

# HELPFUL TIPS

for Our Website

**BobBarker**<sup>®</sup>

[bobbarker.com](http://bobbarker.com)

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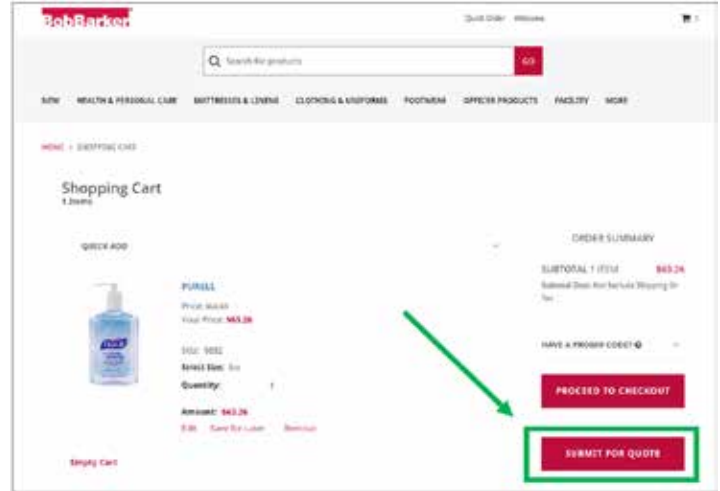
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# QUOTES

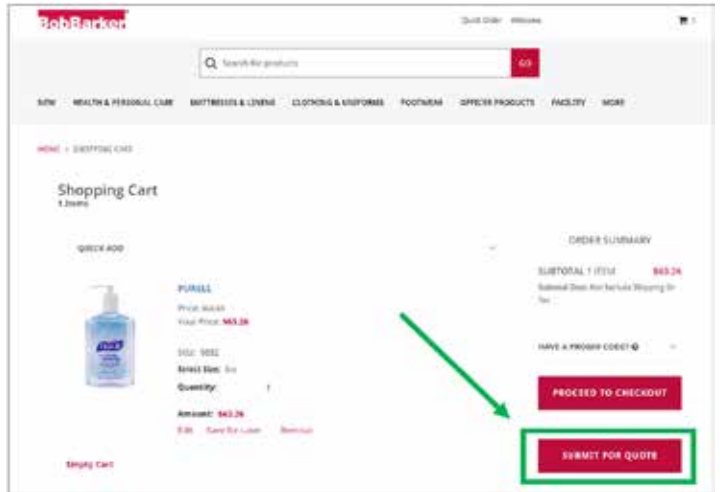
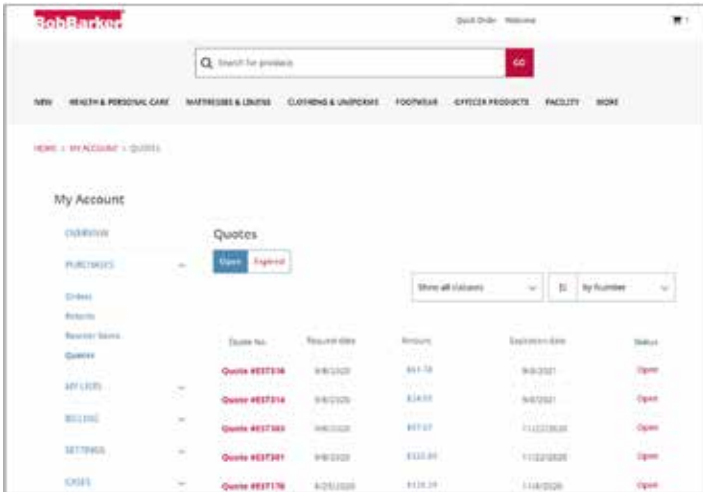
## New Quote Request Capabilities

Save time by easily requesting a Quote right on bobbarker.com! No need to pick up the phone—choose the products and quantities you need and select “Submit for Quote” in your shopping Cart.



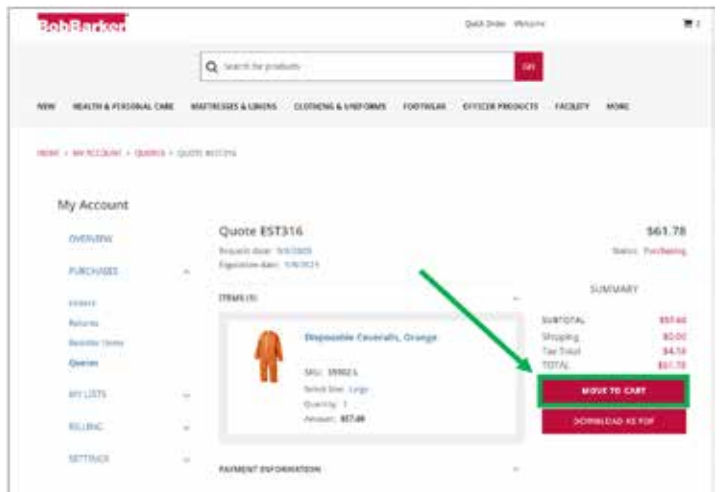
## View Your Open Quotes

Organize and keep track of your open Quotes—simply log in and go to your My Account page.



