT:</b> This field is only editable for credit card customers the first time they check out. Be sure to enter the correct, permanent address here, as any change to this email address must be submitted to Anixter Utility Power Solutions Support.</p>

Step	Action				
8	<p>Verify the billing and shipping addresses, and make any necessary corrections.</p> <div data-bbox="342 289 1398 779" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; margin-bottom: 0;">Address Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid #ccc;"><b>Billing Address</b></td> <td style="width: 50%; text-align: center; border-bottom: 1px solid #ccc;"><b>Shipping Address</b></td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <p style="margin: 0;">* <b>Company Name:</b> <input type="text" value="DOMINION VIRGINIA POWER"/></p> <p style="margin: 0;">* <b>Street Address:</b> <input type="text" value="ACCOUNTS PAYABLE OJRP-17"/>  <input type="text" value="P.O. BOX 25459"/>  <input type="text"/></p> <p style="margin: 0;">* <b>City:</b> <input type="text" value="RICHMOND"/></p> <p style="margin: 0;">* <b>Country:</b> <input type="text" value="United States"/></p> <p style="margin: 0;">* <b>State:</b> <input type="text" value="Virginia"/></p> <p style="margin: 0;">* <b>Postal Code:</b> <input type="text" value="232605459"/></p> </td> <td style="vertical-align: top; padding: 5px;"> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Copy Billing Address"/> <input type="button" value="Change Ship-To"/> </div> <p style="margin: 0;">* <b>Company Name:</b> <input type="text" value="Dominion Power"/></p> <p style="margin: 0;">* <b>Street Address:</b> <input type="text" value="Chesapeake District"/>  <input type="text" value="801 South Battlefield Blvd."/>  <input type="text"/></p> <p style="margin: 0;">* <b>City:</b> <input type="text" value="CHESAPEAKE"/></p> <p style="margin: 0;">* <b>Country:</b> <input style="border: none; border-bottom: 1px solid #ccc; background: none; padding: 0 5px;" type="text" value="United States"/> ▾</p> <p style="margin: 0;">* <b>State:</b> <input style="border: none; border-bottom: 1px solid #ccc; background: none; padding: 0 5px;" type="text" value="Virginia"/> ▾</p> <p style="margin: 0;">* <b>Postal Code:</b> <input type="text" value="23320"/></p> </td> </tr> </table> </div> <p><b>Note:</b> You may change the ship-to address in this box by clicking the <b>Change Ship-To</b> link, but doing so at this stage may cause items to be removed from your cart. Also, you'll have to re-do any changes you made in the Checkout page.</p>	<b>Billing Address</b>	<b>Shipping Address</b>	<p style="margin: 0;">* <b>Company Name:</b> <input type="text" value="DOMINION VIRGINIA POWER"/></p> <p style="margin: 0;">* <b>Street Address:</b> <input type="text" value="ACCOUNTS PAYABLE OJRP-17"/>  <input type="text" value="P.O. BOX 25459"/>  <input type="text"/></p> <p style="margin: 0;">* <b>City:</b> <input type="text" value="RICHMOND"/></p> <p style="margin: 0;">* <b>Country:</b> <input type="text" value="United States"/></p> <p style="margin: 0;">* <b>State:</b> <input type="text" value="Virginia"/></p> <p style="margin: 0;">* <b>Postal Code:</b> <input type="text" value="232605459"/></p>	<div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Copy Billing Address"/> <input type="button" value="Change Ship-To"/> </div> <p style="margin: 0;">* <b>Company Name:</b> <input type="text" value="Dominion Power"/></p> <p style="margin: 0;">* <b>Street Address:</b> <input type="text" value="Chesapeake District"/>  <input type="text" value="801 South Battlefield Blvd."/>  <input type="text"/></p> <p style="margin: 0;">* <b>City:</b> <input type="text" value="CHESAPEAKE"/></p> <p style="margin: 0;">* <b>Country:</b> <input style="border: none; border-bottom: 1px solid #ccc; background: none; padding: 0 5px;" type="text" value="United States"/> ▾</p> <p style="margin: 0;">* <b>State:</b> <input style="border: none; border-bottom: 1px solid #ccc; background: none; padding: 0 5px;" type="text" value="Virginia"/> ▾</p> <p style="margin: 0;">* <b>Postal Code:</b> <input type="text" value="23320"/></p>
<b>Billing Address</b>	<b>Shipping Address</b>				
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9	<p>If you have a promotion/discount code, enter it in the <b>Promotion/Discount Code</b> field, and click the <b>Apply</b> button.</p>				
10	<p>Enter any important instructions or helpful information in the <b>Order Comments</b> and <b>Shipping Instructions</b> fields.</p> <div data-bbox="342 1066 1390 1352" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; margin-bottom: 0;">Order Information</p> <p style="text-align: center; margin: 10px 0;"><b>Order Comments:</b> <input style="width: 80%;" type="text"/></p> <p style="text-align: center; margin: 10px 0;"><b>Shipping Instructions:</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 0.8em; color: #0070c0;">Please deliver to dock 2.</span> </div></p> <p style="font-size: 0.8em; color: #0070c0; margin-top: 5px;">If shipping charges apply they will be added to the order.</p> </div>				
11	<p>Click the <b>Save Order</b> button at the top or bottom of the page if you're not quite ready to submit your order, but you want to save the changes you've made. If you save the order now, you'll be able to name it and access it later via the <b>Saved Orders</b> link in the My Account area on the right side of the page.</p>				
12	<p>Click the <b>Continue</b> button when ready to place the order.</p> <p><b>Tip:</b> If you see the <b>Submit Order</b> button, you haven't checked the <b>Pay by credit card</b> option box!</p>				

