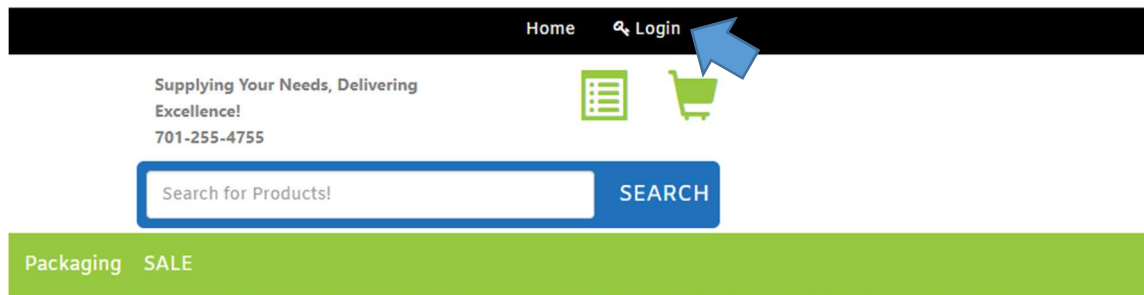


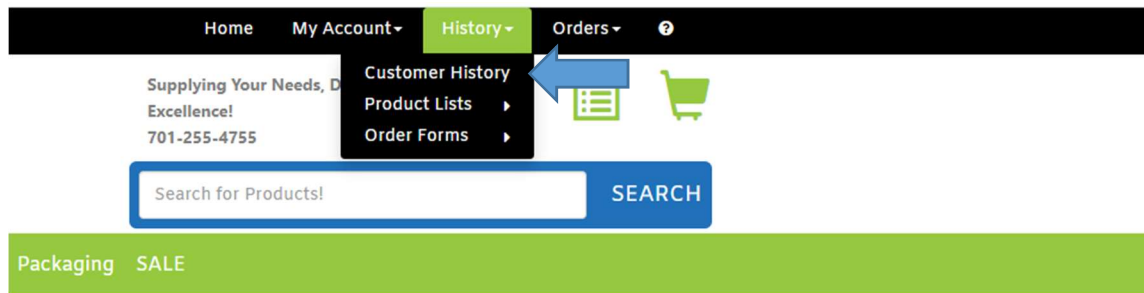


# Online Order – How To

## 1. Login to your account



## 2. Once logged in, click on History>Customer History







3. You will be directed to all the items you have ordered from D&E Supply. If you would like to order a new item you can shop all items on our catalog.







4. In the Customer History, type in quantity needed

[ADD TO CART](#)

Item #	History	Price	Quantity
<b>Chemicals : Carpet Care : Carpet Extraction Cleaner</b>			
BC-41204  Betco® FiberPro® Extraction Cleaner - Gal.	Last Sale Qty: 3 Last Sale Date: 11/12/2019 YTD Qty: 0	\$13.27/GAL	<input type="text" value="4"/>
<b>Chemicals : Disinfectants / Sanitizers : Disinfectant Wipes</b>			
NAT-20075  FLEX® Disinfectant Wipes - 75 ct.	Last Sale Qty: 6 Last Sale Date: 3/24/2020 YTD Qty: 6	\$7.00/EA	<input type="text"/>
<b>Chemicals : Disinfectants / Sanitizers : Liquid Disinfectants / Sanitizers</b>			
BC-31604  Betco® pH7Q Disinfectant - Gal.	Last Sale Qty: 4 Last Sale Date: 7/30/2020 YTD Qty: 4	\$11.61/GAL	<input type="text"/>
<b>Chemicals : Drain &amp; Sewer Maintenance</b>			
BC-13304  Betco® Green Earth® Push® Drain Maintainer/Cleaner-Gal	Last Sale Qty: 1 Last Sale Date: 12/26/2019 YTD Qty: 0	\$14.83/GAL	<input type="text"/>

5. Once you are done putting in quantities, click add to cart.

[ADD TO CART](#)

Item #	History	Price	Quantity
<b>Chemicals : Carpet Care : Carpet Extraction Cleaner</b>			
BC-41204  Betco® FiberPro® Extraction Cleaner - Gal.	Last Sale Qty: 3 Last Sale Date: 11/12/2019 YTD Qty: 0	\$13.27/GAL	<input type="text" value="4"/>
<b>Chemicals : Disinfectants / Sanitizers : Disinfectant Wipes</b>			
NAT-20075  FLEX® Disinfectant Wipes - 75 ct.	Last Sale Qty: 6 Last Sale Date: 3/24/2020 YTD Qty: 6	\$7.00/EA	<input type="text"/>
<b>Chemicals : Disinfectants / Sanitizers : Liquid Disinfectants / Sanitizers</b>			
BC-31604  Betco® pH7Q Disinfectant - Gal.	Last Sale Qty: 4 Last Sale Date: 7/30/2020 YTD Qty: 4	\$11.61/GAL	<input type="text"/>
<b>Chemicals : Drain &amp; Sewer Maintenance</b>			
BC-13304  Betco® Green Earth® Push® Drain Maintainer/Cleaner-Gal	Last Sale Qty: 1 Last Sale Date: 12/26/2019 YTD Qty: 0	\$14.83/GAL	<input type="text"/>

6. You will be directed to a shopping cart page to confirm your order. To confirm, click Check Out.

Shopping Cart

[CHECK OUT](#) [UPDATE](#) [EMPTY CART](#) [KEEP SHOPPING](#)

Remove	Item #	Quantity	UOM	Price	Total
<input type="checkbox"/>	BC-41204 Betco® FiberPro® Extraction Cleaner - Gal.	<input type="text" value="4"/>	GAL	\$21.56	\$86.24
Order Sub Total:					\$86.24



7. You will now be directed to the checkout page.
8. Make sure you select the correct ship-to.
9. If you have a Purchase Order number enter it here

Check Out

A screenshot of a checkout form. A blue arrow points to the 'Purchase Order' input field. Another blue arrow points to the 'APPLY COUPON' button. A third blue arrow points to the 'Order Total: \$86.24' button. The form includes fields for 'Purchase Order', 'Coupon Code', and 'Special Instructions', along with an 'APPLY COUPON' button and an 'Order Total: \$86.24' button.

Purchase Order:  Order Total: \$86.24

Coupon Code:

Special Instructions:

10. If you have a new item, put in a note (in the special instructions) so we can apply proper piecing to it.

11. To finalize your order Click place order or Pay by P-Card. If you choose place order, then the purchase will go on account. If pay by P-Card is choose then you will be prompted to enter the card information.