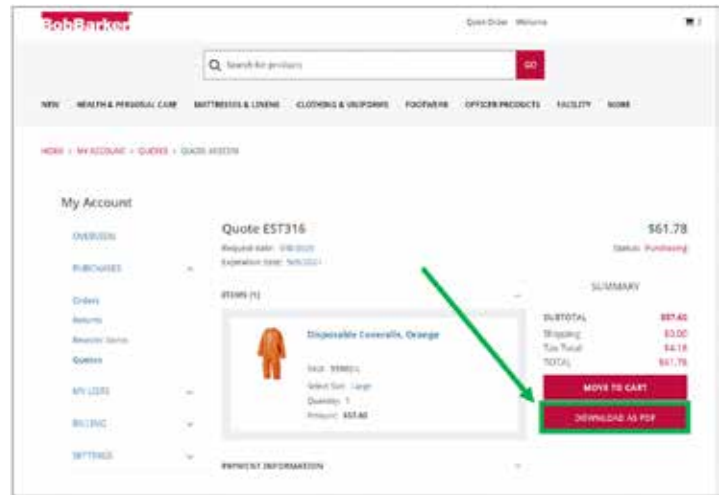
## Convert a Quote to an Order

Click on any approved Quote to move it to your Cart, then click “Proceed to Checkout” to purchase. You no longer need to call Customer Service or your Account Manager to convert a quote to an order. Quick and easy!



# Print or Save Quote PDFs

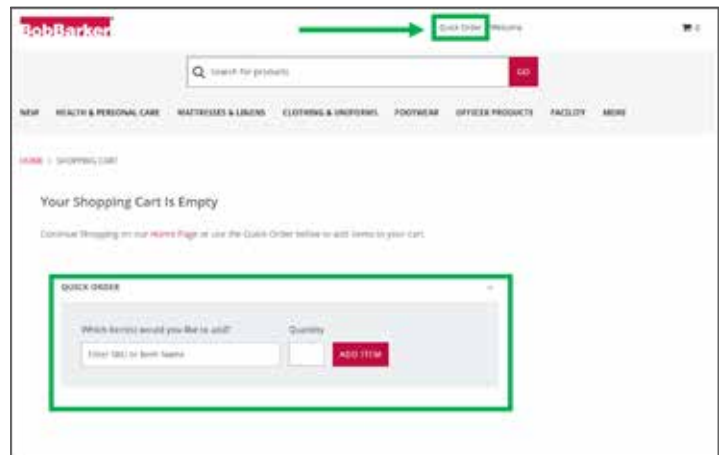
Now you can save your Quotes as PDFs! Simply click "Download as PDF" to store your Quotes offline, print them, or email to a colleague.



# ORDERING

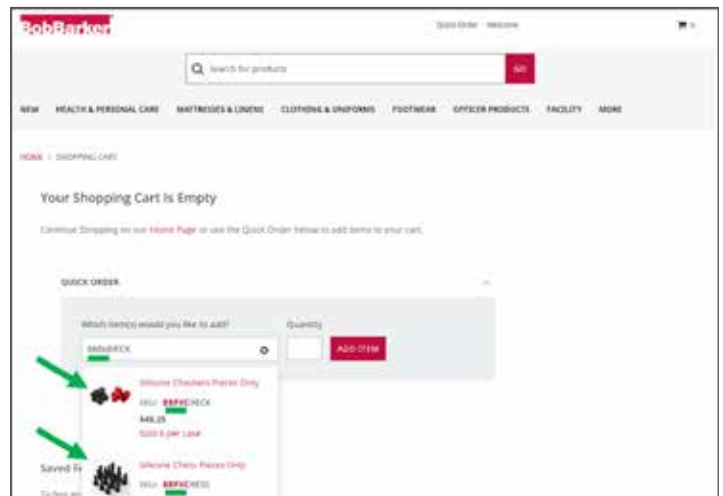
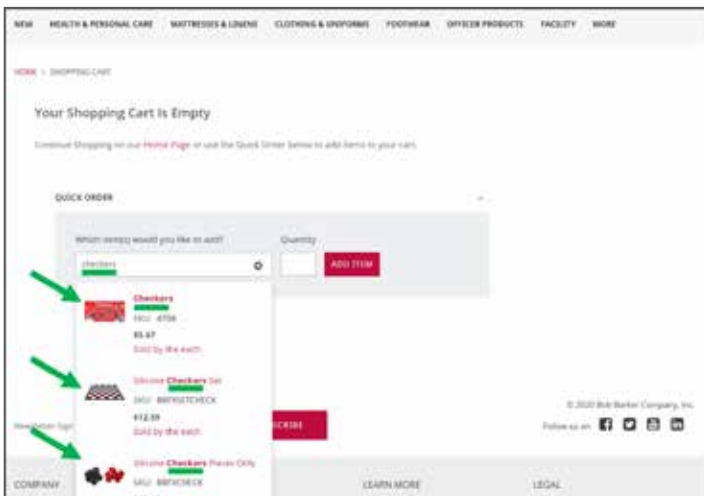
## Dynamic Quick Order

