

ADVANCED WEB ORDERING USER MANUAL



**BELTSVILLE SERVICE CENTER
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BELTSVILLE, MD 20705
301-394-0400**

Advanced Web Ordering (AWO) – User Manual

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****Reminder- Always use the BACK button at the bottom of the screen to return to a previous screen!!!!**

Never use the Browser 'Back' button at top of the screen.

****You Must Use Internet Explorer as your browser!!!!**

Introduction

The Advanced Web Ordering (AWO) system is an Internet-based solution designed to simplify, speed up and optimize ordering processes. The AWO significantly improves order/transaction management and customer service operations.

Key features include:

- Order creation by:
 - ✓ Traditional, based on search results
 - ✓ Frequently Ordered Items List. This will speed up product search and ordering.
 - ✓ Quick Order – Quick entry features all you to simply enter the SKU (Product Number) and quantity.
- Order cancellation - Users may cancel order even after order has been submitted.
- Email Notifications - AWO automatically sends e-mail notifications to user whenever an order has been submitted or order status has been changed.
- Order Tracking – Enables users to view order status on-line, eliminating the need to call customer service.
- Order History – Enables users to browse all of their orders.
- Edit your own Profile. Users may modify their name, email address and phone number.

Getting Started - BSC Home Page

USDA United States Department of Agriculture
Departmental Administration

Office of Operations
Beltville Service Center

Home About BSC Newsroom ESC Offices Help Contact Us

You are here: [Home/](#)

Welcome to Beltville Service Center

THREAT ADVISORY elevated

I Want To...

- [Check Orders](#)
- [Buy Surplus Property](#)
- [Telework](#)
- [Ag Learn](#)
- [IAS \(Requisitions\)](#)
- [Find a Job Vacancy](#)
- [Virtual tour of BSC](#)
- [Do Business with USDA](#)

[More...](#)

In the News [More](#)

[BSC Selected As Area Sales Center](#)

[BSC Auction News](#)

Spotlights [More](#)

[Job Vacancy Announcements](#)
[USDA Employment Opportunities](#)

[Be Prepared](#)
We stand ready during a crisis or emergency.

Announcements and Events

- [BSC Auction](#)

Search BSC

Search all USDA

My BSC

- [Login](#)

Browse by Subject

- [Centralized Excess Property Operation](#)
- [Forms & Publications](#)
- [Central Supply Store](#)
- [Computers for Learning](#)
- [Central Shipping & Receiving](#)
- [George Washington Carver Center Services](#)

Login

Click Login on the left side of the screen.

E-Authentication Login Page

The screenshot shows the USDA eAuthentication login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main heading is "eAuthentication Login". On the left, there are "Quick Links" and "Administrator Links". The central form has fields for "User ID:" and "Password:" with a "Login" button. On the right, there is a "I Want To..." menu with options: "Change My Password", "Reset My Forgotten Password", and "Retrieve My Forgotten User ID". Below the form is a "What's New" section with an "Important! Employees and Contractors:" notice. Two callout boxes with arrows point to the "Create an account" link and the "Login" button.

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

eAuthentication Login

User ID:

Password:

Login

I Want To...

- Change My Password
- Reset My Forgotten Password
- Retrieve My Forgotten User ID

What's New

Important! Employees and Contractors:

- Please update your business email and phone in your profile. [Click here](#) for additional details.

If needed, Create a new E-Authentication Account

Enter E-Authentication User ID and Password

eAuthentication Home | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Enter your E-Authentication User ID and Password. If you do NOT have one, click Create an Account on the left side of the screen. **Reminder: USDA employees are Level 2; Non-USDA employees are Level 1.**

If you are having trouble with the eAuthentication system or have questions, the ITS Service Desk can be reached at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.



*****WARNING*****

This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

*****WARNING*****

Press Continue

First Time Login to Advanced Web Ordering (AWO)

Advanced Web Ordering

Login

User Name

Password

Login

: Conversion Nearly Complete
Test Conversion of the Databases is nearly complete

: BSC News
BSC News located here.

: Main menu
News
Forgot password

Use your Supply Card Number / Customer ID Number As Both Your User Name and Password

This screen will only appear the first time you log into AWO from the E-Authentication screen.

1. Input your Supply Card Number / Customer ID for the User Name and Password, then click Login.
2. Future access to AWO will be automatically activated following successful E-Authentication Login.

Advanced Web Ordering (AWO) Homepage



Main Menu

- News – Important news/instructions pertaining to System Processing requirements; news Items; replacement and/or obsolete Items
- Product Search – Allows users to search an item by SKU (Product Number), Keyword, and/or Categories. Users may also place an order from this function.
- Quick Order – Allows users to order an item by simply entering the Product Number into the area labeled SKU and the quantity
- Frequent Order – Allows users to order frequently ordered items by just entering the quantity of material needed for the desired product
- View Current Order – Allows user will review, input shipping, PO info and submit final order
- View Orders – Allows user to view past submitted orders
- Archive of Orders – Lists Archived orders
- Sponsor / Supervisor – Lists user's Sponsor or Supervisor (if applicable)

Header Menu

- Complete PO – News, to order items, view orders
- Profile – To update users information
- Help – Help answer system questions
- Logout – To log off of the Advanced Web Ordering System

COMPLETE PO News



To access, Click [News](#) in Main Menu on left side of the screen.

- The News selection includes important news items/instructions on System Processing requirements, new items, replacement and/or obsolete items.
- You may click on the arrows on the right side of the page to view or hide specific news details.

