

# GETTING STARTED WITH ONLINE ORDER ENTRY

My Account 

Enter a product # or keyword 

[Shop By Category](#) [About Us](#) [Contact Us](#)

Need Help? Call 800-854-0619



[Account Login](#)

[SUBMIT](#)



## FOCUSED ON YOU

[SHOP NOW >](#)

FEATURED PRODUCTS





[MORE INFO >](#)



[MORE INFO >](#)



[MORE INFO >](#)



[MORE INFO >](#)



[MORE INFO >](#)



# WELCOME

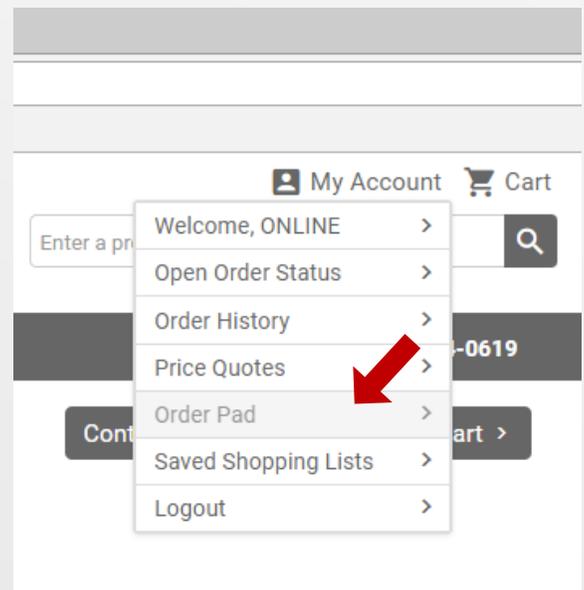
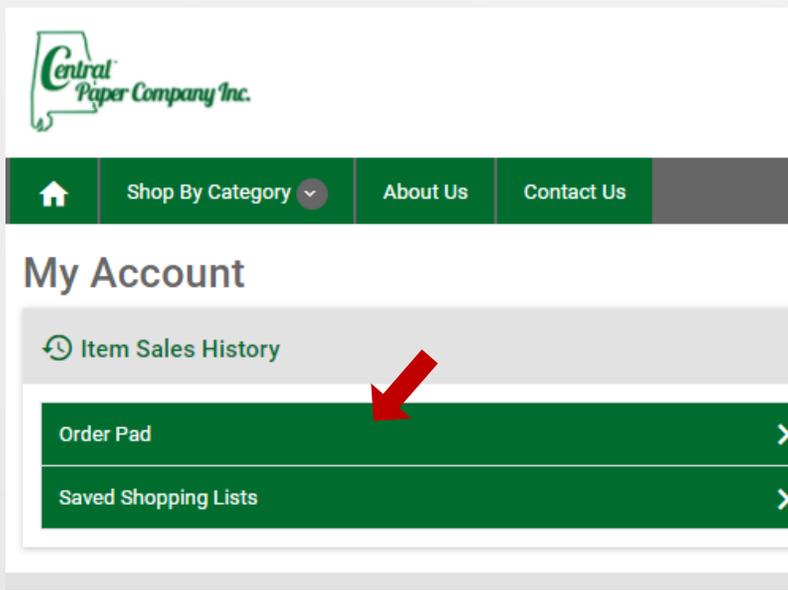
Our website will give you the ability to browse products, place orders and have access to customized pricing. Area Managers will also be able to review existing invoices and receive email copies directly from our site.

## Navigating the Website

1. Go to [www.123CPC.biz](http://www.123CPC.biz) and click on . A new browser window will appear.
2. Log In by using the previously assigned username and password.
  - a. The password is **case sensitive**, so please make sure to enter it exactly as it is given.
  - b. If you do not have a username and password, please contact our Customer Care Department.
3. You can browse for products based on **Web Categories**, using the **Search** function at the top of the page, or through the **Order Pad**.

## Order Pad

The Order Pad displays products that have been previously quoted or purchased. Once logged in, you can access the Order Pad from the Home Page, or from the dropdown menu in My Account:



# Order Pad (Continued)

- In the **Filter/Search By** area, you are able to filter or search the list of products by Web Category or Product Number. Simply make a selection from the drop down menu, as shown in the image below.
  - Make sure to click the Refresh button after making a selection.

