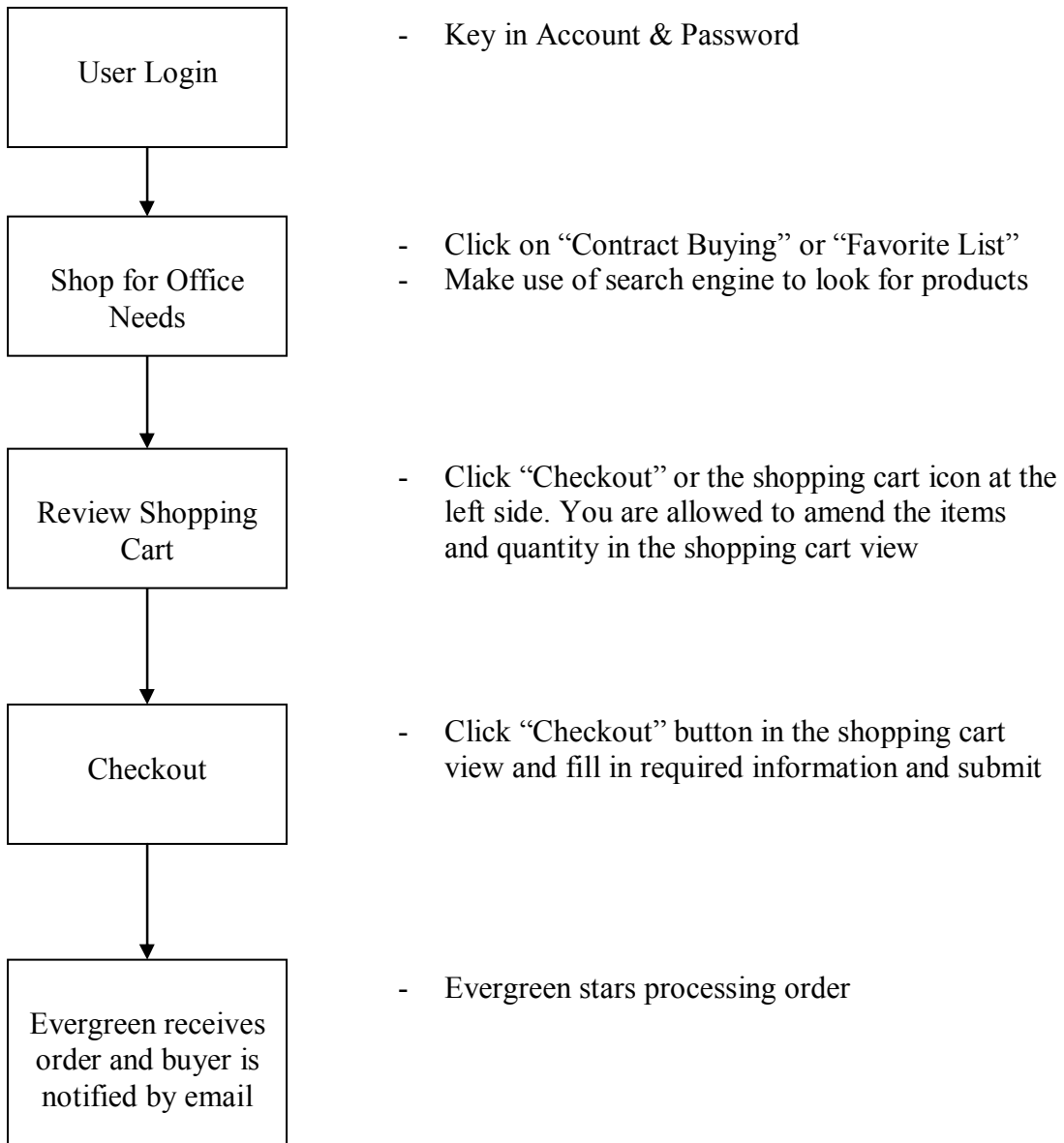




*Manual for Buyer*

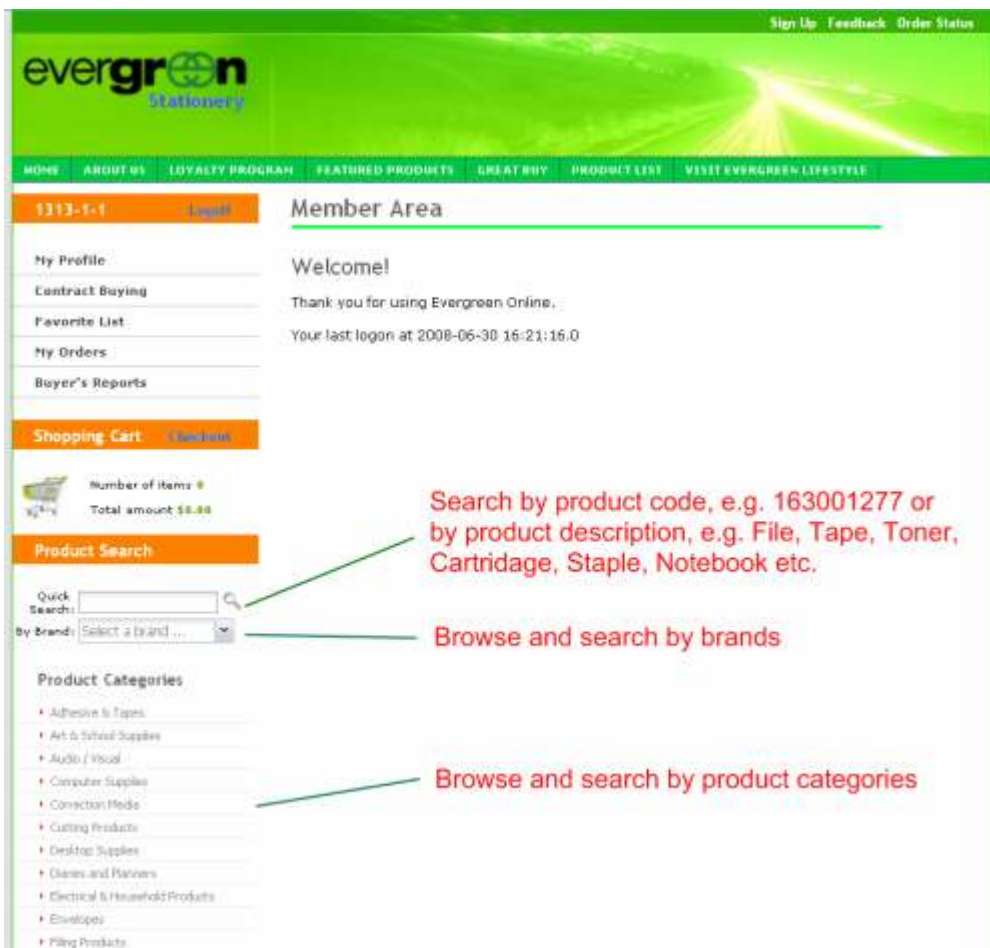
[www.evergreen.com.sg](http://www.evergreen.com.sg)



## **DIRECT USER'S MANUAL**

**STEP 1 – Go to [www.evergreen.com.sg](http://www.evergreen.com.sg) Key in Account and Password**

**(Note: Please email: [info@evergreen.com.sg](mailto:info@evergreen.com.sg) to request for account and password or check with your company's administrator)**



The screenshot displays the Evergreen Stationery website interface. At the top, there is a navigation bar with links for 'Sign Up', 'Feedback', and 'Order Status'. Below this is a green header with the 'evergreen Stationery' logo. A secondary navigation bar contains links for 'HOME', 'ABOUT US', 'LOYALTY PROGRAM', 'FEATURED PRODUCTS', 'GREAT BUY', 'PRODUCT LIST', and 'VISIT EVERGREEN LIFESTYLE'. The main content area is divided into two columns. The left column contains a 'Member Area' section with links for 'My Profile', 'Contract Buying', 'Favorite List', 'My Orders', and 'Buyer's Reports'. Below this is a 'Shopping Cart' section showing 'Number of items' and 'Total amount \$8.88'. The 'Product Search' section includes a 'Quick Search' input field, a 'By Brand' dropdown menu, and a list of 'Product Categories' such as 'Adhesive & Tapes', 'Art & School Supplies', 'Audio / Visual', 'Computer Supplies', 'Correction Media', 'Cutting Products', 'Desktop Supplies', 'Diaries and Planners', 'Electrical & Household Products', 'Envelopes', and 'Filing Products'. The right column shows a 'Member Area' welcome message: 'Welcome! Thank you for using Evergreen Online. Your last login at 2008-06-30 16:21:16.0'. Three red annotations with green arrows point to the search interface: 'Search by product code, e.g. 163001277 or by product description, e.g. File, Tape, Toner, Cartridge, Staple, Notebook etc.' points to the search input field; 'Browse and search by brands' points to the 'By Brand' dropdown; and 'Browse and search by product categories' points to the 'Product Categories' list.