Product Search

Advanced Web Ordering

Complete PO Profile HELP Logout

Seller: USDA Beltsville Service Center

Main menu: Product search, Quick order, Frequent orders, View current order, View orders, Archive of orders, Sponsor/supervisor

Search criteria: Category: All, --Forms, --Forms - Agency, --AMS Forms; SKU: ; Keyword: ; Search; Reset

SKU	Name	Price	On Hand	Packing quantity	Content unit	Limit	Qty	+FO
LE-01	LARGE BLANK ENVELOPE 12 X 16	USD 0.00	5		EA	99999		
COMPUTER PAPER	CFPDC COMPUTER PAPER QUANTITY 1100/BOM	USD 20.55	Out of stock		BX	99999		
CFPDC-3	CFPDC - BALLET INFORMATION LABEL	USD 7.50	Out of stock		BX	99999		
CEPO-1	REPORT OF TRANSFER, SERVICES OR REHABILITATION OF QUANTITY 50/PACK	USD 8.13	800		PK	99999		
CEPO-1A	REPORT OF TRANSFER, SERVICES OR REHABILITATION QUANTITY 50/PACK	USD 8.13	200		PK	99999		
CEPO-2	CEPO-DISCREPANCY REPORT QUANTITY 50/PACK	USD 8.13	500		PK	99999		
CFPDC-1	REQUEST FOR FORMS AND PUBLICATIONS QUANTITY 50/PACK	USD 3.75	100		PK	99999		
CFPDC-1A	REQUEST FOR FORMS AND PUBLICATIONS CONT. CFPDC WSE QUANTITY 50/PACK	USD 14.38	98		PK	99999		
CFPDC-2	FORMS ACTION REQUEST AND NOTICE - AGENCIES QUANTITY 50/PACK	USD 12.50	Out of stock		PK	99999		
CFPDC-4	CUSTOMER FILE ACTION REQUEST - CFPDC QUANTITY 50/PACK	USD 0.00	50		PK	99999		

Page 1 from 3 - total 23 rec.

Buttons: Back, Clear, Submit, Submit Item

Items displayed per page: 10

To access:

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **Product Search** in Main Menu on left side of the screen.
3. There are several ways to search for products:
 - you may click a category (located directly under Profile), i.e., Forms, Supplies, etc, then click the Search button on the right
 - Enter a SKU (Product Number) then click the Search button on the right
 - Enter keyword(s), then click the Search button on the right
4. To sort the results of a search, click the SKU or Name column header.
5. To run a new search, click the **Reset** button and enter new search criteria.

(Continued on next page)

Product Search Cont.

6. To access product information, left click anywhere along the specific product line.

The screenshot displays the 'Advanced Web Ordering' interface. The top navigation bar includes 'Complete PO', 'Profile', 'HELP', and 'Logout'. The left sidebar shows the user is logged in as 'USDA Beltsville Service Center' and provides a 'Main menu' with options like 'News', 'Product search', 'Quick order', 'Frequent orders', 'View current order', 'View orders', 'Archive of orders', and 'Sponsor/supervisor'. The main content area is titled ':View article details' and shows the following information:

- UPC: [Redacted]
- SKU: E292734-NN
- Name: 92000 Series Wood Veneer Stack-On Storage For 72 Credenzas, Dimensions 37-1/8 H x 68-5/8 W x 14-5/8 D, Finish Mahogany, Surface/Frame Real Wood Veneer
- Content unit: EA
- Manufacturer: HON
- Guide (www): <http://www.boiseoffice.com/cif/viewItem.html?ni0136637>

Below the details is an 'Add to order and to frequent orders' section with a table:

Price	Date	Limit	Qty	+FO
USD 1,133.54		99999	<input type="text"/>	<input type="checkbox"/>

At the bottom of the table are 'Back' and 'Submit' buttons.

7. You may also enter a qty in the Qty field and click **Submit** to place an order.
(See page 11 for further information on placing an order using the Product Search program).
8. Click the **Back** button at the **bottom** of the screen to return to Product search.

To Order Using Product Search Program

The screenshot shows the 'Advanced Web Ordering' interface. At the top, the 'Complete PO' tab is selected. The left sidebar contains a 'Main menu' with 'Product search' highlighted. The main area displays search criteria and a table of products. A dropdown menu for search criteria is open, showing options like 'All', '--Forms', '--Forms - Agency', and '--AMS Forms'. The 'SKU' and 'Keyword' search boxes are visible. The product table lists items such as 'LARGE BLANK ENVELOPE 12 X 16' and 'CFPDC COMPUTER PAPER QUANTITY'. Callouts with arrows point to specific UI elements: 'Search by Category, SKU (Product Number), or Keyword' points to the search criteria dropdown; 'Click box to add item to Frequent Order List' points to the '+FO' checkbox; 'Qty to Order' points to the quantity input field; 'Submit Item' points to the 'Submit' button at the bottom; and 'Items displayed per page' points to the page navigation controls.

To access:

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **Product Search** in Main Menu on left side of the screen.

To Search:

1. Enter criteria in only **one** of the search boxes (SKU or Keyword)
 - Program will display item from search box PLUS all products with the same string of characters, i.e., 1009, N2HPC-1009, N211009, etc.

OR

Highlight one of the categories listed above, i.e., AMS Forms, Supplies, etc.

2. Click the Search button.
3. Locate the SKU (Product number) and enter the quantity to be ordered in the Qty box.
 - If the item is one that will be frequently ordered, click the +FO box for the item so that it will be added to the Frequent Orders list.
4. Click the **Submit** button at the bottom of the page.
5. Click the OK button for the message below:



(Continued on next page)

To order Using Product Search Program cont.

- To add more items to your order, click the Reset button, and enter the new criteria.
- Once all items have been entered, click on **View Current Order**, located in the Main Menu on the left side of the screen.

