

E-Champ

Online Supply Ordering System

User Guide

 **CHAMPION INDUSTRIES, INC.**

Presentation Topics

Home Screen

Key Functions

Checkout Process

Retrieving Saved Orders

My Account

- Favorites

- History


- My Account-Password

What to do if you have forgotten your login information

Logging on to E-Champ

Champion Industries :: Log x

https://shop.op247.com/2541/Login



Returning Customers

Username*:

Password*:

☐ Log me in automatically next time.

By logging in,
I accept the [terms of use of this site](#).

Login / Accept Term

Lost Login/Password?

Enter your registered Email:

Email my Login

Type in your username and password

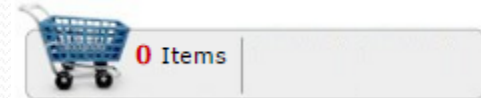
Click the Login/Accept Term button

Key Functions

1) Search – Type in a keyword



2) Shopping Cart – View your items



3) QuickShop

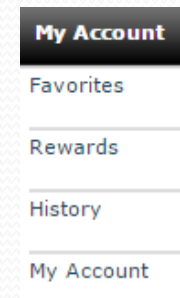


4) Contract – Approved Products



5) My Account

- 1) Favorites – Create your own list
- 2) History
- 3) My Account - Password



Checkout Process



Welcome Demo-FS!
(Not Demo-FS ?)

LOG OUT



4 Items

\$65.92
Checkout

HOME

Office Supplies

Technology

Facility & Breakroom

Furniture

Ink & Toner





My Account



QUICK SHOP

Currently In Your Cart

You can also click "Finish Later" to save your order .
[Continue Shopping](#)

<input type="button" value="Update"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel Order"/> <input type="button" value="Checkout"/>					
	Our Price	Comments	Quantity	Line Total	Taxable Rem
	\$17.16 /DZ PIL-31332 PEN,G2,BCA PK,BK	<input type="text"/>	<input type="text" value="1"/>	\$17.16 T	<input type="checkbox"/>
	\$4.10 /EA GOJ-965212EA Hand Sanitizer	<input type="text"/>	<input type="text" value="1"/>	\$4.10 T	<input type="checkbox"/>
	\$36.75 /EA LLR-33551 HEATER,W/FAN,3SETTING,LGY	<input type="text"/>	<input type="text" value="1"/>	\$36.75 T	<input type="checkbox"/>
	\$3.60 /PK APD-CAM8511HS Copy Paper	<input type="text"/>	<input type="text" value="1"/>	\$3.60 T	<input type="checkbox"/>
<input type="button" value="Add Cart to Favorites List..."/>					

[Continue Shopping](#)

When you are ready to complete your order, you can click checkout in 2 different places.

[Continue Shopping](#) [Finish Later](#) [Cancel Order](#)

[Continue Checkout](#)

Billing Address

Sold To: 9000
Stationers Inc.
1945 5th Avenue

Huntington, WV
25703

Shipping Address

Ship To: 9000
Stationers Inc
1945 5th Avenue
DO NOT PROCESS

Huntington, WV
25703

Additional Data

PO Number

Phone

304-528-2780

Attention *

Attention is required

Email

Comments

Test Account




Ship Via: Our Truck

Weight: 10.11 Lbs.

Shipping charge: Free Delivery!

[Continue Checkout](#)

Your Order:

	Our Price	Comments	Quantity	Line Total	Taxable	Remove
	\$4.10 /EA GOJ-96521 Hand Sanitizer	<input type="text"/>	<input type="text" value="1"/>	\$4.10	T	<input type="checkbox"/>
	\$36.75 /EA LLR-33551 HEATER,W/FAN,3SETTING,LGY	<input type="text"/>	<input type="text" value="1"/>	\$36.75	T	<input type="checkbox"/>
	\$3.60 /PK APD-CAM8511HS Copy Paper	<input type="text"/>	<input type="text"/>	\$3.60	T	<input type="checkbox"/>
				Update	Add Cart to Favorites List...	

On this screen you have the ability to make changes to your cart. As in quantity, adding comments and/or removing items. If you make any cart changes be sure to click the “update” button.

You again have the ability to save your order by clicking “Finish Later”.

When you are finished making changes and/or adding information, click the “Continue Checkout” button.

