



# PERFECT OUTPUT LLC

## WEBSTORE INSTRUCTIONS

Welcome to Perfect Output's webstore. The following is a few instructions that will help guide you through our webstore and make the order processing easier.

1. Click Sign In/Register the next screen is 2 boxes. The box on the left is for current users to log in, and the box on the right is for new users who do not have a log in. *\*Please note that if you do not have a log in, once a request is made, a welcome email will be sent to you with your log in credentials and instructions how to use the site.*

Home :: [Sign In / Register](#)

### Sign In / Register

#### Current Users

Email:

Password:

Remember Me [Forgot Your Password? Click Here.](#)

#### New Users

Interested in an account or cannot login?

[Click here to Contact Us](#)

2. For New Users, please click the link and fill out the next page. (Please note in the drop down menu under Business Type you need to select Your Group Purchasing Organization (Premier) and your GPO ID number will be required to register. If you are not GPO affiliated, please enter your business type such as Government, Commercial, etc. Please fill in all boxes with a red star.

## New Users

Interested in an account or cannot login?

[Click here to Contact Us](#)

3.

*By creating an account with our store, you will be able to see our catalog prices, store multiple shipping addresses, create favorite product lists, place and track orders in your account and more.*

### Name \*

First Last

### Company \*

### Phone Number \*

 -  - 

### ### ####

### Address \*

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

### Login Information

#### Business Type \*

 ▾

*Not required for Government Agencies.*

#### GPO ID# \*

#### Email Address \*

Submit Request

4. For current customers, please use the box on the left to sign into your account.

**Current Users**

Email:

Password:

Remember Me

[Forgot Your Password? Click Here.](#)

**LOGIN**




5. Once logged in you are directed to your account dashboard. This is your main account page to direct you to places like product lists, shopping carts, favorites list and order history links. As directed in the left-hand column are drop down menus.

Shop for Toner & Other Office Products

Home :: Your Account :: **Dashboard**

**Your Account**      **Dashboard**

- Dashboard
- Shopping
- Account Settings

 <p>Clover Imaging Remanufactured High Yield Toner Cartridge for Xerox 113R00712/113R00711</p> <p>117471P</p> <p>Price: <b>\$275.40 EA</b></p>	 <p>Clover Imaging Remanufactured Universal Extended Yield Toner Cartridge for HP Q1338A/Q1339A</p> <p>200176P</p> <p>Price: <b>\$439.43 EA</b></p>	 <p>Clover Imaging Remanufactured Extended Yield Toner Cartridge for HP CC364X</p> <p>200202P</p> <p>Price: <b>\$446.27 EA</b></p>
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- Under the shopping tab, there are different options. The first is **Order History**. Click on Order History to show all orders that your account has placed.

Your Account

Dashboard

Shopping

Account Settings

### Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
1/7/2022	2020	TEST ORDER	\$0.00	Joni Sempel	CANCELED	Unpaid	
1/7/2022	2018		\$0.00	Joni Sempel	CANCELED	Unpaid	
12/14/2021	2002	1234 TEST ORDER	\$0.00	Joni Sempel	CANCELED	Unpaid	

All Account Orders

- Under **Order #** you can click the link to open each order to view the order, pay the order, find the status of the order.

Home :: Your Account :: Order History

Your Account

Dashboard

Shopping

Account Settings

### Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
12/29/2021	<a href="#">2003</a>	test1	\$0.00	GPO Test User	CANCELED	Unpaid	

All Account Orders

Home :: Your Account :: Order Details

Your Account

Dashboard

Shopping

Account Settings

### Order Number: 2003

Print This Page

Order Date: Wednesday, 29 December 2021

Order Status: CANCELED / Unpaid / Unshipped

PO #: test1

Sold To:	Ship To:
joni sempel LaserEquipment 13850 wyandotte st kansas city, MO 64103 gpoteuser@test.com	joni sempel LaserEquipment 13850 wyandotte st kansas city, MO 64103