## Order Pad

### Filter/Search By:

Ship To \*: MILO'S HAMBURGERS-STORE #6 - INVERNESS STORE 1210 INVERNE

Product #

- Web Category:
- ALL
  - ALL
  - FOOD SERVICE DISPOSABLES
  - FACILITY CARE & MAINTENANCE
  - TOWELS, TISSUE & WIPERS
  - SKIN CARE & PERSONAL HYGIENE
  - CHEMICALS
  - GLOVES
  - CAN LINERS
  - FLOOR CLEANING EQUIPMENT
  - WASTE RECEPTACLES
  - MATTING
  - MISCELLANEOUS
  - CLEARANCE & CLOSEOUTS

[Refresh](#) [ADD TO CART >](#)

Click column headers to sort. View # of Rows: 25

Product #	Description	Unit	Unit Qty	Current Price	Web Category	Last Date	Last Qty	Your Part #
337110	26821 BATH TISSUE 36/1000	CA	10	\$53.20	TOWELS, TISSUE & WIPERS	11/6/2017	0	CA

- You will also be able to sort all items on the Order Pad by Web Category, Last Date Purchased, Product Number, or Description. Simply click on the column header of the desired selection.

[Refresh](#) [ADD TO CART >](#)

Click column headers to sort. [Price Quotes](#) View # of Rows: 25

Product #	Description	Unit	Unit Qty	Current Price	Web Category	Last Date	Last Qty	Your Part #
 337110	26821 BATH TISSUE 36/1000	CA	<input type="text" value="10"/>	\$53.20	TOWELS, TISSUE & WIPERS	11/6/2017	0	CA
 337111	26822 JUMBO BATH TISSUE WHITE	CA	<input type="text" value="QTY"/>	\$64.45	TOWELS, TISSUE & WIPERS	11/6/2017	0	CA
 337320	46896 LOCOR WHITE ROLL TOWEL	CA	<input type="text" value="QTY"/>	\$62.20	TOWELS, TISSUE & WIPERS	11/6/2017	0	CA
 8650010	6100710 MILD FOAM HAND SOAP	CA	<input type="text" value="15"/>	\$33.50	SKIN CARE & PERSONAL HYGIENE	11/6/2017	0	CA
 8650018	6100781 FOAM HAND SANITIZER	CA	<input type="text" value="6"/>	\$47.70	SKIN CARE & PERSONAL HYGIENE	11/6/2017	0	CA

## Order Pad (Continued)

4. To place an order, enter the desired quantity in the **Unit Qty** field.
  - a. Please note that some items may appear twice if they are sold by the unit as well as by the case. Ex.: A mop that is sold by the UNIT as well as a CASE of 12.
  - b. If you would like to see more information about an item, such as extended description or pack size, click on the Product Number (shown in green) or on the Product Image. A pop-up window will appear with more information.
5. Once you have entered the desired quantity per item, click on **Add to Cart** at the top or bottom of the products listed. This will add the items to your **Shopping Cart**, which you can then review before **Checkout**.

Refresh

ADD TO CART >

Click column headers to sort. Price Quotes

View # of Rows: 25 ▼

	Product #	Description	Unit	Unit Qty	Current Price	Web Category	Last Date	Last Qty	Your Part #
	337110	26821 BATH TISSUE 36/1000	CA	<input type="text" value="10"/>	\$53.20	TOWELS, TISSUE & WIPERS	11/6/2017	0 CA	
	337111	26822 JUMBO BATH TISSUE WHITE	CA	<input type="text" value="QTY"/>	\$64.45	TOWELS, TISSUE & WIPERS	11/6/2017	0 CA	
	337320	46896 LOCOR WHITE ROLL TOWEL	CA	<input type="text" value="QTY"/>	\$62.20	TOWELS, TISSUE & WIPERS	11/6/2017	0 CA	
	8650010	6100710 MILD FOAM HAND SOAP	CA	<input type="text" value="15"/>	\$33.50	SKIN CARE & PERSONAL HYGIENE	11/6/2017	0 CA	

## Browse Using "Search" Bar

Type a descriptive word or product number in the Search box at the top of the page, and press [Enter]. For example, if you type in "glove", the site will display all of the products that contain the word "glove" in the description.

