

SPS Online Store **User Tutorial**



New Improvements – 2018

The following improvements were made to the SPS Online Store based on criteria extracted from your feedback and user data. Our goal is to continue to enhance the SPS Online Store to ensure your online shopping experience is fast and easy.

Improvements available in 2018:

New Look & Feel

- SPS Online Store has a refreshed look with the updated SPS branding.
- We have expanded and simplified the menu for an easier shop-by-category experience.

Mobile-Friendly

- Now you can shop on-the-go with any mobile device – **tablet or mobile phone.**

Search Improvements

- You can now shop with **partial part number.**

Learning Center

- The Learning Center is a resource center containing how-to's, tutorials, and important documents.
- You can find this user tutorial in the Learning Center at any time.

Express Checkout

- The checkout page has been updated with a new express checkout process.
- Although the functionality hasn't changed, all checkout steps are on now the same page.



SPS Online Store Features



24/7 ordering access



Order on any device



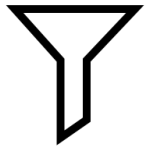
Quick Buy &
Quick Order



Multiple users
per account



Detailed product
information, images,
videos



Filter by product
category, supplier,
price, L-Code



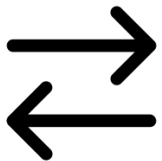
Build saved lists of
frequently ordered
items



View live product
availability



Control shipping



Compare products



View & track orders



Live Chat Support



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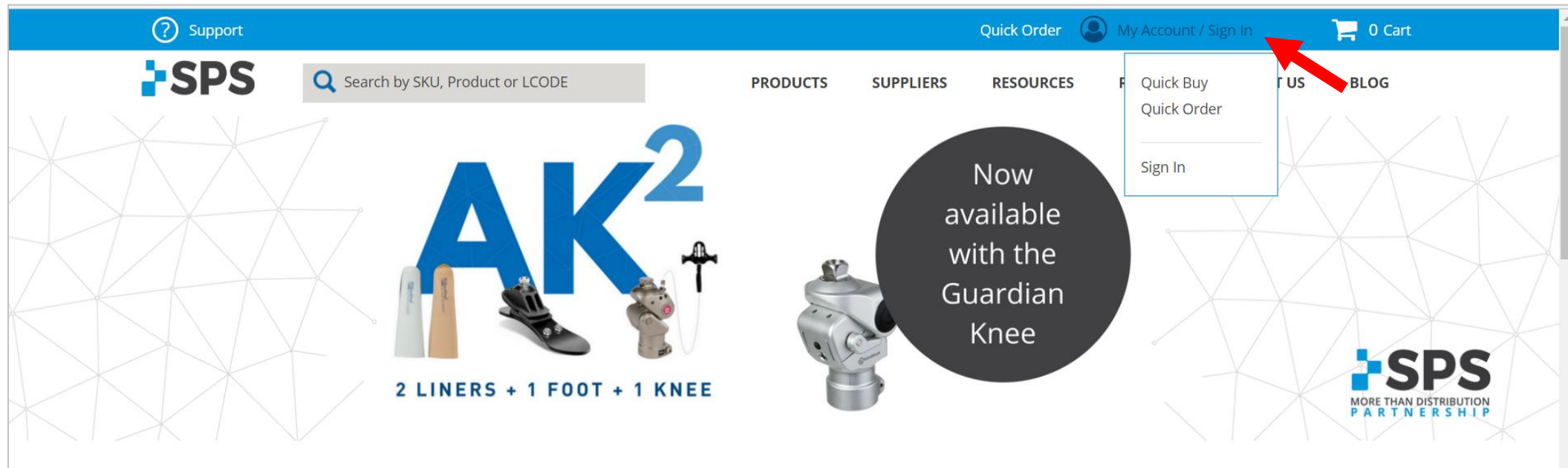
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Online Account Setup

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Click on **My Account/Sign In** located in the blue bar at the top of the SPS Online Store.



Online Account Setup

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Click **CREATE AN ACCOUNT**

Support Quick Order My Account / Sign In 0 Cart

SPS Search by SKU, Product or LCODE

PRODUCTS SUPPLIERS RESOURCES REWARDS ABOUT US BLOG

Sign In or Create an Account

If you have an account with us, log in using your email address.

Email Address *

Password *

SIGN IN CREATE AN ACCOUNT

[I forgot my password](#)

Once you've filled in all necessary information, select **CREATE AN ACCOUNT**.

You'll receive an email confirmation within 24 hours once your account has been reviewed and activated.

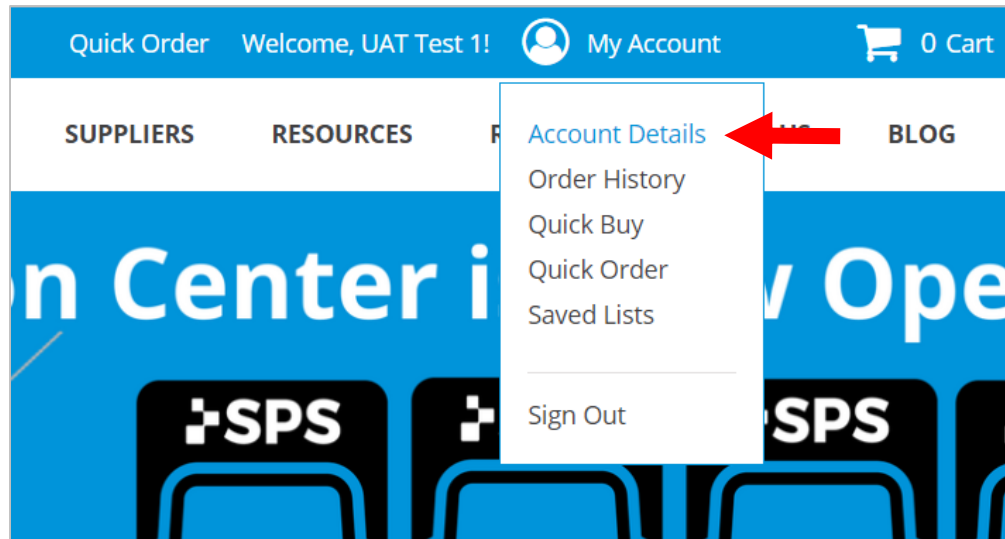


Address Book | add all ship-to addresses at once

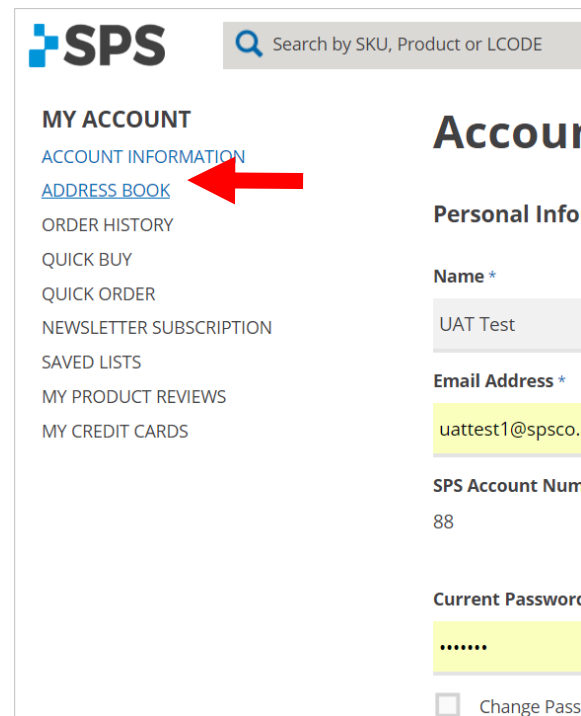
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What is it? The address book stores all of your ship-to addresses for online purchases.

Go to **My Account** → **Account Details**



Select **ADDRESS BOOK**



Note: When you save an address, it will store **online only**.

It will not automatically add to your account in the SPS system. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system. customerservice@spsco.com.



Address Book | add all ship-to addresses at once

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Scroll down to **ADD NEW ADDRESS**

5501 DOBER LN

ST LOUIS, Missouri, 63129
United States
T: 6784558878

SPS GUEST - LAS VEGAS
4455 CASINO DR
#300
Las Vegas, Nevada, 76543
United States
T: 6784558878

ADD NEW ADDRESS

Fill in address and click **SAVE ADDRESS**

Shipping Address

Name *
SPS

Company Address *
6025 Shiloh Rd

Ste A

City *
Alpharetta

State/Province *
Georgia

Postal Code *
30005

Country *
United States

Billing Custom Fields Shipping Custom Fields

Phone Number
8007677776

Ext.
3

Fax
I.e. 555-123-4567

Ext.
I.e. 555-123-4567

[Go back](#) **SAVE ADDRESS**

Note: When you save an address, it will store **online only**.

It will not automatically add to your account in the SPS system. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system. customerservice@spsco.com.



Address Book | add a ship-to address at checkout

Once you've reached the checkout page, under **Shipping**, select the down arrow.

EXPRESS CHECKOUT LANE
Please enter your details below to complete your purchase

1 Billing

Name *
SPS VIP GUEST

Address *
6025 SHILOH ROAD
-x----address two-----x

Country * State/Province *
United States Florida

City * Zip/Postal Code *
Key West 30005

Company Telephone

If you need to make a change to your company information, please [contact SPS customer support](#)

2 Shipping

Select a shipping address from your address book or enter a new address.

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States

SPS GUEST - CHICAGO , 9021 LAKE SHORE DR SUITE 205, CHICAGO, Illinois 90125, United States

SPS GUEST - HOUSTON OFFICE , 1234 FOURNACE ST SUITE B, HOUSTON, Texas 70014, United States

SPS GUEST - IOWA , 933 POLK ST STE 100, DES MOINES, Iowa 50111, United States

SPS GUEST - LAS VEGAS , 4455 CASINO DR #300, Las Vegas, Nevada 76543, United States

SPS GUEST - ST LOUIS , 5501 DOBER LN ---, ST LOUIS, Missouri 63129, United States

SPS VIP GUEST , 6025 SHILOH ROAD -x----address two-----x, Key West, Florida 30005, United States

New Address

3 Payment

Use my Saved Card

Use my Saved Card

Use my Saved Card

Use my Saved Card

Use my Saved Card

Credit Card

Purchase Order

Your credit card will be placed immediately.

% Discount Code

Enter your coupon code

Vista 637 LSO Universal L0637

Click **New Address**

Company Telephone Use my Saved Card

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States

SPS GUEST - CHICAGO , 9021 LAKE SHORE DR SUITE 205, CHICAGO, Illinois 90125, United States

SPS GUEST - HOUSTON OFFICE , 1234 FOURNACE ST SUITE B, HOUSTON, Texas 70014, United States

SPS GUEST - IOWA , 933 POLK ST STE 100, DES MOINES, Iowa 50111, United States

SPS GUEST - LAS VEGAS , 4455 CASINO DR #300, Las Vegas, Nevada 76543, United States

SPS GUEST - ST LOUIS , 5501 DOBER LN ---, ST LOUIS, Missouri 63129, United States

SPS VIP GUEST , 6025 SHILOH ROAD -x----address two-----x, Key West, Florida 30005, United States

New Address

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States

If you need to make a change to your company information, please [contact SPS customer support](#)

Review

Product Name

Packing Slip Notes

Note: When you save an address, it will store **online only**.