QTY	SKU	Product	Shipping	Price	Total	
1	200633P	Clover Imaging Remanufactured Extended Yield Toner Cartridge for HP CE350A	Unshipped	\$226.75	\$226.75	<a href="#">Add to Cart</a>

Shipping Method  
\$0.00 - New Shipping Method

Subtotal	\$226.75
Tax	\$0.00
Shipping	\$0.00
Handling	\$0.00
<b>Total</b>	<b>\$0.00</b>

8. Make a payment and payment status.

**This Order is Unpaid**

Pay with Credit Card

Name on Card

Card Number

Exp. Date  
Month  / Year

Security Code

Purchase Order #

Purchase Order Number:

Payment Information:	
<b>Applied Payments:</b>	
Purchase Order - test1	
<b>Payment Overview:</b>	
Payment Received:	\$0.00
Gift Card Total:	\$0.00
Total:	\$0.00
Refunded:	\$0.00
<b>Amount Due:</b>	<b>\$0.00</b>

9. Duplicate or copy a previous order. Click on the shopping cart to add the items from the order to your cart.

Home :: Your Account :: Order History

Your Account

- Dashboard
- Shopping
- Account Settings

Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
12/29/2021	2003	test1	\$0.00	GPO Test User	CANCELED	Unpaid	<input type="button" value="v"/>

All Account Orders

10. Payment Status.

Home :: Your Account :: Order History

Your Account

- Dashboard
- Shopping
- Account Settings

Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
12/29/2021	2003	test1	\$0.00	GPO Test User	CANCELED	Unpaid	<input type="button" value="v"/>

All Account Orders

## 11. Order Status.

Home :: Your Account :: Order History

Your Account

Dashboard

Shopping

Account Settings

### Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
12/29/2021	2003	test1	\$0.00	GPO Test User	CANCELED	Unpaid	

All Account Orders

12. All Account Orders Drop Down. This drop down allows you to see all orders if you are the admin for any user that has placed an order. The drop down also allows you to approve any pending approval orders.

Home :: Your Account :: Order History

Your Account

Dashboard

Shopping

Account Settings

### Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
12/29/2021	2003	test1	\$0.00	GPO Test User	CANCELED	Unpaid	

All Account Orders

13. **Shopping Carts** are the next tab you can choose from. This link shows any carts you have saved and not checked out. You can save as many carts as you like.

## Your Account

Dashboard

Shopping

Order History

Shopping Carts

Favorites

Product Lists

Account Settings

Home :: Your Account :: Manage Shopping Carts

## Your Account

Dashboard

Shopping

Account Settings

## Manage Shopping Carts

Create New Shopping Cart

**NOTE: Shopping Carts, even if they are named, are deleted from the system if they have not been updated recently.**

	CART NAME	CART ID	CART TOTAL	LAST UPDATED	LOAD CART	DELETE
▶		O14/D1SAB	\$99.00	1/28/2022 10:05 AM	Current Cart	x

14. The next option is **Favorites**. Here you can save all your favorite items for quick access. You can add manually from the Favorites tab by typing in the product number.

## Your Account

Dashboard

Shopping

Order History

Shopping Carts

Favorites

Product Lists

Account Settings

## Your Account

- Dashboard
- Shopping
- Order History
- Shopping Carts
- Favorites
- Product Lists
- Account Settings

## Product List

[Add New Product List](#)



Favorites **Wish List**

### Favorites

Search within this list

[Browse In](#)

enter item SKU [Add Product](#) - Move Items To Another List - [Move](#)

<input type="checkbox"/>	QUANTITY	ITEM	YOUR PRICE
<input type="checkbox"/>	0	 MSE022105142 MSE Remanufactured Extended Yield Toner Cartridge for HP CE505A : EA Extended Yield Toner Cartridge for HP CE505A	\$99.00
<input type="checkbox"/>	0	 OS-CE505A-CL Clover Imaging Remanufactured Toner Cartridge for HP CE505A (HP 05A) : EA Toner Cartridge for HP CE505A (HP 05A)	\$104.30

[ADD TO CART](#)

Delete Selected Items After Adding to Cart

[Remove Items](#)

[Delete ALL Items](#)

Or you can visit the product you are looking for an add it to it to your favorites from the product information screen.