Do you already know the items you'd like to purchase or add to a list? Use the Quick Order feature to enter the product number or item name and add your desired quantity. Quick Order can be accessed with the Quick Order link at the top of the screen, or simply by going to your Cart.



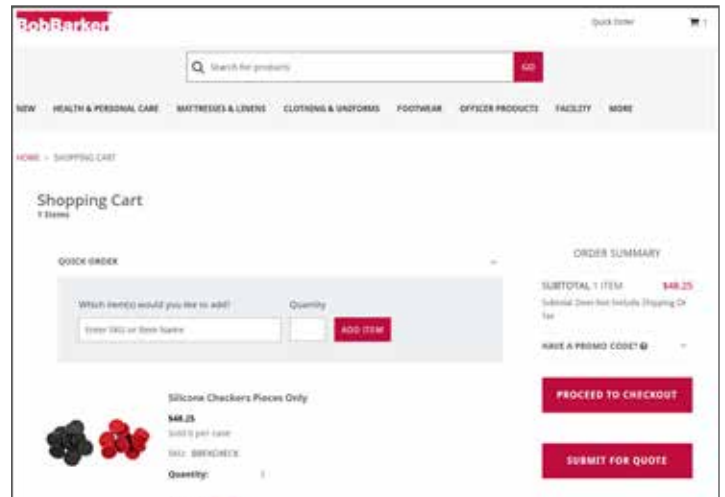
Enter the item name into the box and it will show all items pertaining to that name.

The Dynamic Quick Order feature will work even if you only know the first part of the product number or item name. See the suggested products as begin to type.

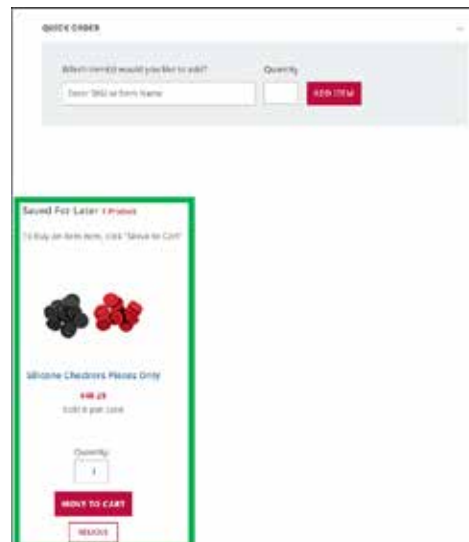


## Save For Later

If you have an item in your Cart that you're not quite ready to buy, save it for later. Click "Save for Later" and the item will be removed from your Cart and stored at the bottom of the page in the "Saved for Later" section.



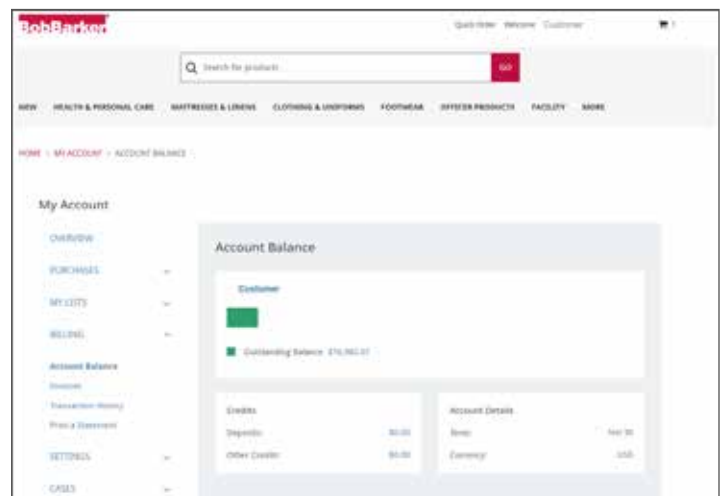
From the "Saved for Later" section, you can choose a quantity and add the items back to your Cart or remove them from your "Saved for Later" section.