It will not automatically add to your account in the SPS system. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system. customerservice@spsco.com.



Address Book | add a ship-to address at checkout

Fill in the ship-to address.

To save for future online purchases, click **Save in address book**.

First Name *	Last Name *
Melanie	Perry
Address *	
6025 Shiloh Rd	
Ste A	
Country *	State/Province *
United States	Georgia
City *	Zip/Postal Code *
Alpharetta	30005
Company	Telephone
SPS	7373467547
<input checked="" type="checkbox"/> Save in address book	

Note: When you save an address, it will store **online only**.

It will not automatically add to your account in the SPS system. If you call in an order, that address may not be available if you haven't previously requested to have it added.

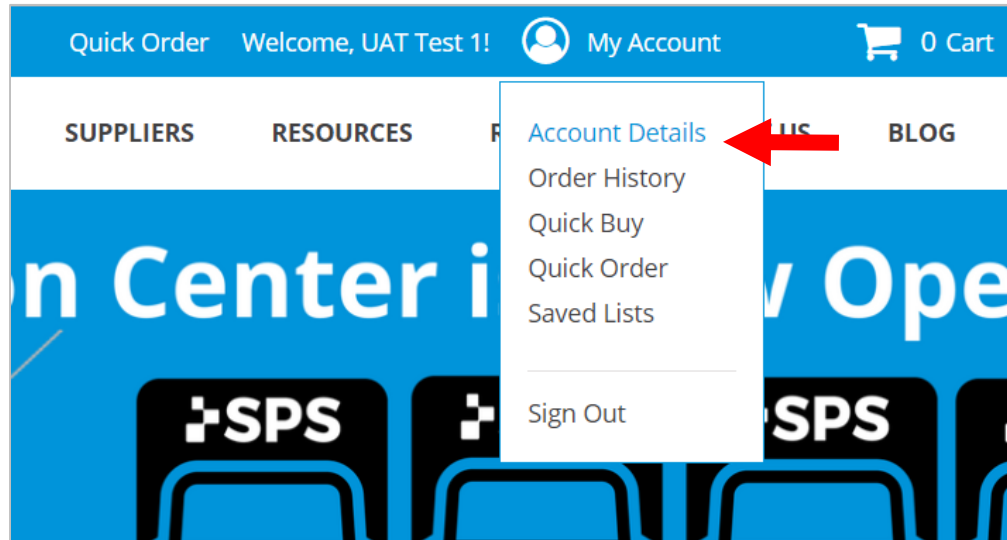
Email customer service to add a ship-to address to your account in the SPS system. customerservice@spsco.com.



Change My Password

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To change your password, go to **My Account** → **Account Details**.



Under Account Information, scroll to Current Password and click the **Change Password** check box.

A screenshot of the 'Account Information' form. The form is titled 'Account Information' and has a 'Personal Information' section with a dropdown arrow. The fields are: 'Name *' with the value 'UAT Test'; 'Email Address *' with the value 'uattest1@spsco.com'; and 'SPS Account Number *' with the value '88'. Below these is the 'Current Password' section with a masked password field. At the bottom, there is a checkbox labeled 'Change Password' which is checked, with a red arrow pointing to it.

Change My Password

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Change Password will appear for you to enter a new password.

Current Password

.....

Change Password

Change Password

New Password

.....

Confirm Password

.....

Once entered, scroll to the bottom and click **UPDATE ACCOUNT**.

Key West Florida

Postal Code **Country**

30005 United States

Phone Number * **Ext.**

i.e. 555-123-4567

Fax **Ext.**

i.e. 555-123-4567

If you need to make a change to your company information, please [contact SPS customer support](#)

UPDATE ACCOUNT ←



How to search

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Search using the search box, by product category, or by supplier.



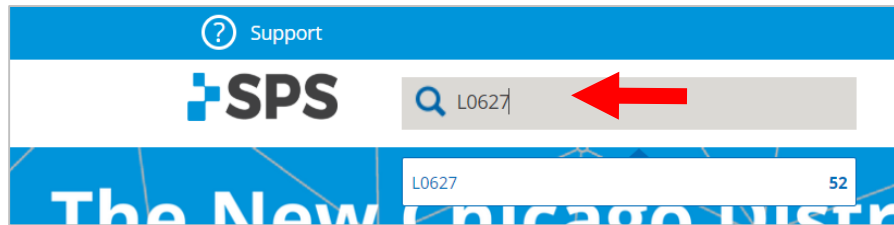
How to search | search box

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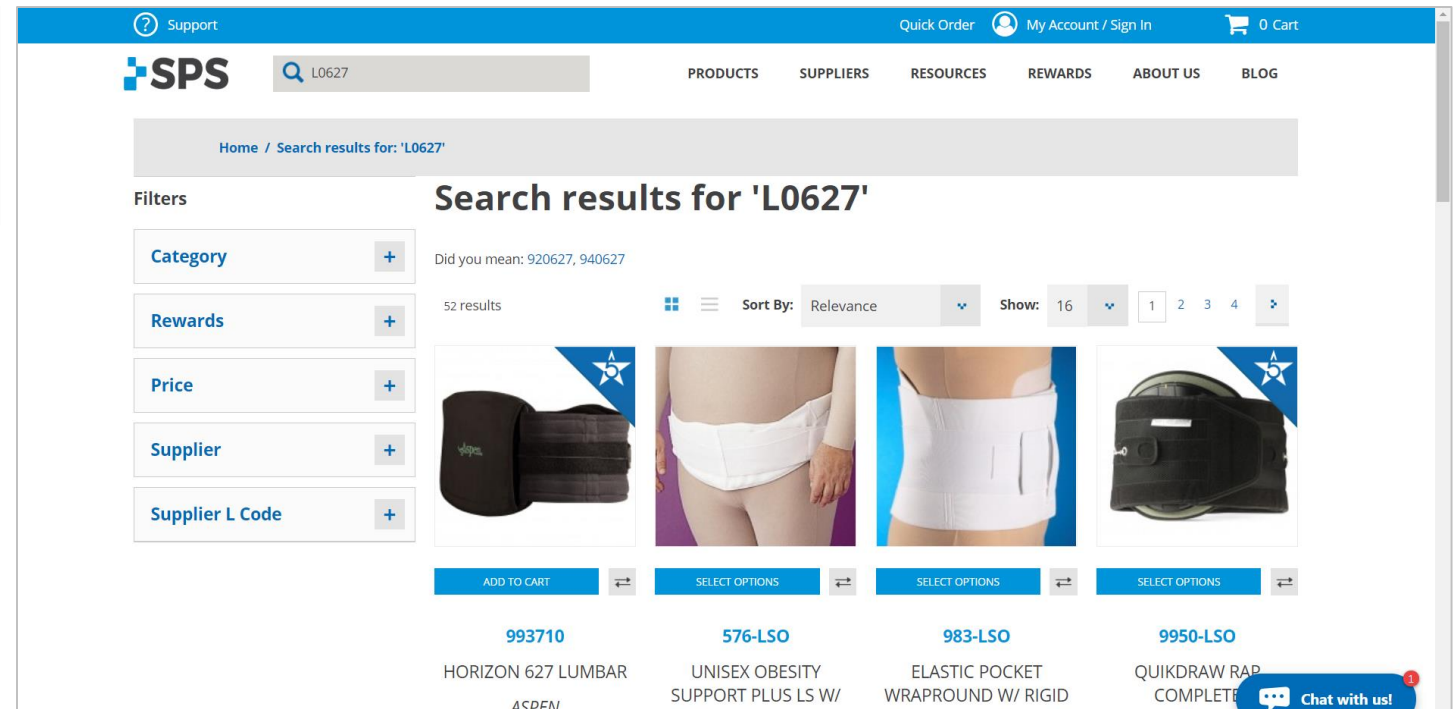
Type in the product name, L-Code, part number, keyword, or supplier name.

Hit **enter**.

Type 'L0627' in the search box



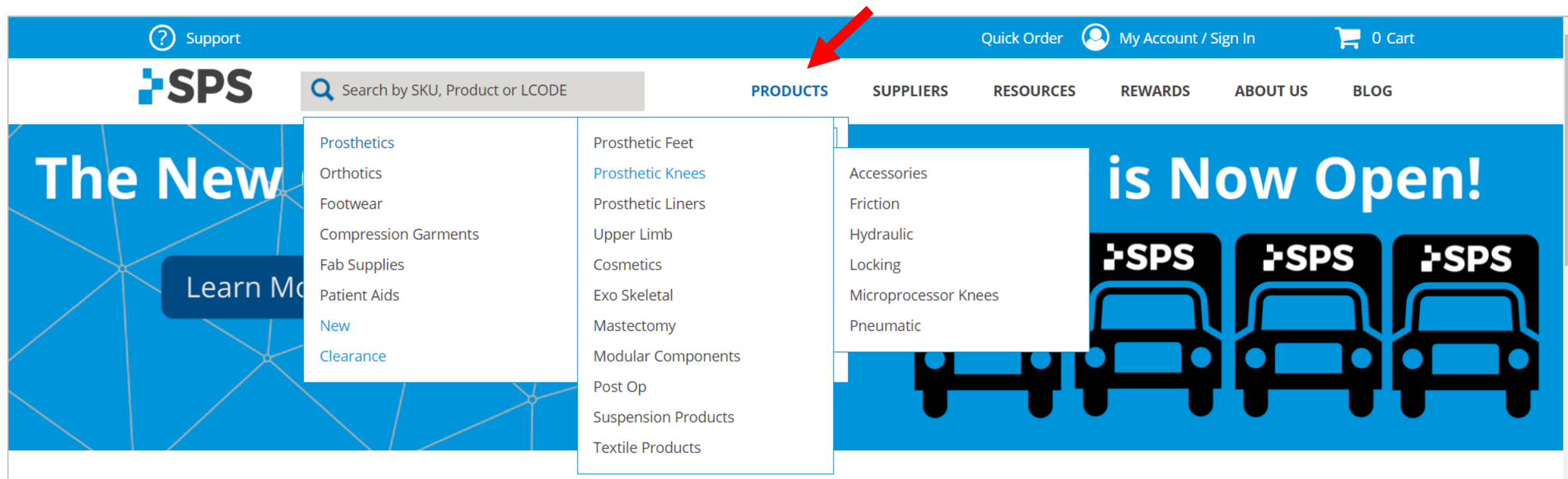
Results



Pro Tip: Sort (or filter) your results by Rewards to see all Rewards items that will save you an additional 5% when ordered online!



