

SBcomputers.ediversitynetwork.com

Quick Guide for Users

If you need assistance accessing this document, please [email Helen Post \(hpost1@monroecc.edu\)](mailto:hpost1@monroecc.edu) (585) 292-2823.

User Sign In

Click Login to enter your login information.

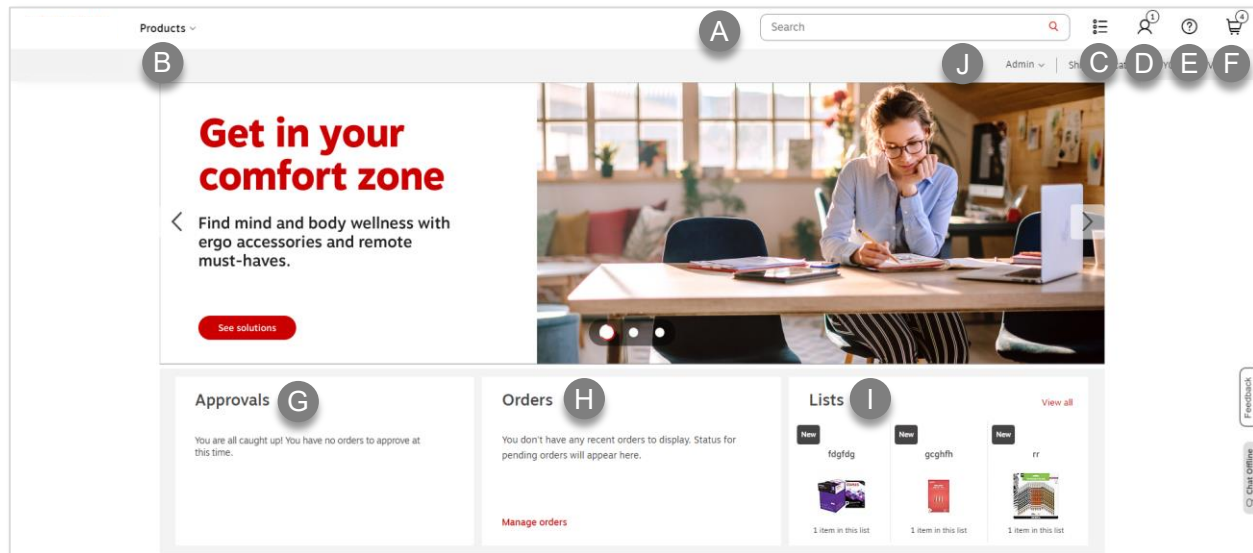
If you forget your Account Number or User ID, click on “Forgot your Account Number or User ID?”

If you forget your Password click on “Forgot your Password?” for assistance.

Keep Me Signed In

Check the “Keep me signed in” box, so you’ll be asked to sign in less frequently.

Keep me signed in



Header Navigation

- A Search
- B Products
- C Lists – My lists, quick order and frequently purchased items
- D Account – My orders, approvals, profile, reporting and managing users
- E Help – Messages, help center and feedback
- F Cart

Home Page

- G **Approve Orders**
If a user is set up for approvals, order details will display to modify, decline or approve.
- H **Orders**
Active orders are presented with the date it was placed, # of items, shipping information and expected delivery date. If orders have all delivered, most recent orders will show.
- I **Lists**
Up to 3 active shopping lists display with the ability to create a new list.
- J **Admin**
If your user profile is set up as an administrator on your account, you can approve orders, manage users, approval roles, budgets and reporting.
Note: only site administrators have access to this functionality.

System Requirements

For the best experience and interface, use the following computer operating systems and the most up to date web browser version.

