

■ Step 5: Shop Using “Shop All Supplies”

Learn how to browse, explore, and order from the structured product menu.

1. Access the Main Menu

From the top black navigation bar, click **Shop All Supplies**. This opens a mega-menu organized by product categories, making it easy to find what you need.

2. Understand the Menu Sections

Each tile in the mega-menu links to a main category. You'll find:

- **Janitorial & Facility Supplies** – Cleaning, Restroom, Waste & Recycling, Lighting, Security & More
- **Office Supplies** – Writing, Filing, Paper, Envelopes, Labels & More
- **Copy Paper** – Cut Sheets, Specialty Paper, Wide Format & More
- **Technology** – Printers, Toner, Cables, Audio/Video, Batteries & More
- **Breakroom** – Beverages, Snacks, Tableware, Cleaning & More
- **Workplace Wellness** – First Aid, Air Purifiers, Sanitizers, PPE & More
- **School Supplies** – Classroom, Arts & Crafts, Organization & More
- **Furniture & Interiors** – **Desks, Seating, Tables, Storage & More**
- **Promotional Products** – Custom Branding & Giveaways

3. Explore a Category

Click any category (for example, “Breakroom”). A subcategory list will appear, showing product types within that category. You can also hover to reveal quick-access links to sub-areas (e.g., Coffee Service, Snacks, Tableware).

4. Refine Your Search

Use the filters on the left (brand, size, color, material, etc.) to narrow down results. Or type directly into the search bar at the top of the page. Look for the **Swap & Save** green bar on certain products—these highlight budget-friendly alternatives.

5. View Product Details

Click any product image or name to open the item page. You'll see pricing, specs, availability, and related items. From here you can add the item to your cart or a Quick List for future orders.

6. Add to Cart and Checkout

When ready, select the desired quantity and click **Add to Cart**. Access your cart any time from the shopping cart icon in the top right corner. Follow the checkout prompts to complete your order.

7. Tip — Return to Shopping Easily

After viewing an item, you can return to the **Shop All Supplies** menu at any time from the navigation bar without losing your place in the cart.

