

*ECinteractive[®] &
is.D-Force2[®]*

Setting Up & Using

The Spot for HON Furniture Feature



When accessed, the Spot for HON Furniture window opens on top of the shopper's ECinteractive or is.D-Force2 windows. From there, shoppers can view and select HON items and add them directly to their shopping cart without ever leaving ECinteractive or is.D-Force2. This makes their Web shopping and purchasing experience easier than ever.

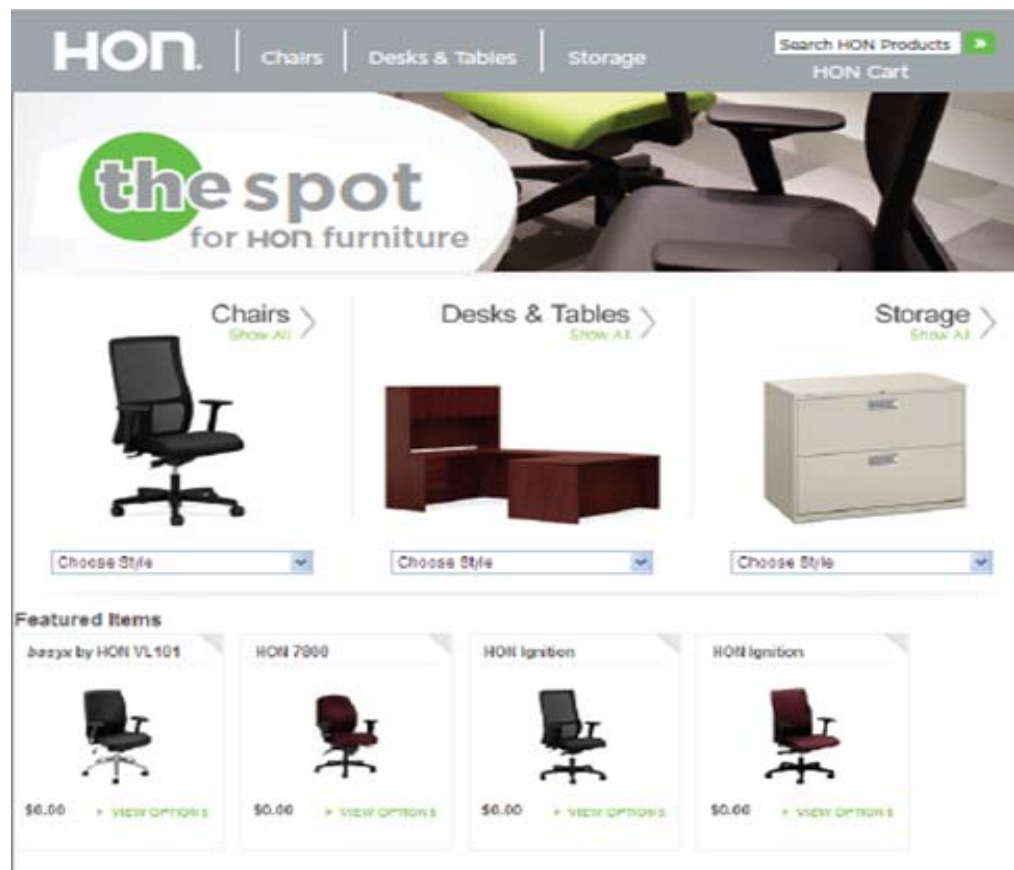
About the Spot for HON Furniture Feature

As an office supplies dealer, you already sell HON furniture on your existing catalog. By setting up this feature, your Web shoppers can also access the Spot for HON Furniture window from within ECinteractive and is.D-Force2. See Figure 1.

After you enable access, your ECinteractive and is.D-Force2 shoppers can:

- Enjoy the convenience of viewing and shopping for HON furniture all in one place.
- Search for best selling chairs, desks and storage items, view color options, compare up to three items at once, and quickly add products to their cart.
- Close the Spot for HON Furniture window to re-open the My Shopping Cart page on their shopper's ECinteractive or is.D-Force2 site.
- Check out with their selected HON items or continue shopping.

Figure 1: The Spot for HON Furniture Window



Enabling the Spot for HON Furniture Feature for ECinteractive and is.D-Force2

Before end users can view and order items using the Spot for HON Furniture window, you must set up your Administrative Web site to grant access. When accessed, the Spot for HON Furniture window opens on top of the shopper's ECinteractive or is.D-Force2 site. From there, shoppers can view and select HON items and add them directly to their shopping cart without ever leaving ECinteractive or is.D-Force2.

Activating the Spot for HON Furniture Feature

When setting up HON, you have an additional feature. This tool allows you to display item content for either S. P. Richards or United Stationers based on your default primary wholesaler setting. This enables the HON window to effectively display products that the wholesaler stocks. This parameter only affects the items displayed to the user while shopping. Remember, like other items in your catalog, these items must also exist in your back office business system before they can be purchased through your Web site.