Operating Systems

Windows 7, Windows 2000, Mac OS X

Web Browsers

Internet Explorer [latest version](#)

Google Chrome [latest version](#)

Mozilla Firefox [latest version](#)

Safari [latest version](#)

S&B Customer Service

1-844-823-1027 (toll free 8am to 8pm ET)

S&B@ediversitynetwork.com



Product Search & Ordering

Products ^

- Ink & Toner
- Office Supplies
 - Paper
 - Computers & Accessories
 - Printers & Scanners
 - Electronics
 - Furniture
 - Cleaning Supplies
 - Facilities Maintenance
 - Food & Breakroom
 - Pack & Ship
 - Safety Supplies
- Shop by Brand
- Shop by Industry
- Eco & Diversity Products

Writing Supplies

- Pens
- Pencils
- Erasers & Correction
- Folders & Filing
 - File Folders
 - Hanging File Folders
 - Pocket Folders
- Calendars & Planners
- Office Basics
 - Staplers
 - Scissors

Binders & Accessories

- Binders
- Dividers
- Sheet Protectors
- Binder Accessories
- Labels & Label Makers
 - Labels
 - Label Makers & Tape
- Notebooks & Pads
- Notebooks
- Journal

Related Categories

- Storage & Organization
- Mail & Ship
- Tap & Adhesives
- Bags & Briefcases
- Educational Supplies
- Retail Store Supplies

TRU RED Business essentials designed thoughtfully to work beautifully. **ENGINEERED**

Search Products

Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products

Ink & Toner Finder

Access the ink & toner finder under Products, Ink & Toner

- Search by cartridge model number, printer model number, Past Purchases, popular brands or Add My Printer to quickly find the compatible ink and toner

Search Results

Add an item to your cart from search results to save time

- Use the left hand filter attributes to narrow your search results
- Check the “compare” box to do a side by side comparison of up to 4 items at a time
- Need it fast? Filter by “next-day eligible”

Get It Fast

All Next Day eligible

Pick up in store (21)

Our Experts Suggest

Product	Price	Action
NXT Technologies™ UC-1500 Professional Wireless Noise-Cancelling Stereo Headset, Black	\$289.99	Add to cart
NXT Technologies™ UC-5100 Speakerphone, Black	\$99.999.99	Add to cart
NXT Technologies™ UC-7000 Wireless Noise-Cancelling Stereo Headset, Black	\$309.99	Add to cart
NXT Technologies™ UC-1500 Professional Wireless Noise-Cancelling Stereo Headset, Black	\$99.99	Add to cart
NXT Technologies™ UC-4000 Noise-Cancelling Stereo Headset System	\$99.99	Add to cart

Filters:

- Category
- Brand
- Show Only
- Choose a rating
- Color Family
- Wireless Or Wired
- Headset & Microphone Type
- Audio Output
- Headset Design

Product Page

Access the product page through by browsing categories or through a search.

- To view product details, specifications and reviews, click View Full Product Details
- To add an item to your cart, enter quantity and click Add, Review & Checkout or Continue Shopping
- To check the expected delivery date, enter the quantity you want and click Check Delivery Date.

Open Market Buy

NXT Technologies™ UC-2000 Noise-Cancelling Stereo Computer Headset, Over-the-Head, Black (NX55445)

View full product details

Qty: 1 **Add to cart**

Delivery: Check Delivery Date **\$49.99**

USA

Details | Specifications | Reviews/Q&A

Review & Checkout

[Add to list](#) | [Print to cart](#) | [Take a tour](#)

<p>Shipping & Delivery</p> <p>Shipping location</p> <p>Company name</p> <p>Street address</p> <p>City, State, Zip code</p> <p>Est. address</p> <p>Delivery date</p> <p>Choose your next available delivery date up to 120 days in the future.</p> <p>Next available: Select your delivery date</p>	<p>Accounting</p> <p>Budget Center - AccountManager</p> <p>88023111</p> <p>Charge</p> <p>PO - AccountManager</p> <p>PO Number - AccountManager</p> <p>BC003 - SALES_001</p> <p>Charge</p>	<p>Order Summary</p> <p>Items (4) \$140.93</p> <p>Total \$140.93</p> <p>Order will be paid through credit card</p> <p>Submit Order</p>
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4 items in cart

Please review before submitting your order

Important!