Advanced Web Ordering Complete PO Profile HELP Logout

: Seller
USDA Beltsville Service Center

: Main menu
News
Product search
Quick order
Frequent orders
View current order
View orders
Archive of orders
Sponsor/supervisor

: Complete current order

:: Order details ::

Accept backorders: Location #: Lynne Schubert

Attention: Ship via: BESTWAY

Delivery date (mm/dd/yy): ... Payment type: -

ASAP: Complete only:

Consolidate: User PO number #:

SKU	Name	Price	Limit	Qty	Total
1009	PAPER, COPIER, WHITE, RECYCLED, 8-1/2 X 11	USD 3.49	99999	<input type="text" value="2"/>	USD 6.98
N420014512267	Pencil, Mechanical,Lead Color Black, Size 0.5mm	USD 2.95	99999	<input type="text" value="3"/>	USD 8.85
					Total: USD 15.83

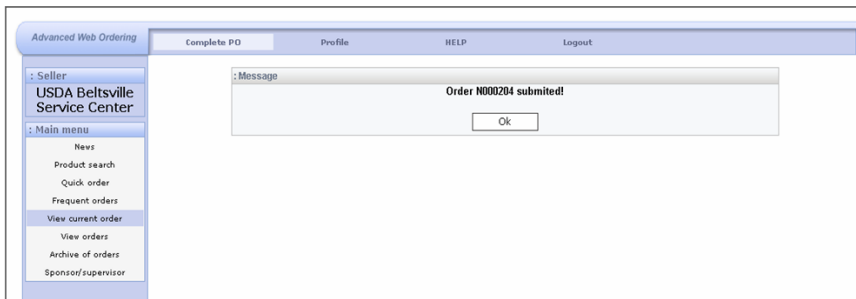
Back Clear Update Submit

- If location field is blank (right side of screen), click the down arrow and select individual receiving the order.
- For Ship Via, select appropriate shipping method by clicking on down arrow.
Bestway selection will automatically calculate the cheapest cost to ship the order.
- Payment Type – Leave blank.
- Complete Only – This box should be checked ONLY if you wish to wait for the complete order to ship. The system will hold the order until all items are on hand to fill the order.
- User PO (Purchase Order) number must be filled in. You must create your own PO using letters and/or numbers. This is another method of tracking your order.
- Verify quantities for each item. If you need to modify a quantity, **change** the qty in the QTY field and then click the **Update** button below the order.
- To Remove a product from your order list**, change the item's quantity to zero (0) in the QTY field. Click the **Update** button at the bottom of the screen.
- To **DELETE All** items in your order, click the **Clear** button.
- Once your order items are correct, press the **Submit** button at the bottom of the screen.

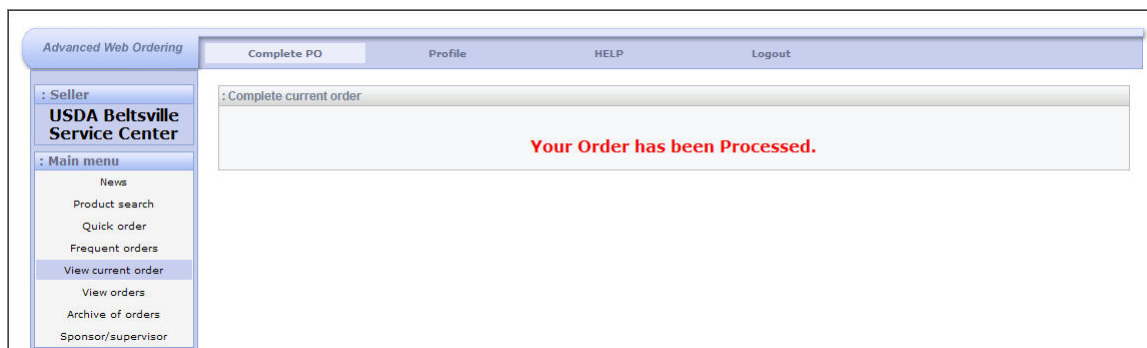
(Continued on next page)

To order Using Product Search Program cont.

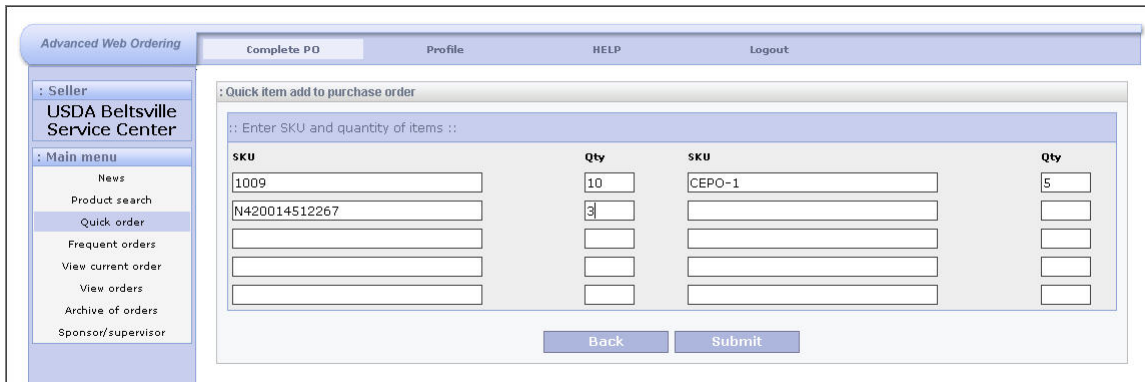
17. The submitted order number is displayed on the screen. Print this page for your records.
18. Click 'OK'.



