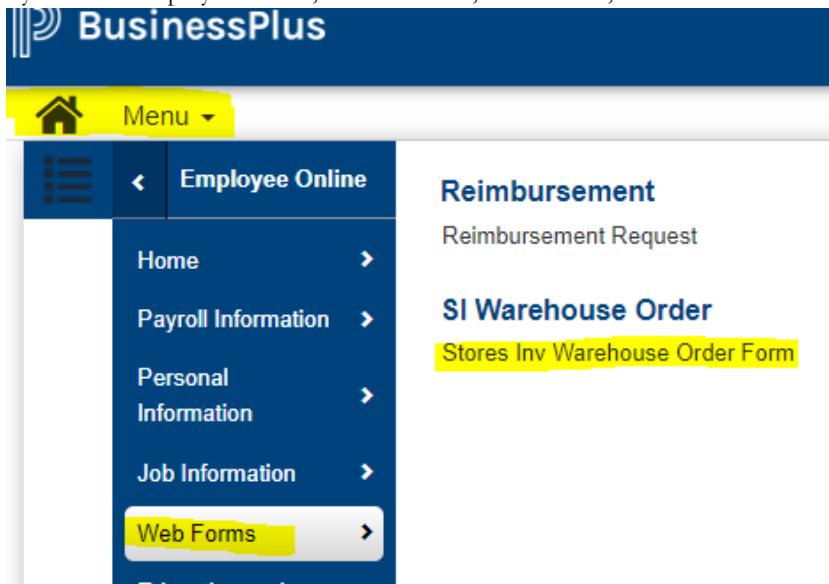## Central Stores Order Web Form (Digital Storefront)

1. Log into Employee Online. You need to log into Employee Online using your ID number with leading zeros.

2. Once you are in Employee Online, click on Menu, Web Forms, then Stores Inv Warehouse Order Form.


3. When you click on the Stores Inv Warehouse Order Form you will now need to log into Business Plus to access the warehouse form. This feature is not actually part of Employee Online, it is only a link to this feature. **When you see this login, be sure to use the same ID login and password used to login into Employee Online.**

4. The order request web form will open. Select your ship to location from the drop-down arrow and hit **Submit.**

5. The Central Stores web site will open. Please wait for page to load completely before hitting **Browse.**
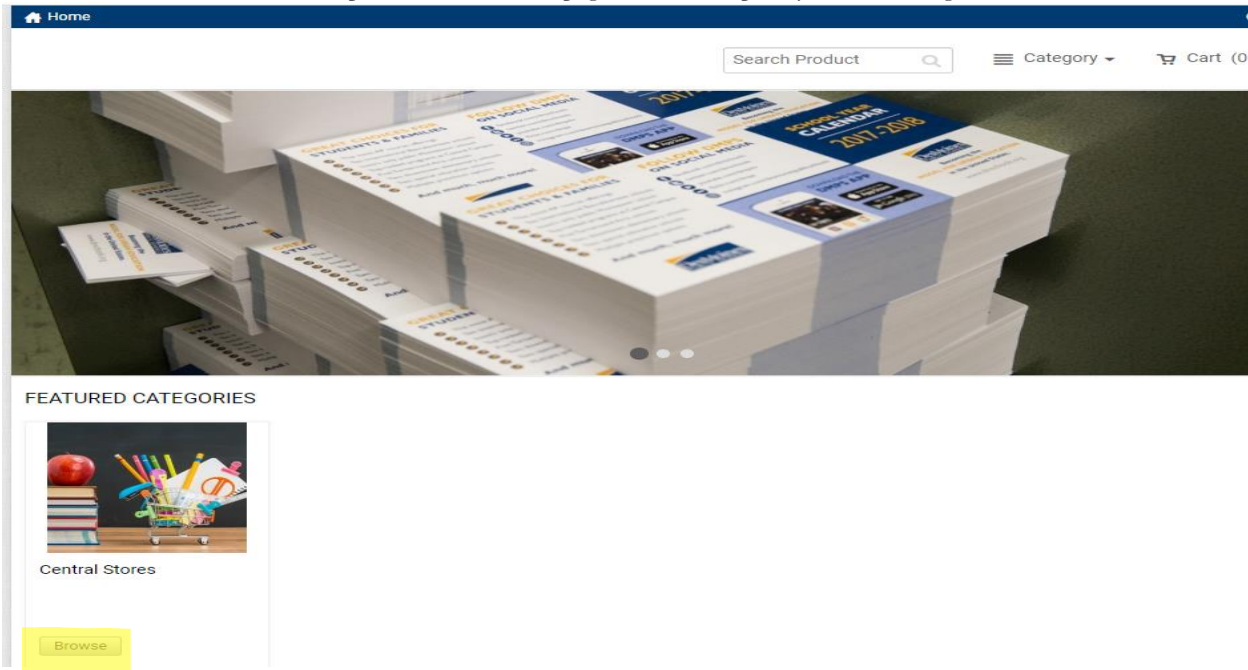