How to search | product categories



Pro Tip: Once you select the product category you need, use the filters on the left to narrow your search down (e.g., filter by supplier or L-Code)



How to search | suppliers

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Support Quick Order My Account / Sign In 0 Cart

SPS Search by SKU, Product or LCODE

PRODUCTS **SUPPLIERS** RESOURCES REWARDS ABOUT US BLOG

Home / Products / Prosthetics / Prosthetic Knees / Microprocessor Knees

Microprocessor Knees

Alps South	Endolite	Knit-Rite	Spinal Orthotic Systems
Ability Dynamics LLC	ESP	Medi USA	SPS
Apex	Fillauer	Nabtesco Corporation	SureFit
Aspen Medical Products	Freedom Innovations	New Balance	SwiftWick
BSN Medical	Friddle's Orthopedic	Orthomerica	Thermo-Ply, Inc.
College Park	Grace Prosthetics	Ossur Orthotics	Trulife O & P
Corflex	Innovative Neurotronics	Otto Bock Healthcare	United Ortho
DJO Global	Kinetic Revolutions	Paceline	WBC Industries

[View All](#)

Extreme Liner

Thermoply Encore Liner

Filters 9 results

Pro Tip: Once you select the supplier you need, use the filters on the left to narrow your search down (e.g., filter by category or L-Code)



Narrow your search with **filters**

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Filters help narrow down your search results.

- In this example, I searched for **“liners”**.
- I want to find **Prosthetic Liners**.
- To narrow down 807 search results, I’m going to filter by **product category**.
- I expand the Category filter by clicking the **+** symbol and find **Prosthetics** → **Prosthetic Liners**.*
- You could also filter by Rewards, Price, Supplier, or Supplier L-Code.

The screenshot shows the SPS website interface. At the top, there is a navigation bar with 'Support', 'Quick Order', 'My Account / Sign In', and '0 Cart'. Below this is a search bar containing 'liners' and a navigation menu with 'PRODUCTS', 'SUPPLIERS', 'RESOURCES', 'REWARDS', 'ABOUT US', and 'BLOG'. The main content area is titled 'Search results for 'liners'' and shows 807 results. On the left, a 'Filters' sidebar is expanded to show the 'Category' filter, which is further expanded to show 'Prosthetics (633)'. Below the filters are sections for 'Rewards', 'Price', 'Supplier', and 'Supplier L Code'. The search results are displayed in a grid of four items, each with a 'VIEW DETAILS' button. The first item is a 'CRANIAL IMPRESSION LINER' by 'KNIT-RITE' with product code '1CL105S8'. The second is a 'SILICONE OVEN LINER' by 'APEX' with product code '9153'. The third and fourth are 'CONTRACTURE BOOT LINER' by 'TRULIFE O&P' with product codes 'FH30102' and 'FH30104' respectively. The images for the second, third, and fourth items are missing, showing 'Image Coming Soon'.

*This tutorial was developed using a test site. Search results will be more comprehensive on live site.





Rewards 5 | how to find Rewards items

1. By Category

All product categories are **automatically** sorted by Rewards.

Home / Products / Prosthetics / Prosthetic Liners / Locking Liner

Locking Liner

66 results

Sort By: Rewards

Show: 16

1 2 3 ... 5

Filters:

- Rewards +
- Price +
- Supplier +
- Supplier L Code +

Product Image	Product Name	Supplier
	ICEROSS TRANSFEMORAL	OSSUR AMERICAS
	T440/T442-LINER	AK SMARTTEMP LINER WILLOW WOOD
	AK-LINER	EXTREME AK/BK GEL LINER ALPS
	EZ-FLEX LINER	ALPS

About Rewards:

The Rewards 5 Program provides you with an **additional 5% savings** when you order any Rewards product online.

All non-Rewards products ordered online will save you an additional 2%.

Rewards products are marked with the blue triangle ribbon (as shown to the left.)



Rewards 5 | how to find Rewards items

2. Use **Sort By** in Search Results

When you search for an item using the search box, use **Sort By** to have all Rewards items float to the top.

Sort by set to Rewards

The screenshot shows the SPS website search results for 'alpha liner'. The 'Sort By' dropdown menu is open, and 'Rewards' is selected, indicated by a red arrow. The search results are displayed in a grid format, showing various liner products from Willow Wood. The 'Rewards' filter is also visible in the left sidebar.

Product Name	Supplier
OFAB-G990 ALPHA LINER PRE-STRETCH	WILLOW WOOD
ABCL-LINER ALPHA BASIC CUSHION LINER	WILLOW WOOD
ABL/ABK-LINER ALPHA BASIC LOCKING LINER	WILLOW WOOD
AKL-LINER ALPHA CLASSIC AK LOCKING LINER	WILLOW WOOD

Results

The screenshot shows the SPS website search results for 'alpha liner' with the 'Sort By' dropdown menu set to 'Rewards'. The search results are displayed in a grid format, showing various liner products from Willow Wood. The 'Rewards' filter is also visible in the left sidebar.

Product Name	Supplier
T440/T442-LINER AK SMARTTEMP LINER	WILLOW WOOD
S35-LINER ALPHA SILICONE LINER	WILLOW WOOD
EXPRESS LINER EXPRESS LINER	WILLOW WOOD
T35 SMARTTEMP LINER	WILLOW WOOD



Rewards 5 | how to find Rewards items

3. Use **Filters** in Search Results

When you search for an item using the search box, use the **Rewards Filter** to eliminate all non-Rewards items from results

Rewards filter set to "Yes"

Results

Home / Search results for: 'alpha liner'

Filters

- Category +
- Rewards -
 - No (37)
 - Yes (18) ←
- Price +
- Supplier +
- Supplier L Code +

Search results for 'alpha liner'

Related search terms: Liner sleeve for prosthetic, liners for aspen cto 4, alpha medium plus green and gray, liner for knee brace, alpha iner

53 results Sort By: Relevance Show: 16 1 2 3 4

OFAB-G990 ALPHA LINER PRE-STRETCH WILLOW WOOD	ABCL-LINER ALPHA BASIC CUSHION LINER WILLOW WOOD	ABL/ABK-LINER ALPHA BASIC LOCKING LINER WILLOW WOOD	AKL-LINER ALPHA CLASSIC AK LOCKING LINER WILLOW WOOD

Home / Search results for: 'alpha liner'

Filters

- Category +
- Rewards -
 - No (37)
 - Yes (18)
- Supplier +
- Supplier L Code +

Search results for 'alpha liner'

Related search terms: Liner sleeve for prosthetic, liners for aspen cto 4, alpha medium plus green and gray, liner for knee brace, alpha iner

18 results Sort By: Relevance Show: 16 1 2

AKL-LINER ALPHA CLASSIC AK LOCKING LINER WILLOW WOOD	S35-LINER ALPHA SILICONE LINER WILLOW WOOD	H442-LINER ALPHA HYBRID AK LOCKING LINER WILLOW WOOD	AKC-LINER ALPHA CLASSIC AK CUSHION LINER WILLOW WOOD

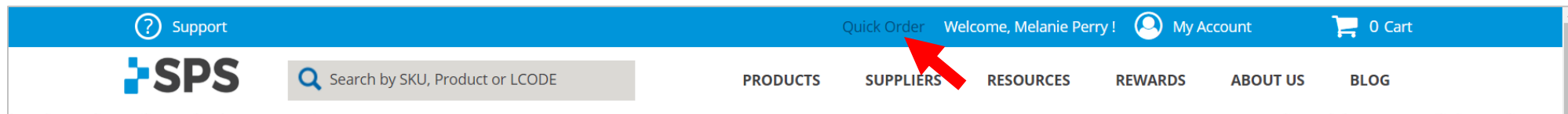


Quick Order | what is it?

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Add exact part numbers and quantities to cart without using search.

How to find it: Quick Order is located at the top of every page of the SPS Online Store.



Quick Order | how it works

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Add as many part numbers to each line, then add the quantity.

Home / Quick Order

Quick Order

<i>Enter a SKU</i> ALL-5066-E	<i>Quantity</i> 2
<i>Enter a SKU</i> GFKA 120	<i>Quantity</i> 1 <input type="button" value="x"/>
<i>Enter a SKU</i>	<i>Quantity</i> <input type="text"/> <input type="button" value="x"/>
<i>Enter a SKU</i>	<i>Quantity</i> <input type="text"/> <input type="button" value="x"/>
<i>Enter a SKU</i>	<i>Quantity</i> <input type="text"/> <input type="button" value="x"/>

Click **ADD ROW** to add more part numbers.

Click **ADD TO CART** to add all items to the cart.



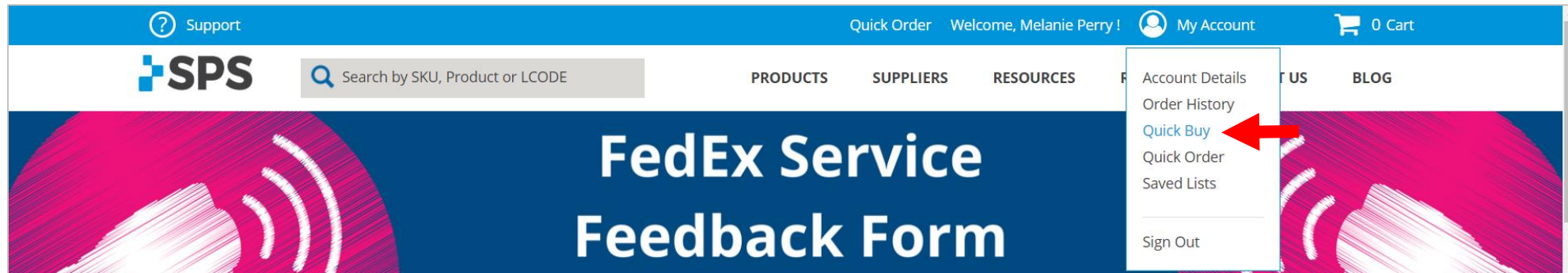
Quick Buy | what is it?

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Quick Buy has two parts.

- 1) **File Upload:** Add items to cart via excel spreadsheet (see **file upload** section for more details)
- 2) **Quick Search:** Search through the entire online database and add items to cart without looking through search results.

How to find it: Once you're logged in, go to **My Account** → **Quick Buy**.



Quick Buy | file upload

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Why use it?

1. You could use file upload to consolidate orders from multiple clinicians.
2. You could use file upload to avoid large search results pages.
3. Easily reorder items by using the same file.
4. Save each excel file for your records.

Quick buy

Welcome to Quick Buy. This page offers quick easy ways to add products to the cart for customers who already know the SKU(s).

Instead of loading the whole product detail page, the product may be searched for by name or SKU and added directly from this page. As you select the Add button, the shopping list is built and when finished the items may all be added to the Cart.

Another options here is to upload a prepared CSV file with the SKU and qty needed included. To view an example template for the csv file, [download here](#).

File Upload

File must be in CSV format

File must contain two columns with "sku" and "qty" in the header row

No file chosen



Quick Buy | file upload - *how it works*

1. Download template, located on the Quick Buy page

Quick buy

Welcome to Quick Buy. This page offers quick easy ways to add products to the cart for customers who already know the SKU(s).

Instead of loading the whole product detail page, the product may be searched for by name or SKU and added directly from this page. As you select the Add button, the shopping list is built and when finished the items may all be added to the Cart.

Another options here is to upload a prepared CSV file with the SKU and qty needed included. To view an example template for the csv file, [download here](#).