19. The next screen, "Your Order has been Processed" simply means that your order has been sent.



To Order Using Quick Orders Program

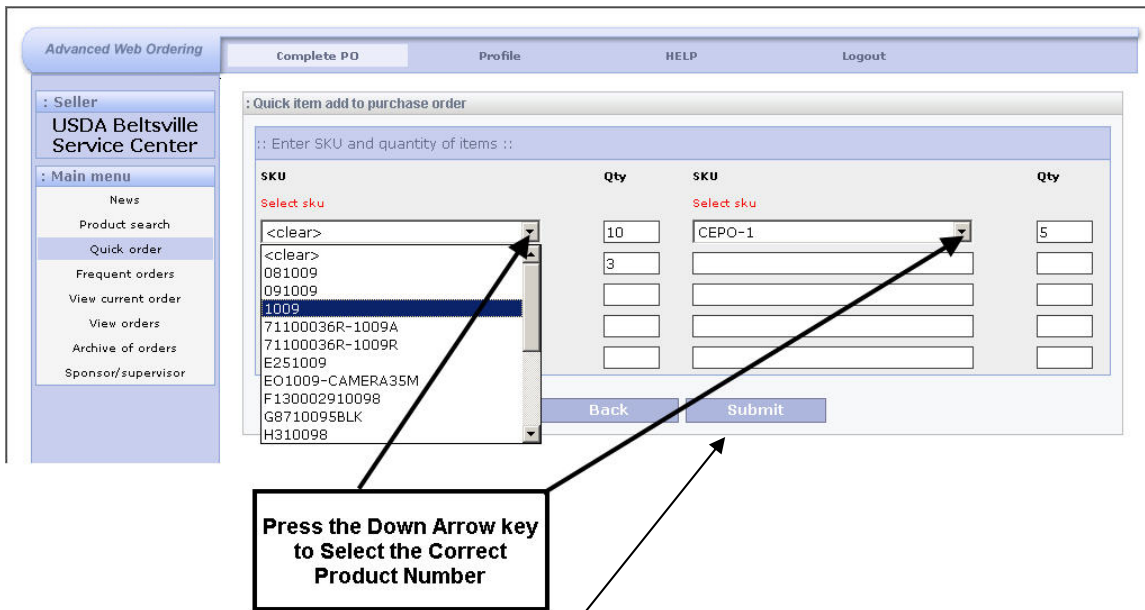


To Access:

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **Quick Order** in the Main Menu on the left side of the screen.

To Order:

3. Enter the SKU (Product Number) of the item to be ordered in the SKU box.
4. Enter the quantity to be ordered for the item in the Qty box.
5. Repeat for each item as needed. You may enter items across or down the page.
6. Click the **Submit** button at the bottom of the screen.
7. If item displays 'Select SKU' in red:
 - a. Click the down arrow on the corresponding product number line.
 - b. Select the correct SKU (Product Number).
 - c. Repeat for each item as needed.



- d. Click the **Submit** button.

(Continued on next page)

To Order Using Quick Orders Program cont.

- After submitting items, click on **View Current Order**, located in the Main Menu on the left side of the screen.

Advanced Web Ordering

Complete PO Profile HELP Logout

: Seller
USDA Beltsville Service Center

: Main menu
News
Product search
Quick order
Frequent orders
View current order
View orders
Archive of orders
Sponsor/supervisor

: Complete current order

:: Order details ::

Accept backorders: Location *: Lynne Schubert

Attention: Attention: Ship via: BESTWAY

Delivery date (mm/dd/yy): Delivery date (mm/dd/yy): Payment type: -

ASAP: Complete only:

Consolidate: User PO number *: 54321

SKU	Name	Price	Limit	Qty	Total
1009	PAPER, COPIER, WHITE, RECYCLED, 8-1/2 X 11	USD 3.49	99999	2	USD 6.98
N420014512267	Pencil, Mechanical, Lead Color Black, Size 0.5mm	USD 2.95	99999	3	USD 8.85
Total:					USD 15.83

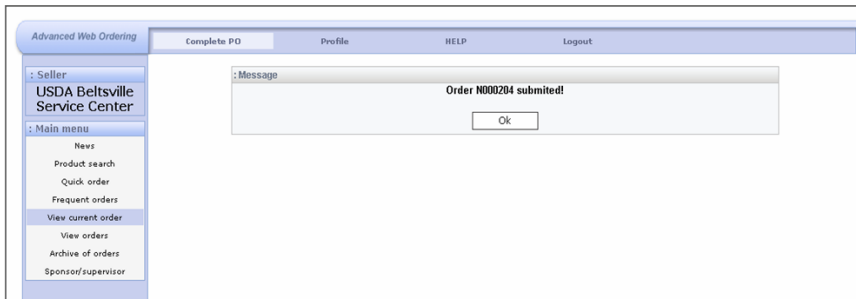
Back Clear Update Submit

- If location field is blank (right side of screen), click the down arrow and select individual receiving the order.
- Select appropriate shipping method. If **Bestway** is chosen, system will automatically calculate the cheapest cost to ship the order.
- Complete Only – This box should be checked **ONLY** if you wish to wait for the complete order to ship. The system will hold the order until **all** items are on hand to fill the order.
- User PO (Purchase Order) number must be filled in. You must create your own PO. This is another method of tracking your order.
- Verify quantities for each item. If you need to modify a quantity, change the qty in the QTY field and then click the **Update** button below the order.
- If you wish to **delete an item** from your order, change the item's quantity to zero (0) in the QTY field. Click the **Update** button at the bottom of your screen.
- To **DELETE ALL** items from your order, click the **Clear** button at the bottom of your screen.
- Once all items are correct, press the **Submit** button at the bottom of your screen.