## BILLING

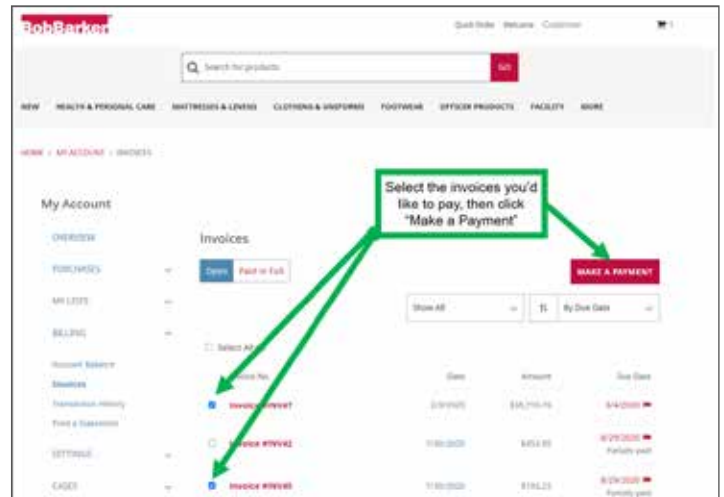
### View Account Balance and Credits

Easily view your account balance and credits on the website without having to place a phone call.



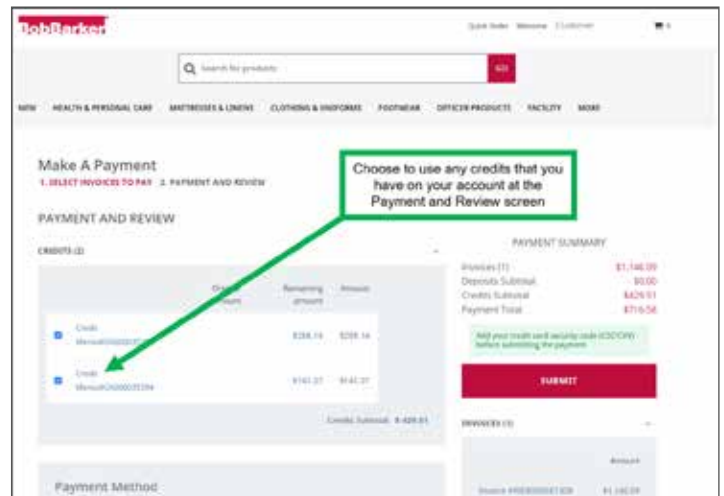
## Pay Invoices Online, and Pay Multiple Invoices at Once

When you are invoiced, you can pay your invoices right from the My Account page. Plus, you can multi-select invoices to pay all at once in one easy transaction.



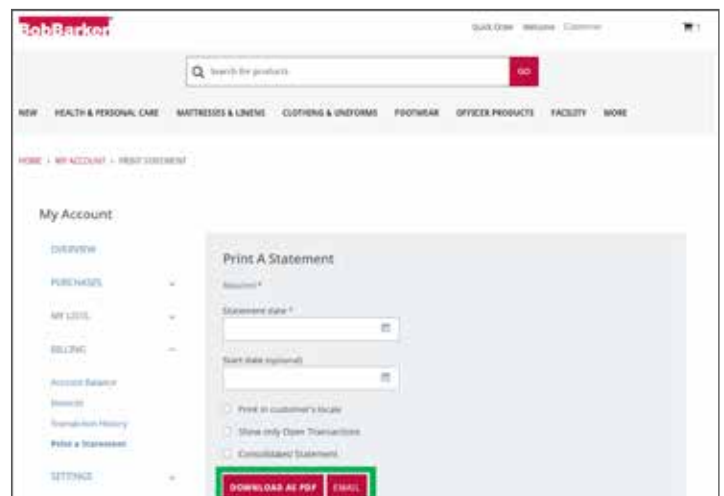
## Apply Credits to Open Balance

Customer self-service has never been simpler on BobBarker.com. If you have credits to use, they will be visible at the Payment and Review screen, allowing you to decide on which invoices you would like to use the credits.



