



# VCU

## **SALES EXECUTIVE:**

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**Online Ordering Home Page** - The home page will display important messages and/or provide links to quick resources to help make the online shopping experience efficient and enjoyable.

There are several searching tools within the menu bar to allow you to quickly find the items you are wanting to purchase.

The screenshot shows the TSRC, Inc. website interface. At the top, there is a navigation bar with links: Home, Quick Order, Ink And Toner, Favorites, Contracts, My Accounts, and Live Chat Online. Below this, a status bar indicates 'Your Orders Awaiting Approval: 1', 'Saved Orders: 1', and 'Denied Orders: 0'. The main header features the TSRC, Inc. logo on the left, a search bar with the placeholder 'Enter keywords or item #' and a red 'Search' button, and a shopping cart icon showing '1 items : \$23.40' with 'View Cart' and 'Checkout' links. A secondary navigation bar includes 'Welcome back, SHEILA TEST Log Out' and 'Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO'. Below this is a blue menu bar with categories: OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, MAINTENANCE & BREAKROOM, SHOP ALL CATEGORIES, FEATURED ITEMS, and HON FURNITURE. The main content area features a large banner with a man in a red shirt saying 'got it!' and the text 'Everything your business needs. Delivered.' and 'Office Supplies, Technology, Furniture & more.' Below the banner is a thank-you message: 'Thank you for choosing TSRC, we appreciate your business!' and a statement: 'TSRC is proud to be the Office Supply company for VCU!' followed by the VCU RAMS logo. A red text prompt says '\*Click on the icon below to access the Best Value/Greatest Savings Core List of items for the University\*' with a VA logo icon. To the right, there are two promotional boxes: one for 'Ignition™ HON' office chairs and another for 'Need to return an item?' with a 'Click here' button. At the bottom, it says 'We have the Paige Miracle Boxes available for purchase now.' and a small URL 'http://www.tsrcinc.com/MS77' is visible.

**Best Value Items List** - an efficient method of searching for the best value contracted items.

Search a list of over 400 items that are on the University's best value contract. Easily narrow your search by using the categories to the left of the screen. You can also re-sort this list to accommodate your needs. See the Value Added items noted by the icon .

The screenshot displays the TSRC, Inc. website interface. At the top, there are navigation links: Home, Quick Order, Ink And Toner, Favorites, Contracts, My Accounts, and Live Chat Online. A search bar is present with the text "Enter keywords or item #" and a "Search" button. To the right of the search bar, there is a shopping cart icon and a "View Cart" button. The main navigation bar includes categories: OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, MAINTENANCE & BREAKROOM, SHOP ALL CATEGORIES, FEATURED ITEMS, and HON FURNITURE. The "Best Value Contract" section is active, showing a list of items. The first item is "AT-A-GLANCE® Slate Blue Desk Pad, 22 x 17, Slate Blue, 2016" priced at \$20.39 / Each. The second item is "Westcott® Straight Contract Scissors, 8" Long, Black" priced at \$3.25 / Each. The third item is "EAGLE OFF 8.5X11 20# 100%" priced at \$219.08 / Carton. The fourth item is "EAGLE OFF 8.5X11 20# 30%" priced at \$164.46 / Carton. A yellow arrow points to the "Best Value Contract" dropdown menu. Another yellow arrow points to the "OFFICE SUPPLIES" category in the navigation bar. A third yellow arrow points to the "VA" icon on the first item's detail card.

**Quick Order** - If you know the item numbers you would like to order use Quick Order to enter those items and quantity then add to the cart for seamless checkout.

Home Quick Order Ink And Toner Favorites Contracts My Accounts Live Chat Online

Your Orders Awaiting Approval: 1 Saved Orders: 1 Denied Orders: 0

**TSRC, Inc.** Enter keywords or item #  Search  1 items : \$23.40

Welcome back, SHEILA TEST [Log Out](#) Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO

OFFICE SUPPLIES TECHNOLOGY FURNITURE MAINTENANCE & BREAKROOM SHOP ALL CATEGORIES FEATURED ITEMS HON FURNITURE

### Quick Order

Quick Order Subtotal: \$120.31

Delete	Item #	Quantity	Your Price	Comment / Description
<input type="checkbox"/>	<input type="text" value="TSR101212"/>	<input type="text" value="3"/>	\$31.79 / Carton	<input type="text" value="PAPER, COPY, 8.5X11, 20#, 97BRT, WH"/>
<input type="checkbox"/>	<input type="text" value="OIC99911"/>	<input type="text" value="12"/>	\$0.13 / Box	<input type="text" value="Paper Clips, Size 1, Standard, .034 Gauge, 100/BX, Silver"/>
<input type="checkbox"/>	<input type="text" value="CLI62033"/>	<input type="text" value="1"/>	\$23.38 / Box	<input ,="" 1="" 100="" 11="" 2,="" 8="" bx"="" type="text" value="Hvywt Poly Sht Protector, Clear, Top- Loading, 2" x=""/>
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="1"/>	\$0.00	<input type="text" value=""/>

Quick Order Subtotal: \$120.31

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**Ink and Toner quick search** - allows you to use your printer attributes to quickly find a list of compatible inks or toners.

The screenshot displays the TSRC, Inc. website interface. At the top, there is a navigation bar with links: Home, Quick Order, Ink And Toner, Favorites, Contracts, My Accounts, and Live Chat Online. Below this, the TSRC, Inc. logo is on the left, and a search bar is in the center with a yellow arrow pointing to it. To the right of the search bar, there is a shopping cart icon showing '1 items : \$23.40' and buttons for 'View Cart' and 'Checkout'. Below the search bar, there is a welcome message for 'SHEILA TEST' and account information: 'Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO'. The main navigation bar includes categories: OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, MAINTENANCE & BREAKROOM, SHOP ALL CATEGORIES, FEATURED ITEMS, and HON FURNITURE. On the left side, there is a 'Machine List Management' section with a 'MY MACHINES' list containing: HP 2235 C, HP C2021A LaserJet 4M, HP DeskJet D4260, and HP Jeff's desk. A yellow arrow points to this list. The main content area is titled 'Find Ink And Toner' and has a yellow arrow pointing to the search input field. The search input field contains 'Brother' and 'Laser Printer'. Below the input fields, there is a list of Brother printer models: Brother DCP-1200, Brother DCP-1400, Brother DCP-7010, Brother DCP-7020, Brother DCP-7025, Brother DCP-7030, Brother DCP-7040, Brother DCP-7045N, Brother DCP-7065 DN, Brother DCP-8040, Brother DCP-8045 DN, Brother DCP-8045D, Brother DCP-8060, Brother DCP-8065 DN, Brother DCP-8080 DN, Brother DCP-8085DN, Brother DCP-9010 CN, Brother DCP-9040 CN, Brother DCP-9045 CDN, Brother DCP-9050 CDN, Brother DCP-9055 CDN, Brother DCP-9270 CDN, Brother HL-1030, Brother HL-1040, Brother HL-1050, Brother HL-1060, Brother HL-1070, Brother HL-1230, Brother HL-1240, and Brother HL-1250. A 'See More >' link is at the bottom right of the list.

You can save your searches so next time you can just select machine from list. The name can be whatever is easiest for you to remember.

**Keyword item searches** - You can use keywords in the search bar to search any type of item. You can also use the item number in that search field rather than keyword.

Then use the expanded categories on the left hand side of the screen to narrow down your search using specific attributes about the item.

The screenshot displays the TSRC, Inc. website interface. At the top, there is a navigation bar with links for Home, Quick Order, Ink And Toner, Favorites, Contracts, My Accounts, and Live Chat Online. Below this, a user status bar shows 'Welcome back, SHEILA TEST' and 'Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO'. The main search area features a search bar containing the word 'Binders', a 'Search' button, and a shopping cart icon indicating '1 items : \$23.40'. A yellow arrow points to the search bar.

The search results section shows '1,013 items found' and 'Showing Items 1 to 50 of 1,013'. The results are sorted by 'Best Match'. On the left side, there are filter options under 'You've selected:' and 'Filter Search Results:'. The 'Filter Search Results:' section includes categories like BRAND, GREEN, CONTRACT, GLOBAL PRODUCT TYPE, and BINDER STYLE. A yellow arrow points to these filter categories.

The main product list displays three items:

- Avery® Heavy-Duty View Binder w/ Locking EZD Rings, 1" Cap, Purple** (AVE79771) priced at \$12.46 / Each. A yellow arrow points to the 'Add to Cart' button.
- Avery® UltraLast View Binder w/ 1-Touch Slant Rings, 11 x 8 1/2, 1" Cap, Red** (AVE79736) priced at \$16.88 / Each.
- Avery® Framed View Heavy-Duty Binder w/ Locking 1-Touch EZD Rings, 1" Cap, Navy Blue** (AVE68055) priced at \$5.82 / Each.