Per your organization's request, some items in your cart have been replaced with your Preferred Product substitute. See below for specific details:

Delivery

IOGEAR GCS22u 2-Port USB KVM Switch

Item # 418152 | MPN # GCS22U

Qty: 1 @ \$28.29 x EA **\$28.29**

Delivery (Expected by: Tuesday, Jun 30, 2020)

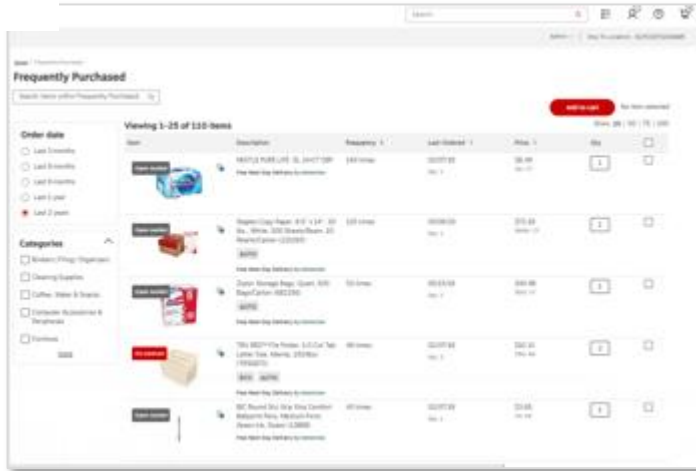
Packing slip note

Your Shopping Cart

Review your order before you click submit

- Change quantities, add a packing slip note or remove an item
- Click Save for Later if you don't want to purchase now but want to easily purchase an item at another time
- Click Submit Order to complete your transaction

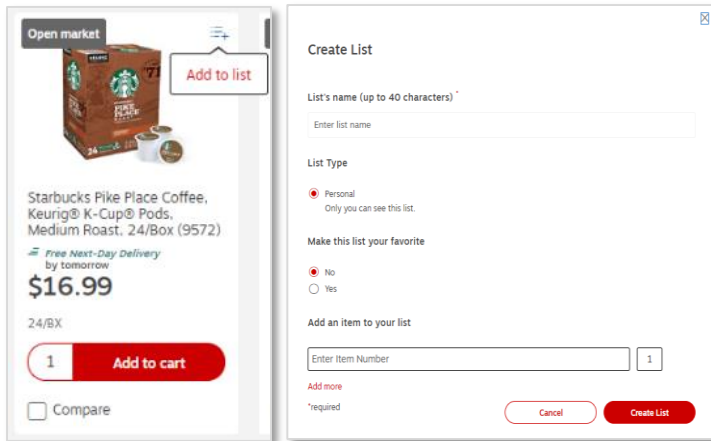
Ordering Quick Tools



Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the Reorder navigation:

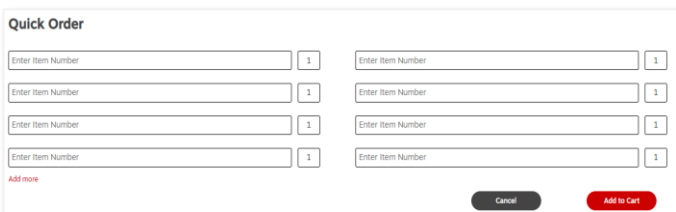
- Click Frequently Purchased
- Easily sort and filter items by order date or category
- Even add an item to your shopping list by clicking on the heart icon



Shopping Lists

Create shopping lists for fast ordering from the Reorder navigation, product search results, product pages or your home page:

- Click lists or the “add to list” icon to create a list
- Create a name for your list
- Select personal or shared (note: only site administrators have access to set up, edit or delete a shared shopping list)
- Determine if it should be a favorite
- Add item numbers and click Create List



Quick Order

Quick order up to 50 items at a time

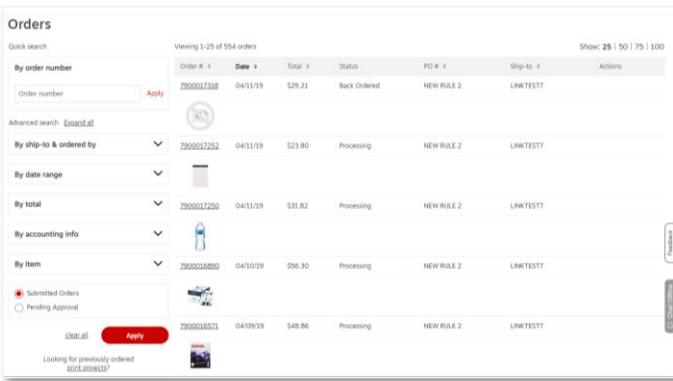
- Go to Account and use the drop down menu to click on Quick Order
- Enter the item numbers of the products you want to purchase, add to cart and submit