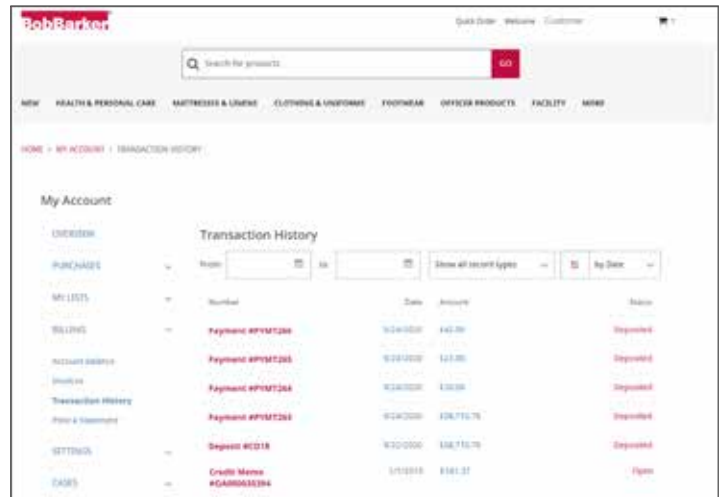
## Request Statements by Downloadable PDF or Email

Click to view or download your account statement or select the email option to have it sent directly to your email.



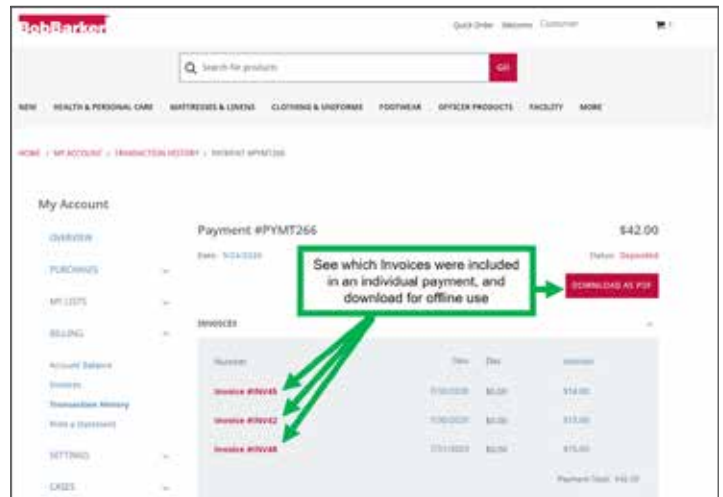
## From Your Transaction History, View Payment Receipts and Credit Memos

All your receipts and credit memos are organized in your My Account page for you to view, or download or print for offline use.



## Payment Receipts Show All Invoices Covered in That Payment

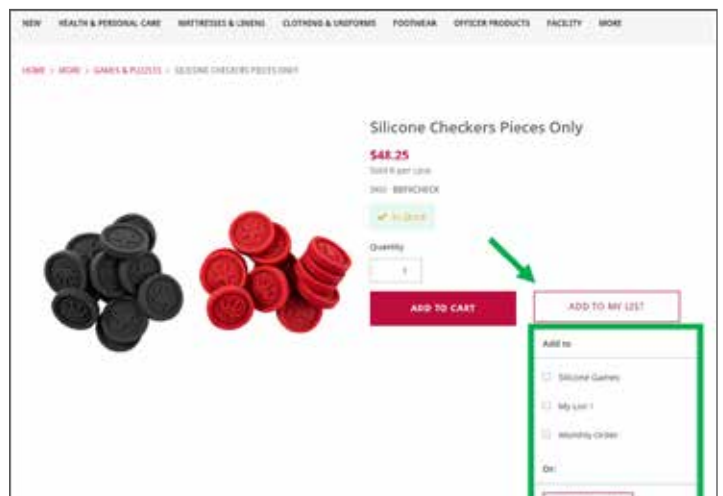
You can download or print the receipt and eliminate confusion by seeing which payments were applied to which invoices.



## CREATE, MANAGE & ORDER FROM LISTS

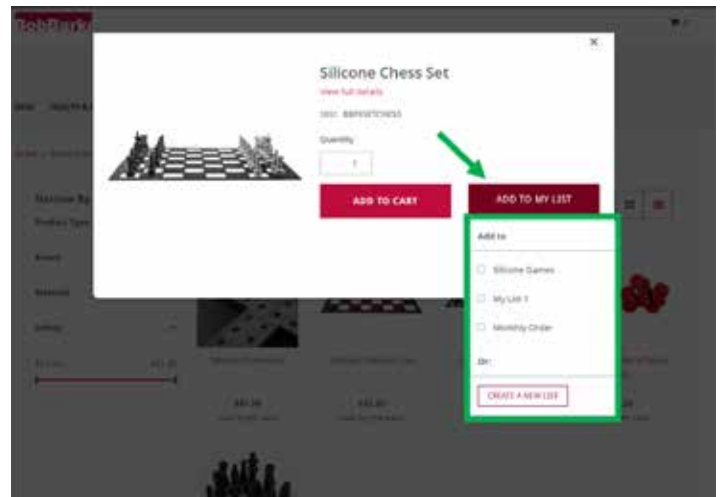
### Add Items to List

From a product page, click the "Add to My List" button and select the List to which you would like to add the product. From the drop-down box, you can select multiple Lists at once, or you can create a new List.