**STEP 2 – Click on Contract, Favorite List or Use the Product Search to add items to shopping cart**

**Moving through the Evergreen e-supplies store is easy. With our easy to navigate website, you can easily locate the product by using the various search engine.**

**Search Engine-** You can locate products from;

- 1. Quick Search - Let's say you are on a mission to find Desk Tray. Enter keywords such as *Desk Tray or Tray* in the search box at the top of the screen. We'll give you a list of all products that match your search words. If you have a copy of our Office catalogue, you may search the product of your choice by keying in the barcode of the product. The search engine will pinpoint you to the specific product. (e.g. *151001287*)**
- 2. Brand – Click on the search by brand, and a drop down list will allow you to select the different brands of products. (e.g. *Bantex*)**
- 3. Product Category – You may also search your products by clicking on the product category and search your products in the relevant category. (e.g. *Office Equipment*)**

The screenshot shows the Evergreen Online website interface. At the top, there is a navigation bar with links for 'Sign Up', 'Feedback', and 'Order Status'. Below this is a green header with the 'evergreen' logo and the word 'Stationery' underneath. A secondary navigation bar contains links for 'HOME', 'ABOUT US', 'LOYALTY PROGRAM', 'PRODUCT LIST', and 'LIVE! EVERGREEN LIFESTYLE'. The main content area is titled 'Evergreen Online' and features a 'Product List' section. On the left, there is a sidebar with navigation options like 'My Profile', 'Contract Buying', 'Favorite List', 'My Orders', and 'Buyer's Reports'. Below these are sections for 'Shopping Cart' (showing 0 items and a total amount of \$0.00) and 'Product Search' (with a search box and brand selection). The 'Product List' displays several items, each with a product ID, description, RRP, and a 'Buy' button. A blue 'Add to shopping cart' dialog box is overlaid on the product list, containing a 'Quantity' input field and 'OK' and 'Cancel' buttons. A red arrow points to the 'Quantity' field, and a red text overlay reads: 'Fill in quantity (default is 1) and click ok to add to your shopping cart'.

***Click Buy to add an item to shopping cart.  
(Click Favorite to add an item to favorite list)***

***If there is no color attached to the product, you only need to fill in the quantity and click OK.***

The screenshot shows the Evergreen Stationery website interface. At the top, there is a navigation bar with links for 'Sign Up', 'Feedback', and 'Order Status'. Below this is a green header with the 'evergreen Stationery' logo. A secondary navigation bar contains links for 'HOME', 'ABOUT US', 'LOYALTY PROGRAM', 'PRODUCT LIST', and 'VISIT EVERGREEN LIFESTYLE'. The main content area is titled 'Evergreen Online' and features a 'Product List' section. A red text overlay reads: 'Choose your preferred color, fill in quantity and click ok to add to your shopping cart'. A blue dialog box titled 'Add to shopping cart' is open, displaying a table with columns for 'Color', 'Image', and 'Quantity'. The table lists three color options: '004 Green', '009 Red', and '011 Cobaltblue', each with a 'not available' image and an empty quantity field. The dialog box also includes 'OK' and 'Cancel' buttons. The background product list shows items with their respective images, descriptions, and prices.

