



Janitorial Supplies, Equipment and Services: User Guide for Ordering by Phone, Mail, Fax or Online

MESC Contract #19A-BRADY-0601

This user guide will list step by step instruction on how to place orders with Brady Industries via phone, mail, fax or online.

Place Order by Phone:

- You can call the main line at 480-222-6789.
- Brady's customer service team in our regional office will assist with orders, pricing and/or questions.

Place Order by Mail:

- Once a hard copy PO has been produced by the end user. That can be mailed to:

**Brady Industries of Arizona
4422 S. 38th Place
Phoenix, AZ 85040
Attn: Mohave Admin Specialist**

- Once the PO is received the order will be placed and processed.

Place Order via Fax:

- Once a hard copy PO has been produced by the end user. The PO can be sent via fax to:

**Brady Industries
Attn: Mohave Admin Specialist
480-222-6780**

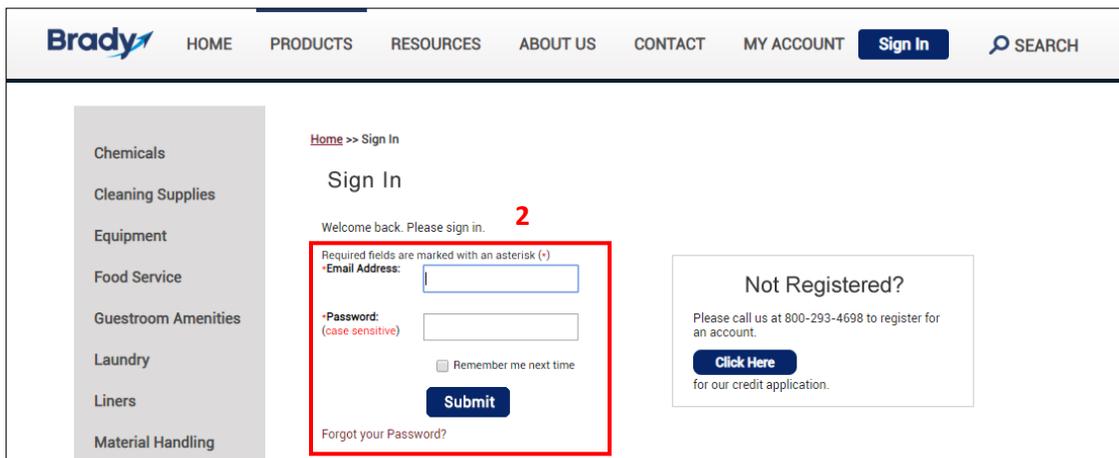
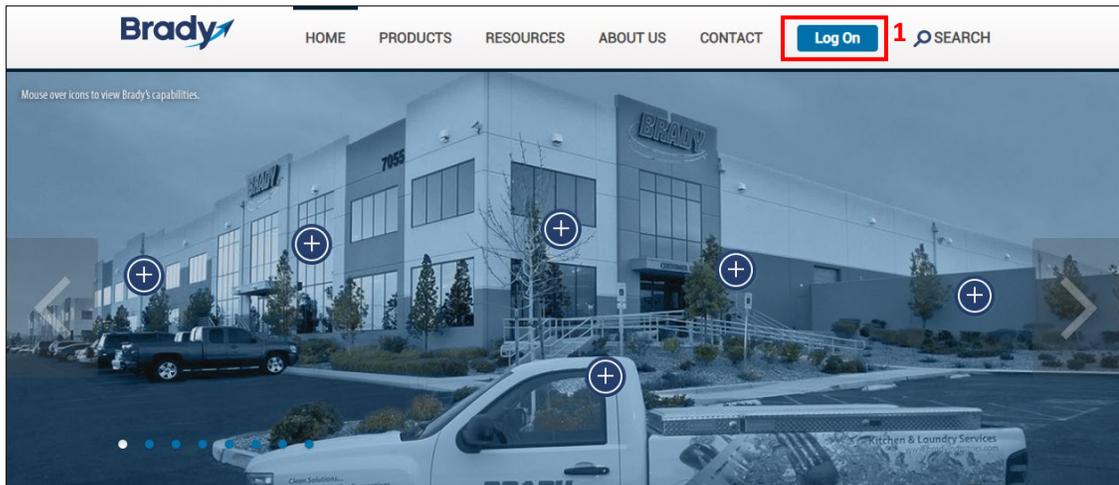
Place Order Online:

- To set up online ordering for your account, an end user will need to email a request to the Brady Contracts. Please email your full name, email address, customer ID (if you know it), and the name of your account to: brady.contracts@bradyindustries.com.
- The account will be set up and the requestor will be notified when the account has been set up. Please see below for step by step instructions to order and look up pricing online.



