

On-Line Ordering Quick Reference Guide



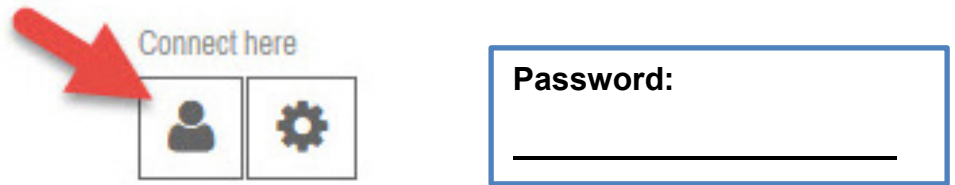
**Connect with
Advantage West GPS online**

In partnership with

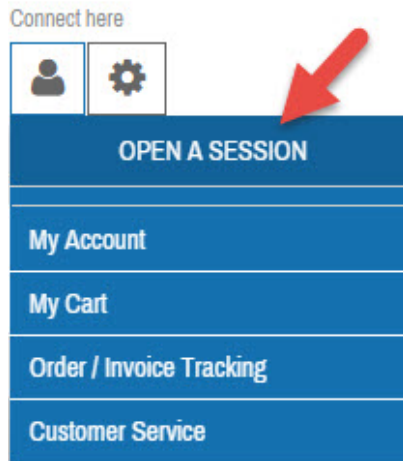


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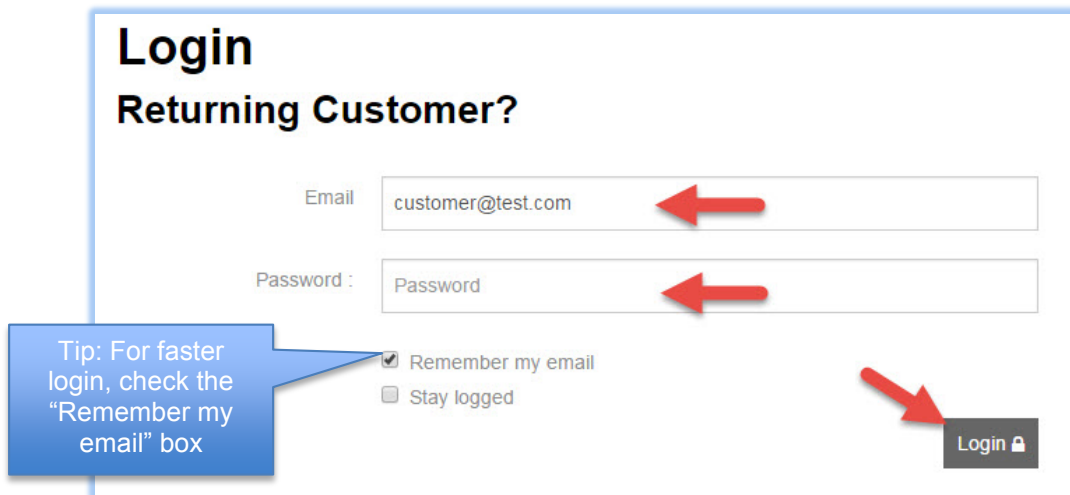
1. Go to www.advantagewestgov.com, click on the **People** icon.



2. Click **Open a Session**.



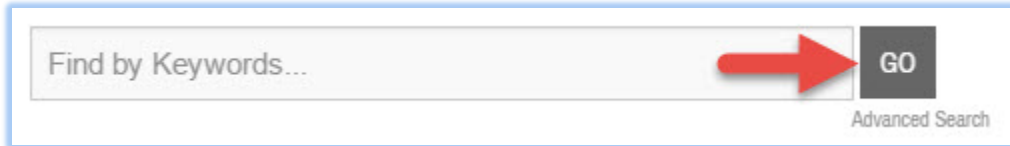
3. Enter your **email address** (username) and enter your password. Click **Login**.



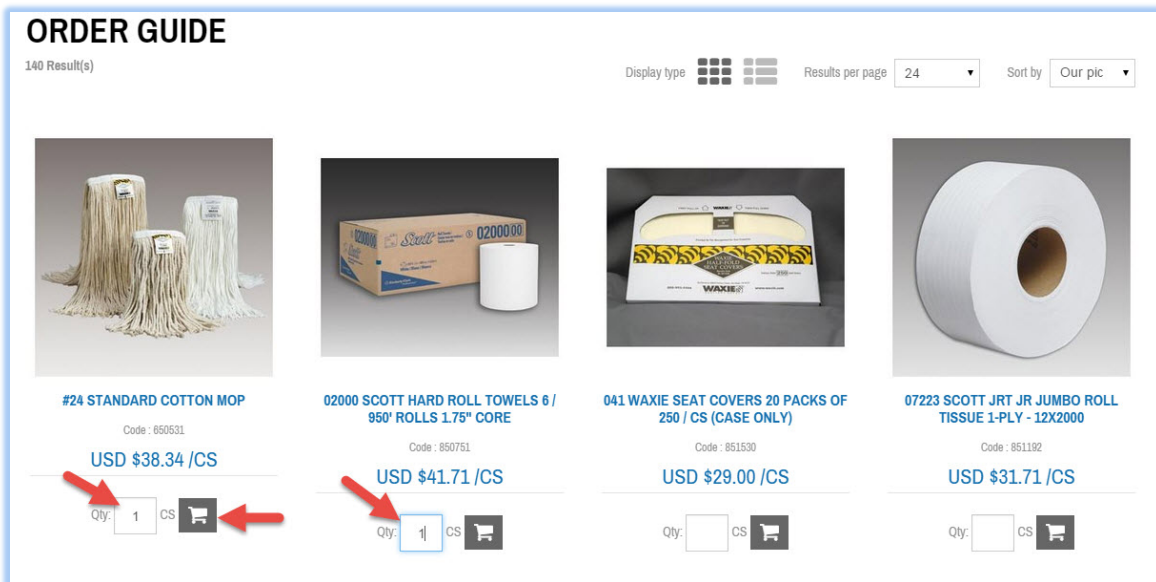
- 4. Click **Order Guide**.