You have 3 places to click “Complete Checkout”

[Previous Step](#) [Continue Shopping](#) [Finish Later](#) [Cancel Order](#)

[Complete Checkout](#)

Billing address

Sold To: 9000
Stationers Inc.
1945 5th Avenue

Huntington, WV
25703

Shipping address

Ship To: 9000
Stationers Inc
1945 5th Avenue
DO NOT PROCESS

Huntington, WV
25703

Payment data

Insert your payment details

Payment Method:

[On My Account](#) [Complete Checkout](#)

Your order

Our Price	Comments	Quantity	Line
\$4.10 /EA GOJ-965212EA Hand Sanitizer		1	\$4.10 T
\$36.75 /EA LLR-33551 HEATER,W/FAN,3SETTING,LGY		1	\$36.75 T
\$3.60 /PK APD-CAM8511HS Copy Paper		1	\$3.60 T

[Previous Step](#) [Continue Shopping](#) [Finish Later](#) [Cancel Order](#)

[Complete Checkout](#)

Message from webpage



Once you submit your order, you can no longer make changes on this site.

You will need to contact customer service if any additional changes are necessary.

Are you ready to complete this order now?

Click the OK Button to Submit this order for Completion.


Click Cancel to continue with this order.

OK


Cancel

Once you click
“Complete Checkout”
this pop-up box will
appear. If you don’t
click the “OK” button
the order will not be
submitted.

Order Complete



Welcome **Demo-FS!**
(Not Demo-FS ?)

 **0** Items

[LOG OUT](#)

[HOME](#) [Office Supplies](#) [Technology](#) [Facility & Breakroom](#) [Furniture](#) [Ink & Toner](#) [My Account](#) [!\[\]\(c9809f0a57312331726862f8d72b52e5_img.jpg\) QUICKSHOP](#)

Order Confirmation: 95326

Sub-Total: \$44.45

Sales Tax: \$3.11

Total: **\$47.56**

Rewards Points Earned This Order: 0

Order submitted successfully - Confirmation Number: 95326
Note: This order is complete and you cannot use the Browser BACK BUTTON to change or view this order.
Thank You For Your Business!

[My Account](#)

[History](#)
[Quick Order](#)
[Favorites](#)
[Rewards](#)

[Contact Us](#)

If you are set-up to have your orders approved then your order has been submitted for approval.

If your orders do not need approval then it has been submitted for processing.


You now have the option to print a copy of your order or to enter another one.

Retrieving Saved Orders

The screenshot displays the Office Supplies website. At the top, there is a red 'C' logo, a welcome message for 'Demo-FS', a search bar, and a shopping cart icon showing 0 items. A navigation bar includes links for HOME, Office Supplies, Technology, Facility & Breakroom, Furniture, Ink & Toner, My Account, and a QUICKSHOP button. Below the navigation bar, the 'Ink & Toner Finder' section is on the left, and a featured product, the 'Pilot G2 Breast Cancer Awareness Rollerball Pen', is on the right. The 'MY SHOPPING CARTS' section is highlighted with a dashed purple box and contains a red button with a cart icon and the text 'MY SHOPPING CARTS'. Below this button, instructions and a summary of the current cart are shown. To the right of the highlighted section, a 'KEURIG Cup to Cup' promotion is visible.


Welcome **Demo-FS!**
(Not Demo-FS ?)

LOG OUT

Search  0 Items


HOME **Office Supplies** **Technology** **Facility & Breakroom** **Furniture** **Ink & Toner** **My Account** **QUICKSHOP**

Ink & Toner Finder




Select Manufacturer...
Select Machine Type...
Select Model Number...
[clear](#)


CHECK OUT THESE GREAT DEALS!



 **PILOT**
Pilot G2 Breast Cancer Awareness Rollerball Pen

Price: \$17.16/dz
Discount Price
Item: PIL-31332
Qty: **Add to Cart**



Return Merchandise Form

 **MY SHOPPING CARTS**

Click on the cart icon  to make this your current shopping cart.

 02/05/2016 11:51 AM No: 95331  2 Items **\$40.02**
Checkout

KEURIG
Cup to Cup

Get a **FREE K14S** OR Get a **FREE K155**
 
[Learn More](#)

To retrieve a saved order, under the “My Shopping Carts” click on the light green cart or click checkout you will be taken to the cart area. There you can either continue shopping or start the checkout process.

My Account

Favorites List

Click on name of list

Favorites Lists

List ID	List Name	SKU	Sort	Comments	Quantity	Sequence	# Items	Edit	Remove
[Default]	Default Favorites List	No	No	No	No	Manufacturer	0	edit	x

[Add a new Favorites List](#)

You can add items to your list or search within your list from here.
You can also input quantities and add to cart.

