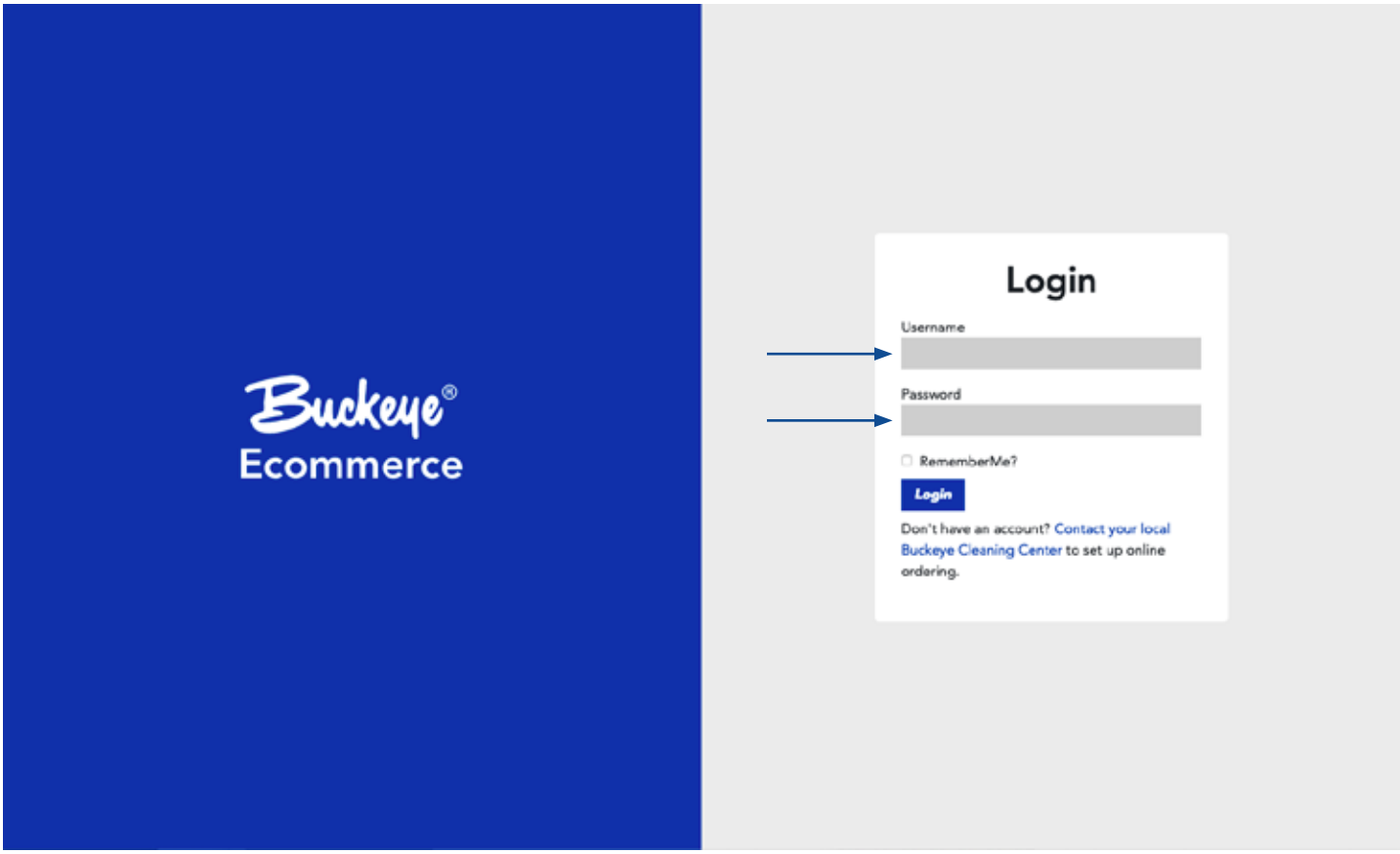
Buckeye®

Ecommerce

Quick Reference Guide

Log in

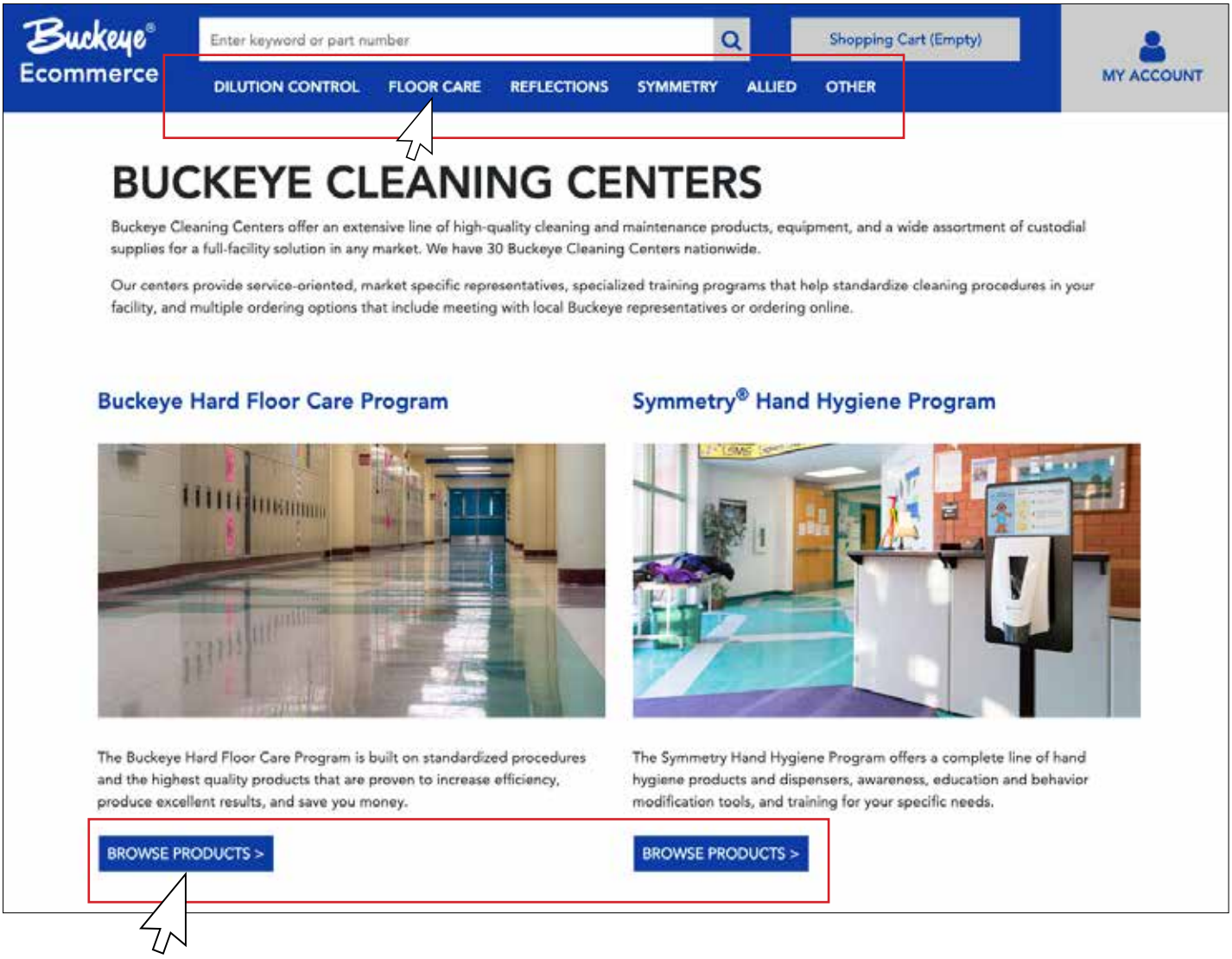
To access Buckeye's Ecommerce website, go to https://www.buckeye.biz
Enter your username and password on the homepage to login.



> If you do not have an account or do not know your login information, contact your local Buckeye Cleaning Center to set up online ordering.