Step	Action
13	<p>If you have no stored CenPOS credit card tokens, a pop up box displays for you to enter and save credit card information. If you already have a token stored, skip this step.</p>  <p>Complete the following fields, and then click the <b>Save</b> button:</p> <ul style="list-style-type: none"> <li>• <b>Card Number</b> – Enter the credit card number.</li> <li>• <b>Expiration Date</b> – Enter the credit card’s expiration date.</li> <li>• <b>Cardholder Name</b> – Enter your name as it appears on the credit card.</li> <li>• <b>CVV</b> – Enter the credit card’s CVV number.</li> </ul>
14	<p>Once your credit card has been securely stored in CenPOS, the Storefront Commerce Payment Panel appears with your token. (If multiple cards have been saved/tokens created, the first card entered displays.)</p> 

Step	Action															
15	<p data-bbox="337 243 805 275">Pay with the appropriate credit card.</p> <table border="1" data-bbox="347 281 1398 1215"> <thead> <tr> <th data-bbox="347 281 703 359">If you want to pay with...</th> <th data-bbox="703 281 1398 359">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 359 703 443">the credit card that is showing</td> <td data-bbox="703 359 1398 443">                     a) enter the CVV number in the Storefront Commerce Payment Panel.                 </td> </tr> <tr> <td data-bbox="347 443 703 1215">a different stored credit card</td> <td data-bbox="703 443 1398 1215">                     a) Click the <b>Select/Manage Cards</b> button.                      b) In the popup box that displays, click the line with the stored credit card you'd like to use.                     <div data-bbox="787 556 1373 1096" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Add Card</span> <span>Modify</span> <span>Delete</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Card Type</th> <th style="text-align: left;">Card Number</th> <th style="text-align: left;">Exp. Date</th> </tr> </thead> <tbody> <tr> <td>VISA</td> <td>*****0007</td> <td>12/19</td> </tr> <tr> <td>MASTERCARD</td> <td>*****2205</td> <td>12/19</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">View 1 - 2 of 2</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 5px; margin-right: 10px;">CLOSE</span> <span style="border: 1px solid black; padding: 2px 5px;">APPLY</span> </div> </div>                     c) Click the <b>Apply</b> button.                      d) Enter the CVV number in the Storefront Commerce Payment Panel.                 </td> </tr> </tbody> </table>	If you want to pay with...	Then...	the credit card that is showing	a) enter the CVV number in the Storefront Commerce Payment Panel.	a different stored credit card	a) Click the <b>Select/Manage Cards</b> button. b) In the popup box that displays, click the line with the stored credit card you'd like to use. <div data-bbox="787 556 1373 1096" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Add Card</span> <span>Modify</span> <span>Delete</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Card Type</th> <th style="text-align: left;">Card Number</th> <th style="text-align: left;">Exp. Date</th> </tr> </thead> <tbody> <tr> <td>VISA</td> <td>*****0007</td> <td>12/19</td> </tr> <tr> <td>MASTERCARD</td> <td>*****2205</td> <td>12/19</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">View 1 - 2 of 2</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 5px; margin-right: 10px;">CLOSE</span> <span style="border: 1px solid black; padding: 2px 5px;">APPLY</span> </div> </div> c) Click the <b>Apply</b> button. d) Enter the CVV number in the Storefront Commerce Payment Panel.	Card Type	Card Number	Exp. Date	VISA	*****0007	12/19	MASTERCARD	*****2205	12/19
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MASTERCARD	*****2205	12/19														