Note: If you load quarterly updates provided by wholesalers like United Stationers and S. P. Richards, or buying groups such as TriMega or is.group, HON product detail could already be loaded into your back office item database. Orders for these items can be filled using your standard purchasing order flow.

Activating the Spot for HON Furniture features involves two steps:

- To allow your end user's access, check the HON Microsite (Spot for HON Furniture) box on the Feature Settings page.
- To send your primary wholesaler information to the HON window, set the Default Primary Wholesaler box using the Site Preferences page. (If the box is left blank, it defaults to send United Stationers information.)



An additional step lets you specify how the shopper accesses the Spot for HON Furniture window. You can specify that shoppers click the Shopping or Featured Items menu to launch the Spot for HON Furniture window. Or you can create a custom link using the top navigation bar. In this case, the HON Furniture link appears to the right of the Featured Items menu.

To activate:

- 1 Log into the Administrative Control Panel.
- 2 Allow access using Feature Settings.
 - 2.1 At the top of the page, click the Consumer Config Training Toolbar and select Feature.

You can also click Customer Settings on the left side of the page and choose Feature.

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- 2.2 On the Feature Settings page, click  beside the feature setting to change. (You can also click  to create a new setting.)
- 2.3 Scroll to the bottom of page. Click the HON Microsite (Spot for HON Furniture) check box.
- 2.4 When finished, click Save or Update.
- 2.5 Repeat these steps to add or change each feature setting that allows shoppers access to the Spot for HON Furniture feature.

Note: Assign this Feature Setting to customers using the Customer Management page or use the Mass Setting Management page.

You can also click Global Settings on the left side of the page and choose Site Preferences.

For more details concerning Feature Settings and Site Preferences, see your Administrative online documentation.


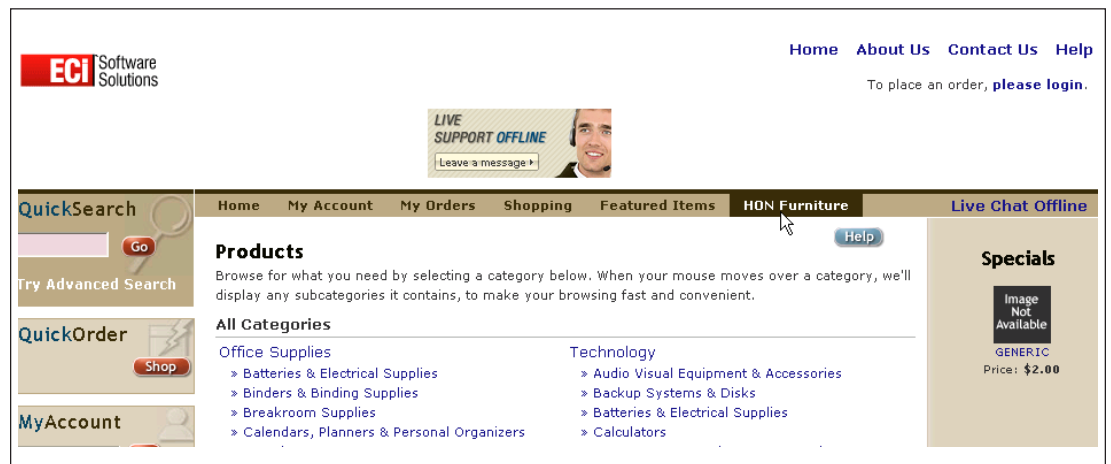
- 3 Click the Site Config Training Toolbar and choose Site Preferences.
 - 3.1 Under the General Preferences section, check the Default Primary Wholesaler box. If the box is blank or if you need to make changes, click .
 - 3.2 Click the down arrow in the Default Primary Wholesaler box and choose the wholesaler to set as the default.
 - 3.3 Use the Show HON Microsite Custom Link (Spot for HON Furniture) box to specify how the shopper opens the HON window on the end user's site.
 - To specify that the shopper access the HON window using the Shopping and Featured Items menus, leave this box blank.
 - To specify that the shopper access the HON window using a link shown to the right of the Featured Items menu, check this box. See Figure 2.
 - 3.4 When finished, click Save.

Figure 2: The HON Furniture Link on the Shopper's Site



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- 4 After granting access, shoppers can view and order HON items. Log into the End User Web site.
- 5 Open the Spot for HON Furniture window by clicking the HON Furniture link at the top of the page, as shown in Figure 2.

Or click the down arrow in the Shopping or Featured Items menus and click the HON Furniture link, as shown in Figure 3.

- 6 The Spot for HON Furniture window opens. From here, end users can shop and order items. When finished shopping, the selected items are placed in their shopping cart for check out and the order flows to your back office business system.

For more details concerning shopping on the end user's site, see your End User online documentation.

Figure 3:
Opening the Spot for HON Furniture Window Using the Shopping Menu on the End User's Site

