

# POWER NET QUICK START

At your internet browser type:  
**www.mcaneny.biz**

Select:  
Customer Login

User Name \_\_\_\_\_

Password \_\_\_\_\_

## DASHBOARD / PLACING AN ORDER

Select **CREATE ORDER** tab (highlighted in green in the right hand corner).

A display box will appear where you can choose how you would like to place your order. Your options will be: **CUSTOM GUIDE, HISTORY, IMPORT SCANNER, PREVIOUS ORDER** or **QUICK ADD**

- **HISTORY** – Will show you an 18 month history of items you previously ordered & can re-order.
- **PREVIOUS ORDER** – Will show you all recent orders that can be adjusted or totally cleared of previous quantities.
- **QUICK ADD** – Allows you to type our 6-digit item# for the product you want.

Once you choose the way you would like to order, please fill in the other boxes if necessary.

- o **WILL PICK UP** – Please check if you will be picking up the order.
- o **SEPARATE INVOICES** – Please check if you would like separate invoices.
- o **SPECIAL INSTRUCTIONS** – Please fill out with the necessary instructions.
- o **PURCHASE ORDER** – If a purchase order is required please fill in this box.
- o **PAR LIST** – You can also select if you would like to use a par list when ordering.

When you are finished, click the 'Start Order With Above Selections' to start your order.

## QUICK ADD ORDERING NOTE

### PLACING AN ORDER FROM QUICK ADD

**Note:** You will need to Check Items & then select Save to actually add items to your order.

## ORDER ENTRY ICON KEY CODES



– This indicates that a *Parent* of the item shown is available.



– This indicates that a *Child* of the item shown is available.



– This indicates that there are *Related* items available for the item shown.



– This indicates that there are *Substituted* items available for the item shown.



– This indicates the *Total Allowance* available for the item shown.



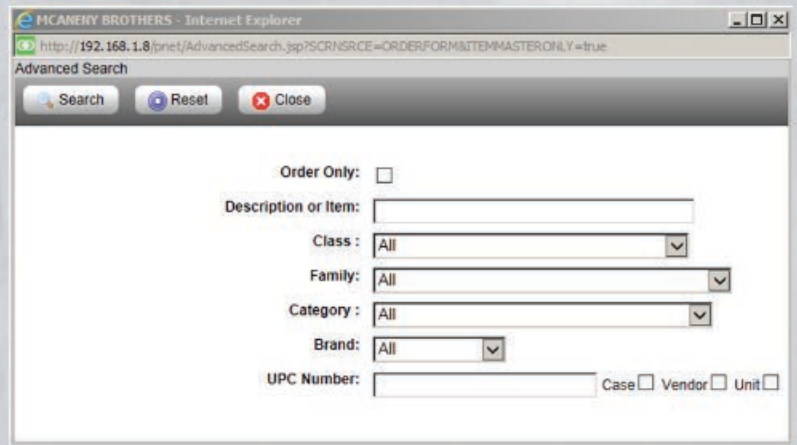
# POWER NET QUICK START

## SEARCHING WITHIN AN ORDER

If there are items that do not appear in your order/history, you can Search for them using the SEARCH PANEL located within the ADVANCED Button.

**Note:** You may need to search partial words/letters of the items you want – Ex...Brakebush Chicken...

If you search Brakebush, you will get no results – If you search brake, you will get brake fluid. But if you search Bush, you will get anything with the word “Bush” in it – Brakebush = B/Bush



## SENDING YOUR ORDER

Select PLACE ORDER Button (highlighted in green in the right hand corner).

**Note:** After selecting Place Order for the first time, you will either see a screen that is BLANK or if you have CRITICAL items set, you will see the Order Form Review Exceptions screen.

Regardless if you have a Blank screen or if you select to add items from your Critical items list, you MUST select PLACE ORDER a second time in order to continue.

Once you have selected the Place Order Button two times, you will see the SUBMIT ORDER Button. You can select the following additional options if needed.

Select SUBMIT ORDER Button (highlighted in green in the right hand corner).

Once you have selected the Submit Order Button, you will see the Status shows SUBMITTING.

Select REFRESH Button (located in the left hand corner, below the house icon).

Once you have selected the Refresh Button, you will see the Status shows CONFIRMED.

– Your order is now received in our system.

## IMPORTANT INFORMATION

If after you select Refresh your order stays at ‘Submitting’ and does not show ‘Confirmed’

**\*Please call the office PRIOR to our daily order cut off time and ask for,**

**Kelly McGowan, Ext. 1510 -or- Our Ordering Dept, Opt. 1**