File Upload

File must be in CSV format

File must contain two columns with "sku" and "qty" in the header row

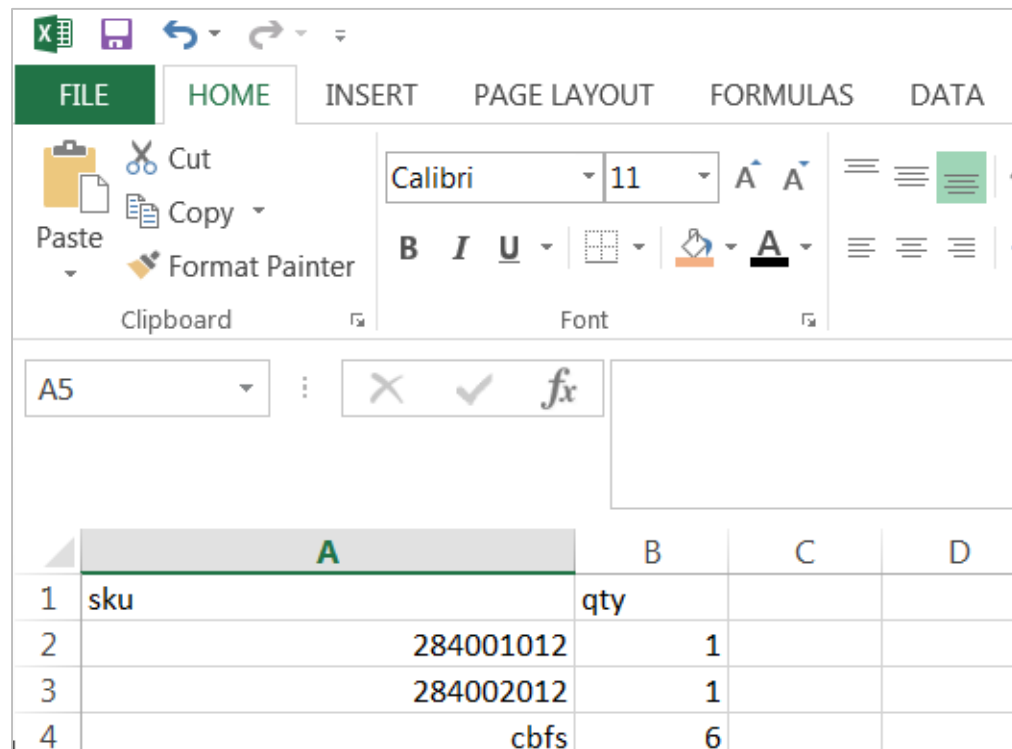
Choose File No file chosen

Reset

ADD TO CART

Quick Buy | file upload - *how it works*

2. Add part numbers and each quantity to the Excel template



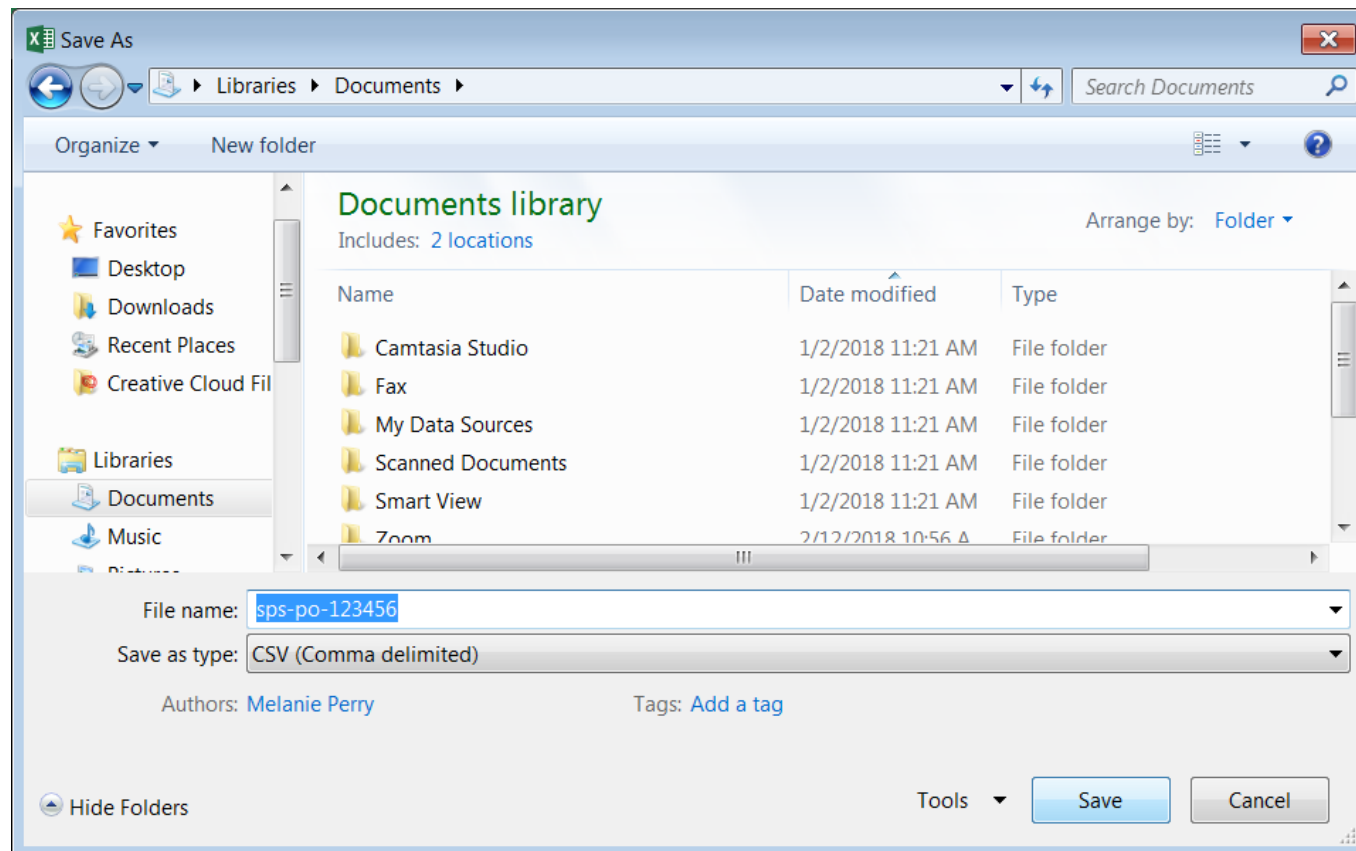
The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The font is 'Calibri' and the size is '11'. The active cell is 'A5'. The spreadsheet contains the following data:

	A	B	C	D
1	sku	qty		
2	284001012	1		
3	284002012	1		
4	cbfs	6		

Pro Tip: Make sure you don't change the column headers (sku & qty)

Quick Buy | file upload - *how it works*

3. Name and save file (make sure format is CVS - Comma Delimited)



Quick Buy | file upload - *how it works*

4. Locate and upload file to Quick Buy

File Upload

File must be in CSV format
File must contain two columns with "sku" and "qty" in the header row

No file chosen

Quick Buy | file upload - *how it works*

5. Click **ADD TO CART**


File Upload











File must be in CSV format
File must contain two columns with "sku" and "qty" in the header row

sps-po-123456.csv



Quick Buy | quick search – *how it works*

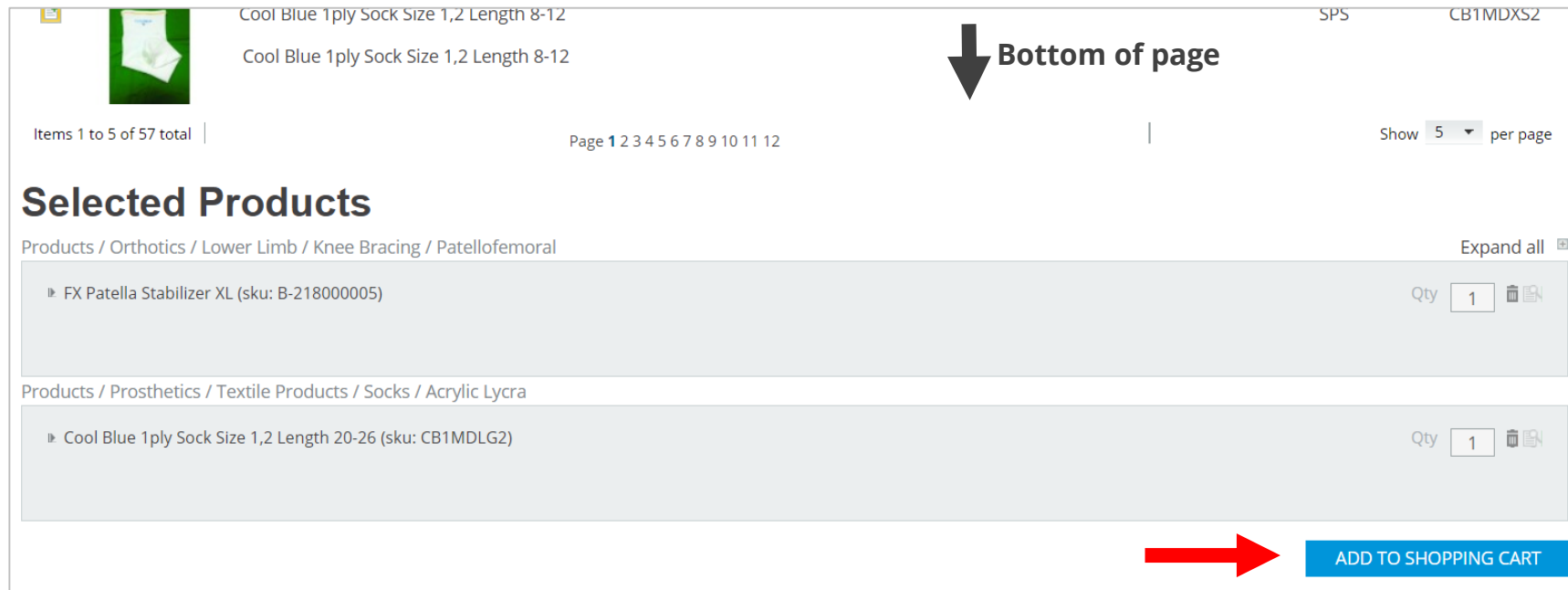
1. Search by part number or product name; click **SEARCH**
2. Click the  button to the left of a product to add it to queue

Search				
Search by SKU or Title				
unloader one large				SEARCH
ADD	PREVIEW	PRODUCT	SUPPLIER	SKU
		FX Patella Stabilizer Medium Unloader One OTS Plus Large Left Medial	OSSUR ORTHOTICS	B-218000003
		FX Patella Stabilizer XL Unloader One OTS Plus Large Left Lateral	OSSUR ORTHOTICS	B-218000005
		FX Patella Stabilizer XS Unloader One OTS Plus Large Right Lateral	OSSUR ORTHOTICS	B-218000001
		GII Paradigm Pre-fabricated Knee Brace Left Medium Unloader One OA Knee Brace Right Medial Gray Large	OSSUR ORTHOTICS	B-210600003
		MD Formfit Ankle Brace (24) 20605CC Unloader One OA Knee Brace Left Lateral Gray Large	OSSUR ORTHOTICS	B-212010003



Quick Buy | quick search – *how it works*

3. Items float to the bottom of the page and hold in queue
4. Add as many products as you like to queue
5. Click **ADD TO SHOPPING CART** when ready



The screenshot shows a product page with a list of items at the bottom. A black arrow points to the text "Bottom of page" above the list. A red arrow points to the "ADD TO SHOPPING CART" button at the bottom right of the list. The list contains two items:

- FX Patella Stabilizer XL (sku: B-218000005)
- Cool Blue 1ply Sock Size 1,2 Length 20-26 (sku: CB1MDLG2)

Each item has a quantity input field set to 1 and icons for deleting and refreshing the item.