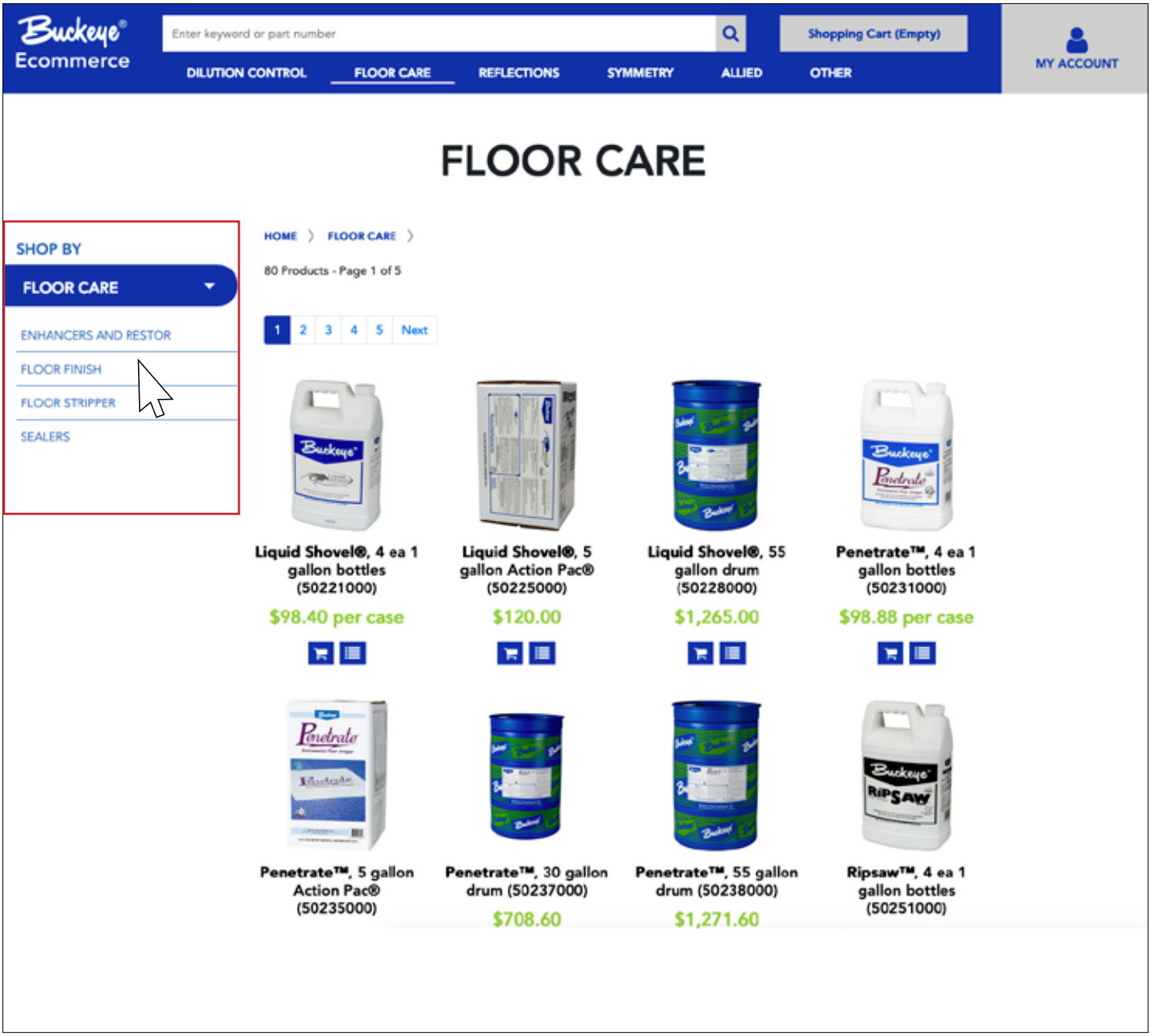
Searching for Products

On the homepage, you have the option to choose between programs and product groups in the main navigation bar at the top of the screen or select programs as you scroll down the homepage.



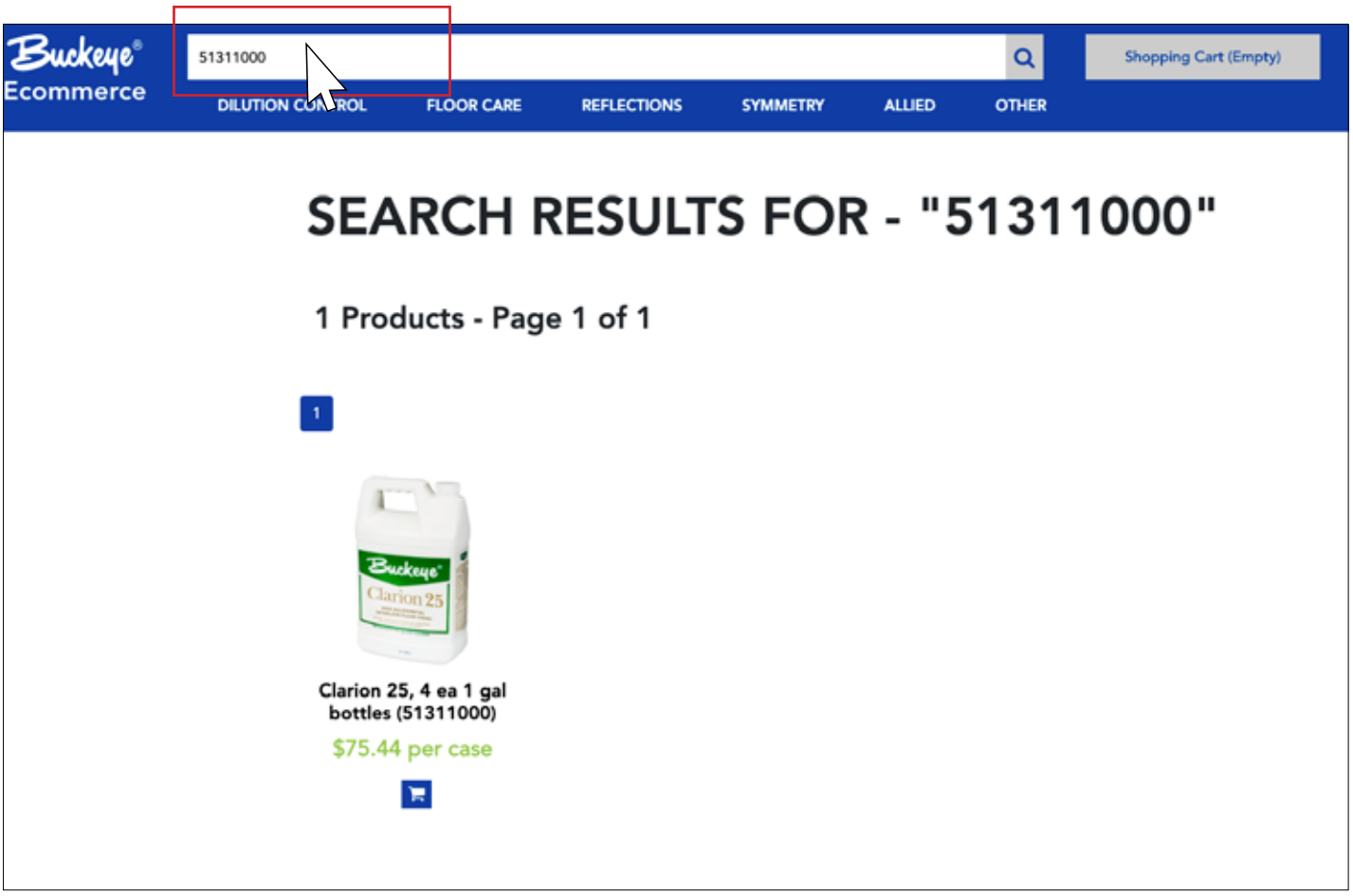
Searching for Products

Select a program or product group to further refine your search.



Searching for Products

To search for a specific product, enter the new SAP number, the old Buckeye product number, or the name of the product into the search bar at the top of the screen.



Purchaser/Approver Program

With Buckeye's Purchaser/Approver program, you will be given the option to select purchaser or approver roles. Purchaser and approver accounts are linked under the same customer name.