Step	Action										
<p>15  (cont.)</p>	<p><b>If you want to pay with...</b></p> <p>a new credit card (not previously used in Storefront before)</p>	<p><b>Then...</b></p> <p>a) Click the <b>Select/Manage Cards</b> button.</p> <p>b) In the pop up box that displays, click the <b>Add Card</b> button.</p> <p>c) Enter the required credit card information, and click the <b>Save</b> button.</p> <div data-bbox="787 499 1339 955" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Card Number <input type="text" value="4445222299990007"/></p> <p>Expiration Date <input type="text" value="12"/> <input type="text" value="19"/></p> <p>Cardholder Name <input type="text" value="Heather Mills"/></p> <p>CVV <input type="text" value="999"/> </p> <p>Address <input type="text" value="ACCOUNTS PAYABLE OJRP-17"/></p> <p>Zip <input type="text" value="23260"/></p> <hr/> <p>  </p> <p style="text-align: right;"><input type="button" value="BACK"/> <input type="button" value="SAVE"/></p> </div> <p>d) In the popup box that displays, click the line with the stored credit card you'd like to use.</p> <div data-bbox="787 1033 1356 1558" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><input type="button" value="Add Card"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/></p> <table border="1" data-bbox="799 1123 1344 1234"> <thead> <tr> <th>Card Type</th> <th>Card Number</th> <th>Exp. Date</th> </tr> </thead> <tbody> <tr> <td>VISA</td> <td>*****0007</td> <td>12/19</td> </tr> <tr> <td>MASTERCARD</td> <td>*****2205</td> <td>12/19</td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">View 1 - 2 of 2</a></p> <hr/> <p>  </p> <p style="text-align: right;"><input type="button" value="CLOSE"/> <input type="button" value="APPLY"/></p> </div> <p>e) Click the <b>Apply</b> button.</p> <p>f) Enter the CVV number in the Storefront Commerce Payment Panel.</p> <p><b>Note:</b> You may update or delete a credit card token from the Storefront Commerce Payment Panel. See the <a href="#">Updating or Deleting a Stored Credit Card Token</a> procedure for detailed instructions.</p>	Card Type	Card Number	Exp. Date	VISA	*****0007	12/19	MASTERCARD	*****2205	12/19
Card Type	Card Number	Exp. Date									
VISA	*****0007	12/19									
MASTERCARD	*****2205	12/19									

Step	Action
16	<p>Click the <b>Submit</b> button. The Order Confirmation page displays, and a receipt is emailed to the credit card account email address.</p>  <p><b>Important:</b> If your card is declined, MasterCard and Visa require you to use a new form of payment, or wait 24 hours to reuse the same card.</p>

[Browse All Categories](#)
[Home](#)


0 Items(s)  
\$0.00  
Checkout

---

**Order Confirmation**

Printable Version - Order Number 3057500  
 Thank you for your order! We appreciate your business!  
 Your order number is: 3057500