***If there are colors attached to the product, you need to fill in the quantity for selected colors of your choice and click OK.***

Sign Up Feedback Order Status

evergreen Stationery

HOME ABOUT US LOYALTY PROGRAM PRODUCT LIST VISIT EVERGREEN LIFESTYLE

1313-1-1 Logout

My Profile  
Contract Buying  
Favorite List  
My Orders  
Buyer's Reports

Shopping Cart Logout

Number of Items: 2  
Total amount: \$3.80

Items added recently:  
1. Bartek ... 12pcs/bx 1  
2. #2266DurableFileCl # 004 1

Product Search

Quick Search:   
By Brand:

Product Categories:  
• Adhesive & Tapes  
• Art & School Supplies  
• Audio / Visual  
• Computer Supplies  
• Conversion Media  
• Cutting Products  
• Desktop Supplies  
• Diaries and Planners

Evergreen Online Put a name in the text box and click new shopping cart to create a new shopping cart.

Shopping Cart

You can create a new shopping cart and identify it with some remarks.  
(You can still retrieve the current shopping cart later)

New Shopping Cart

1		#2266DurableFileCl Brand: Durable Category: File Folders Unit: PC	Type: <input type="text"/>	\$2.50	<input type="text"/>	Remove Update
2		Bartek File-task - 150xhands.pap0.12pcs/bx Brand: Bartek Category: File-Tasks Unit: PKT		\$1.30	<input type="text"/>	Remove Update
			Subtotal:	\$3.80		
			GST 7%:	\$0.27		
			Total:	\$4.07		

Remove All Checkout

Click update after you change the value in the box to update the quantity in shopping cart

Click remove to remove the item from shopping cart

Click remove all to empty your shopping cart

**STEP 3 – Click Checkout or the shopping cart icon in the left side shopping cart section. It will show the details of your active shopping cart.**

**Your Shopping Cart holds items until you are ready to check out. From the Shopping Cart you can:**

- **Proceed to checkout**
- **Keep shopping**
- **Delete or edit quantity of the items**
- **Create new shopping cart**

**Checkout**

**Customer Information**

Company Name: SIEMENS PTE LTD  
 PO number:   
 Delivery Date: 02/07/2008  
 Remark:

*Fill in PO number if applicable  
 Fill in your preferred delivery date  
 Fill in here if you have any special instruction or comments*

**Delivery Information**

Deliver to: 10  
 Telephone:   
 Email:   
 Address: Shared Services Center  
 The Siemens Center  
 60 MacPherson Road  
 Post Code:

*Your delivery address will be filled with default values, but you may change*

**Billing Information**

Bill to: SIEMENS PTE LTD  
 Telephone: 64906278  
 Address: Shared Services Center  
 The Siemens Center  
 60 MacPherson Road  
 TOWER BLK, Lvl15-CHOON LENG, TL#6490

**Cost Center**

Allocate by percentage ( 100% ):   
 Allocate by amount ( \$3.80 ):   
 1144 | Fujitsu Siemens Computers IT Product Services | No Budget: 100  
 Balance: 0

*If you are assigned to some cost center, they will appear here. You can allocate this order's cost by percentage or amount.*

**Approval Information**

Preferred Approver: Select a Preferred Approver

**STEP 4 – Click Checkout in the shopping cart view and fill in required information.**

**You will confirm your order by click the Submit button. And the order number is displayed.**

HOME ABOUT US LOYALTY PROGRAM PRODUCT LIST VISIT EVERGREEN LIFESTYLE

1313-1-1 [Logout](#) Evergreen Online

**My Profile**

Contract Buying

Favorite List

My Orders

Buyer's Reports

**Checkout**

Thank you for shopping with us.

Your order number is [W000029](#).

The order is pending for your manager's approval. We will process your order after your manager approve it.



Sign Up Feedback Order Status

reon Stationery

LOYALTY PROGRAM PRODUCT LIST VISIT US

Logout Member Area

My Order History

Order Number	Date/Time	Product
WO00024	27/05/2008...	
WO00025	28/05/2008...	
WO00026	28/05/2008...	
WO00027	30/05/2008...	