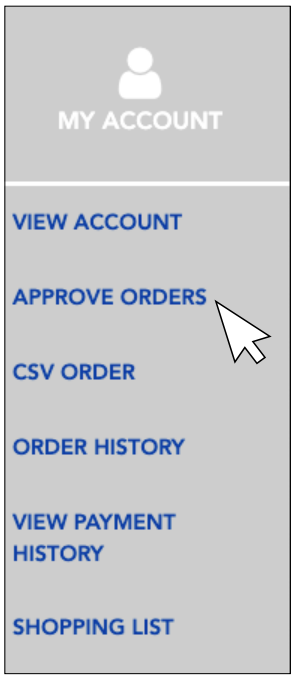
Purchaser Role

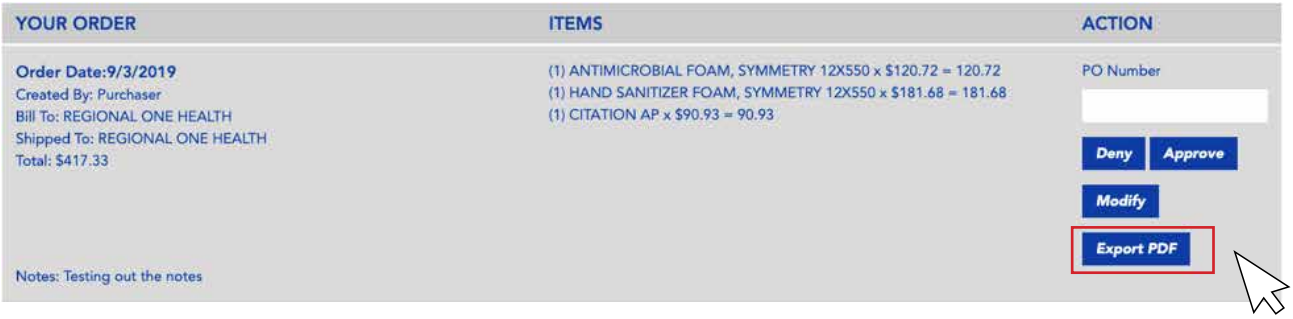
The "Purchaser" role serves as an account for users to place orders that will be submitted to the "Approver" role for approval before they are finally submitted to Buckeye. For information on adding products to your shopping list or shopping cart and submitting an order, check the Shopping Cart and Shopping List sections of this guide.

Approver Role

Once a "Purchaser" submits an order, notification emails are sent to the "Approver" and "Purchaser" that the order has been submitted to the "Approver". The email will contain the full product order. The "Approver" will then log into their account and select "Approve Orders" from the drop-down menu under My Account. This tab is not available to "Purchaser" accounts.

"Approvers" can review and approve the order by clicking "Approve". They also have the option to modify orders before approving them. Once the order has been approved it will be placed and the "Purchaser" will receive a confirmation email. Approvers can also export a PDF of the order.

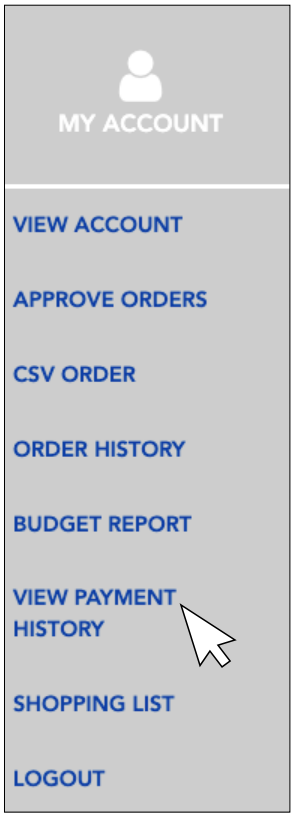


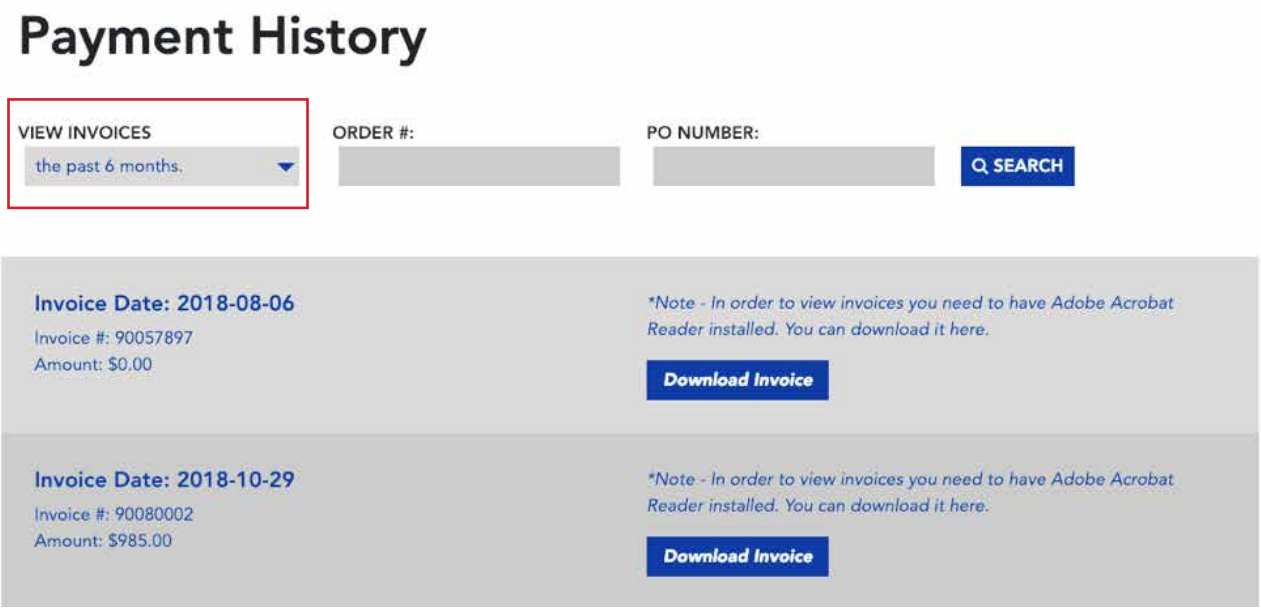


Purchaser/Approver Program

Approver Role

The "Approver" role also has the option to view payment history. Choose to view invoices from the past month, 2 months, 6 months, and all time.





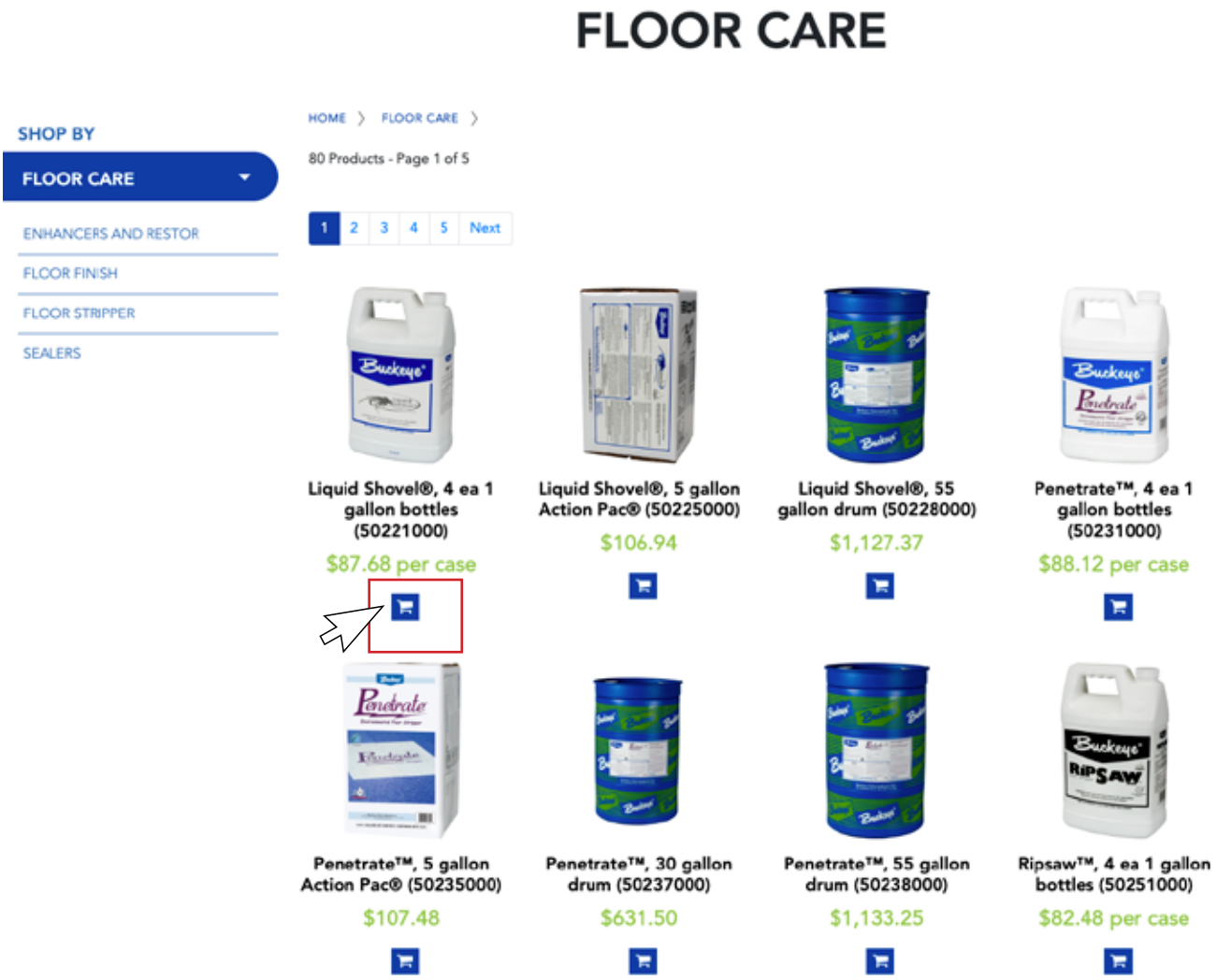
High Approver Role

Multiple "Purchaser" and "Approver" roles can be created for each account. A "High Approver" role is also available. This role functions similarly to the "Approver" role. Once an order has been submitted, it must be approved by both the "Approver" and the "High Approver."