On the right side, there is an 'Also Consider' section with additional product recommendations.

**Advanced Search** - You will also have the ability to do an advance search from that keyword tool bar. The advanced search allows you to search by item attributes and keywords combined.

Home Quick Order Ink And Toner Favorites Contracts My Accounts Live Chat Online

Your Orders Awaiting Approval: 1 Saved Orders: 1 Denied Orders: 0

**TSRC, Inc.** Enter keywords or item # Search 1 items : \$23.40  
Advanced Search View Cart Checkout

Welcome back, SHEILA TEST [Log Out](#) Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO

OFFICE SUPPLIES TECHNOLOGY FURNITURE MAINTENANCE & BREAKROOM SHOP ALL CATEGORIES FEATURED ITEMS HON FURNITURE

## Advanced Search

Use any combination of controls to limit your search.

Key Words   
Item Number   
Manufacturer Select One

### Limit to Items with These Attributes

<input type="checkbox"/> Assembly Required	<input type="checkbox"/> CSA Approved Item	<input type="checkbox"/> Customizable Product <b>Custom</b>	<input type="checkbox"/> Dated Goods
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Manufactured by Physically Challenged (NISH) <b>nish</b>	<input type="checkbox"/> Minority Produced	<input type="checkbox"/> New Product
<input type="checkbox"/> No Assembly Required	<input type="checkbox"/> Non-returnable Item	<input type="checkbox"/> Popular Product	<input type="checkbox"/> Recycled
<input type="checkbox"/> Shippable Product	<input type="checkbox"/> Special Order Item	<input type="checkbox"/> UL Approved Item	<input type="checkbox"/> Woman Owned Enterprise
<input type="checkbox"/> Best Value Items	<input type="checkbox"/> Non Returnable	<input type="checkbox"/> Recommended	

You can even create your own favorite list(s) of items. Quickly add items to your favorite list(s) from any search option. Find your favorites list(s) through the top menu bar.

Any of the search options will allow you to quickly add items to your cart and submit your order for processing.

You will have the ability to update and make changes even if your items are in your cart prior to submitting your order.

**Shopping Cart - submitting order** - From the shopping cart, review your order, make changes, quickly go back and continue shopping. You can print a copy of your order.

Keep in mind, if you do not submit your order your cart will be cleared out every 24 hours.

Home Quick Order Ink And Toner Favorites Contracts My Accounts Live Chat Online

TSRC, Inc.

Your Orders Awaiting Approval: 1 Saved Orders: 1 Denied Orders: 0  
**4 items : \$130.23**

Welcome back, SHEILA TEST [Log Out](#)
Acct: 7574-ONLINE DEMO ONLY | Dept: VCU-VCU ONLINE DEMO

OFFICE SUPPLIES
TECHNOLOGY
FURNITURE
MAINTENANCE & BREAKROOM
SHOP ALL CATEGORIES
FEATURED ITEMS
HON FURNITURE

## Shopping Cart

**Item Total: \$130.23**

VCU-VCU ONLINE DEMO
4 Items : \$130.23

Item #	Your Price	Quantity	Packaging	Ext Price	Remove
<p>MMM654YW Original Pads in Canary Yellow, 3 x 3, 100/ Pad, 12 Pads/ Pack</p> <p>Comments: <input type="text"/></p>	\$9.92 / Pack	1	1 Pack/Box	\$9.92	✕
<p>TSR101212 PAPER, COPY, 8.5X11, 20#, 97BRT, WH</p> <p>Comments: <input type="text"/></p>	\$31.79 / Carton	3	10- Ream/Case	\$95.37	✕
<p>OIC99911 Paper Clips, Size 1, Standard, .034 Gauge, 100/BX, Silver</p> <p>Comments: <input type="text"/></p>	\$0.13 / Box	12	100/Box	\$1.56	✕
<p>CLI62033 Hvywt Poly Sht Protector, Clear, Top- Loading, 2", 11 x 8 1/ 2, 100/ BX</p> <p>Comments: <input type="text"/></p>	\$23.38 / Box	1	100 Each/Box	\$23.38	✕

Items Recently Viewed

Polyethylene Gloves, Powder...

Gloves, Polyethylene, Powder...

K-CUP BREAKFAST BLEND COFFEE

Breakfast Blend Coffee K- Cu...

Press- On Vinyl Numbers, Sel...

Reusable Cookie Mats 42"