Items 2  
Unit \$3.99

Qty 1  
\$ 0.04 1

Search

Page 1 of 1  
Detail Change Address  
Displaying 1 - 4 of 4

Order Info

Customer Name: SIEMENS PTE LTD  
 Order Number: WO00026  
 Order Date: 28/06/2008  
 Order Status: Final  
 Delivery Address: Aventis Pharma  
 61 Gul Circle  
 Attn: Hajara  
 Tel: 68636593

Product	Unit	Quantity	Price	Amount
BluTaskColor75gm	PKT	1	3.33	3.33
13Ax3 Switched Adaptor with Neon & Fuse	EA	1	7.00	7.00

Subtotal: 10.33  
 Delivery Charge: 0.00  
 Tax Rate: 7%  
 Tax Amount: 0.72  
 Total Amount: 11.05

[Print Friendly Version](#) [Put order details into shopping cart](#)

You may put an order's items into shopping cart for new purchase

***You may also retrieve your previous orders by click My Orders and put the order's items into shopping cart for repeated purchase.***

## Order Alert

Dear customer,

A web order is submitted by 1313-1 Buyer 1 support@evolt-technologies.com. Details are attached below.

Sales person: 05

Thank You!  
Evolt Technologies

Order Date	2008-06-10 14:44:23	Order Number	W000017
Customer Code	1313-1	Customer Name	SIEMENS PTE LTD
Customer Reference		Customer Remarks	

<b>Ship To</b>	.....	<b>Bill To</b>	
12		SIEMENS PTE LTD	
Tel		choon leng	Tel: 64906278
2 Corporation Road		Shared Services Center	
#01-07/08 Corporation Place		The Siemens Center	
Attn:Ms Saima Zhu		60 MacPherson Road	
Tel:68773801		TOWER BLK, Lvl:5-CHOON LENG, TL=64907298-helena	
		Singapore	348615E

Line No.	Product Code	Product Name	Color	Quantity	UOM	Unit Price	Subtotal Amount
1	410065724	10-24x CD-RW Imation		1	PC	2.10	2.1000

Currency Code	SGD
Subtotal Amount	2.10
Delivery Charge	0.00
Tax Rate	0.0700
Tax Amount	0.1470
Total Amount	2.25

***You will receive a confirmation note of the items you ordered in your email***

## **WEB FREQUENTLY ASKED QUESTIONS**

### **How do I know if the order has been sent through successfully?**

After you submit order, a successful transaction should see a page that says

“Thank you for shopping at Evergreen Online. Your Order is being processed.”

You should also receive an email of your purchased products.

### **How can I search for the products in the web?**

Corporate customers may click on “Contract list” to show products in contract; key in generic names like “file” “stapler” in the quick search box; Browse and search by brands or product categories.

Alternatively you may click on “Favorite List” to show the regularly bought items.

### **Can I still amend the order after adding the quantity in the shopping cart?**

Yes. You may click the Checkout or the shopping cart icon in the left side to delete or edit product or quantity.

### **Can I assign the costs of the purchase to different cost centers?**

You may allocate cost among cost centers in Step 4. If you are assigned to some cost centers, they will appear in the checkout screen. You may allocate by percentage or amount.

**I have forgotten my login account and password.**

You may request for your account and password from your company's administrators or email to Evergreen at [online@evergreen.com.sg](mailto:online@evergreen.com.sg) about your request. Only accounts with verified email accounts will be acknowledged.

For registered email account holders- Go to [www.evergreen.com.sg](http://www.evergreen.com.sg) and click on "Forget Password" to receive a new one.

**I have some instructions I want to convey to Evergreen about my online order.**

You may key in your instructions or feedback in the "remarks" field in the Check out page.

**I have selected all the products I need in the web but face problems when I submit the order.**

You may fax or email the product list in the shopping cart to Evergreen at fax no. 6458-4780 and follow up with a call to your Account Representative  
We will process the order on your behalf and rectify the problem. Please indicate your name, contact number, cost centre and the problem you face.

**How can I purchase products not found in the web?**

You may either key in the items in the remarks field at “Check Out” or submit requisition to your purchasing department.

**I have submitted an order but want to cancel a purchase on one of the products before the delivery date. What should I do?**

You should forward your amended confirmation note to Evergreen at [info@evergreen.com.sg](mailto:info@evergreen.com.sg) and call your account representative about your request. Subject to approval by Evergreen.

**What if Budget is exceeded and the system rejects my purchase?**

You can reduce the purchase amount by taking away some items or quantity or inform purchasing department.