Shopping Cart

Adding Products to Your Cart

Add products to your cart from collections pages by clicking the shopping cart displayed beneath the product



Shopping Cart

Adding Products to Your Cart (CONTINUED)

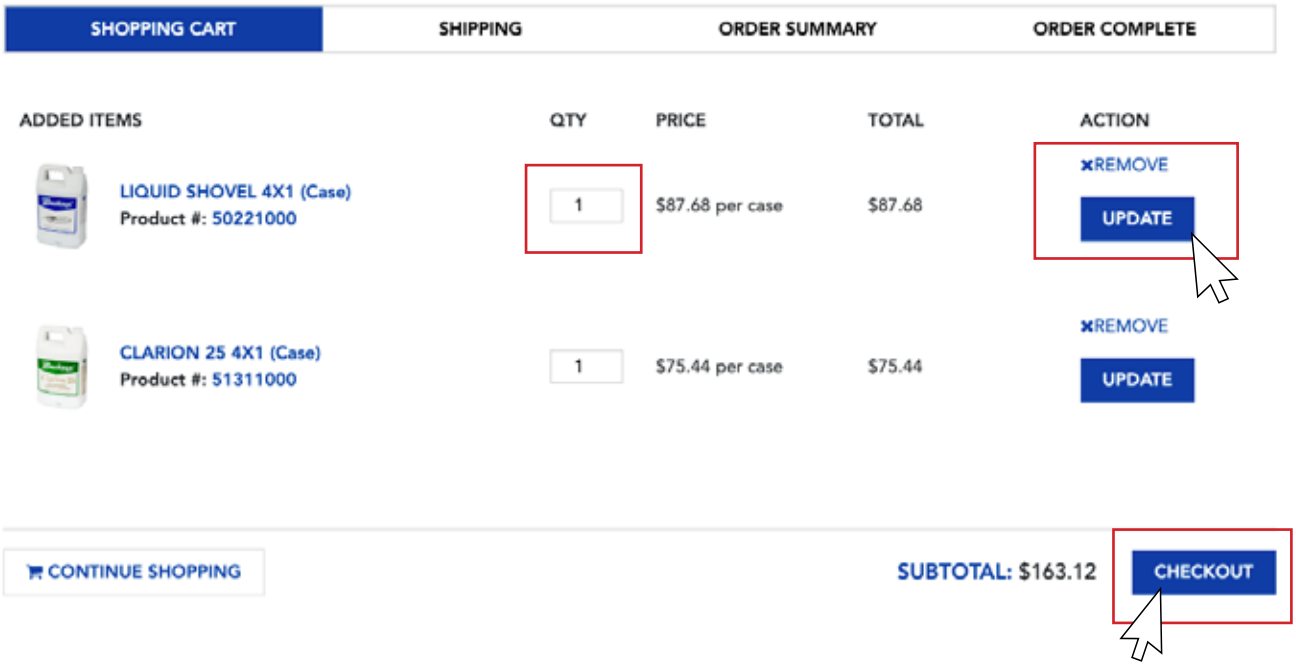
To increase the quantity of the product added to your shopping cart, click on the product name. This will take you to the product page. There, you can increase the quantity and add to cart.

Shopping Cart

Managing Your Cart

To access your cart, click the Shopping Cart button at the top of the page.

In the shopping cart you can adjust quantity or remove items. If you choose to change the quantity, click update so your cart will reflect your new total.

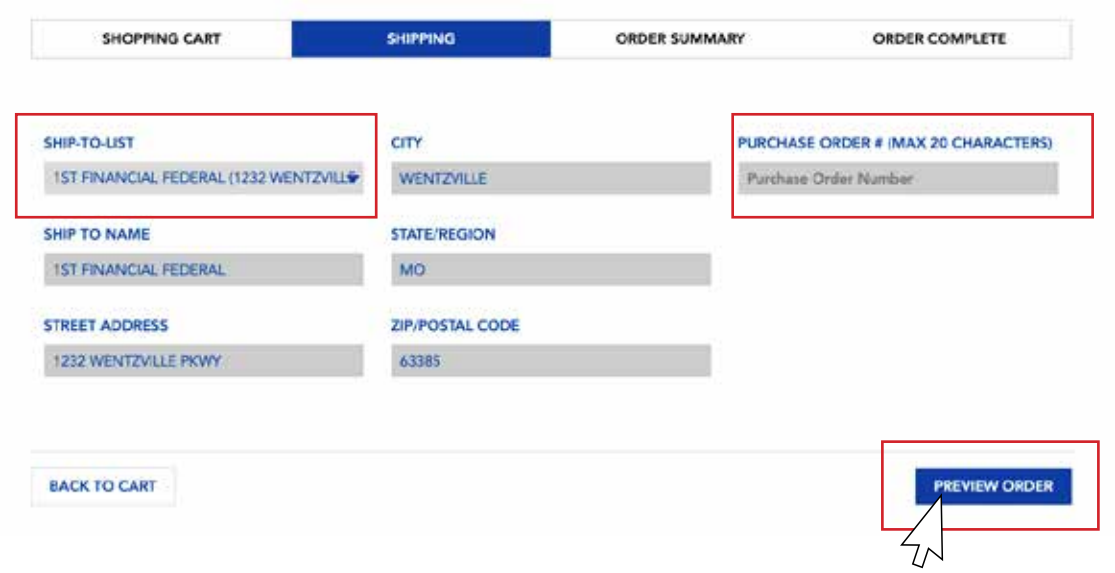


Once you are ready to checkout, click Checkout.