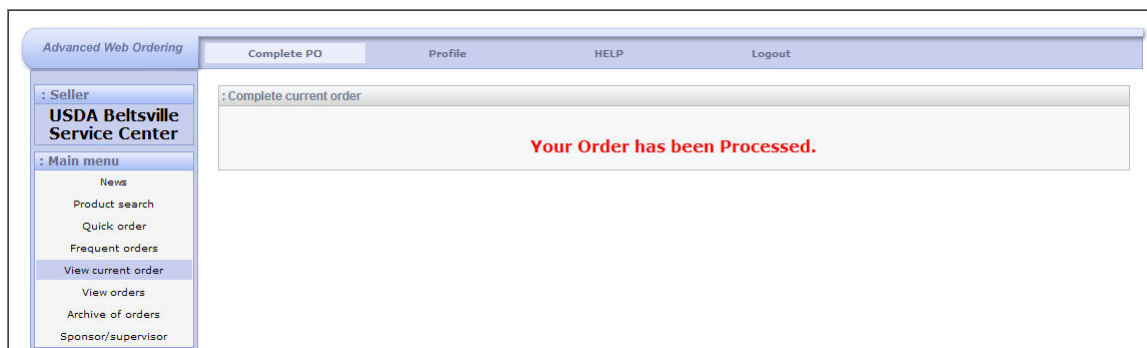
(Continued on the next page)

To order Using Quick Orders Program cont.

17. The submitted order number is displayed on the screen. Print this page for your records. Click 'OK'.



18. The next screen, "Your Order has been Processed" simply means that your order has been sent.



To Order Using Frequent Orders Program

To Access:

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **Frequent Orders** from Main Menu on the left side of the page.

To Order:

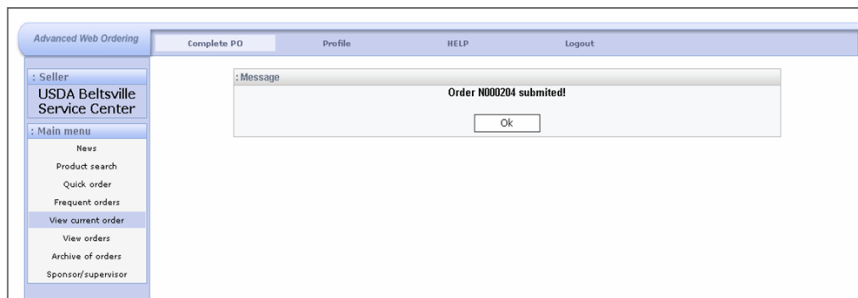
1. Enter the quantity to be ordered in the Qty box of the item.
2. If you wish to remove **all** quantities from the list, click the **Clear** button (see diagram above).
3. Click the **Submit** button (see diagram above).
4. Once all items have been input, click on **View Current Order**, located in the Main Menu on the left side of the screen.

5. If location field is blank (right side of screen), click the down arrow and select the individual receiving the order.

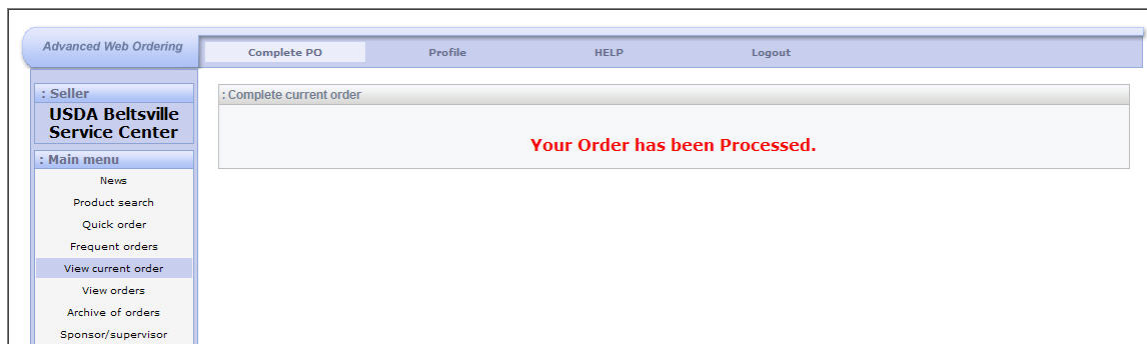
(Continued on next page)

To Order Using Frequent Orders Program cont.

6. Select appropriate shipping method. If **BESTWAY** is chosen, system will automatically calculate the cheapest cost to ship the order.
7. Complete Only – This box should be checked **ONLY** if you wish to wait for the Complete order to ship. The system will hold the order until all items are on hand to fill the order.
8. User PO (Purchase Order) number must be filled in. You must create your own PO. This is another method of tracking your order.
9. Verify quantities for each item. If you need to **modify** a quantity, change the qty in the QTY field and then click the **Update** button below the order.
10. If you wish to **delete** an item from your order, change the item's quantity to zero (0) in the QTY field. Click the **Update** button at the bottom of your screen.
11. To **DELETE ALL** items in your order, click the **Clear** button.
12. Once all items are correct, press the **Submit** button at the bottom of the page.
13. The submitted order number is displayed on the screen. Print this page for your records. Click 'OK'.



14. The next screen, "Your Order has been Processed" simply means that your order has been sent.



(Continued on next page)

To order Using Frequent Orders Program cont.

To Remove an item from the Frequent Orders (-FO) List

The screenshot displays the 'Advanced Web Ordering' interface for the USDA Beltsville Service Center. The top navigation bar includes 'Complete PO', 'Profile', 'HELP', and 'Logout'. The left sidebar contains a 'Main menu' with options like 'News', 'Product search', 'Quick order', 'Frequent orders', 'View current order', 'View orders', 'Archive of orders', and 'Sponsor/supervisor'. The main content area shows a table titled 'Frequent orders ::' with columns for SKU, Name, Price, On Hand, Limit, Packing quantity, Content unit, Qty, and -FO. Two items are listed: 'L252011 Ready Clip Report Covers, Color Red, Item Detail 30-Page Capacity, Size 8-1/2 x 11' and '1009 PAPER, COPIER, WHITE, RECYCLED, 8-1/2 X 11'. Below the table are 'Back', 'Clear', and 'Submit' buttons. An arrow points from the 'Submit' button to the '-FO' checkbox for the second item.