Account Manage Orders



Home Page

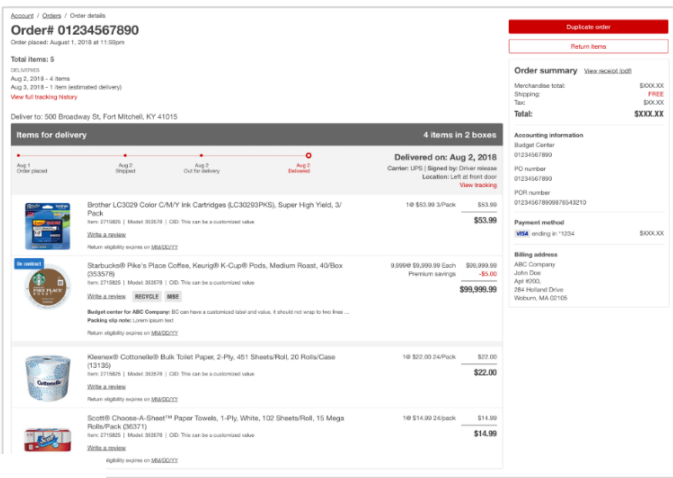
- View orders in progress on the delivery tracker or details on orders that have delivered
- Click View All to see additional orders and to go to the order details page



Order Status & Tracking

Order status and order search are all on one page with advanced search

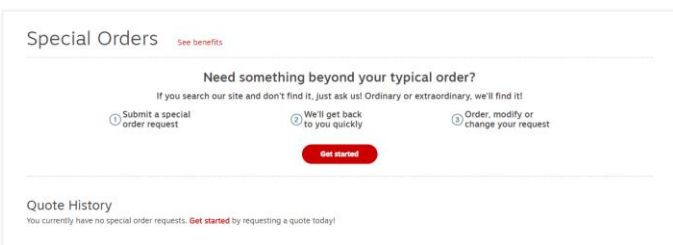
- Go to Account and click Orders
- Search and filter by Order #, Ship to, Ordered by, Date Range, Total, Accounting Info or Item
- Review up to 2 years of order history



Order Details

- Click on View Tracking to see details at the summary level as well as the shipment level
- View delivery progress on the delivery tracker with the number of items in a box
- Easily reorder or make a return by clicking on Return an Item or Duplicate Order
- View order summary with accounting information, payment method and billing

Note: administrators can also view pending orders for their approval



Special Orders & Quotes

Can't find what you need? From the ordinary to the extraordinary, our sourcing team will find and order it within your existing account, without a new vendor set up or rogue spend.

- Go to Help and click Special Orders & Quotes
- Submit a special order request by filling out the form
- We'll get back to you quickly with a quote
- Order, modify or change your request

Help to Get Answers Fast

Find everything you need in the Help Center

- Under Help click Help Center
- Simply search to find answers to your questions
- Or view Help Center topics

The screenshot shows the S&B Help Center interface. At the top, there is a breadcrumb trail: Home / Help Center. Below this is the 'Help Center' title. The main content area is divided into three columns: 'Manage Your Account' (with a person icon), 'Manage Your Orders' (with a shopping bag icon), and 'Additional Resources' (with a plus icon). Each column lists specific topics. Below these columns is a search bar labeled 'Search the Help Center'. To the left of the search bar is a 'Help Center Topics' sidebar with a list of categories: Getting Started, Managing Your Account, Products & Services, Ordering, Shipping & Delivery, Payment, Tax Exempt & Pricing, Returns & Exchanges, and Legal & Policies. The 'Getting Started' category is expanded, showing sub-topics: System Requirements, Email Verification, and Most Common Troubleshooting Steps. On the right side, there is a 'Need an Expert?' section with a contact form and a 'Click here to email an Expert.' button. A vertical 'Feedback' button is located on the far right edge of the page.

Manage your Account

- Change your password
- Edit Your Profile
- Manage notification settings
- Use a shopping list

Manage your Orders

- Check order status
- Search for orders
- Package tracking
- Return items

Additional Resources

- Create a shopping list
- Obtain tax exempt information
- View orders submitted for approval
- Use the ink & toner finder