Shopping Cart

Shipping Options

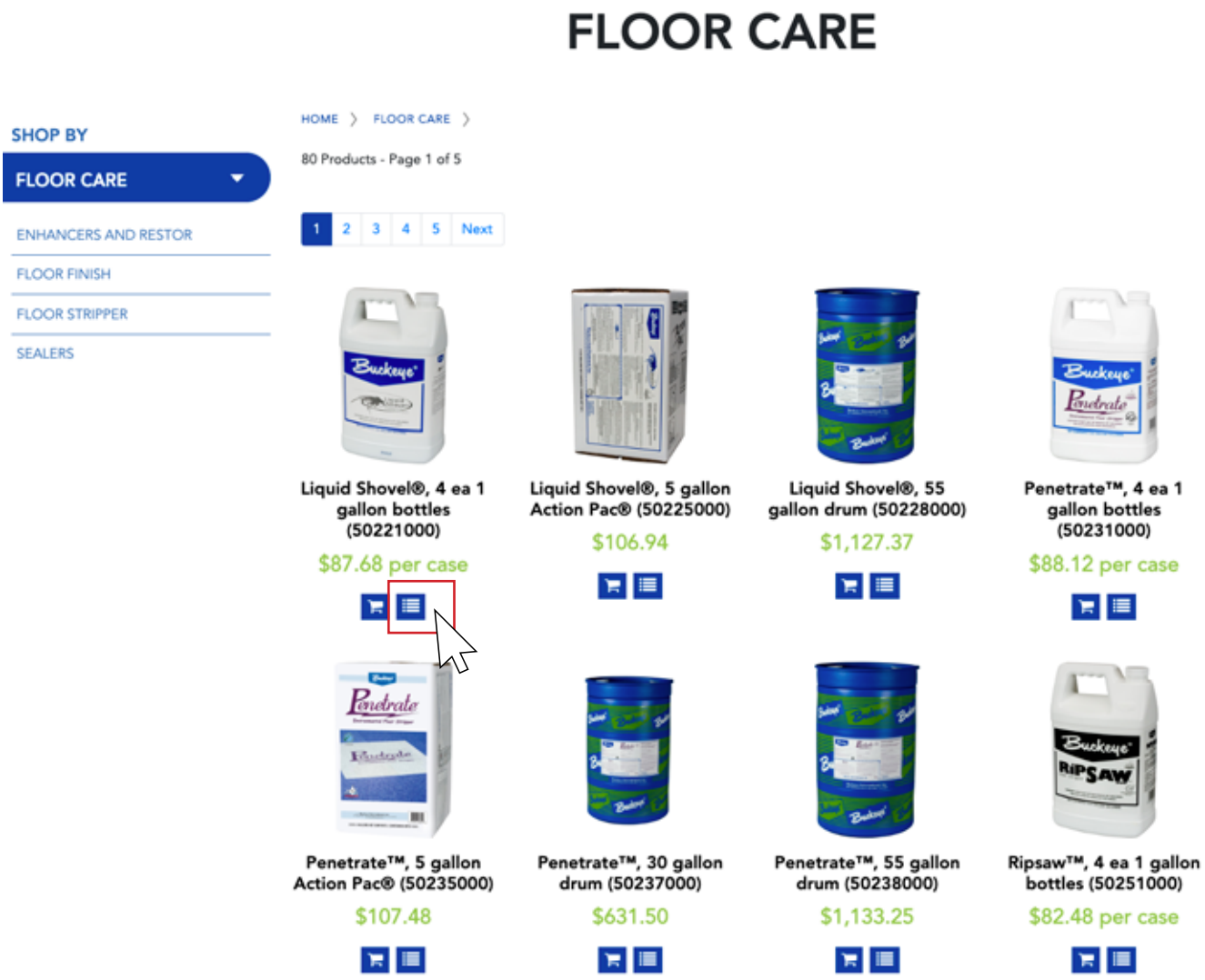
On the Shipping screen, select your ship-to location from the drop-down box. This will auto-fill the necessary shipping information. You also have the option to add a Purchase Order # to your order. Then Click Preview Order to review your order.



Shopping List

Adding Products to Your Shopping List

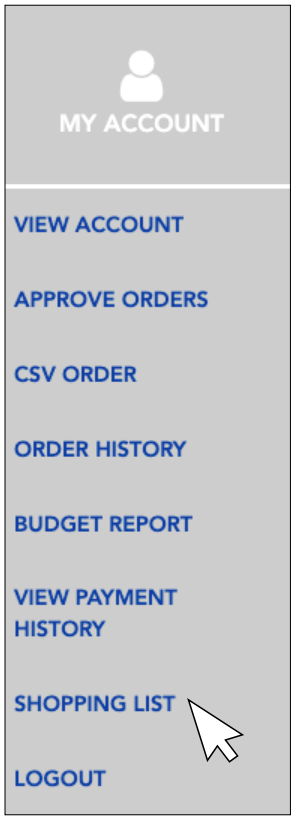
Add products to your shopping list from product collection pages by clicking the list icon underneath each product.



Shopping List

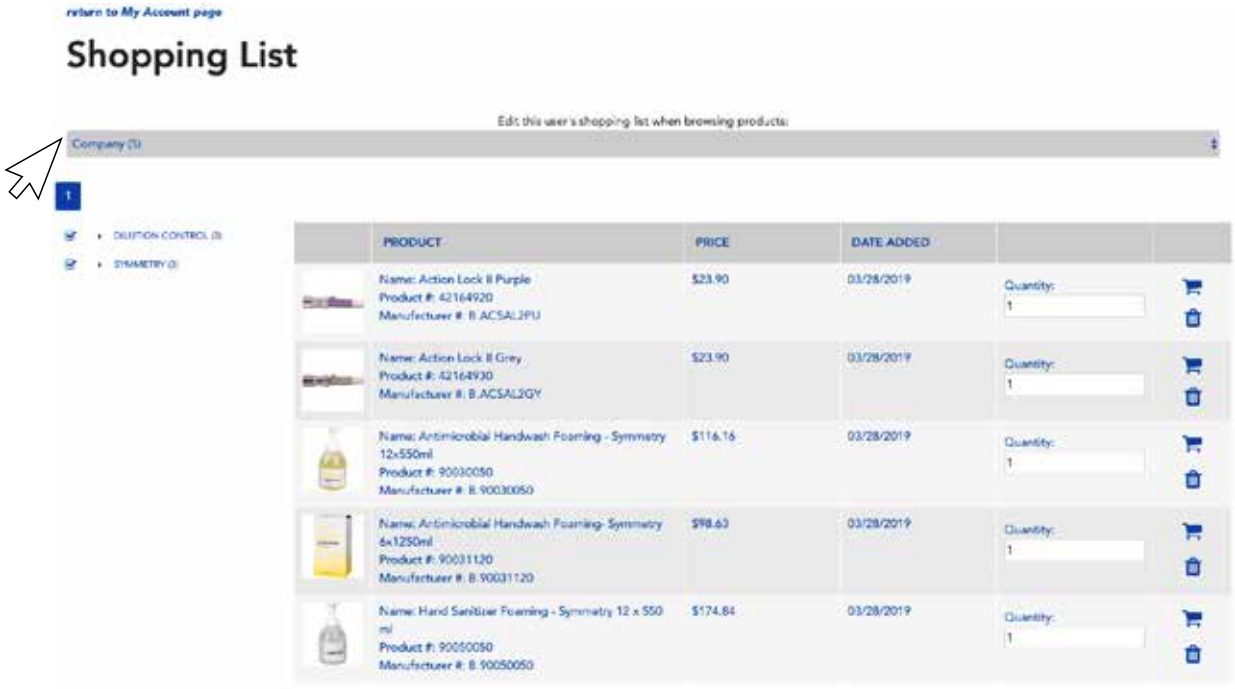
Managing Your Shopping List

To access your shopping list, click on the My Account icon in the upper right-hand corner of the screen and select Shopping List from the drop-down form.



Individual and Account Shopping Lists

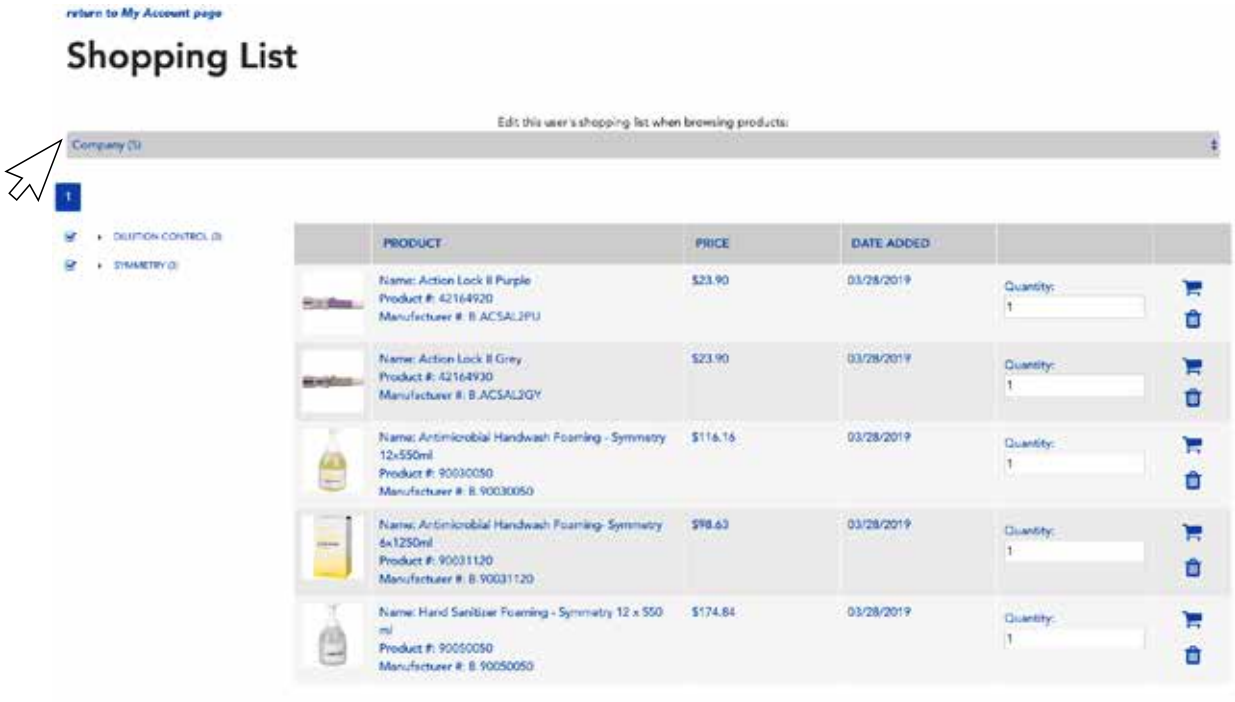
Each user has access to an account-wide shopping list. This is the default list for every user. Any edits made to this list will change the list for all users. The only account role that cannot edit shopping lists is the "Purchaser" role.