**Contact Information**

Name: Greg Gorn  
 E-mail Address: greg.gorn@pubsup.com  
 Phone: 842277331

**Address Information**

<b>Billing Address:</b>	<b>Shipping Address:</b>
JONES ORDER BLDG ATTN: ACCTS PAYABLE 255 Western Blvd JACKSONVILLE, NC 28546 USA	JONES-ONSLOW BLDG 285 WESTERN BLVD JACKSONVILLE, NC 28546 US

**Order Information**

Order Number:	3057500	Date Entered:	12/22/15
Purchase Order Number:	TRIP TEST	Estimated Ship Date:	12/14/2015
Order Status:	PAID TO PDA BIZ		
Order Type:	Order		
Order Value:	\$62.56	Carrier Code:	960
Amount:	\$66.94		
Ship Warehouse:	ET00		

**Order Comments**

Order Comments

**Shipping Instructions**

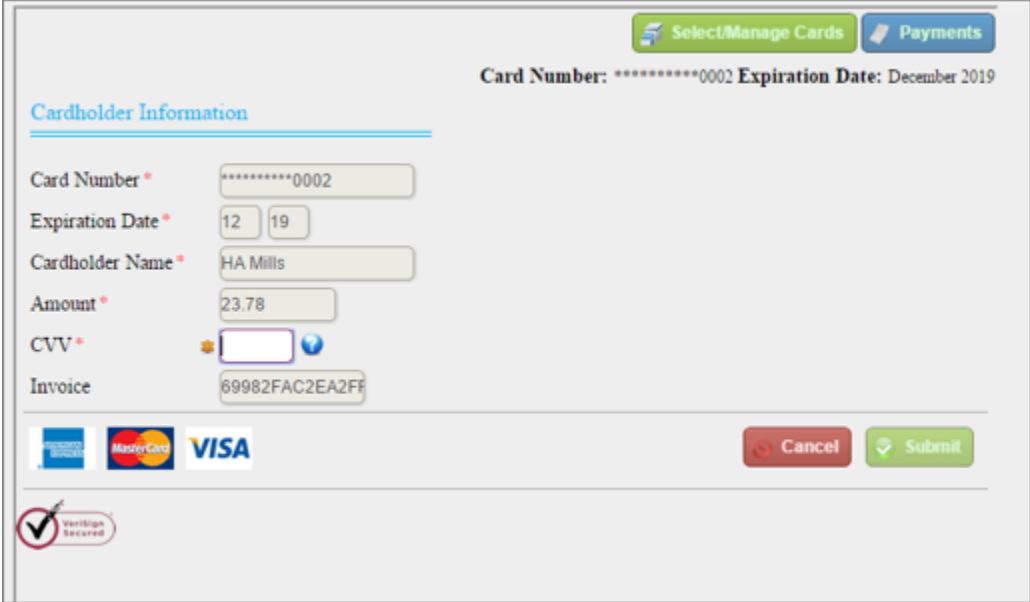
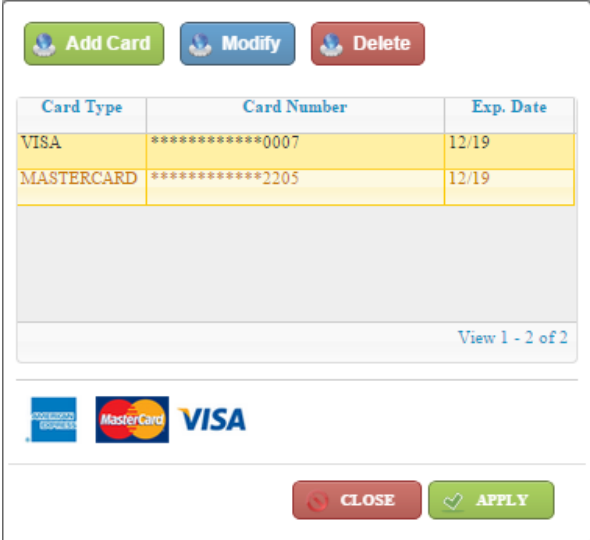
Shipping Instructions:

**Line Information**

Item Number	Customer Item Number	Item Description	Warehouse	Quantity Ordered	Quantity Shipped	Estimated Ship Date	Back Ordered	Unit of Measure	Sell Price	Extended
PNV20V2022	PNV20V2022	PRINT CARD PR NAVY 02 2022	ET00	1	0	12/14/2015	1	EA	\$62.56	\$62.56
									<b>Subtotal:</b>	\$62.56
									<b>Taxes:</b>	\$4.38
									<b>Order Total:</b>	\$66.94

## Updating or Deleting a Stored Credit Card Token

If you'd like to delete a token for a stored credit card, or change the name and/or expiration date on a stored credit card token, follow these steps:


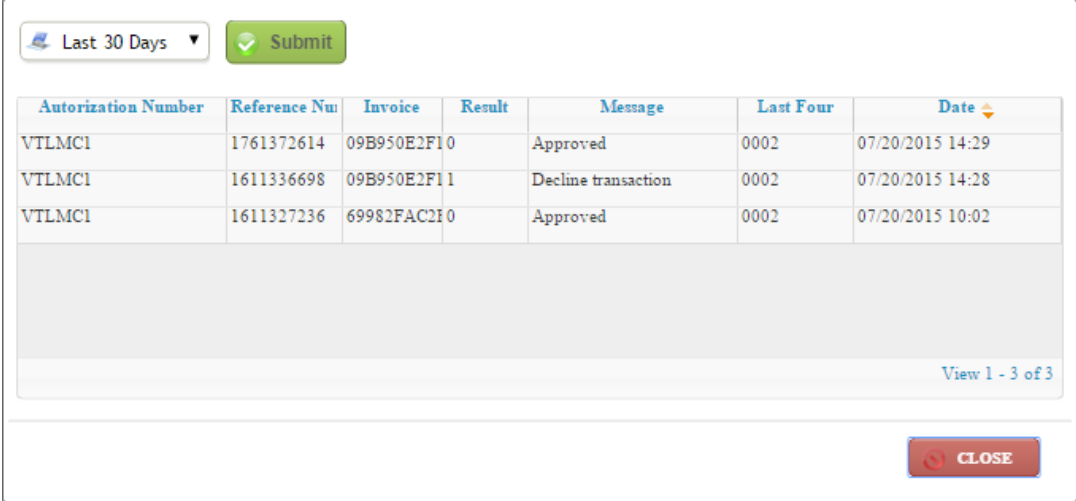
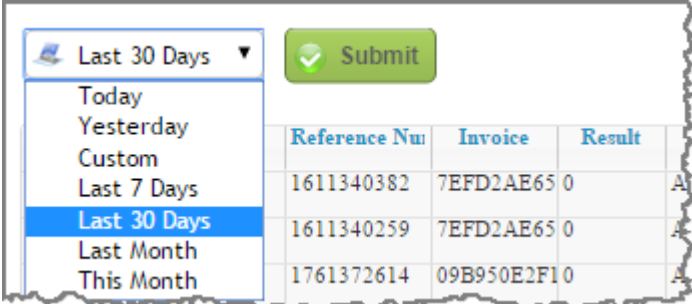
Step	Action									
1	<p>Access the Storefront Commerce Payment Panel while checking out.</p>  <p>The screenshot shows a payment panel with a 'Select/Manage Cards' button and a 'Payments' button. Below these, it displays 'Card Number: *****0002' and 'Expiration Date: December 2019'. A section titled 'Cardholder Information' contains fields for Card Number (*****0002), Expiration Date (12/19), Cardholder Name (HA Mills), Amount (23.78), CVV (with a refresh icon), and Invoice (69982FAC2EA2FF). At the bottom, there are logos for American Express, MasterCard, and VISA, along with 'Cancel' and 'Submit' buttons. A 'Verified Secure' badge is also visible.</p>									
2	Click the <b>Select/Manage Cards</b> button.									
3	<p>Click the line of the stored credit card token.</p>  <p>The screenshot shows a management interface with 'Add Card', 'Modify', and 'Delete' buttons. Below is a table of stored credit card tokens:</p> <table border="1" data-bbox="349 1283 906 1394"> <thead> <tr> <th>Card Type</th> <th>Card Number</th> <th>Exp. Date</th> </tr> </thead> <tbody> <tr> <td>VISA</td> <td>*****0007</td> <td>12/19</td> </tr> <tr> <td>MASTERCARD</td> <td>*****2205</td> <td>12/19</td> </tr> </tbody> </table> <p>Below the table, it says 'View 1 - 2 of 2'. At the bottom, there are logos for American Express, MasterCard, and VISA, and 'CLOSE' and 'APPLY' buttons.</p>	Card Type	Card Number	Exp. Date	VISA	*****0007	12/19	MASTERCARD	*****2205	12/19
Card Type	Card Number	Exp. Date								
VISA	*****0007	12/19								
MASTERCARD	*****2205	12/19								