### Clover Imaging Remanufactured Black Toner Cartridge for Brother TN210

Item #: **GPO-200469P**

Quantity

1

[ADD TO CART](#)

Price **\$34.61/EA**

List Price ~~\$63.70~~

You Save **\$29.09 - 46.00%**

This is in your **GPO2** Product List.

[Add To Wishlist](#)

[Add To Favorites](#)

[Email This Page](#)

[Print This Page](#)



15. The last link in this list is **Product List**. If your account is assigned a specific catalog for shopping. You can add items to your cart from this page.

**Your Account**

- Dashboard
- Shopping
- Order History
- Shopping Carts
- Favorites
- Product Lists**
- Account Settings

**Your Account**




- Dashboard
- Shopping
- Order History
- Shopping Carts
- Favorites
- Product Lists**
- Account Settings

### Product List

[Add New Product List](#)

Favorites **Wish List**

Search within this list [Browse in](#)

	QUANTITY	ITEM	YOUR PRICE
<input type="checkbox"/>	0	 114227 Clover Imaging Remanufactured Yellow Ink Cartridge for HP C4838A (HP 11) : EA Yellow Ink Cartridge for HP C4838A (HP 11) Notes: <input type="text"/>	\$40.85
<input type="checkbox"/>	0	 114546 Clover Imaging Remanufactured Tri-Color Ink Cartridge for HP C9363WN (HP 97) : EA Tri-Color Ink Cartridge for HP C9363WN (HP 97) Notes: <input type="text"/>	\$42.40
<input type="checkbox"/>	0	 114587	\$31.70

16. Created a new Product List:
- Click the box that says Add New Product List

Your Account

Dashboard

Shopping

Account Settings

## Product List

+ Add New Product List

Favorites GPO Wish List

### Edit List Details

#### Friendly List Name

#### List Scope

- Account (Visible to all users in this account)
- Personal (Visible only to you)

#### Notes / Description

Cancel

Save Changes

- b.
- c. Name your list and choose the list scope or add notes.
- d. Save changes and begin adding your items to the list. Add the part number on the screen.

Your Account

Dashboard

Shopping

Account Settings

## Product List

+ Add New Product List

Favorites GPO Sample Wish List

### Sample

Edit List

#### This Product List is Empty

This list currently has no products in it.

You can add products to your Wishlist/Favorites and move it into this list, or add products by SKU.

enter item SKU

Add Product

17. The next tab down is **Account Settings**. This tab allows you to have access to your account. The address book, changing your email or password, budget accounts, managing users, and giving permissions to your users.

## Your Account

Dashboard

Shopping

Account Settings

Address Book

Mailing Lists

Change Email

Change Password

Budget Accounts



Manage Users

Permissions

18. Budget Accounts: Allows you to set up a budget for one user or many users.
  - a. Click the Pencil and add a budget name.

## Manage Budget Accounts

Enable Approvals For Budget Accounts

+	
	NAME ▲
	Nurse Station 

19. Manage Users: Create new users and set up budget for each user.
  - a. Create A New Sub User

Your Account

## Create New User

- Dashboard
- Shopping
- Account Settings

### Account Information

Email:

First Name:

Last Name:

Password must be at least 4 characters long.

Password:

Confirm Password:

Select your customer group:

Create Username:

- i.
- b. Once the user is created and saved the person will show up under your account as a sub user.