View Live Product Inventory

Product inventory can be found on any product page.
All possible options must be selected to see inventory.

The screenshot shows the SPS website interface for a product page. At the top, there is a blue navigation bar with 'Support', 'Quick Order', 'Welcome, Melanie Perry!', 'My Account', and '0 Cart'. Below this is a search bar and a main navigation menu with 'PRODUCTS', 'SUPPLIERS', 'RESOURCES', 'REWARDS', 'ABOUT US', and 'BLOG'. The breadcrumb trail reads 'Home / Products / Fab Supplies / Material / Casting Supplies / Cool Blue Vacuum Hose'. The product title is 'COOL BLUE VACUUM HOSE'. On the left, there is a product image of a white, crumpled vacuum hose with a 'Zoom' link. To the right of the image is a blue star icon with the number '5'. The product code 'CB12' is displayed, along with 'Supplier: SPS', 'UOM: PKG', and 'Warehouse Availability: Atlanta 13 • Chicago 14 • Dallas 12 • Pennsylvania 24 • Reno 8'. A red arrow points to the 'Reno 8' inventory count. Below this, there is a note: 'If none available in stock, item(s) will Ship from Supplier.' and a bullet point: 'Cool Blue Closed Toe Vacuum Hose'. A 'Length +' dropdown menu is set to '12in'. The price is '\$0.00'. At the bottom, there is a quantity selector showing '1' and an 'Add to Cart' button.



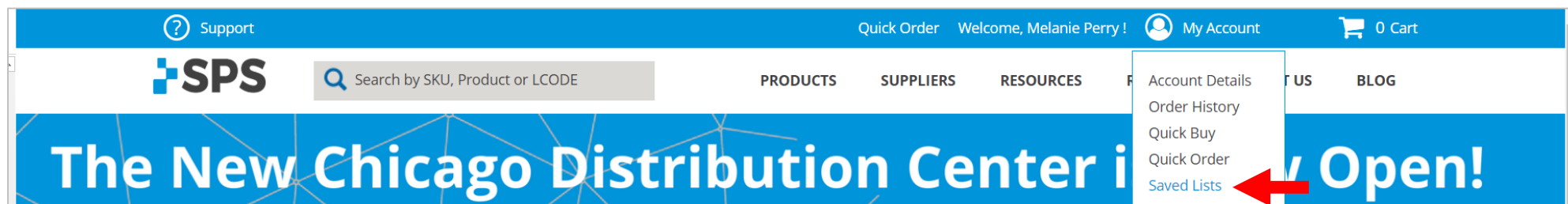
Saved Lists | what is it?

Create a “wish list” of items you’d like to store/save on the SPS Online Store. You can have up to **15 lists** at the same time.

Why use it? Here’s how some clinics use Saved Lists:

1. Create a static list of frequently ordered items; reorder them at any time (avoid searching)
2. Share lists of items with co-workers via email; they can add items to cart directly from the email
3. An employee could add items to Saved Lists without checking out, send the list for approval, then add all items to cart and check out when ready

How to find it: Once you’re logged in, go to **My Account → Saved Lists**







Saved Lists | how it works

1. Click the **+** button on the search results page or the product page to add an item to Saved Lists

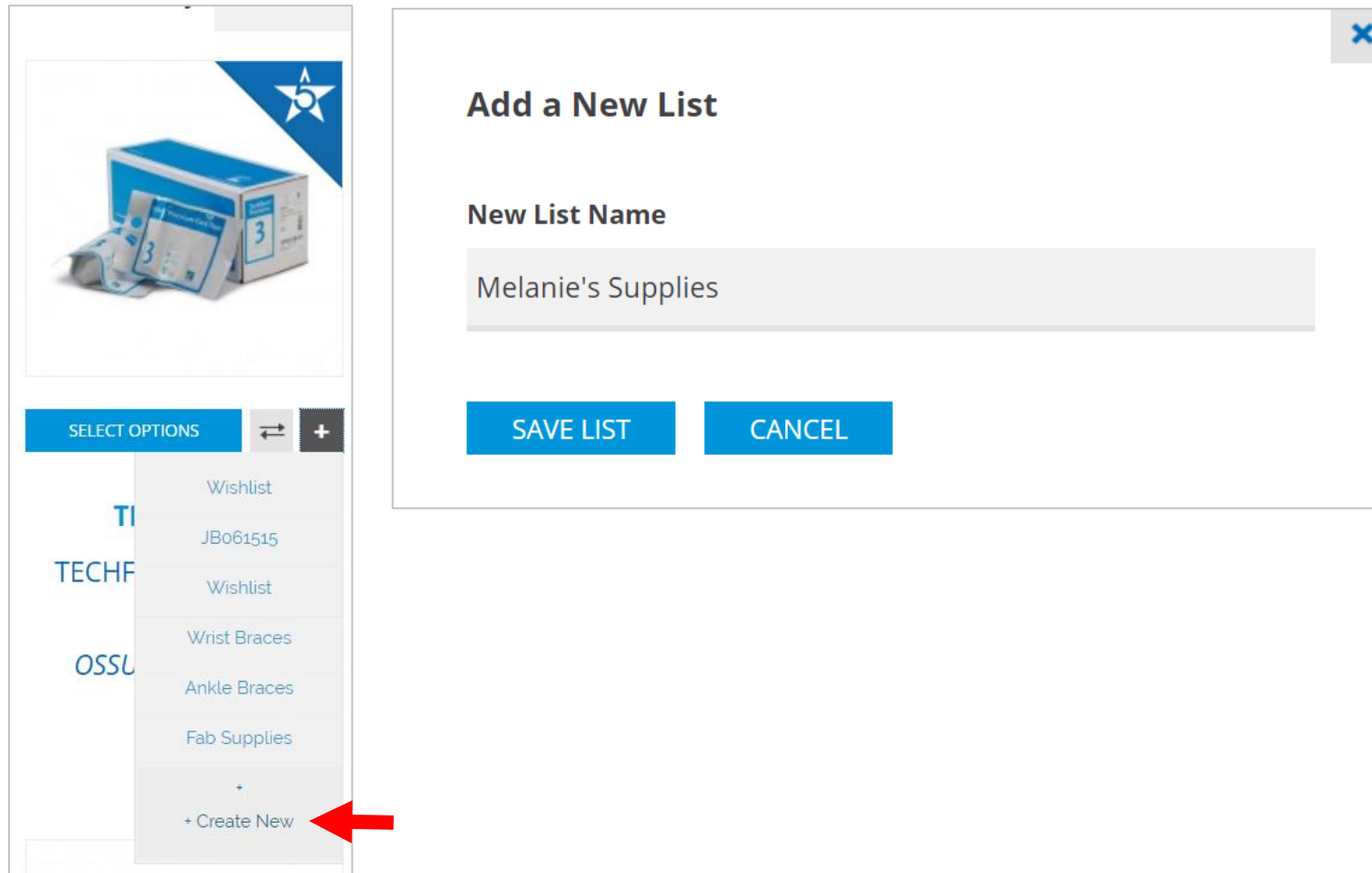
121 results

Sort By: Rewards Show: 16 1 2 3 ... 8

			
SELECT OPTIONS	SELECT OPTIONS +	ADD TO CART	ADD TO CART
CB-HOSE COOL BLUE VACUUM HOSE SPS	TECH-TAPE TECHFORM CASTING TAPE OSSUR ORTHOTICS	2HR300NY VACUUM FORMING TUBING KNIT-RITE	2201ROY 3"X4YD WEBRILL COTN CAST PADDING 2333 OSSUR ORTHOTICS

Saved Lists | how it works

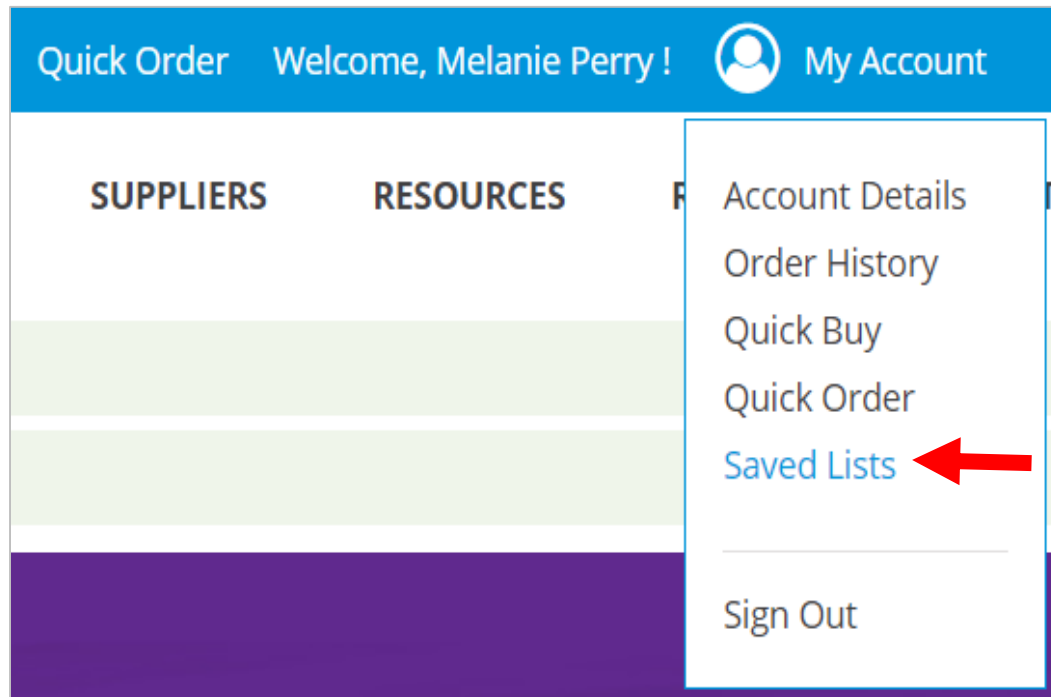
2. Add to an existing list or click **Create New** to make a new list



The image shows a product page on the left and a modal window on the right. The product page features a product image of a box and a dropdown menu with the following items: 'Wishlist', 'JB061515', 'Wishlist', 'Wrist Braces', 'Ankle Braces', 'Fab Supplies', and '+ Create New'. A red arrow points to the '+ Create New' option. The modal window, titled 'Add a New List', contains a text input field with the text 'Melanie's Supplies' and two buttons: 'SAVE LIST' and 'CANCEL'.