SKU	Name	Price	On Hand	Limit	Packing quantity	Content unit	Qty	-FO
L252011	Ready Clip Report Covers, Color Red, Item Detail 30-Page Capacity, Size 8-1/2 x 11	USD 2.45	20	99999		EA	<input type="text"/>	<input type="checkbox"/>
1009	PAPER, COPIER, WHITE, RECYCLED, 8-1/2 X 11	USD 3.49	877	99999		RM	<input type="text"/>	<input type="checkbox"/>

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **Frequent Orders** from Main Menu on the left side of the page.
3. Click the **-FO** box for the specific item(s) on the right side of the page.
4. Click the **Submit** button. Item will no longer appear in the Frequent Orders List.

View Current Order

Advanced Web Ordering

Complete PO Profile HELP Logout

Seller: USDA Beltsville Service Center

Main menu: News, Product search, Quick order, Frequent orders, View current order, View orders, Archive of orders, Sponsor/supervisor

: Complete current order

Order details:

Accept backorders: Location #: Lynne Schubert

Attention: Ship via: BESTWAY

Delivery date (mm/dd/yy): Payment type: -

ASAP: Complete only:

Consolidate: User PO number #:

SKU	Name	Price	Limit	Qty	Total
1009	PAPER, COPIER, WHITE, RECYCLED, 8-1/2 X 11	USD 3.49	99999	2	USD 6.98
N420014512267	Pencil, Mechanical, Lead Color Black, Size 0.5mm	USD 2.95	99999	3	USD 8.85
Total:					USD 15.83

Back Clear Update Submit

To Access:

1. Make sure [Complete PO](#) at top of screen is selected. If not, click [Complete PO](#) in the Header Menu.
2. Click [View Current Order](#) in the Main Menu

To Complete Order:

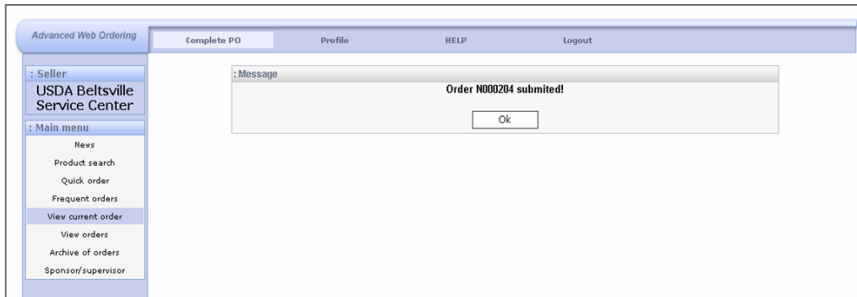
1. If location field is blank (right side of screen), click the down arrow and select individual receiving the order.
2. Select appropriate shipping method. If Bestway is chosen, system will automatically calculate the cheapest cost to ship the order.
3. Complete Only – This box should be checked ONLY if you wish to wait for the complete order to ship. The system will hold the order until all items are on hand to fill the order.
4. User PO (Purchase Order) number must be filled in. You must create your own PO. This is another method of tracking your order.
5. Verify quantities for each item and [change](#) qty in the QTY field if needed.
6. If an item is [no longer needed](#), change the item's quantity to zero (0) in the QTY field. Click the [Update](#) button at the bottom of the screen.
7. To [DELETE ALL](#) items from the [View Current Order](#) screen, click the [Clear](#) button at the bottom of the screen.
8. Once all items are correct, press the [Submit](#) button at the bottom of the screen.

****NOTE:** Order items will remain in your shopping cart in View Current Order until the order is submitted or deleted from your cart.

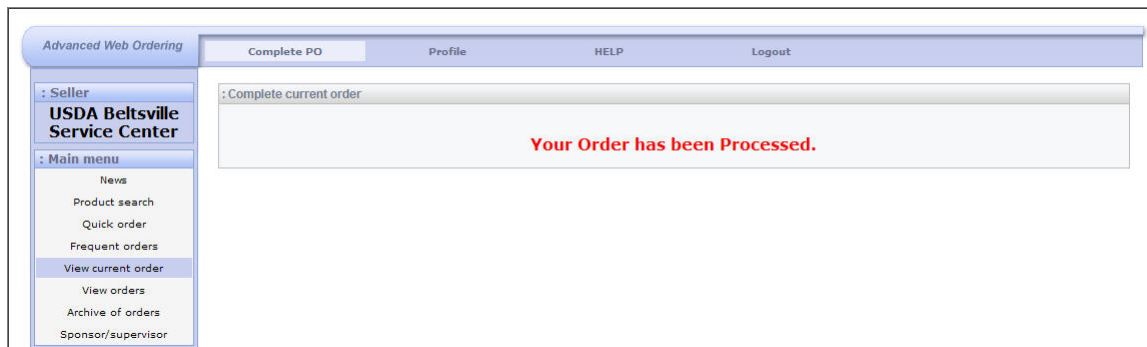
(Continued on next page)

View Current Order cont.

9. The submitted order number is displayed on the screen. Print this page for your records.
10. Click 'OK'.



11. The next screen, "Your Order has been Processed" simply means that your shopping cart is empty and your order has been sent.



View (Previous) Orders

The screenshot shows the 'Advanced Web Ordering' interface. The left sidebar contains a 'Main menu' with options like 'View orders'. The top header has 'Complete PO' selected. The main area is titled 'My Order List' and features search filters for PO number, Location, Status, and Created date. Below the filters is a table of orders.