Your Account

## Manage Users

Reorganize Org Chart

Create New Sub User

- Dashboard
- Shopping
- Account Settings

Name	Budget		
GPO Test User gpotestuser@test.com Admin Does not require approval	None		
GPO Test User 2 Test GPO@perfectoutput.com Purchaser Requires some approval from GPO Test User	\$1,000 / month		<a href="#">View/Edit</a>
GPO Test User 3 Test3 GPO3@perfectoutput.com Manager Does not require approval	None		<a href="#">View/Edit</a>

Receive email notifications of subordinate activity

- c. To add budgets to the user, click the View/Edit box next to the user name.

d. Click Edit User

Your Account

- Dashboard
- Shopping
- Account Settings

## User Profile

GPO Test User 2 Test

Impersonate

Edit User

### User Details

**Name:** GPO Test User 2 Test  
**Username:** GPO@perfectoutput.com  
**Email:** GPO@perfectoutput.com  
**Limited Budget Accounts:**  
 Nurse Station

### Purchasing Policies

**Role:** Purchaser  
**Approver:** GPO Test User  
**Approver Override:**  
**Permissions:** Requires some approval from GPO Test User  
**Budget:** \$1,000 / month  
**Approved Items Lists:**  
GPO  
**Exclude Items Lists:** None Set  
**Limit Browsing To Approved Lists**

Select a budget account that you previous created. You can set up Purchasing Policies or limit spending to only certain items. You can also set it to approve all orders before they are placed.

## Your Account

Dashboard

Shopping

Account Settings

## Edit User

Cancel

Save Changes

### Contact Information

Username

Email

First Name

Last Name

Approver:

Approver Override:

Role:  Purchaser  
 Manager

Budget Accounts

Limited Budget Accounts  Nurse Station

### Purchasing Policies

#### Approval Policy Type:

- Does not require approval (User can purchase directly)  
 Always requires approval  
 Requires approval by limit(s)

Budget:

Budget Period:

Maximum per order:

Minimum per order:

Maximum per item:

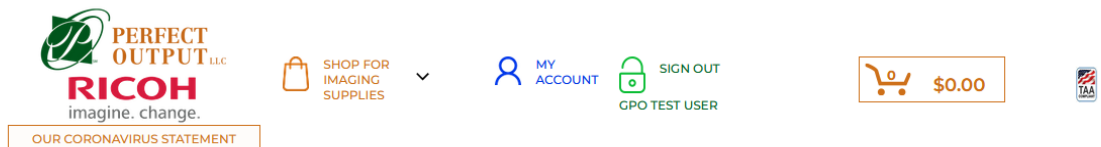
Limit Browsing To Approved Lists:

Approved Item List:  GPO

Exclude Item List:  GPO

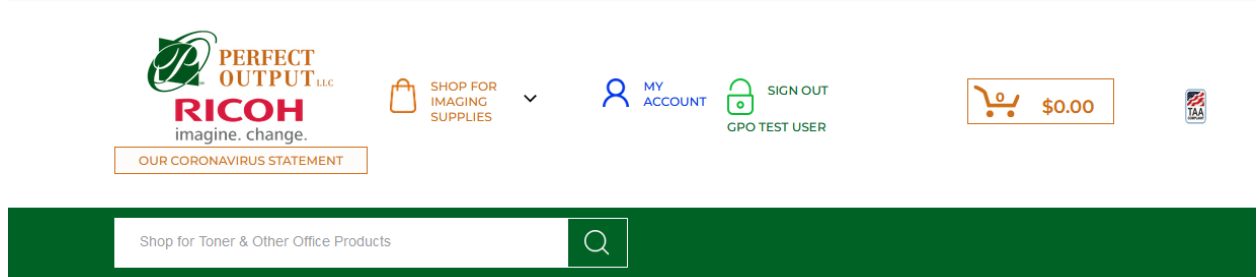
- e.
- f. Limit Browsing to Approved Lists and choosing an approved list can be checked if you created private lists for the purchaser to order under. See #16 for adding product lists.