1. Select the appropriate item and enter the quantity desired.
2. Add the item to the Shopping Cart.



# The Shopping Cart

The Shopping Cart displays items and quantities currently marked for purchase. Items remain stored in your Shopping Cart until you place your order, remove them, or close your web browsing window. Review and update your order at any time before checking out.

You can also save an order to a Shopping List for future use.

## Reviewing the Shopping Cart

Always make sure to review your order before submitting it.

1. To do so, click on the **Shopping Cart** icon at the top of the page and select **View Cart**. The new screen will display the items and quantities currently in your cart.

Central Paper Company Inc.

My Account Cart 5

Enter a product # or keyword

Shop By Category About Us Contact Us

Need Help? Call 800-854-0619

### Shopping Cart

Update Cart Remove All Continue Shopping Check Out

Save to List:

This is a Price Quote

Product #	Product Name	Your Part #	Price	Unit	Qty	Sub Total	Status
337110	26821 BATH TISSUE 36/1000 WHITE 2PLY 3.85"X4.05" LOCOR		\$53.20	CA	1	\$53.20	356 IN STOCK
337111	26822 JUMBO BATH TISSUE WHITE 12/1200' 3.3" 2-PLY LOCOR		\$64.45	CA	1	\$64.45	11 IN STOCK
337320	46896 LOCOR WHITE ROLL TOWEL 6/800' 1-PLY 8"X800'		\$62.20	CA	1	\$62.20	94 IN STOCK
8650010	6100710 MILD FOAM HAND SOAP 2/1250mL FACILIPRO™		\$33.50	CA	1	\$33.50	209 IN STOCK

2. This screen will allow you to make changes to the quantity per item. Simply type in a new quantity in the **Qty** field box and **Update Cart**.
3. It will also inform you if products in your cart are currently available for shipment. If a product is Out of Stock, simply click on the Product Number and select a substitute product.
4. Once all changes are made, click the **Checkout** button to begin the checkout process.



# Checkout

1. The first step will show the Shipping location for your order, which will be automatically populated on the screen.
  - a. If applicable, enter any special instructions in the **Special Instructions** box, such as “Please deliver to front office”, etc.
2. Click Next to continue.
3. The Order Confirmation page will show you the shipping information, billing address, and subtotal of your order.
  - a. If applicable, please enter a Purchase Order number for your order.
  - b. To make any changes, click on the **Cart** icon and select **View Cart**. If you need to add products to the order, simply click on **My Account** and select **Order Pad**, or Shop by Categories.

## Checkout: Confirmation

Shipping  ..... Confirm  ..... Receipt 

**PLACE ORDER >**

### Confirm Your Order

#### Shipping Information

00000002  
**TEST LOCATION**  
555 ANYWHERE ST  
HOMEWOOD, AL 35209

Edit 

#### Billing Address

JOEY TEST  
140 W OXMOOR ROAD  
HOMEWOOD, AL 35209

#### Purchase Order Info

Purchase Order: #

Shipping Method:

Our Truck 

### Order Summary

Product #	Product Name	Qty Ordered	Unit	Net Price	Extension
337110	26821 BATH TISSUE 36/1000 WHITE 2PLY 3.85"X4.05" LOCOR	10	CA	\$53.20	\$532.00
337111	26822 JUMBO BATH TISSUE WHITE 12/1200' 3.3" 2-PLY LOCOR	10	CA	\$63.40	\$634.00
337320	46896 LOCOR WHITE ROLL TOWEL 6/800' 1-PLY 8"X800'	10	CA	\$62.20	\$622.00
8650010	6100710 MILD FOAM HAND SOAP 2/1250mL FACILIPRO™	15	CA	\$33.00	\$495.00

**Subtotal: \$2,283.00**

Tax + Freight may apply.

4. Once all the information is correct, click **Place Order** to submit your order.



## Receipt

A printable receipt will be generated once you have completed the process. Additionally, an order confirmation will be sent to the person submitting the order.

- a. Please note once the order is submitted, you can no longer make changes to it through our online portal.
- b. If you need to make any changes to your order, please contact our Customer Care department as soon as possible in order to guarantee rapid response.

## ***Need Help? Contact Us***

Customer Care Team  
Central Paper Co., Inc.  
Office: (800) 854-0619 Ext. 142  
Fax: (205) 941-2070  
[customercare@centralpaper-al.com](mailto:customercare@centralpaper-al.com)