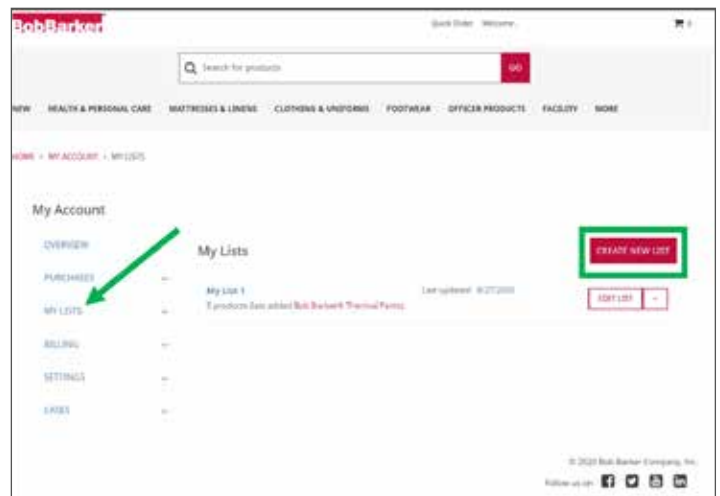
## Add Items From Quick View

The same “Add to My List” options are available from the product Quick View.



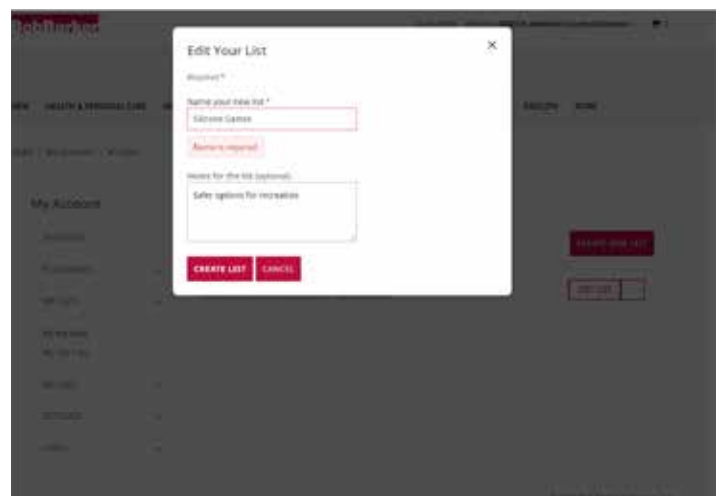
## View Your Lists

To view your Lists or to create a new List, click “My Lists” from the My Account page.



## Edit Your List Name and Notes

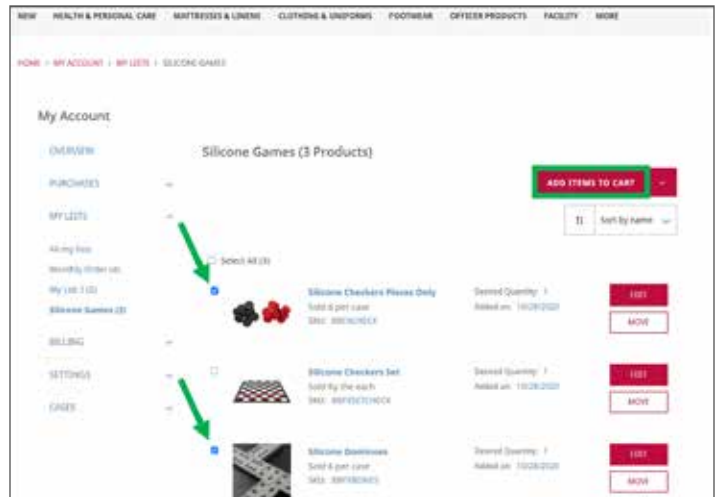
When you create a new List or edit an existing List, you can name the List whatever you like, and you can leave some quick notes to clarify what’s in the List.