Saved Lists | how it works

3. To view/order items in a list, go to **My Account** → **Saved Lists**



Saved Lists | how it works

4. Click the down arrow beside **Wishlist** to find your list

MY SAVED LISTS (0 ITEMS)

CREATE NEW LIST

Wishlist ▼

- JB061515
- Wishlist
- Wrist Braces
- Ankle Braces
- Fab Supplies
- Melanie's Supplies

Saved Lists | how it works

[Go back to the table of contents](#)

5. View your list


MY SAVED LISTS (1 ITEM)

CREATE NEW LIST

Melanie's Supplies ← Switch to another list

Remove selected items from this list and move to another ↑ Move Selected to ↓


Copy selected items to another list ↑ Copy Selected to ↓

<input type="checkbox"/>	PRODUCT INFORMATION	PRICE	QTY
<input type="checkbox"/>	 TECHFORM CASTING TAPE Ossur Orthotics Fabrication Supplies Material Casting Supplies SKU: TECH-TAPE UOM: EA Supplier: OSSUR ORTHOTICS		1

ADD TO CART → Add single item to cart

COPY TO: ↓ → Copy item to another list

MOVE TO: ↓ → Remove item from this list and move to another

EDIT  → Remove item

→ Edit item options

Please, enter your comments... → Comments transfer over to order comments

DELETE LIST → Delete entire list

SHARE LIST → Email list

UPDATE LIST → Save changes

ADD ALL TO CART → Add all items to cart



Compare | what is it?

[Go back to the table of contents](#)

Compare two or more products and their technical specifications.








Valuable attributes you can see through the compare tool:

- Pricing
- Description
- Patient weight limits
- Supplier
- L-Codes

Compare | how it works

[Go back to the table of contents](#)

1. Click the  symbol beside a product you want to compare

	
<p>SELECT OPTIONS  </p>	<p>SELECT OPTIONS  </p>
<p>RUN-KIT </p>	<p>ROM-KIT</p>
<p>RUNWAY & RUNWAY HX</p>	<p>KINTERRA FOOT/ANKLE SYSTEM</p>
<p>FREEDOM INNOVATIONS</p>	<p>FREEDOM INNOVATIONS</p>

Compare | how it works

[Go back to the table of contents](#)

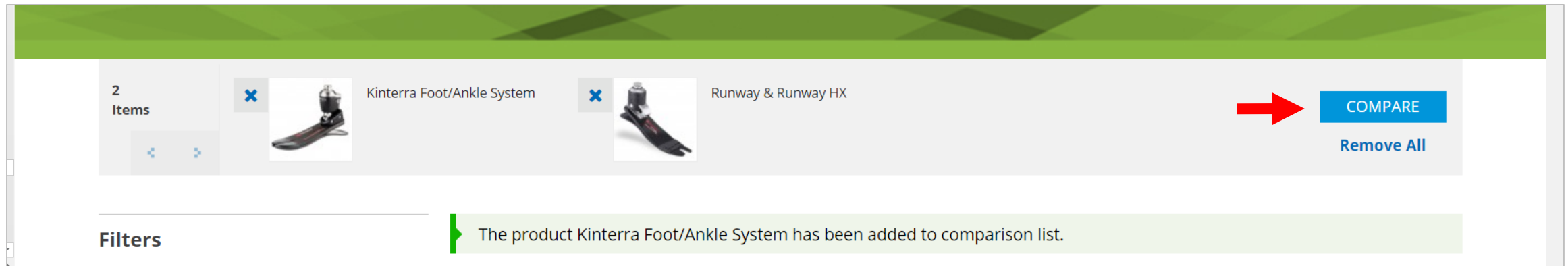
2. The product will add to queue.
3. Add one or more items by repeating step 1

The screenshot displays a user interface for comparing products. At the top, a green banner is visible. Below it, a grey bar shows '1 Items' with a navigation arrow, a product image of a black shoe, and the text 'Runway & Runway HX'. To the right of this bar are two buttons: 'COMPARE' and 'Remove All'. Below the product bar, a green notification banner states 'The product Runway & Runway HX has been added to comparison list.' Underneath, a 'Filters' section includes a 'Rewards' filter with a plus sign. The main content area shows '205 results', a grid icon, a hamburger menu icon, and a 'Sort By: Rewards' dropdown menu. To the right, there is a 'Show: 16' dropdown menu and a pagination control showing '1' of 2 pages. A blue 'Chat with us!' button with a red notification badge is located in the bottom right corner.

Compare | how it works

[Go back to the table of contents](#)

4. Click **COMPARE** once ready



The screenshot displays a product comparison interface. At the top, a green header bar is visible. Below it, a horizontal list contains two items: 'Kinterra Foot/Ankle System' and 'Runway & Runway HX'. Each item includes a small image of the product and a blue 'x' icon for removal. To the right of the list, a blue 'COMPARE' button is highlighted with a red arrow, and a 'Remove All' link is positioned below it. On the left side of the list, there is a '2 Items' indicator and navigation arrows. Below the list, a 'Filters' section is partially visible. A green notification bar at the bottom of the interface states: 'The product Kinterra Foot/Ankle System has been added to comparison list.'

Compare | how it works

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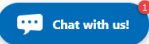
5. Compare specifications

Print



Compare Products

Print | Close

 <p>RUN-KIT RUNWAY & RUNWAY HX FREEDOM INNOVATIONS</p>	 <p>ROM-KIT KINTERRA FOOT/ANKLE SYSTEM FREEDOM INNOVATIONS</p>
<p>PRICE</p>	
<p>DESCRIPTION</p> <p>Heel Height Adjustments- On the Go!</p> <p>Amputees greatly value the versatility offered by the Runway adjustable heel height prosthetic foot. Its anatomical gliding ankle maintains appropriate foot alignment to provide knee stability and consistent performance at all heel heights. Users can adjust from a flat heel for sandals or walking barefoot at home, up to a 2 inch heel for dress shoes and even cowboy boots. The Runway is the only heel height adjustable product manufactured using carbon fiber, which stores and returns energy so that users can walk farther, faster, longer. Unlike competitive products, the Runway incorporates carbon fiber layers that are tailored to an individual's body weight and impact level, providing a customized product for superior comfort. Rated to 255lbs., the Runway offers the highest user weight rating in the heel height adjustable product category, making it accessible to more amputees.</p> <p>Originally launched with a push button adjustment mechanism with ten height settings, the new Runway HX allows users to make precise adjustments within the 0-2" range. A port in the posterior (rear) aspect of the foot shell provides access to adjust the ankle by simply turning a 4mm hex key to reach the desired position. In addition to the ability to make easy and precise adjustments, the Runway HX also offers tighter tolerances for improved durability.</p> <p>Both the push button Runway and the Runway HX are available with an optional sandal toe foot shell, which has been redesigned to appear more natural and is capable of pleasing even the most discerning users.</p> <ul style="list-style-type: none">As the only user-adjustable heel height foot designed for active K3 amputees, the device is customized to user weight and activity to provide superior comfort and energy returnAdjust heel height from 0-2" with option of push button or 4mm hex key adjustable designAnatomical "gliding" ankle design maintains appropriate foot alignment, regardless of heel heightRunway HX offers adjustments at any place within the 0-2" range, compared to 10 preset adjustments with the push button designNew cosmetically improved sandal toe foot shell for improved user acceptance	<p>Promotions</p> <p>Freedom: FREE Foot Shell Promotion</p> <p>through December, 2017</p> <p>Purchase a Maverick or Kinterra and get a FREE foot shell.</p> <p></p> <p>Freedom Innovations: Ideal Combo</p> <p>Extended through December 31, 2017</p> <p>For a limited time only, purchase a Plie 3 and get 50% off the Kinterra foot/ankle system (list price)</p> <p>OR</p> <p></p>

Pro Tip: You can print this page.







Cart | get familiar with the cart

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The screenshot shows a shopping cart with two items. Annotations include: 'Delete item' pointing to a trash icon; 'Rewards or Non-Rewards identification' pointing to a 'Rewards5' bar; 'Notes that transfer to packing slip' pointing to note input fields; 'Shop more' pointing to 'CONTINUE SHOPPING'; 'Save changes' pointing to 'SAVE / UPDATE CART'; 'Clear entire cart' pointing to 'CLEAR CART'; 'Edit quantity' pointing to a quantity input field; 'Where item will ship from' pointing to a location dropdown; 'How item will ship' pointing to a shipping method dropdown; 'Save changes' pointing to a 'SAVE / UPDATE CART' button at the bottom right; and 'Begin check out' pointing to a 'PROCEED TO CHECKOUT' button at the bottom right.

Cart
Need Assistance? Call us at 800.767.7777

Shop more: CONTINUE SHOPPING | Save changes: SAVE / UPDATE CART | Clear entire cart: CLEAR CART

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	AVAILABILITY	SHIPPING METHOD
  ANSWER 2 CASUAL MENS BLK LACE MD 11.5 (INSERT SR-08LL) Supplier: SPS SKU: 555-111.5M	Enter Note 1 Enter Note 2		1		Chicago - Qty ...	Default - Stand...
  FOR MEN CASUAL SOCKS KHAKI LARGE 20-30 REG CALF Supplier: BSN MEDICAL SKU: 113126	Enter Note 1 Enter Note 2		1		Atlanta - Qty 4	Default - Stand...

Quantity requested is not available in your regional warehouse.

Subtotal
Rewards5 (approx)
Total Discount
Sales Tax
Grand Total

HAVE A PROMO CODE?
Enter Your Promo Code
APPLY

PROCEED TO CHECKOUT

SPS

Cart | product availability



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Choosing where items will ship from

Items will automatically ship from your default distribution center (dc), **if available**.

If there is no availability in your default DC, you'll see the **red message** (shown below) stating it's not available to ship from there. Select another DC or ship from supplier.

If there is no in-stock availability for an item, it will automatically ship from the supplier.

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	AVAILABILITY	SHIPPING METHOD
 ANSWER 2 CASUAL MENS BLK LACE MD 11.5 (INSERT SR-08LL) Supplier: SPS SKU: 555-111.5M	<input type="text" value="Enter Note 1"/> <input type="text" value="Enter Note 2"/>		1		Chicago - Qty ... <div style="border: 1px solid red; padding: 2px;">Quantity requested is not available in your regional warehouse.</div>	Default - Stand...
Rewards5						
 FOR MEN CASUAL SOCKS KHAKI LARGE 20-30 REG CALF Supplier: BSN MEDICAL SKU: 113126	<input type="text" value="Enter Note 1"/> <input type="text" value="Enter Note 2"/>		1		Atlanta - Qty 4 Ship from supplier Atlanta - Qty 4	Default - Stand... defaults to home DC
Rewards5						



Cart | shipping methods

Choosing how to ship your items

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Control how your items ship under **Shipping Method**.

Leave this option on **Default - Standard shipping for account** if you'd like to ship with your default account shipping terms.