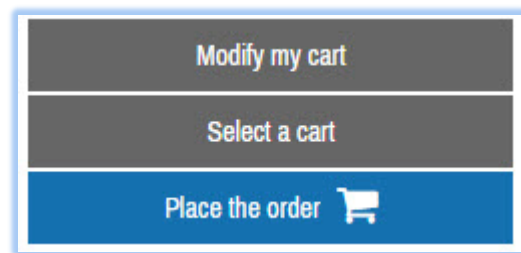
- 5. Use the **Keyword search** box to find items, or **scroll down** to view additional items (Click View More to display more products).



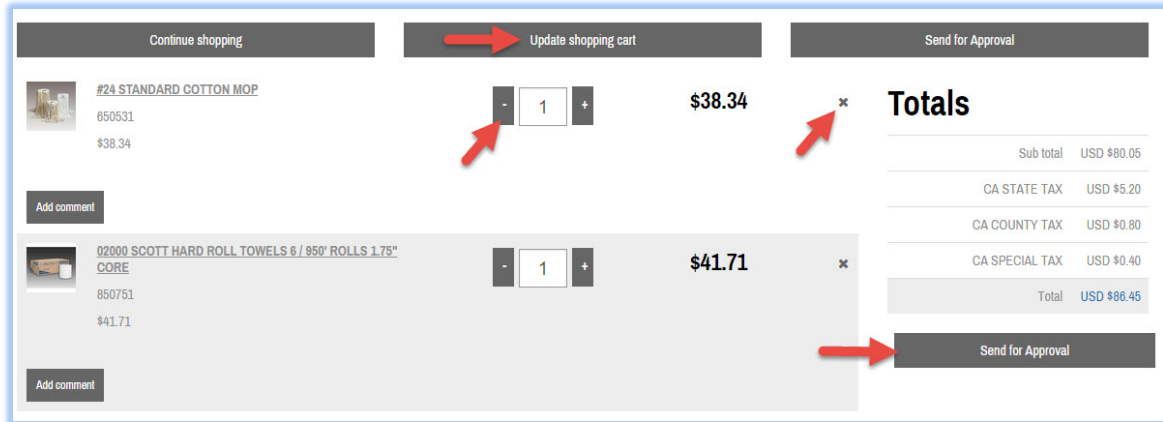
- 6. Enter the **quantity to order** in the quantity box Click the **Shopping Cart icon** to add the products to your cart.



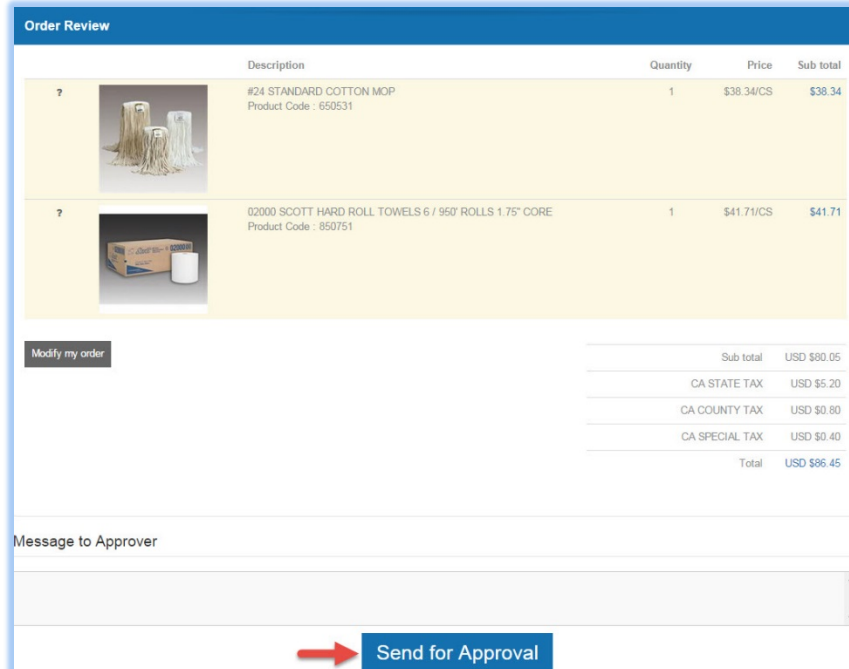
- 7. Once you have added all the items to your cart, use the Cart button or the Cart Icon to **Modify the cart** or **Place the order**.



8. Use the **plus and minus** icons to modify the quantity in the cart. (Remove a product by clicking the X to the right of the product.) Click **Update Cart**.
9. Click **Send for Approval**.



10. Review and make changes if necessary to the **Billing and Shipping Information**.
11. Enter the **Purchase Order Number, Shipping Instructions** (if applicable) and the **Required Shipping Date**.
12. Review the order, enter a **message for the approver** and click the **Send for Approval** button.



**Your order has been successfully processed. Thank you for your confidence!
Thank you for your interest in Advantage West GPS**