Shopping List

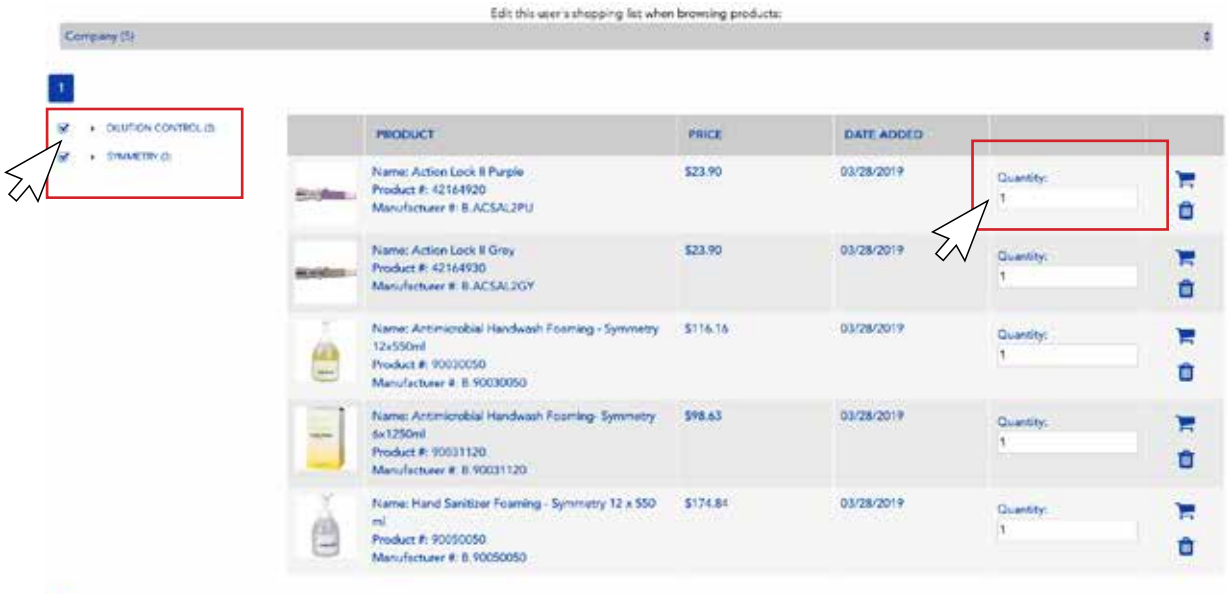
Individual and Account Shopping Lists (CONTINUED)

Users also have access to a personal shopping list. To make edits to your personal shopping list, select it from the drop-down menu at the top of the shopping list page. Once you have made edits to your personal shopping list, this will become your default shopping list.



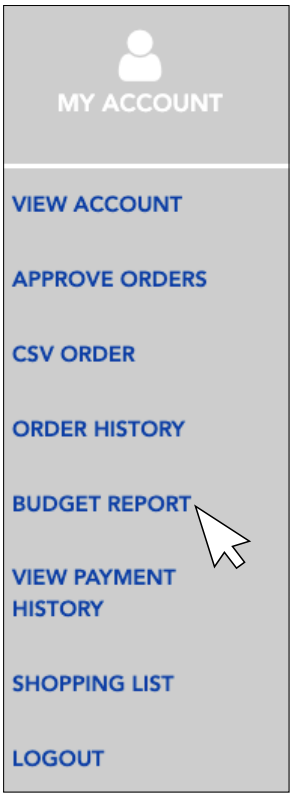
All products on your shopping list will appear on the page. To narrow down your selection products, choose a product category from the drop-down menu on the left side of the page.

Once you have located a product on your list, you can decide to add it to your shopping cart or delete it. If you choose to add the product to your shopping cart, you can also input the quantity.

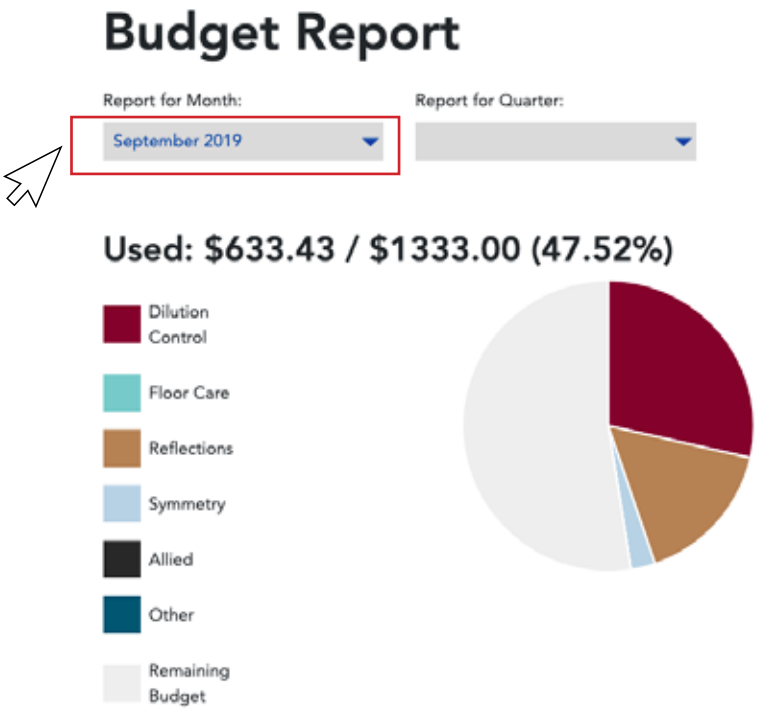


Managing the Budget

For users who have been set up to manage and view budget reports, you can do so by selecting Budget Report in the My Account drop-down menu.

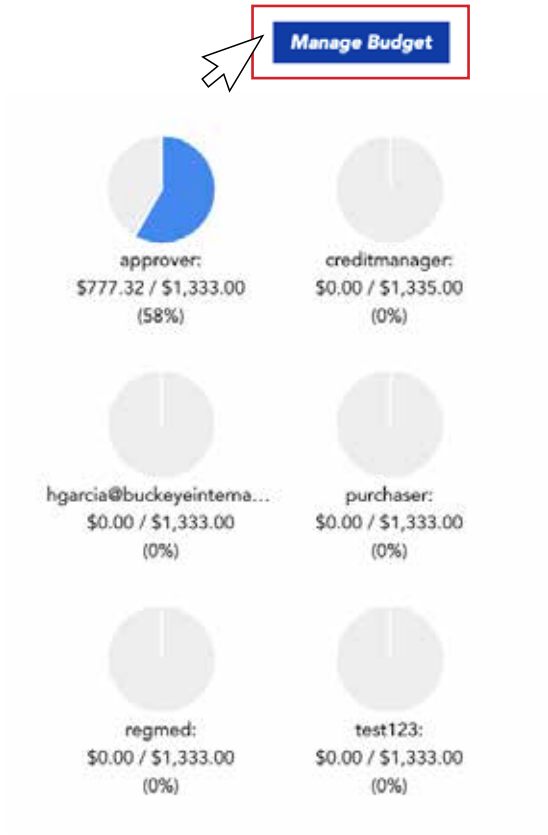


A report will appear for whichever month or quarter you select from the drop-down menus. The pie chart to the left of the screen will detail the budget for the entire account, breaking spending down by product category.