20. At the top of the page, you have options for quick picks. Such as Shop by Imaging Supplies, My Account, Sign Out and access to your shopping cart.



21. Under Quick Picks you have the Search Bar and some information about the company as well as an option to submit requests to us. Under Submit a Request you can choose to contact Sales, Service, Recycling or Billing. Each option opens a request form for you to fill out and submit to

one of our team members.

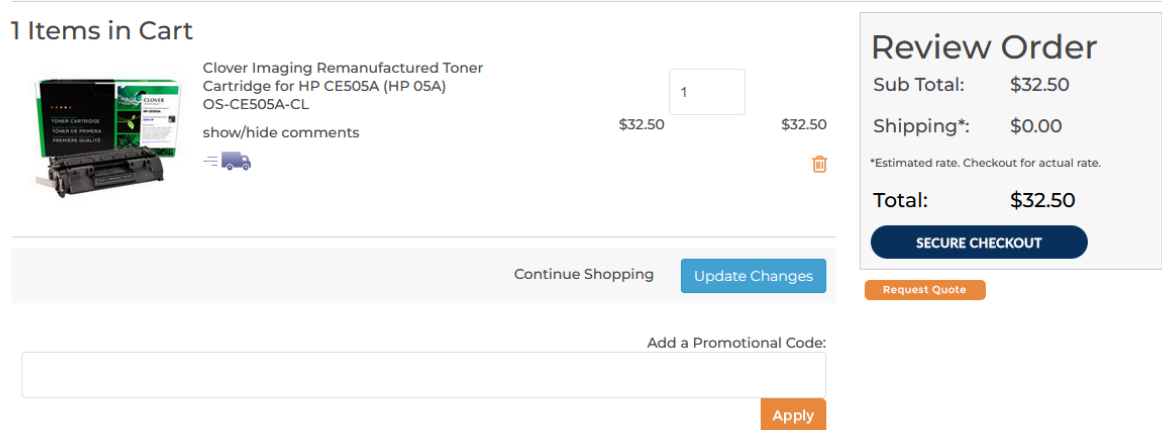


- a. Use Model Numbers, Part numbers, extension of part number ie... 05A, 05X, 26X, to find the item you are looking for in the search. Or search by using key words, Pencils, paper, yellow highlighter.

## Congratulations Your Now Ready to Place an Order...

1. After you have found all the products you would like to order and added them to your cart you can check out.

### SHOPPING CART



- a. Click the button that says Secure Checkout
- b. The first screen will be your Company Name and Shipping address along with Shipping Method, Billing address information, Payment (credit card, Purchase order, and GPO Number).
- c. If you would like to pay by Purchase order, please include the purchase order number.
- d. Please include your GPO number, you will do this by checking the GPO Number or Purchase Order button and entering your information in the Field. (Both a purchase order and GPO number can be in the same field)
- e. You can also use a Purchase Order number, GPO number and Pay by Purchase Card. Just fill in the blanks with the numbers. If you have used a budget account, be sure to use the drop-down menu to select your account.
- f. If you have any special Instructions, please enter those in the special instructions box.
- g. Click I agree to the site terms and conditions and Place order.

h. The next screen will be your order confirmation.


Thank You!

Order Number: 3178

 Print This Page

Order Date: Thursday, 09 June 2022  
PO #: Test

Sold To:		Ship To:	
Test User Random Hospital 13850 wyandotte st kansas city, MO 64103 555-4455 gpotestuser@test.com		na na Random Hospital B 13850 wyandotte st kansas city, MO 64103	

QTY	SKU	Product	Shipping	Price	Total
1	OS-CE505A-CL	 Clover Imaging Remanufactured Toner Cartridge for HP CE505A (HP 05A)	Unshipped	\$32.50	\$32.50