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- Visit the Brady website: www.bradyindustries.com and click the "Log On" button on the homepage (1).
- Enter your email address and password, then click "Submit" (2).





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- Once logged in, you can look up pricing online by clicking the search icon in the top right corner of the page (1), type in a keyword or Brady product ID and then click the "Go" button (2).

Home >> Welcome

Welcome Yer Vang to Brady's online storefront!

My Account
My Shopping Lists
Shopping Cart

Click the image for Online Ordering Tutorial

Brady BradyIndustries.com Online Ordering Tutorial
For your convenience, this tutorial provides step-by-step instructions to walk you through the online ordering process.

Adding New Items to Your Shopping List

1 Click the "Log On" button on the home page located at bradyindustries.com.

2 On the resulting Log On page, enter your email address and password, then click "Submit".

Should you have any questions or comments, please [contact us](#).

- Select the product's unit of measure from the UOM drop down menu. Product pricing will adjust automatically with the unit of measure selected.

ITEM PHOTO	DESCRIPTION	PRICE	UOM	QUANTITY
	BROOM PUSH 36" WIRE CNTR EA Item ID: AC0436 Availability: 19 See Item Details	\$89.59	EACH / 1.00	Qty <input type="text"/>

[Add To List](#) [Add To Cart](#)

NOTE: Prices shown in screen shots are for placement only.



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- Type in the product quantity you wish to be the default order amount. This quantity can be updated when placing an order. The total cost for the quantity selected will be reflected when viewed in your list or cart.

The screenshot shows the Brady website's product listing page. The navigation bar includes links for HOME, PRODUCTS, RESOURCES, ABOUT US, CONTACT, MY ACCOUNT, and a Sign Out button. A search bar is located on the right. On the left, a sidebar lists product categories: Chemicals, Cleaning Supplies, Equipment, Food Service, Guestroom Amenities, Laundry, and Liners. The main content area displays search results for a broom. The product details include a photo of the broom, a description "BROOM PUSH 36\" WIRE CNTR EA", a price of \$89.59, and a unit of measure of "EACH / 1.00". The quantity field is set to "1" and is highlighted with a red box. Below the product details are buttons for "Add To List" and "Add To Cart".

ITEM PHOTO	DESCRIPTION	PRICE	UOM	QUANTITY
	BROOM PUSH 36" WIRE CNTR EA Item ID: AC0436 Availability: 19 See Item Details	\$89.59	EACH / 1.00	1

- Click "Add To List"

This screenshot is identical to the one above, showing the same product listing for the broom. However, the "Add To List" button is now highlighted with a red box, indicating the next step in the ordering process.



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- Enter a name for your NEW shopping list and click the "Submit" button.
- Select an existing shopping list you wish to add the product to and click the "Submit" button (1) or type a name to create a NEW list and click the "Submit" button (2).
- You can also click "My Account" and select "Shopping List" to view existing shopping lists (3).

Brady HOME PRODUCTS RESOURCES ABOUT US CONTACT MY ACCOUNT Sign Out SEARCH

Chemicals
Cleaning Supplies
Equipment
Food Service
Guestroom Amenities

Home >> List Select

SHOPPING LISTS

Select an existing shopping list and then click submit.

1 Existing List: EXAMPLE SHOPPING LIST Submit

Enter a name for your new shopping list and then click submit:

2 Create a new list: NEW SHOPPING LIST Submit

MY ACCOUNT
Request Quote
My Account
Shopping List 3
Shopping Cart

Definitions:

- *Shopping Cart* is when you are building an order that will be imported to Brady's system.
- *Shopping List* allows you to create a list of the most often ordered items, so you do not have to search for them every time you place an order. You can have several shopping lists, created for different locations, employees, seasons, etc. You do not have to buy all the items on your list; it is just a reference guide so you do not have to remember product IDs or what a specific location buys.