Step	Action
4	<p>To change information for this credit card:</p> <ol style="list-style-type: none"> <li>Click the <b>Modify</b> button.</li> <li>Enter a new expiration date month and year and/or enter a new cardholder name.</li> <li>Click the <b>Submit</b> button.</li> <li>Click the <b>Apply</b> button.</li> </ol> <div data-bbox="326 474 959 909" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Expiration Date <input type="text" value="12"/> <input type="text" value="19"/></p> <p>Cardholder Name <input type="text" value="Heather A Mills"/></p> <p>Address <input type="text" value="ACCOUNTS PAYABLE OJRP-17"/></p> <p>Zip <input type="text" value="23260"/></p> <p style="text-align: right;"> <input type="button" value="BACK"/> <input type="button" value="SUBMIT"/> </p> </div>
5	<p>To delete this credit card token:</p> <ol style="list-style-type: none"> <li>Click the <b>Delete</b> button.</li> <li>Click the <b>Yes</b> button when asked if you want to delete the token.</li> <li>Click the <b>Apply</b> button.</li> </ol>

## Viewing Credit Card Transaction History

Follow these steps to view your previous credit card transactions:

Step	Action
1	Access the Storefront Commerce Payment Panel while checking out.

Step	Action																												
2	<p>Click the <b>Payments</b> button.</p>  <p>Card Number: *****0002 Expiration Date: December 2019</p> <p>Cardholder Information</p> <p>Card Number * *****0002</p> <p>Expiration Date * 12 19</p> <p>A popup box displays showing a list of transactions associated with the email address for your credit card account in the past 30 days.</p>  <table border="1"> <thead> <tr> <th>Authorization Number</th> <th>Reference Nu</th> <th>Invoice</th> <th>Result</th> <th>Message</th> <th>Last Four</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>VTLMC1</td> <td>1761372614</td> <td>09B950E2F10</td> <td>Approved</td> <td></td> <td>0002</td> <td>07/20/2015 14:29</td> </tr> <tr> <td>VTLMC1</td> <td>1611336698</td> <td>09B950E2F11</td> <td>Decline transaction</td> <td></td> <td>0002</td> <td>07/20/2015 14:28</td> </tr> <tr> <td>VTLMC1</td> <td>1611327236</td> <td>69982FAC2F0</td> <td>Approved</td> <td></td> <td>0002</td> <td>07/20/2015 10:02</td> </tr> </tbody> </table>	Authorization Number	Reference Nu	Invoice	Result	Message	Last Four	Date	VTLMC1	1761372614	09B950E2F10	Approved		0002	07/20/2015 14:29	VTLMC1	1611336698	09B950E2F11	Decline transaction		0002	07/20/2015 14:28	VTLMC1	1611327236	69982FAC2F0	Approved		0002	07/20/2015 10:02
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3	<p>If you'd like to change the date range and view your credit card transactions within a different time period, click the date range drop-down arrow, select the appropriate option, and click the <b>Submit</b> button.</p> 																												
4	<p>Click the <b>Close</b> button when finished reviewing the transaction data.</p>																												