Shipping Method  
\$0.00 - New Shipping Method

SubTotal	\$32.50
Tax	\$0.00
Shipping	\$0.00
Handling	\$0.00
<b>Total</b>	<b>\$32.50</b>

## Return Authorizations (for returning defective or unused items for credit or replacement)

1. Go to order history under shopping tab and click on the order that contains the item you wish to return.

Home :: Your Account :: Order History

### Your Account

Dashboard

Shopping

Order History

Shopping Carts

Gift Certificates

Favorites

Product Lists

Account Settings

### Order History

DATE	ORDER #	PURCHASE ORDER #	TOTAL	USER	STATUS	PAYMENT STATUS	
2/7/2023	3664	test order / 123456	\$34.49	Joni Sampel	In Process	Unpaid	
1/26/2023	3639	test number	\$0.00	Joni Sampel	CANCELED	Unpaid	
12/15/2022	3569		\$0.00	Joni Sampel	CANCELED	Unpaid	
12/13/2022	3566	Test Order2	\$0.00	Joni Sampel	CANCELED	Unpaid	
12/2/2022	3536	test	\$0.00	Joni Sampel	CANCELED	Unpaid	

All Account Orders

Last 3 Months


2. Select the item you wish to return, by checking the box next to the item.



3. Click on the button that says RETURN ITEMS.

**Order Date:** Tuesday, 07 February 2023  
**Order Status:** In Process / Unpaid / Unshipped  
PO Number/GPO ID Number test order / 123456

Sold To:	Ship To:
Joni Sampel - Year - 618 W Sheridan St Olathe, KS 66061 913-963-8621 jsampel@laserequipment.com	Joni Sampel - Year - 618 W Sheridan St Olathe, KS 66061 913-963-8621

QTY	SKU	Product	Shipping	Price	Total		
<input type="checkbox"/>	1	OS-CE505A-SW 	Remanufactured P2035/2055 PTCE505A (05A)	Unshipped	\$31.50	\$31.50	<a href="#">Add to Cart</a>

### Shipping Method

\$0.00 - Drop Ship/Ground

[Return Items](#)

*(Please select the items to return and press the "Return Items" button.)*

SubTotal	\$31.50
Tax	\$2.99
Shipping	\$0.00
Handling	\$0.00
<b>Total</b>	<b>\$34.49</b>

4. On the Product returns page, select from the drop down menu the reason for your return.

Home :: Customer Service :: [Return Form](#)

## Customer Service

- Contact Us
- My Order Status
- FAQ
- Shipping Policy
- Privacy Policy
- Return Request
- Terms and Conditions

## Product Returns

Qty	Product To Return
1	OS-CE505A-SW <b>Remanufactured P2035/2055 PTCE505A (05A)</b> Reason: <input type="text" value="-- Select One --"/> Replace Product: <input type="radio"/> Yes <input checked="" type="radio"/> No

### Return Form

Name:

Email Address:

Phone Number:

Comments:

[SUBMIT](#)

5. In the comment section if your item is defective, please let us know what the toner is doing. Streaking, chip error, etc. Then select submit.

[Home](#) :: [Customer Service](#) :: [Return Form](#)

### Customer Service

[Contact Us](#)

[My Order Status](#)

[FAQ](#)

[Shipping Policy](#)

[Privacy Policy](#)

[Return Request](#)

[Terms and Conditions](#)

## Product Returns

Qty	Product To Return
1	OS-CE505A-SW Remanufactured P2035/2055 PTCE505A (05A) Reason: <input type="text" value="The item is defective"/>
Replace Product: <input type="radio"/> Yes <input checked="" type="radio"/> No	

### Return Form

Name:

Email Address:

Phone Number:

Comments:

6. An RMA and label for return will be sent to you via email with instructions on how to return your item. Once the item is returned a credit memo will be issued and sent to you.
7. Please attached the RMA label to your box, and include the rma inside the box when you return the items.