The screenshot shows the SPS Cart page with two items. The first item is 'ANSWER 2 CASUAL MENS BLK LACE MD 11.5 (INSERT SR-08LL)' with a quantity of 1, priced at \$111.50. The second item is 'FOR MEN CASUAL SOCKS KHAKI LARGE 20-30 REG CALF' with a quantity of 1, priced at \$126.00. The shipping method dropdown menu is open, showing various options including 'Default - Standard shipping for account', 'FedEx Next Day Early AM', 'FedEx Priority Overnight', 'FedEx Standard Overnight', 'FedEx 2Day AM', 'FedEx 2Day', 'FedEx 3Day', 'FedEx Ground', 'FedEx Saturday Early AM', 'FedEx Saturday', 'FedEx Residential', 'FedEx International Econ', 'UPS Next Day Air Early AM', 'UPS Next Day Air', 'UPS Next Day Air Saver', 'UPS 2nd Day Air AM', 'UPS 2nd Day Air', 'UPS 3 Day Select', 'UPS Ground', and 'UPS Early Saturday'. The 'Default - Standard shipping for account' option is highlighted in blue.

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	AVAILABILITY	SHIPPING METHOD
 ANSWER 2 CASUAL MENS BLK LACE MD 11.5 (INSERT SR-08LL) Supplier: SPS SKU: 555-111.5M	Enter Note 1 Enter Note 2	\$111.50	1	\$111.50	Chicago - Qty ... <small>Quantity requested is not available in your regional warehouse.</small>	Default - Stand... Default - Standard shipping for account FedEx Next Day Early AM - next business day by 930am FedEx Priority Overnight - next business day by 1030am FedEx Standard Overnight - next business day by 3pm FedEx 2Day AM- 2nd business day by 1030am FedEx 2Day - 2nd business day by 430pm FedEx 3Day - 3rd business day by 430pm FedEx Ground - 1-5 business days FedEx Saturday Early AM - early AM *if available FedEx Saturday - *if available FedEx Residential - 2-5 business days (no Mondays) FedEx International Econ - 2-5 business days UPS Next Day Air Early AM - next business day by 8am UPS Next Day Air - next business day by 1030am UPS Next Day Air Saver - next business day by 3pm UPS 2nd Day Air AM - 2nd business day by 1030 or 12 UPS 2nd Day Air - 2nd business day by 430pm UPS 3 Day Select- 3rd business day by 430pm UPS Ground - 1-5 business days UPS Early Saturday - as early as 9am *if available
 FOR MEN CASUAL SOCKS KHAKI LARGE 20-30 REG CALF Supplier: BSN MEDICAL SKU: 113126	Enter Note 1 Enter Note 2	\$126.00	1	\$126.00	Atlanta - Qty 4	

Note: Items shipping from supplier are not guaranteed to arrive based on your shipping method selection.

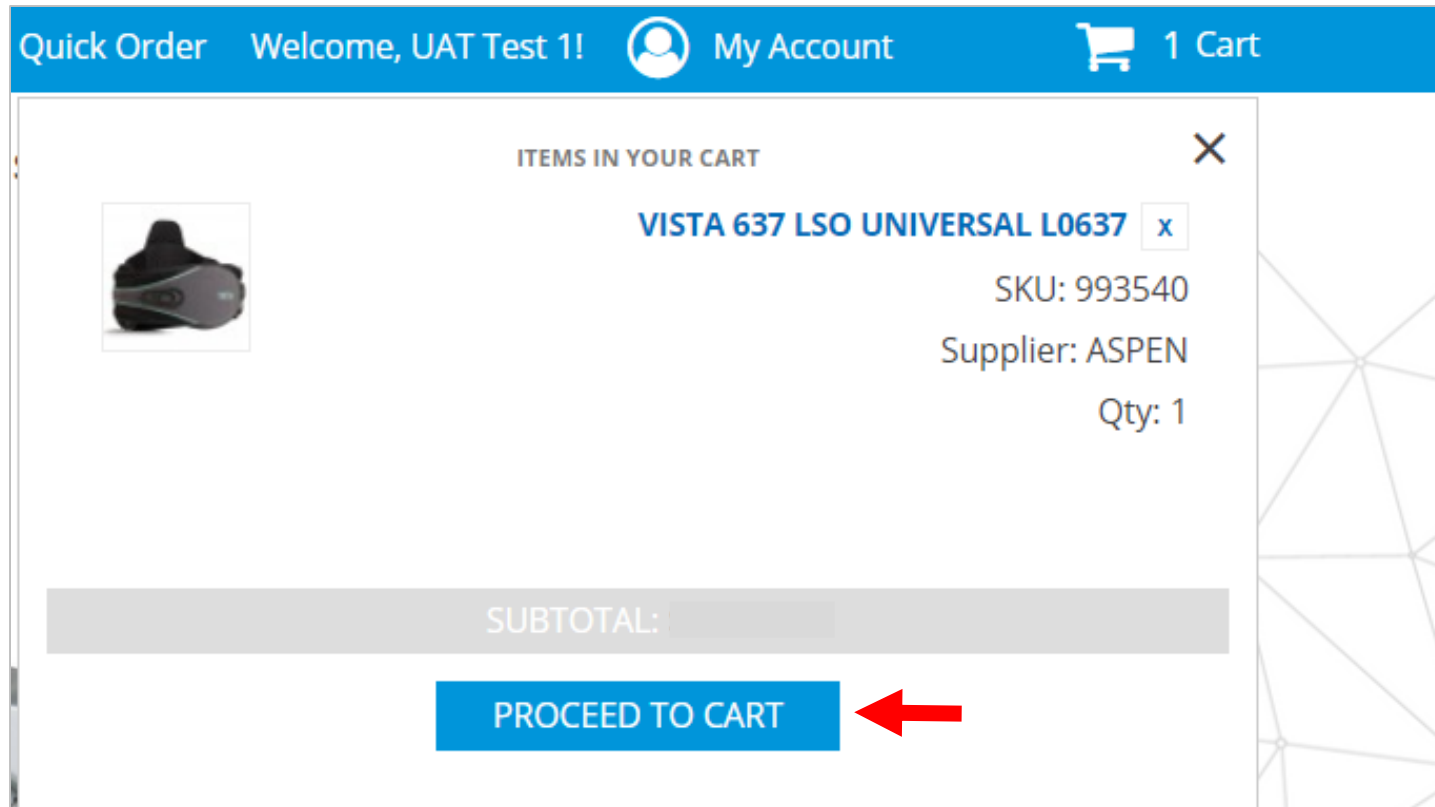
Please confirm by calling SPS Customer Service to check supplier inventory.



Checkout

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When you are ready to checkout, hover over the cart and click **PROCEED TO CART**.



The screenshot shows a blue navigation bar at the top with the text "Quick Order", "Welcome, UAT Test 1!", a user icon, "My Account", a shopping cart icon, and "1 Cart". Below the navigation bar is a white cart overlay with a close button (X) in the top right corner. The overlay is titled "ITEMS IN YOUR CART". It contains one item: "VISTA 637 LSO UNIVERSAL L0637" with a quantity of 1, a SKU of 993540, and a supplier of ASPEN. Below the item list is a grey bar labeled "SUBTOTAL:". At the bottom of the overlay is a blue button labeled "PROCEED TO CART" with a red arrow pointing to it from the right.

Checkout


[Go back to the table of contents](#)

Review the cart and once ready, click **PROCEED TO CHECKOUT**.

Cart

Need Assistance? Call us at 800.767.7777

[CONTINUE SHOPPING](#) [SAVE / UPDATE CART](#) [CLEAR CART](#)

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	AVAILABILITY	SHIPPING METHOD
 VISTA 637 LSO UNIVERSAL L0637 Supplier: ASPEN SKU: 993540 Rewards5	<input type="text" value="Enter Note 1"/> <input type="text" value="Enter Note 2"/>		<input type="text" value="1"/>		Atlanta - Qty 17 ▾	Default - Stand... ▾

[SAVE / UPDATE CART](#)

HAVE A PROMO CODE?
Enter Your Promo Code

[APPLY](#)

YOU MAY ALSO LIKE

Subtotal
Rewards5 (approx)
Total Discount
Sales Tax
Grand Total

[PROCEED TO CHECKOUT](#) ←



Checkout

[Go back to the table of contents](#)

Go through each of the **5 steps** on the **Express Checkout**.

EXPRESS CHECKOUT LANE
Please enter your details below to complete your purchase

1 Billing

Name *
SPS VIP GUEST

Address *
4025 SHILOH ROAD
x-address two

Country * State/Province *
United States Florida

City * Zip/Postal Code *
Key West 30005

Company Telephone

If you need to make a change to your company information, please contact SPS customer support

Shipping

Select a shipping address from your address book or enter a new address.

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 3000...

If you need to make a change to your company information, please contact SPS customer support

2 Shipping Method

Default - Standard shipping for account

3 Payment

Credit Card
 Purchase Order


Your credit card will not be charged until the items are shipped but the authorization is placed immediately.

Discount Codes

Enter your coupon code if you have one.

Apply

Review

Product Name	Packing Slip Notes	Price	Qty	Subtotal	Warehouse
 Vista 637 LSD Universal L0637 Manufacturer: ASPEN SKU: 993540					Atlanta

DID YOU KNOW?

The improved checkout is now a **one-page express checkout**, making checkout quicker and easier to complete your purchase!



Checkout | billing

[Go back to the table of contents](#)

1. The **billing** address should already be loaded on to the screen. This is generated from your initial account registration.

1 Billing

Name *
SPS VIP GUEST

Address *
6025 SHILOH ROAD
-x---address two-----x

Country *	State/Province *
United States	Florida
City *	Zip/Postal Code *
Key West	30005
Company	Telephone

If you need to make a change to your company information, please [contact SPS customer support](#)



Note: You will usually select default shipping, unless you need expedited shipping.

Checkout | shipping method

[Go back to the table of contents](#)

2. Select how you'd like your items to **ship**. When you continue with **default shipping**, your items will ship with your unique shipping terms that have been set up for your account.

2 Shipping Method

- Default - Standard shipping for account
- Default - Standard shipping for account**
- FedEx Next Day Early AM - next business day by 930am
- FedEx Priority Overnight - next business day by 1030am
- FedEx Standard Overnight - next business day by 3pm
- FedEx 2Day AM- 2nd business day by 1030am
- FedEx 2Day - 2nd business day by 430pm
- FedEx 3Day - 3rd business day by 430pm
- FedEx Ground - 1-5 business days
- FedEx Saturday Early AM - early AM *if available
- FedEx Saturday -*if available
- FedEx Residential - 2-5 business days (no Mondays)
- FedEx International Econ - 2-5 business days
- UPS Next Day Air Early AM - next business day by 8am
- UPS Next Day Air - next business day by 1030am
- UPS Next Day Air Saver - next business day by 3pm
- UPS 2nd Day Air AM - 2nd business day by 1030 or 12
- UPS 2nd Day Air - 2nd business day by 430pm
- UPS 3 Day Select- 3rd business day by 430pm
- UPS Ground - 1-5 business days
- UPS Early Saturday - as early as 9am *if available



Note: You will usually select default shipping, unless you need expedited shipping.