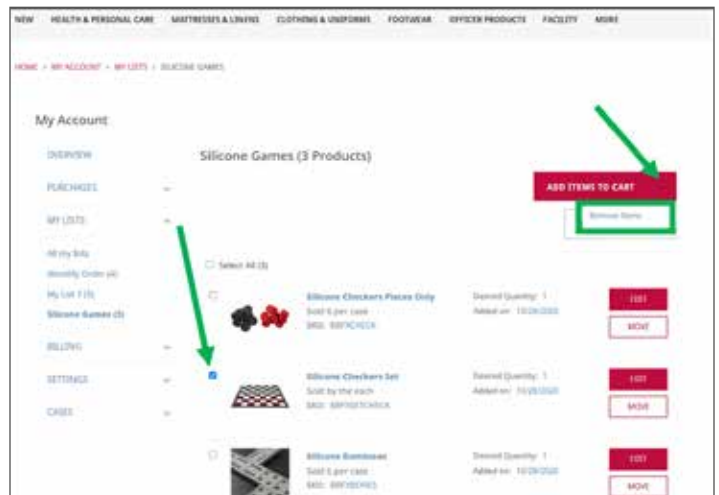
## Order From a List

To order from a List, select the items from the List that you want to purchase or choose the “Select All” button, then click “Add Items to Cart.” Go to your Cart, adjust the quantities to your desired levels for each item, and check out!



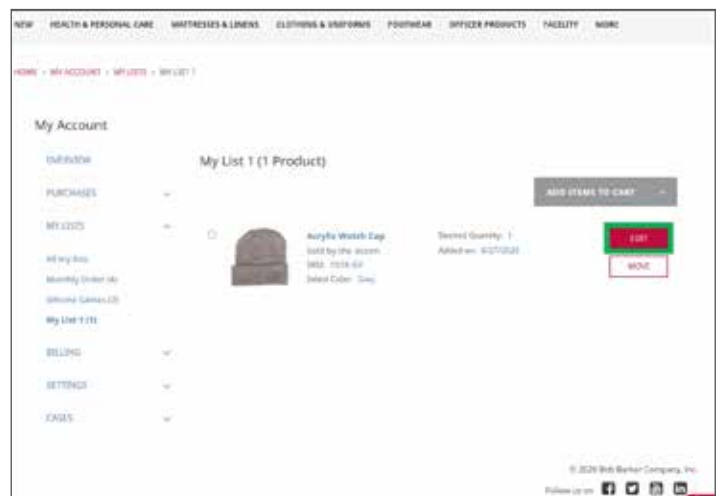
## Remove Items From a List

Did you happen to add an item to the wrong List? From the List screen, select the item(s) you wish to remove. Click the drop-down arrow next to the “Add Items to Cart” button and select “Remove Items”.



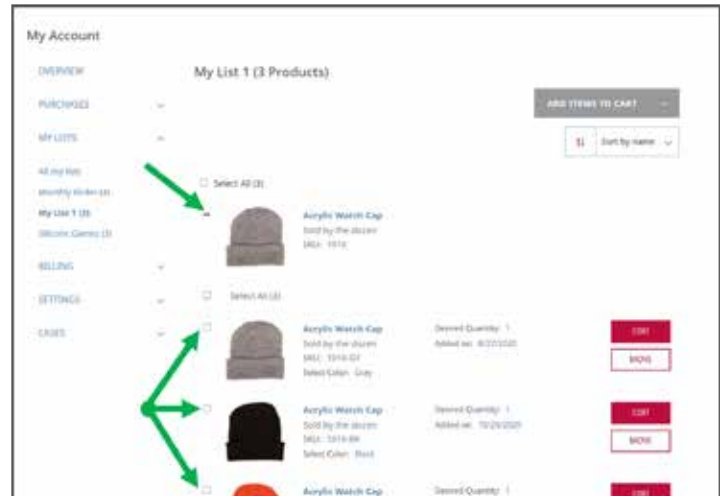
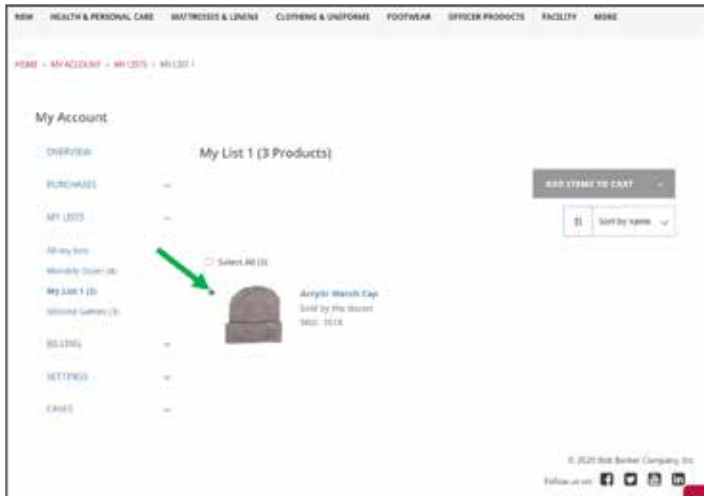
## Edit Item Options in a List

If you need to change the size or color of an item that's already in a List, select “Edit” next to the item in your List. Choose the new color or size you wish to keep in your List.