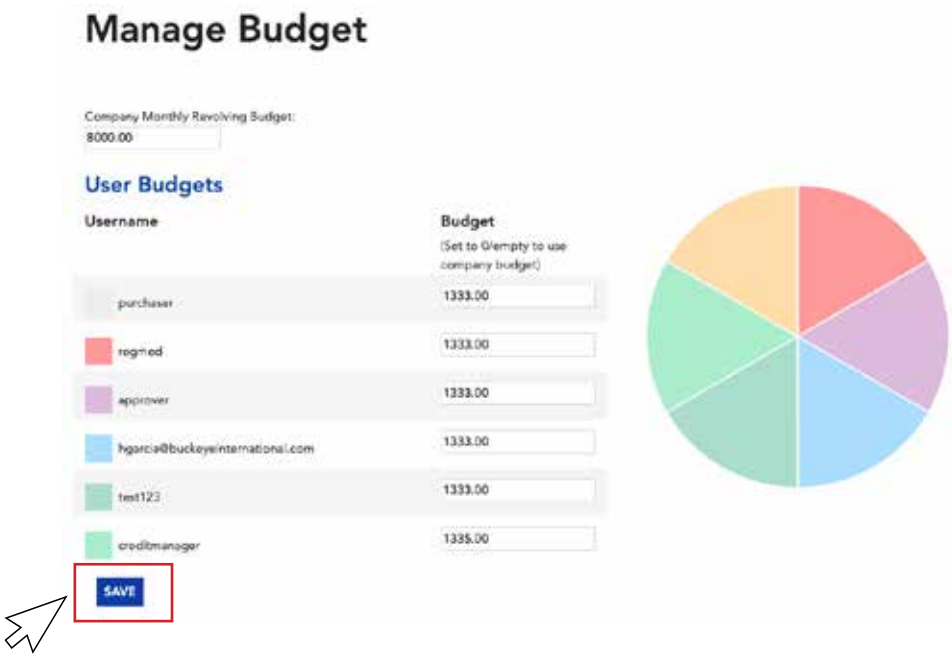


Managing the Budget

On the right side of the screen, see individual budgets for each account user.
Here, you also have the option to Manage the Budget.

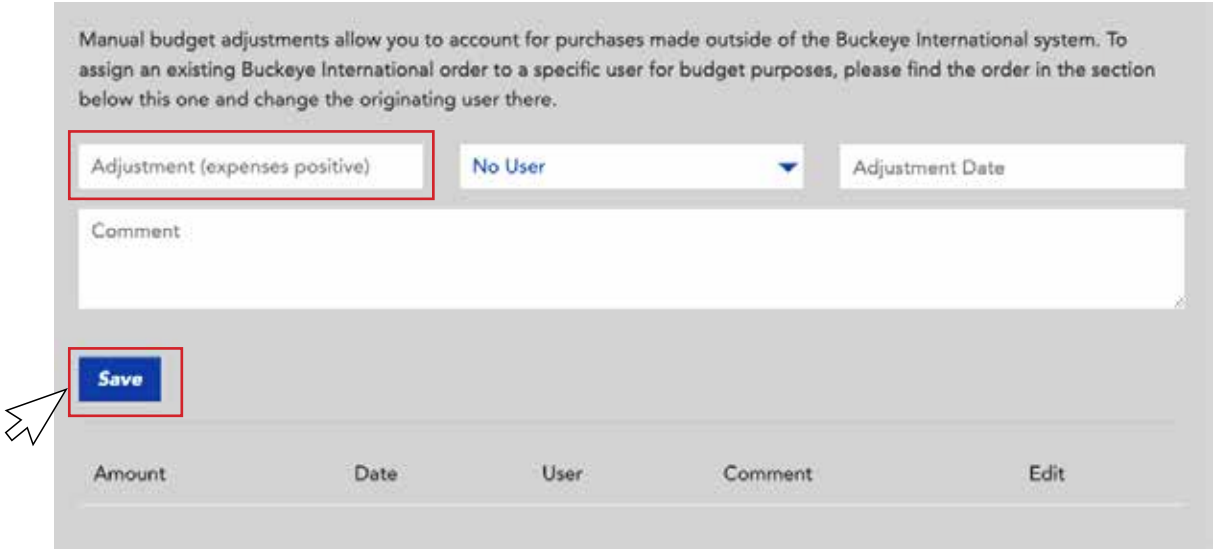


When managing your budget, set both the company budget and user budgets. Note: User budgets are completely separate from the company budget and do not need to equal the company budget. Click Save once your budgets have been set.



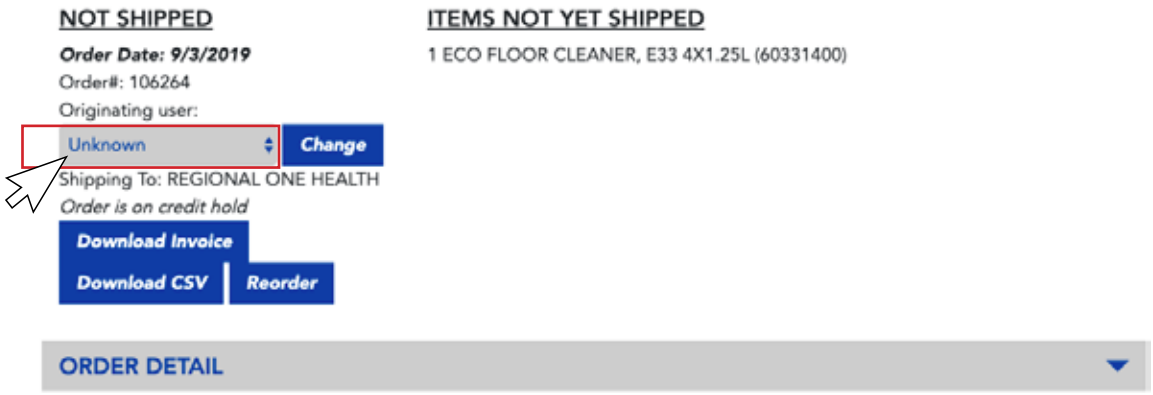
Managing the Budget

You can also make manual budget adjustments on the Budget Report page. Manual budget adjustments allow you to account for purchases made outside of the Buckeye International system. Just enter the amount spent, purchaser, date, and notes about the purchase. Click Save to save the order.



At the bottom of the budget report, view or download a CSV of your order history.

Here you can also assign a user to an order that was not placed on the ecommerce website via a drop-down menu.

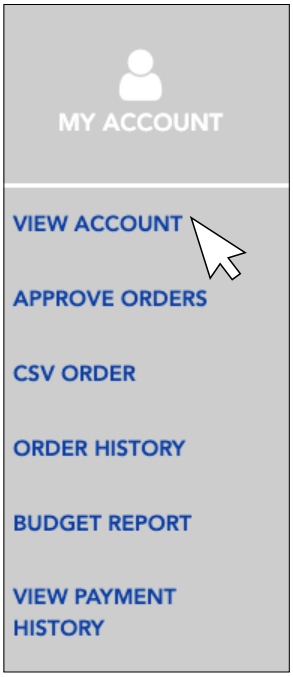


Accessing Product Resources (SDS and Product Literature)

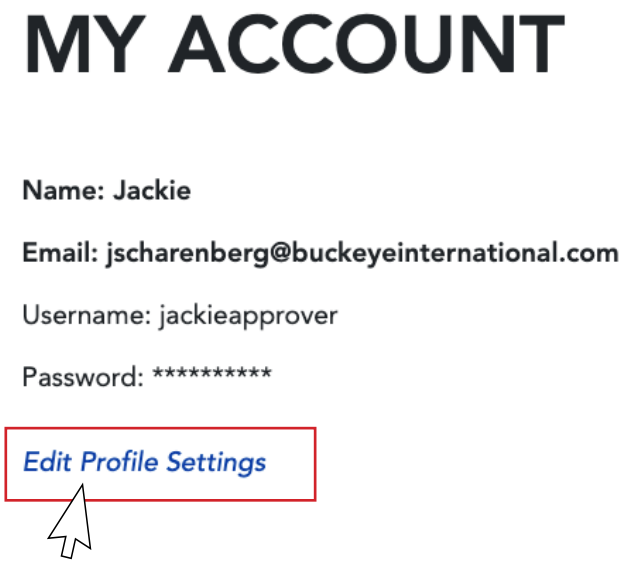
On each product page, find resources related to that product. Download SDS and Product Literature by clicking the icons in the Resource box.