Favorites List: Default Favorites List

[Export](#) [Import](#) [Save List](#)

2 items in list.

Items per page

	Description	Price	Comments	Move to List	Remove
	APD-CAM8511HS Paper, Copy, 8.5 x 11, HS, 10pk/cn Copy Paper	\$3.11 /PK	<input type="text"/>	Qty: <input type="text"/> Move to List. ▼	x
	SAN-1778881 Sharpie Counterfeit Detector Marker Magnetic Ink - Black	\$2.39 /EA	<input type="text"/>	Qty: <input type="text"/> Move to List. ▼	x

Favorites List: Default Favorites List

[Export](#)[Import](#)[Save List](#)

2 items in list.

Items per page 25 ▼

	Description	Price	Comments	Move to List	Remove
	APD-CAM8511HS Paper, Copy, 8.5 x 11, HS, 10pk/cn Copy Paper	\$3.11 /PK	<input type="text"/>	Qty: <input type="text"/>	<input type="button" value="Move to List. ▼"/> x
	SAN-1778881 Sharpie Counterfeit Detector Marker Magnetic Ink - Black	\$2.39 /EA	<input type="text"/>	Qty: <input type="text"/>	<input type="button" value="Move to List. ▼"/> x

Favorites List: Default Favorites List

4 items found.

Items per page 25 ▼

Description

Price

☐

BSN-65649

Business Source Standard Staple

\$0.59/BX

☐

BSN-62834

Business Source Desktop Stapler

\$24.91/EA

☐

HEW-Q7553A

HP 53A (Q7553A) Black Original LaserJet Toner Cartridge

\$97.89/EA

☐

PCT-NC729B

VERSAtainers, Black/Clear, 32 oz, 7"Dia x 2"H, 150/Carton

\$72.74/CT

Check the box out from the item
you wish to add and then click
"Add to List".

Refine Results By

Category

- > Mechanical Pencils (324)
- > Wood Pencils (88)
- > Colored Pencils (62)
- > Lead Refills (61)
- > Erasers (43)

[Show More](#)

Manufacturer

- > Pentel of America, Ltd (212)
- > Sanford, L.P. (75)
- > Newell Rubbermaid, Inc (69)
- > Moon Products (49)
- > Dixon Ticonderoga Company (48)

[Show More](#)

Product Type

- > Mechanical Pencil (321)
- > Wood Pencil (84)
- > Pencil Refill (64)
- > Colored Pencil (62)
- > Manual Eraser (38)

[Show More](#)

Brand Name

- > Pentel (212)
- > Paper Mate (62)
- > Moon Products (52)
- > Prismacolor (47)
- > BIC (40)

[Show More](#)

Recycled

- > No (577)
- > Yes (81)

Packaged Quantity

- > 12 / Dozen (146)
- > 1 Each (113)
- > 1 Dozen (36)
- > 2 / Pack (33)
- > 1 / Pack (27)


[Show More](#)

Showing items 1 to 10 of 676 > >|

Sort (By) Popularity

Compare

Results per page 10



quick view

Pentel Prime Mechanical Pencils

PENAX7PC12M

#2 Pencil Grade - 0.7 mm Lead Size - Medium Pencil Point Type - Assorted...

\$5.46/DZ
Discount Price

Qty: 1 [Add to Cart](#)

Comments


Add to Favorites List...

Add to Favorites List...

Bill

Default Favorites List

Save



quick view

Pentel Sharp Mechanical Pencil

PENP207Z


#2, HB Pencil Grade - 0.7 mm Lead Size - Refillable - Silver Barrel - 1 Each

\$4.28/EA
Discount Price

Qty: 1 [Add to Cart](#)

Comments

Add to Favorites List...



quick view

Pentel Orenz Mechanical Pencil

PENPP505A


#2 Pencil Grade - 0.5 mm Lead Size - Black Barrel - 1 Each

\$5.82/EA
Discount Price

Qty: 1 [Add to Cart](#)

Comments

Add to Favorites List...



quick view

Ticonderoga Woodcase Pencil

DIX13872

#2 Pencil Grade - Black Lead - Yellow Wood Barrel - 96 / Pack


\$20.24/PK
Flyer Price

Qty: 1 [Add to Cart](#)

Comments

Add to Favorites List...