## Include Items with Multiple Sizes or Colors in a List

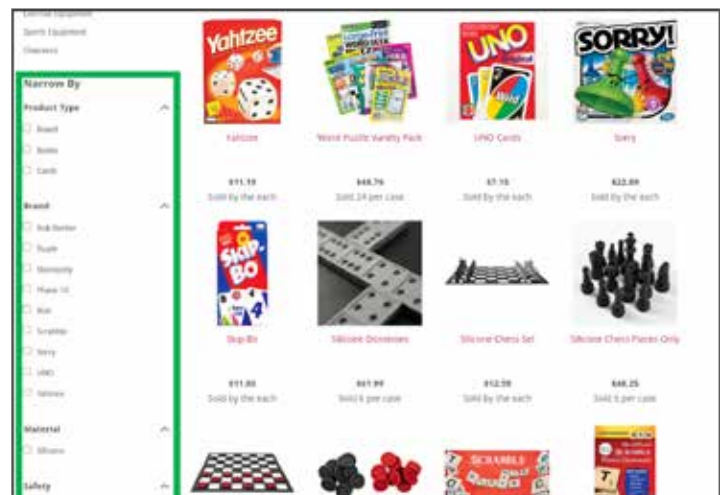
If you would like to include multiple colors, sizes, etc., of the same product into a List, add each of those options to your List. The items will be consolidated in your List. Click the plus (+) sign next to an item to see all of the individual options that you added to your List.



## PRODUCTS & CATEGORIES

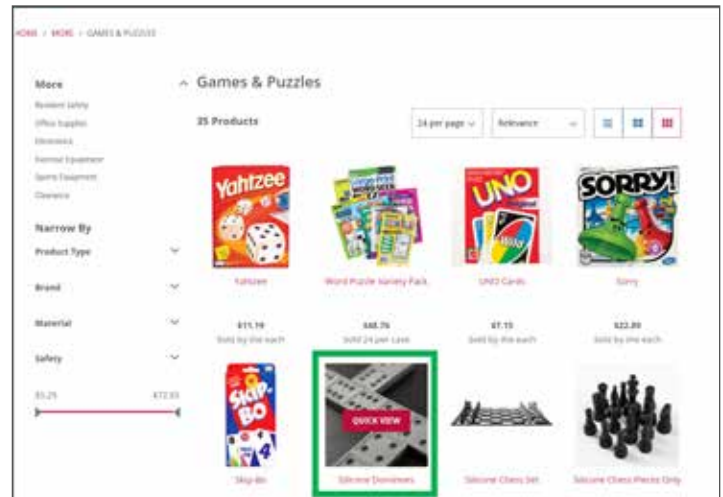
### Improved Search Filtering

After using the search bar to look for a product or navigating to a product category page, advanced search criteria will appear on the left side of your screen. Choose the filters or characteristics that will help narrow your search so you can quickly find what you need.



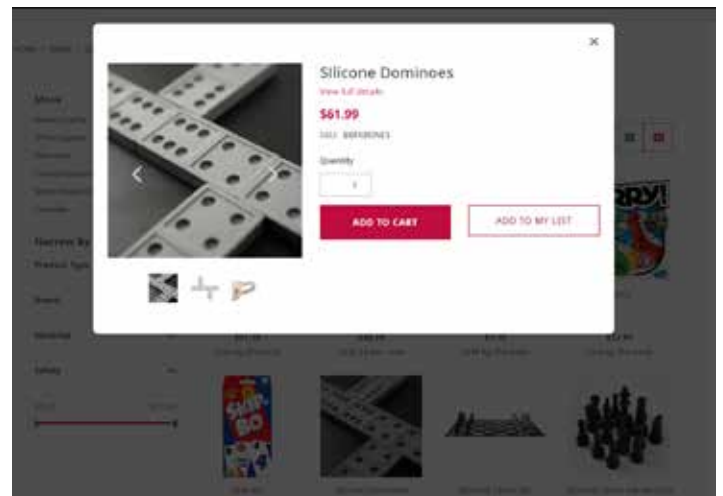
## Product Quick View

If you don't need to view all the information for a product and would like to add it to your Cart or a List without losing your place on the page, hover over the product and select "Quick View." You can always click anywhere else on the product name or image to re-view all the product details.



## Add to Cart or List from Product Quick View

From the Quick View window, choose your quantity and product options (such as size, color, etc.), and decide if you'd like to add the items to your Cart or a List. You can also click "View Full Details" to get more information about the product.



## Item-Level Stock Messages

Once on a product page, select your options (size, color, etc.), and immediately see if the item is in stock, out of stock, or will be drop shipped.