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- Fill in the desired quantities in the box labeled quantity and then click the box to the right labeled "Add to Cart" (1).
- You can uncheck the "Add to Cart" box to cancel the item from your order before clicking on "Add Checked to Cart" (2).
- You click the "Remove" link to remove the item from this shopping list if you do not want the option to buy it for that ship to in the future (3).
- Scroll to the bottom of the list to place your order by clicking on the "Add Checked to Cart" button (4).

The screenshot shows the Brady website's shopping list interface. At the top, there is a navigation bar with links for HOME, PRODUCTS, RESOURCES, ABOUT US, CONTACT, MY ACCOUNT, Sign Out, and a SEARCH button. A left sidebar lists various product categories such as Chemicals, Cleaning Supplies, Equipment, Food Service, Guestroom Amenities, Laundry, Liners, Material Handling, Mats, Packaging, Paper, Receptacles and Trash Cans, Safety, Skin Care, and Warewash. The main content area is titled "SHOPPING LISTS" and shows a "Shopping List Detail" for "EXAMPLE SHOPPING LIST". It includes a search box and a table of items. The table has columns for Item Code, Quantity, UOM, Add to Cart, and Remove. Three items are listed: AC0436 BROOM PUSH 36" WIRE CNTR EA, CD0350 CLEANER BRADY NEUTRAL GL 4/CS, and PA0502 TISSUE FACIAL CUBE SOFTONE 36/90. Red boxes and numbers highlight specific elements: 1 points to the quantity input field for the first item; 2 points to the "Add to Cart" checkbox for the second item; 3 points to the "Remove" button for the second item; and 4 points to the "Add Checked to Cart" button at the bottom right. Below the table are buttons for "Delete List", "Copy List", "Update List", "Add List to Cart", and "Back to Browse".



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- A summary of your order is displayed.
- You need to put in the required date for delivery (1).
- You may edit the quantities by clicking on the "Qty" field for that line item (2)
- To remove the item from the order just click the "Remove" button in red for the item you would like to remove (3).
- If you have made any adjustments to any line items, select the "Update Cart" button (4).
- You may add additional items by selecting the "Add to List" button (5).
- If you select the "Empty Cart" button, your WHOLE order will be canceled (6).
- If your order is ready to place, select the "Proceed to Checkout" button (7).

The screenshot shows the Brady Shopping Cart Detail page. The page includes a navigation bar with links for HOME, PRODUCTS, RESOURCES, ABOUT US, CONTACT, MY ACCOUNT, Sign Out, and SEARCH. A left sidebar lists various product categories. The main content area displays the shopping cart details, including a table with columns for Product, Qty, Price, Total, Availability, UOM, and Add To List. Two items are listed: AC0436 BROOM PUSH 36" WIRE CNTR EA and PA0502 TISSUE FACIAL CUBE SOFTONE 36/90. The page also features a 'Requested Delivery Date' field, a 'Subtotal' of \$142.61, and several action buttons: Update Cart, Add to List, Empty Cart, Back to Browse, and Proceed to Checkout. Red boxes and numbers 1 through 7 highlight specific elements: 1 points to the delivery date field, 2 to the quantity field, 3 to the remove button, 4 to the update cart button, 5 to the add to list button, 6 to the empty cart button, and 7 to the proceed to checkout button.

Brady HOME PRODUCTS RESOURCES ABOUT US CONTACT MY ACCOUNT Sign Out SEARCH

Chemicals
Cleaning Supplies
Equipment
Food Service
Guestroom Amenities
Laundry
Liners
Material Handling
Mats
Packaging
Paper
Receptacles and Trash Cans
Safety
Skin Care
Warewash

Home >> Shopping Cart

SHOPPING CART DETAIL

To modify the contents of your cart, enter new quantities or check the appropriate boxes and click the Update Cart button. To proceed with your online order click Checkout.
To exit, Continue Shopping.
To save the items in your Shopping Cart select the Update Cart button. The items and quantities will then be saved in your shopping cart when you log off.