FIND ZEN IN YOUR PEN ZEBRA



Click Here to See More!

Adding to your favorites when searching items:

When you find the item click on the drop down box and choose your list name.

This message will appear letting you know your item has been added.



Item added to Default Favorites List

Creating a Favorites List

Favorites Lists

List ID	List Name	SKU	Sort	Comments	Quantity	Sequence	# Items	Edit	Remove
[Default]	Default Favorites List	No	No	No	No	Manufacturer	0	edit	x

[Add a new Favorites List](#)

Create a new Favorites List

New favorites list data

Favorites List ID:

92115

Key anything here (the lists will sort by this)

Name:

Jen

Name your list

Use SKU: ☐

Use Sort: ☐

Use Comments: ☐

Use Quantity: ☐

Sequence: Manufacturer ▼

Click Here

Create

[Back to List](#)

Favorites Lists

List ID	List Name	SKU	Sort	Comments	Quantity	Sequence	# Items	Edit	Remove
[Default]	Default Favorites List	No	No	No	No	Manufacturer	4	edit	x
92115	Jen	No	No	No	No	Manufacturer	0	edit	x

[Add a new Favorites List](#)

My Account History

Order History Forms/Lookup Tools

Recent Orders Search:

30 Days ▼

Date Order Created ▼

Go

Item Number Search:

Go

Keyword Search:

Go

Most Popular

Recent

Item Number Search:

Enter an item number just as if you were ordering product. A listing of all orders containing the item match will be displayed.

Keyword Search:

Enter simple keywords for best results. Beware of plural and multiple words and avoid using them. Use "Pen" instead of "Pens". "Pen" will match "Pens", but "Pens" will not match "Pen".

Most Popular Button:

Click this button to display an order form of your most commonly ordered items. The list is sorted by your most commonly ordered items. You can then enter quantities to add to your shopping cart.

Recent Button:

Click this button to display an order form of your most recently ordered items. This list is sorted by the items you most recently ordered. You can then enter quantities to add to your shopping cart.

Order History Forms/Lookup Tools

Recent Orders Search:

All History ▼

Date Order Created ▼

Go

Item Number Search:

Go

Keyword Search:

Go

Most Popular


Recent

You Searched for Recent Orders we found 2 items matching your criteria:

Order #	Status	Ship To	P.O. #	Created	Items	Amount
87351	User Cancelled	(1200) Community Trust Bank		09/21/2015 11:06 AM	2	5.50
87314	Awaiting Super User Approval	(1200) Community Trust Bank	test order	09/21/2015 09:03 AM	2	11.66


My Account Password

To change your password, type in your old and then your new one twice.



Welcome **Demo-FS!**
(Not Demo-FS ?)

LOG OUT

 0 Items

HOMEOffice SuppliesTechnologyFacility & BreakroomFurnitureInk & TonerMy AccountQUICKSHOP

My Account

Email:

Attention Name:

Phone Number:

Change your password:

Old Password:

New Password:

Confirm New Password:

My AccountHistory
Quick Order
Favorites
RewardsContact Us

Forgot my login



Enter your email address below and you should receive an email with your user id and password.

Returning Customers

Username*:

Password*:

☐ Log me in automatically next time.

By logging in,
I accept the [terms of use of this site](#).

Login / Accept Term

Lost Login/Password?

Enter your registered Email:

Email my Login

Your Login Information

champion@your-order-confirmation.com

Sent: Fri 2/5/2016 12:27 PM

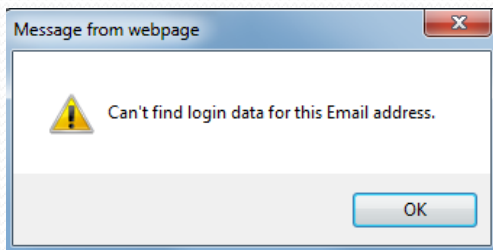
To: jwalters@champion-industries.com

Your login information:

User ID: jentest

Password: jen

**If you get this message then send me an email
(jwalters@champion-industries.com)
and I will send you your login information.**



Quick “How To” Notes for Ordering

Use Search/Categories or Contract

Type in Qty box – amount needed

Click Add to Cart

View Shopping Cart

Click drop down on “Add Cart to Favorites List”

and choose “Default Favorites List”

or any other list you have created

if you want to add those items

Click Checkout

Fill Attention Name

Click Continue Checkout

Click Complete Checkout

Click OK