PO number	Created	Status	Location	Total
B000161	2/9/07 11:53 AM	Submitted	Leslie Fisher	USD 222.65
B000160	2/9/07 11:38 AM	Submitted	Lynne Schubert	USD 445.30
N000159	2/2/07 9:42 AM	Shipped	Lynne Schubert	USD 27.50
N000158	2/1/07 3:21 PM	In process	Lynne Schubert	USD 34.90
N000152	1/29/07 2:02 PM	In process	Lynne Schubert	USD 528.00
N000149	1/26/07 2:05 PM	Shipped	Lynne Schubert	USD 321.60
N000148	1/25/07 2:55 PM	Shipped	Lynne Schubert	USD 72.80
N000143	1/24/07 7:53 AM	Shipped	Leslie Fisher	USD 7.04

To access:

1. Make sure **Complete PO** at top of screen is selected. If not, click **Complete PO** in the Header Menu.
2. Click **View Orders** in the Main Menu at the left side of the screen.

Search by:

- PO Number –the system generated Purchase Order number from a previous order
- Location – Will be Your Name UNLESS you ordered for another person
- Status – such as Submitted, In Process, Shipped, Call, Cancelled
- Date Range
- User PO Number – the PO number you created

Using your mouse, **Left** click on a specific line item anywhere along the line.

This screenshot is similar to the previous one but shows a context menu open over the line item with PO number N000163. The menu options are 'Operations:', 'Details', and 'Cancel'. The table below shows the updated list of orders.

PO number	Created	Status	Location	Total
N000164	3/5/07 11:06 AM	Submitted	Lynne Schubert	USD 10.00
N000163	3/5/07 11:06 AM	Submitted	Lynne Schubert	USD 135.92
N000162	3/5/07 11:06 AM	Submitted	Leslie Fisher	USD 34.90
B000161	2/9/07 11:53 AM	Cancelled	Leslie Fisher	USD 222.65
B000160	2/9/07 11:38 AM	Submitted	Lynne Schubert	USD 445.30
N000159	2/2/07 9:42 AM	Shipped	Lynne Schubert	USD 27.50
N000158	2/1/07 3:21 PM	In process	Lynne Schubert	USD 34.90
N000152	1/29/07 2:02 PM	In process	Lynne Schubert	USD 528.00
N000149	1/26/07 2:05 PM	Shipped	Lynne Schubert	USD 321.60
N000148	1/25/07 2:55 PM	Shipped	Lynne Schubert	USD 72.80
N000143	1/24/07 7:53 AM	Shipped	Leslie Fisher	USD 7.04
N000142	1/22/07 2:40 PM	In process	Lynne Schubert	Call
N000138	1/18/07 12:03 PM	In process	Lynne Schubert	Call
N000131	1/12/07 8:59 AM	In process	Lynne Schubert	Call
N000130	1/10/07 2:30 PM	In process	Lynne Schubert	USD 1,884.60

(Continued on next page)

To View (Previous) Orders cont.

An Operations menu will appear on the screen:

Details: Opens a detailed screen of the particular order listing: Order details, Status and Order line item details.

Cancel: provides the capability to cancel a particular order. **Cancelled, shipped and completed orders cannot be cancelled.**

To Review an order:

1. **LEFT** click anywhere along the order number line.
2. Click Details in the Operations Menu.

The screenshot displays the 'Advanced Web Ordering' interface. The top navigation bar includes 'Complete PO', 'Profile', 'HELP', and 'Logout'. The left sidebar shows the 'Seller' as 'USDA Beltsville Service Center' and a 'Main menu' with options like 'News', 'Product search', 'Quick order', 'Frequent orders', 'View current order', 'View orders', 'Archive of orders', and 'Sponsor/supervisor'. The main content area is titled ': View order details' and contains the following information:

Order details:

- PO number *: N000159
- User PO number *: 1111ls
- Created *: 02/02/07
- Stock: B
- Location *: Lynne Schubert
- Street: 6351 Ammendale Rd.
- City: Beltsville
- Country: US
- State: MD
- Zip code: 20705
- Phone: 301-394-0438

Below the order details is a table showing the order's status history:

Status	Created	Description	User
Submitted	2/2/07 9:42 AM		Lynne Schubert
In process	2/2/07 9:58 AM		System user
Shipped	2/2/07 3:18 PM	Tracking Nr: 00099999991000000635	System user

At the bottom, there is a table of order line items:

SKU	Name	Price	Qty	Shipped	Total
AD-616	TRAVEL VOUCHER QUANTITY 50/PACK	USD 2.50	11	11	USD 27.50
					Total: USD 27,50

Archive of Orders

The screenshot shows a web application interface for 'Advanced Web Ordering'. The top navigation bar includes 'Complete PO', 'Profile', 'HELP', and 'Logout'. The left sidebar menu is titled 'USDA Beltsville Service Center' and contains a 'Main menu' with options: 'News', 'Product search', 'Quick order', 'Frequent orders', 'View current order', 'View orders', 'Archive of orders' (highlighted), and 'Sponsor/supervisor'. The main content area is titled ': View archive of orders' and features a search filter section with the following fields: 'PO number:' (text input), 'Location:' (dropdown menu), 'Status:' (dropdown menu), 'Created (mm/dd/yy)' (text input), 'From:' (date range input), 'Till:' (date range input), and 'User PO number:' (text input). There are 'Search' and 'Reset' buttons. Below the search fields, the text 'No data to display' is shown, and a 'Back' button is located at the bottom center.

To access:

1. Make sure [Complete PO](#) at top of screen is selected. If not, click [Complete PO](#) in the Header Menu.
2. Click [Archive of Orders](#) in the Main Menu.

If items have been archived, you may search by:

- PO Number – if you know the order number from a previous order
- Location – Will be Your Name UNLESS you ordered for another person
- Status – such as Submitted, In Process, Shipped, Call, Cancelled
- Date Range
- User PO Number

Using your mouse, **Left** click on a specific line item anywhere along the line.