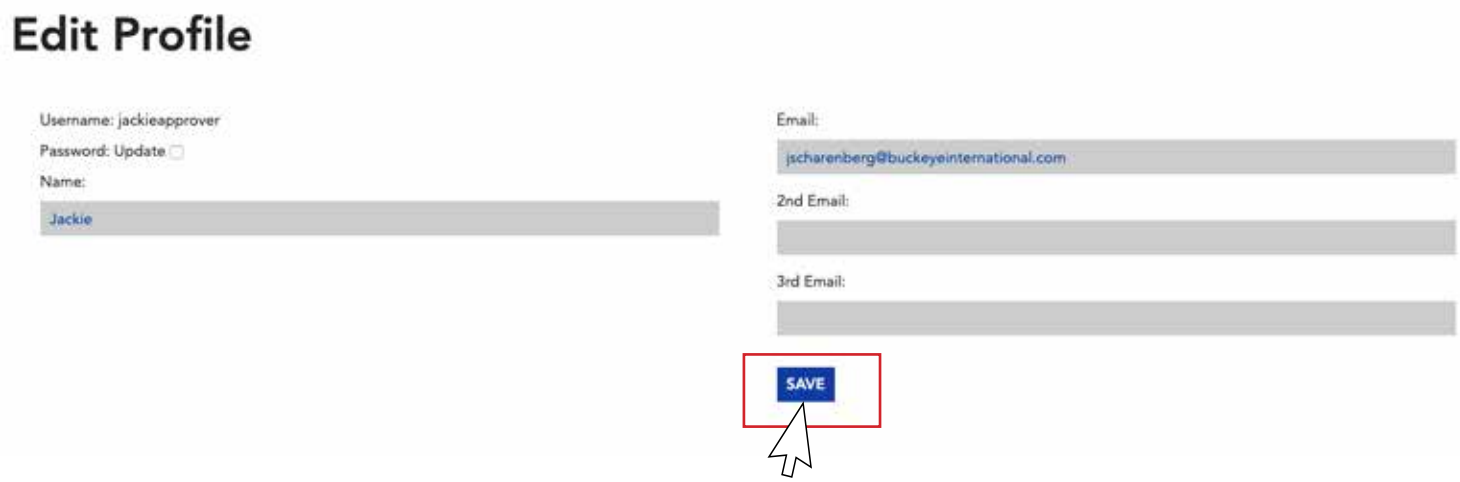
View Account

To edit your profile settings, click My Account in the upper right-hand corner of your screen and select View Account in the drop-down menu.



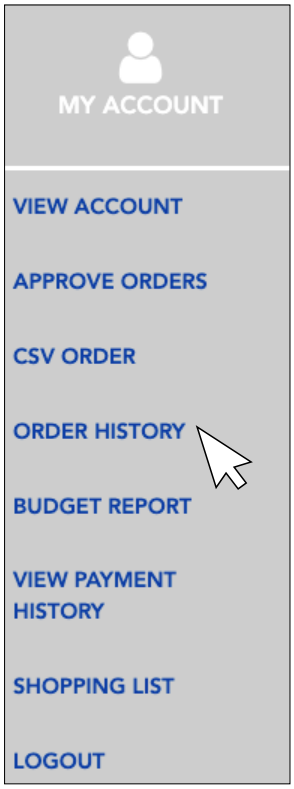
Here, you can edit the name and email of your account. You can also add a second and third email address. Click Edit Profile Settings and fill in your updated information. Remember to save your changes by clicking save.





Order History

To see order history, select Order History from the My Account drop-down menu in the upper right-hand corner of your screen.

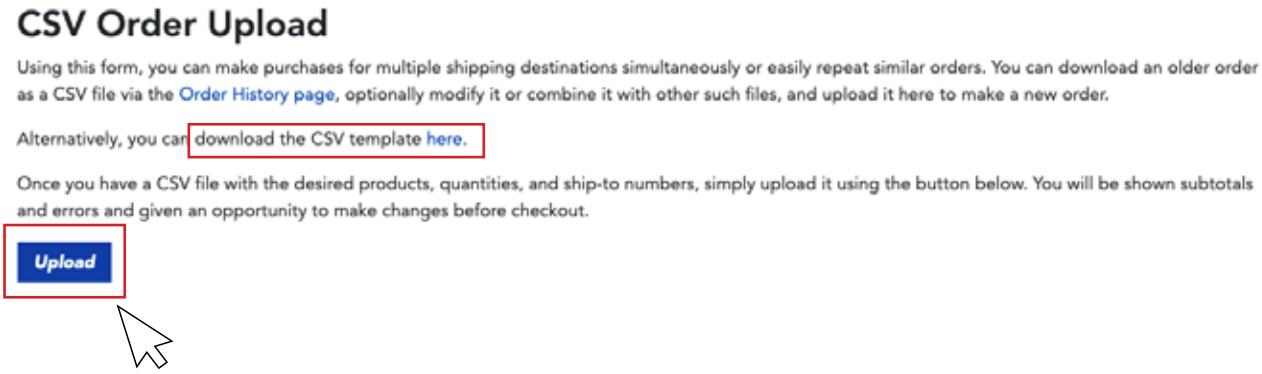


Here you can download a CSV of your order history. From the drop-down menu, choose between viewing orders for the past month, two months, six months, or all time. View details of each order. You can also download invoices, CSVs, or reorder an individual order.

CSV Order

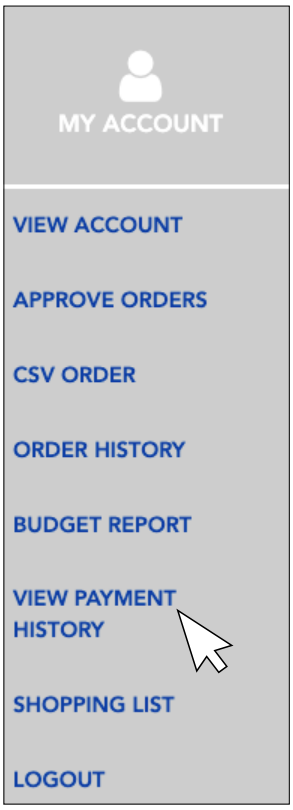
To make a purchase for multiple shipping destinations simultaneously or easily repeat similar orders, download an older CSV file via the Order History page or download the CSV template on the CSV order upload page. Select CSV Orders from the My Account drop-down menu.

Download the CSV template by clicking the link below. Then upload with the upload button at the bottom of the screen.



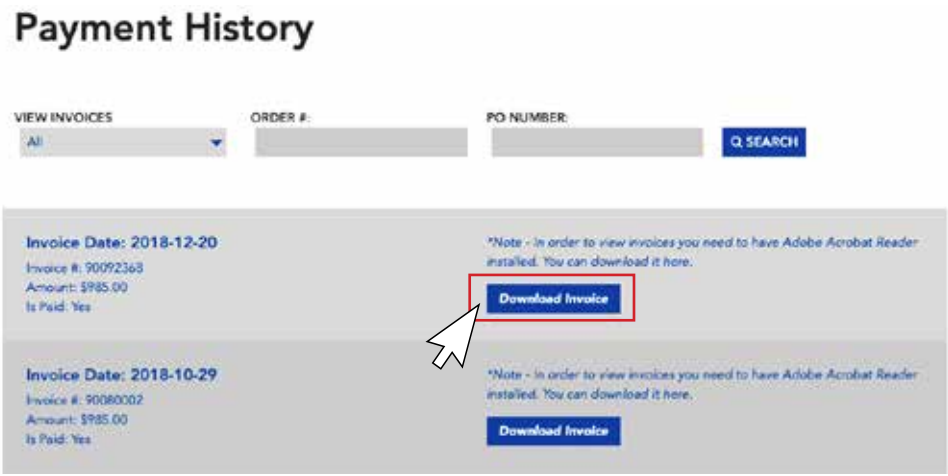
Payment History

To see payment history, select View Payment History from the My Account drop-down menu in the upper right-hand corner of your screen.



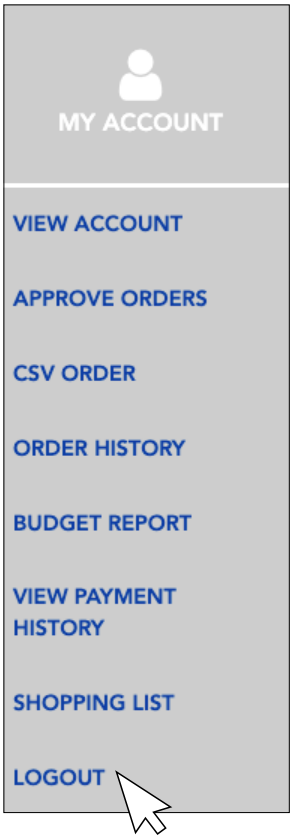
Access invoices from the past month, 2 months, 6 months, or all time form the drop-down menu. You can also search by order number or PO number.

Once you have located the correct invoice, click Download Invoice to view a PDF of your invoice.



Logout

Logout by clicking the logout button under the My Account drop-down menu.



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