Requested Delivery Date

1 E/17/2019

Product	Qty	Price	Total	Availability	UOM	Add To List
AC0436 BROOM PUSH 36" WIRE CNTR EA	2 1	\$89.59	\$89.59	19	EACH	Remove
PA0502 TISSUE FACIAL CUBE SOFTONE 36/90	1	\$53.02	\$53.02	1088	CASE	3 Remove

4 Update Cart 5 Add to List 6 Empty Cart Back to Browse 7 Proceed to Checkout

Subtotal: \$142.61

Shopping Cart Upload



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- Select the "Ship to List" button to display the appropriate Ship To (1).
- Select the shipping method. "Delivery" means Brady will deliver your order to the location you choose (2).
- When all is complete, select the "Next" button.

The screenshot displays the Brady online ordering interface. At the top, the navigation bar includes the Brady logo, HOME, PRODUCTS, RESOURCES, ABOUT US, CONTACT, MY ACCOUNT, Sign Out, and SEARCH. Below this is a progress bar with four steps: Shipping (active), Billing, Review, and Confirm. The main content area is titled "Shipping Address" and contains the following form fields:

- Ship To:** A dropdown menu with "#1 IT Test Account" selected, highlighted with a red box and labeled "1".
- Company Name:** A text input field.
- First Name:** A text input field with "Yer" entered.
- Last Name:** A text input field with "Vang" entered.
- E-mail:** A text input field with "yer.vang@bradyindustries.com" entered.
- Phone:** A text input field.
- Address1:** A text input field.
- Address2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "Alabama" selected.
- Zip:** A text input field.
- Country:** A dropdown menu with "United States" selected.

At the bottom of the form, a "Delivery" shipping method dropdown is highlighted with a red box and labeled "2". Below the form are "Back" and "Next" buttons. At the very bottom, there is an "Order Summary" bar.



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- You will select "Payment Type" and enter "PO number" and review your order summary.
- If all looks good, click the "Next" button.

Brady HOME PRODUCTS RESOURCES ABOUT US CONTACT MY ACCOUNT Sign Out SEARCH

Shipping Billing Review Confirm

Billing Address

Payment Type: PO Number:

Pay By Invoice PO Number

Back Next

Order Summary

- Enter any special shipping instructions in the "Order Notes" box, then click the "Continue Checkout" button.

Brady HOME PRODUCTS RESOURCES ABOUT US CONTACT MY ACCOUNT Sign Out SEARCH

Shipping Billing Review Confirm

Order Notes

Please enter any notes that you would like to attach to this order.

Comments

Back Continue Checkout

- A summary of your order is displayed. Click on the "Place Your Order" button to finalize your order.
- You will receive an email that confirms your order was placed and give you an order or web reference number. If you ever need to check on your order, either one of those options will work when you call into customer service.



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To Manage Your Account:

- Click on "My Account" at the top navigation to access your Account Profile.
- To change your password or personal information:
 - Select the "Edit Info" button below each one and follow the instructions on the screen.
 - Click the "Submit" button when complete.
- Under the "My Account Reports", you can click on each link to view:
 - Invoices
 - Open Orders
 - Open Quotes
 - Purchase History
 - Pending Orders
 - Open A/R

The screenshot shows the Brady website's "My Account" page. The navigation bar at the top includes "HOME", "PRODUCTS", "RESOURCES", "ABOUT US", "CONTACT", "MY ACCOUNT", and "Sign Out". A search icon is also present. The left sidebar lists product categories: Chemicals, Cleaning Supplies, Equipment, Food Service, Guestroom Amenities, Laundry, Liners, **Material Handling** (highlighted), Mats, Packaging, Paper, and Receptacles and Trash Cans. The main content area is titled "MY ACCOUNT PROFILE" and includes sections for "Sign In Information", "Personal Information", and "Shopping Information", each with an "Edit Info" button. Below these are "My Account Profile" and "My Account Reports" sections with links for INVOICES, PURCHASE HISTORY, OPEN ORDERS, PENDING ORDERS, OPEN QUOTES, and OPEN A/R. There is also a "Shopping Lists" section with a dropdown menu and a "Submit" button. At the bottom, there is a "Recent Orders" table with columns for PO Number, Order Date, Order #, and Total.

QUESTIONS?

Email marketing@bradyindustries.com or call us at 800-293-4698.