Sponsor/Supervisor

The screenshot shows a web application interface for 'Advanced Web Ordering'. The header includes 'Complete PO', 'Profile', 'HELP', and 'Logout'. The left sidebar contains a 'Seller' section for 'USDA Beltsville Service Center' and a 'Main menu' with options like 'News', 'Product search', 'Quick order', 'Frequent orders', 'View current order', 'View orders', 'Archive of orders', and 'Sponsor/supervisor'. The main content area is titled ': Sponsor/supervisor' and displays a form with the following fields:

Job title:	Administrator
Name *:	Root user
EMail *:	aaa.bbbb@usda.gov
Phone:	301-394-0400

A 'Back' button is located at the bottom center of the form area.

To Access:

1. Make sure [Complete PO](#) at top of screen is selected. If not, click [Complete PO](#) in the Header Menu.
2. Click [Quick Order](#) in the Main Menu.

This screen displays information about the employee's manager. Not all users have access to this screen.

PROFILE News



To access:

1. Make sure [Profile](#) at top of screen is selected. If not, click [Profile](#) in the Header Menu.
2. Click [News](#) in Main Menu on left side of the screen.

The News selection includes important news items/instructions on System Processing requirements, new items, replacement and/or obsolete items.

Password

The screenshot shows a web application interface for password management. At the top, there is a navigation bar with 'Advanced Web Ordering' on the left and 'Complete PD', 'Profile', 'HELP', and 'Logout' on the right. The 'Profile' tab is selected. On the left side, there is a sidebar menu with 'Seller' information (USDA Beltsville Service Center) and a 'Main menu' containing 'News', 'Password', 'Shipping', and 'User'. The 'Password' option is highlighted. The main content area is titled ': Password change' and contains a sub-header ': Enter old password and twice notify new :'. Below this are three input fields: 'Old password *:', 'New password *:', and 'Notify new *:'. At the bottom of the form are two buttons: 'Back' and 'Change'.

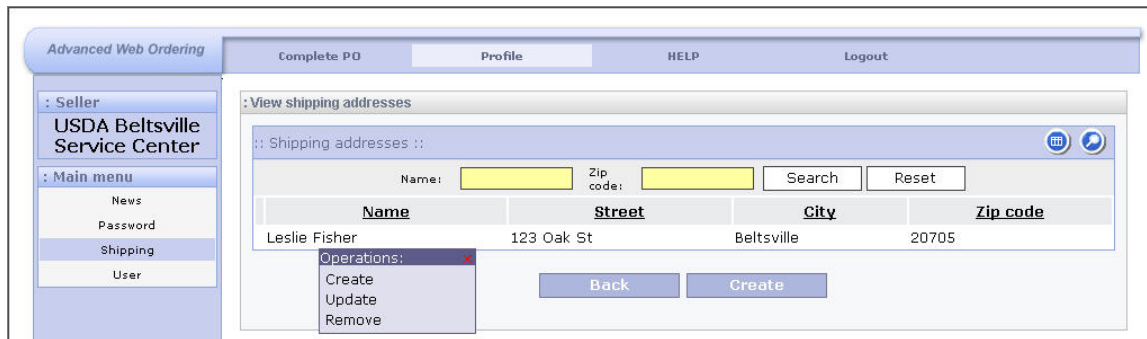
To access:

1. Make sure [Profile](#) at top of screen is selected. If not, click [Profile](#) in the Header Menu.
2. Click [Password](#) in Main Menu on left side of the screen.

To change your password:

1. Enter your current password in the Old Password block.
2. Enter your New password in the New password block.
3. Re-Enter your New password in the Notify new block.
4. Press the [Change](#) button at the bottom of the screen.

Shipping



If you have access to this feature, the Shipping selection provides the ability to add, change, or remove SHIP-TO locations.

To access:

1. Make sure **Profile** at top of screen is selected. If not, click **Profile** in the Header Menu.
2. Click **Shipping** in Main Menu on left side of the screen.
3. To **Add** new Shipping name/address:
 - Click Create at the bottom of the screen to create a new shipping location
 - OR
 - Using your mouse, Left click on an existing alternate shipping address and click Create
4. To **Edit** a name or address - LEFT click anywhere on the line with the person's name. Click Update.
5. To **Delete** an alternate name/address, LEFT click anywhere on the line with the person's name. Click Remove.

User

Advanced Web Ordering

Complete PO Profile HELP Logout

: Seller
USDA Beltsville Service Center

: Main menu
News
Password
Shipping
User

Click here next

: User details

:: User profile ::

Click here first

Login *:	Istest
Job title:	Supply systems Analyst
Name *:	Your Name
Email *:	Your.Name@usda.gov
Phone:	301-394-0400
Authorization Officer:	Lynne Schubert
Expire Date (MM/DD/YY):	
Password changed date:	01/17/07
Approp code:	999999999
Boise #:	B91634
Language *:	English

Back Update

To access:

1. Make sure [Profile](#) at top of screen is selected. If not, click [Profile](#) in the Header Menu.
2. Click [User](#) in Main Menu on left side of the screen.
3. You may modify your Name, Email and Phone Number.

Beltsville Service Center Point of Contact List

BELTSVILLE SERVICE CENTER

For information about the Beltsville Service Center Facility contact:

JAMES CONNOR, Director

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james.connor@usda.gov

BELTSVILLE SERVICE CENTER

For information about the Beltsville Service Center Facility contact:

Carlos Casaus, Deputy Director

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CENTRAL SUPPLY STORES

For status of orders and inventory information contact:

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CONSOLIDATED FORMS & PUBLICATIONS

DISTRIBUTION CENTER

For Forms, Publications and Mass Mailing information contact:

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CENTRALIZED EXCESS PROPERTY OPERATION

For Rehabilitation and Excess Property information contact:

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For information on warehouse operations contact:

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