Checkout | payment

[Go back to the table of contents](#)

3. Enter in your PO number, if desired.

3 **Payment**

Purchase Order


P/O Number (if Required)

6212018




Checkout | shipping (ship-to address)

4. Select the address you'd like to ship to. If you need to add a new address, click **New Address**.

 **Shipping**

Select a shipping address from your address book or enter a new address.

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 3000... 

% Discount

- SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States
- SPS GUEST - CHICAGO , 9021 LAKE SHORE DR SUITE 205, CHICAGO, Illinois 90125, United States
- SPS GUEST - HOUSTON OFFICE , 1234 FOURNACE ST SUITE B, HOUSTON, Texas 70014, United States
- SPS GUEST - IOWA , 933 POLK ST STE 100, DES MOINES, Iowa 50111, United States
- SPS GUEST - LAS VEGAS , 4455 CASINO DR #300, Las Vegas, Nevada 76543, United States
- SPS GUEST - ST LOUIS , 5501 DOBER LN ---, ST LOUIS, Missouri 63129, United States
- SPS VIP GUEST , 6025 SHILOH ROAD -x----address two-----x, Key West, Florida 30005, United States

New Address

P/O Number (if Re)
6212018

Product Name


Packing Slip No



Checkout | review & place order

5. Review the order and once ready, click Place Order.

Review

Product Name	Packing Slip Notes	Price	Qty	Subtotal	Warehouse
 Vista 637 LSO Universal L0637 Manufacturer: ASPEN SKU: 993540		\$265.00	1	\$265.00	Atlanta
				Subtotal	
				Rewards5 (approx)	
				Total Discount	
				Sales Tax	
				Grand Total	

[Forgot an Item? Edit Your Cart](#)

Place Order



SPS

Checkout | order confirmation

[Go back to the table of contents](#)

You'll know the order has gone through when you see this screen.

There will be a **confirmation number** as well as an **SPS order number**. Either can be used to pull up orders in online order history/tracking.

Your order has been received.

THANK YOU FOR YOUR PURCHASE!

Your Confirmation Order # is: 110324788.

Your SPS Order # is: 42480517-00.

You will receive an order confirmation email with details of your order and a link to track its progress.

Your Purchase Order # is: 6212018.

Click [here to print](#) a copy of your order confirmation.

CONTINUE SHOPPING



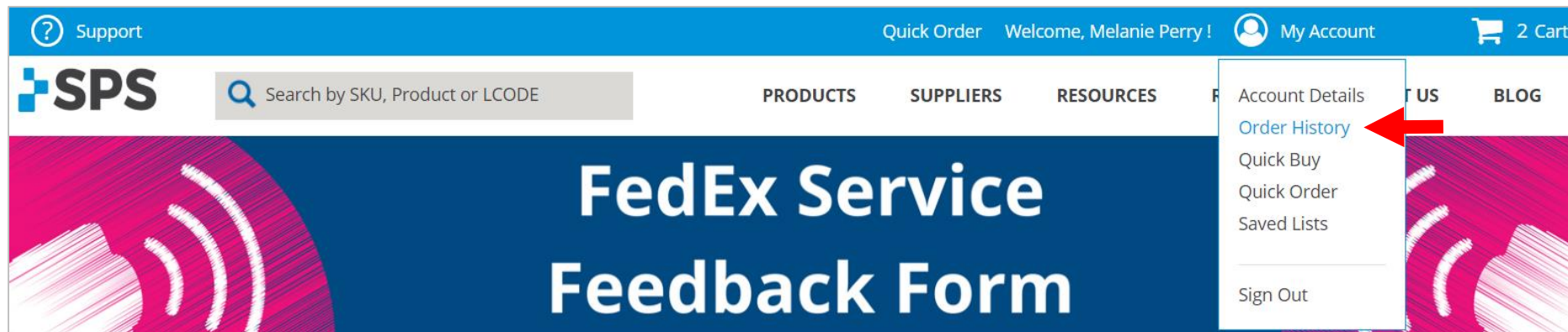
Order History

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Why use it?

- View past order details
- Reorder past orders/items
- Track stocked orders
- Check order status

How to find it: Once you're logged in, go to **My Account** → **Order History**



Order History | tabs

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MY ONLINE ORDERS – View online orders placed with the login/email address you are currently logged into; reorder past orders here

ALL ORDERS FOR MY CLINIC – View all orders associated with your account number and placed through any channel (phone, online, fax, email); track orders

OPEN INVOICES – View all open invoices and their due dates

PAID INVOICES – View paid invoices

Order History

MY ONLINE ORDERS All Orders for my Clinic **OPEN INVOICES** **PAID INVOICES**

Search Legacy Orders



Order History | order status & tracking

1. Login and go to **My Account** → **Order History**
2. Search for orders by date range, PO #, order number or sku
3. If there is an order, it will appear at the bottom of the screen

Order History

MY ONLINE ORDERS All Orders for my Clinic **OPEN INVOICES** **PAID INVOICES**

Search Legacy Orders

Search for orders by a date range, customer PO number, or SPS order number. Select the SPS Order # in the results to view the details.

- For the invoice date range a maximum of 30 days may be searched.
- If searching by the invoice number the results will include the entered invoice number and greater.
- When searching by order number, enter the 8 digit number. Exclude the dash and any numbers after.

From: **To:** **RESET DATES**

Customer PO Number **SPS Order Number** **SKU**

or or or

SEARCH

SPS ORDER #	PO NUMBER	ORDER TYPE	STATUS	ENTRY DATE	SHIP CONFIRM DATE	INVOICE DATE	INVOICE AMT
42366419-00	test	Order	Order Has Shipped	5/1/2018	5/1/2018	-	



Order History | order status & tracking

Order #42366419-00

[PRINT](#) [BACK](#)

Pro Tip: If the tracking number is a FedEx shipment, you can click on the tracking number and you'll be redirected to the tracking page on FedEx's website

Order Information

Date Entered: 5/1/2018
Order Status: Order Has Shipped
Order Type: Order

Billing Information

Invoice Amount:
Invoice Date: -
P.O Number: test

Shipping Information

Est. Ship Date: 5/1/2018
Ship Confirm Date: 5/1/2018
Tracking Number: 441003701679
Carrier Code: FXGD

BILLING ADDRESS

SPS VIP GUEST
6025 SHILOH ROAD
-x----address two-----x
Key West, FL, 30005
us

SHIPPING ADDRESS

SPS VIP GUEST
6025 SHILOH ROAD
-x----address two-----x
alpharetta, ga, 30005
us

SHIPPING OPTIONS

FedEx Ground - 1-5 business days

ITEM NUMBER	ITEM DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY BACKORDERED	UM	SELL PRICE	EXTENDED
	EMAIL=						
1SPSS182	SHORTY SOCK - LTWT HOLE 3-1/8" X 2.5/8" X 3-5/8"	1	1	0	EA		

[PRINT](#) [BACK](#)



Order History | reorder

[Go back to the table of contents](#)

1. Go to the **MY ONLINE ORDERS** tab
2. Find the order you'd like to reorder

Order History

View past orders using the links on the Online Orders tab. Options to reorder or print the details is available for each order.

My Online Orders [ALL ORDERS FOR MY CLINIC](#) [OPEN INVOICES](#) [PAID INVOICES](#)

Search Orders

SKU or Comments

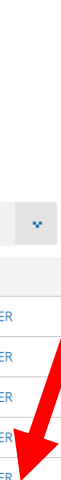
[SEARCH](#)

9 Item(s) Show: 10

ORDER #	CONFIRMATION #	DATE	ORDER STATUS	ACTION
	110324703	5/22/2018	Submitted	VIEW ORDER REORDER
42365565-00	110324657	4/10/2018	Submitted	VIEW ORDER REORDER
42365564-00	110324656	4/10/2018	Submitted	VIEW ORDER REORDER
42365563-00	110324655	4/10/2018	Submitted	VIEW ORDER REORDER
42365562-00	110324654	4/10/2018	Submitted	VIEW ORDER REORDER
42153619-00	100235721	4/21/2017	Submitted	VIEW ORDER
42124378-00	100221944	3/15/2017	Submitted	VIEW ORDER
80903806-00	100058039	10/8/2015	Submitted	VIEW ORDER REORDER
90501615-00	100009717	1/29/2015	Submitted	VIEW ORDER REORDER

9 Item(s) Show: 10

Option A
3. Click **REORDER**



Confirmation Order #110324654

[Print Order](#)

ORDER DATE: APRIL 10, 2018

ORDER STATUS: SUBMITTED

Billing Address

SPS VIP GUEST
6025 SHILOH ROAD
-x---address two-----x
Key West, Florida, 30005
United States
T: 800-767-7776

Shipping Address


SPS VIP GUEST
MelsOPoly
6025 SHILOH ROAD
-x---address two-----x
Key West, Florida, 30005
United States
T: 800-767-7776 Ext: 1241

Payment Method

Purchase Order
PO Number 1245

Shipping Options

VIA - Default - Standard shipping for account

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	WAREHOUSE
			Ordered: 1		Ship from supplier
NEW BALANCE 813, MENS, LACE, WHITE, 7.5 6E (INSERT SR-08GG)					
SKU: MW813WT07.56E					
Supplier: NEW BALANCE					

Rewards5

Subtotal	
Shipping & Handling	
Rewards5	
Total Discount	
Grand Total	

[REORDER](#)

Option B
3. Click **VIEW ORDER**
4. Click **REORDER**



Tips & Tricks

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1. The fastest way to place an order online is via **Quick Order**.
2. The best way to find what you need if you're having trouble is to use the **filters** on the left-hand side of your search results. This will narrow down your search results. **Pro-Tip:** Use the **Category filter** often!
3. Use **Quick Buy File Upload** to consolidate orders from multiple clinicians.
4. Use less search terms to find the best result. Try using 1 to 2 terms.
5. You could use **Saved Lists** as an approval process by emailing ready-to-submit orders to an approver. Once approved, move the saved list to the cart and place the order.
6. Each time you configure or reconfigure an item, the updated part number appears at the top of the page in blue.
7. To find a product by a specific supplier, shop by the **supplier menu**. Find the supplier you need, then use the **filters** on the left to narrow down by product category.



Support

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Live Chat

Click the chat bubble located at the bottom of the screen to receive assistance from a live SPS representative.

Chat is available Monday-Friday, 8:00 a.m.–8:30 p.m., EST.

The screenshot shows the SPS website homepage. At the top, there is a navigation bar with the SPS logo, a search bar, and links for PRODUCTS, SUPPLIERS, RESOURCES, REWARDS, ABOUT US, and BLOG. Below the navigation bar is a large blue banner with the text "New Chicago Distribution Center is Now Open!" and a "Learn More" button. Underneath the banner are three promotional tiles: "One Box. One Price" with a "SHOP NOW" button, "Register for the upcoming webinar" with a "REGISTER" button, and "Summer Xpress Now Available" with a "READ NOW" button. At the bottom of the page, there is a "FEATURED PRODUCTS" section and a "Chat with us!" button with a red arrow pointing to it.



Support

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Customer Service

1. 800-767-7776 x3
2. Use the live chat feature online

Available Monday-Friday, 8:00 a.m.–8:30 p.m., EST.



Support

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[Contact your Sales Manager](#)