Inside the site you will see tabs for all the categories available. You can order from as many as needed. For each item you wish to purchase, enter a quantity, and click **Buy Now.** This item will appear in the shopping cart in upper right corner.

6. Once all your selections are made, click the cart in upper right corner and begin checkout process.
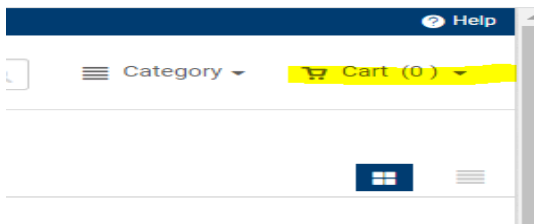
7. Review your cart. If you need to add more items, click Continue Shopping. Click **Proceed to Checkout** when ready to complete your order.
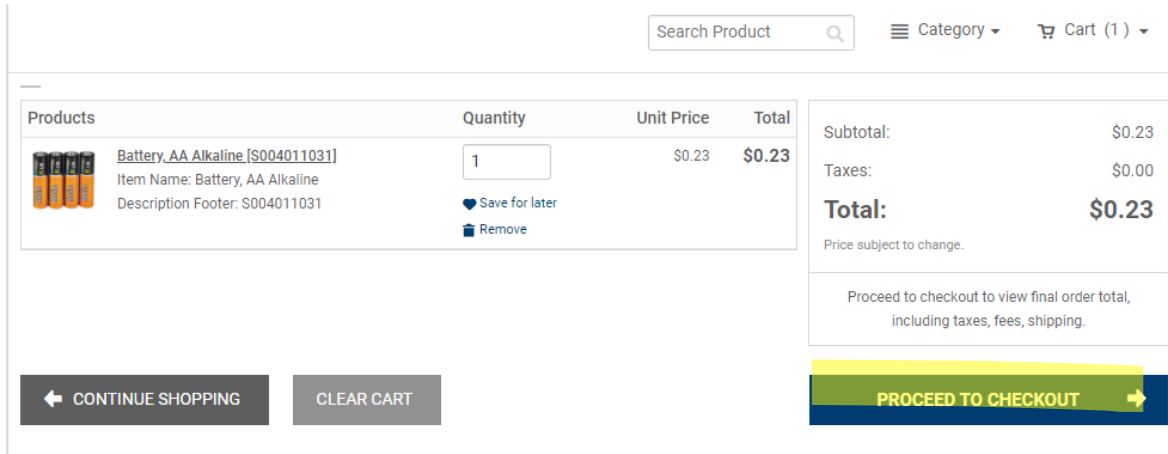
8. Click **Proceed to Payment**.

9. The last screen in the checkout is **Place My Order.** Once this is selected the order will take you back to a web form where you can give delivery instructions. You will not be able to add to your order past this point.

10. On the SI WareHouse Order Receipt Form, indicate the specific person and room for the order. Click **Submit** when complete. A box with appear showing the order was successfully submitted along with a confirmation order number. Your order is now complete. It will begin the workflow process and will flow to the office manager for your location. You will also receive an email confirmation.

Troubleshooting Tips

- You need to log into the order form using your employee ID number login with leading zeros.
- The webform is not actually part of Employee Online. It is simply where the link to the order form resides. Therefore, you must log in to the form a second time for it to open.
- If you are having issues with Employee Online, you should first clear the computer cache and log out and try again.
- If the form does not open hold the control key down and press F5, this is a screen reset.
- The first approval of the order will be the designated Office Manager based on your supervisor's primary location.
- For users with two logins, (BusinessPlus Dashboard and Employee Online) for the stores order process it will only work with the Employee Online login. Office Managers included. Once it hits workflow, Office Mangers will use their Dashboard login to complete process.