

THE NEW!

WAXIE 

Web@Work

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WAXIE Web@Work Quick Reference Guide

shop.waxie.com

Connect to WAXIE online for faster, easier ordering

You can access all the information you need to stay connected with WAXIE Sanitary Supply through our easy-to-use eCommerce platform. Browse the WAXIE product catalog, access Safety Data Sheets, look up prices, create your own custom order guide, place orders and receive confirmation – all via a convenient and quick interface.

Reduce transaction costs. Start ordering online today with these simple steps:

SELECT YOUR SHOPPING EXPERIENCE

Desktop Quick Reference Guide



Mobile Quick Reference Guide





Desktop Quick Reference Guide

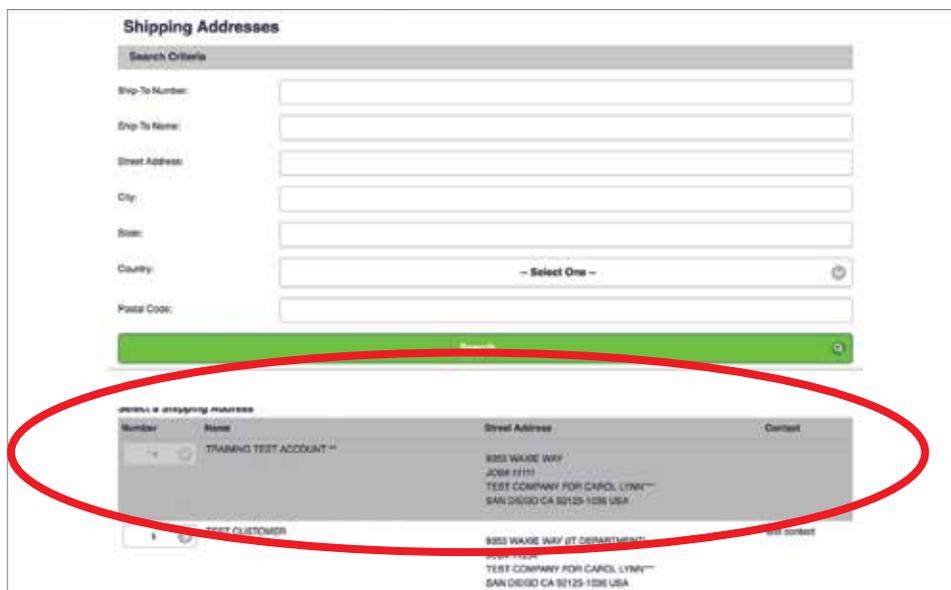
1

Logging In & Selecting a Ship-To Address

- ▶ Launch your web browser and type in the address: <http://shop.waxie.com>.
- ▶ Enter your User Name and Password (password is case sensitive). If you do not know your username and password, please contact your WAXIE Account Consultant for this information.
- ▶ Select the Account icon  for a pop out login option.
- ▶ If you have more than one Ship-To, you will be prompted to select one.
- ▶ You can filter the Ship-To list by entering the Ship-To Number, Ship-To Name, or Street Address and selecting the Search button.
- ▶ Scroll down and select the desired Ship-To Address.

TIP

Add this page to your browser Favorites or Bookmarks for quick access.



2 Browsing Categories

WAXIE's Web@Work Catalog contains thousands of items. These items are grouped into categories and subcategories to help narrow your search based on the type of product or its application.

From the Home Page:

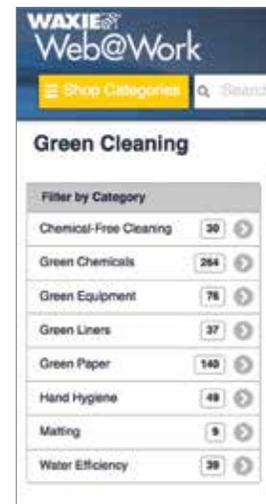
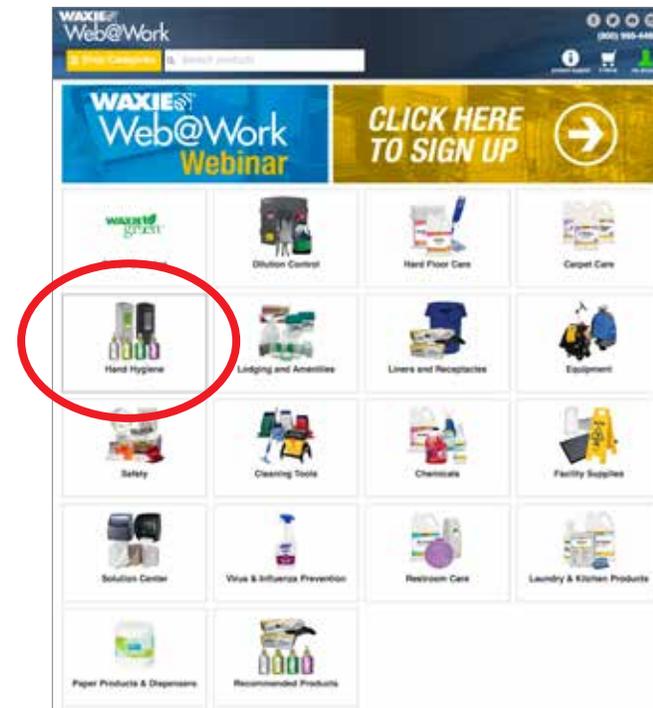
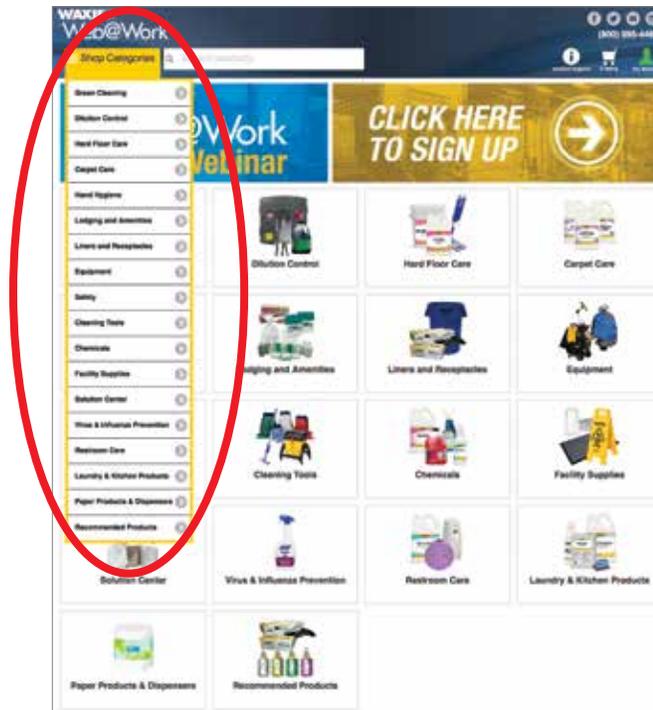
- ▶ Go to the home page by selecting the WAXIE Web@Work banner in the top left-hand corner of the screen or typing <https://shop.waxie.com/mStorefront/home.do> into your web browser's address bar.
- ▶ Select the desired category.
- ▶ Select the desired subcategory.

From the Browse Category Menu:

- ▶ Open the menu by hovering over the Shop Categories button.
- ▶ Drag your mouse to the desired category.
- ▶ Select the desired subcategory.
- ▶ While viewing the items on the subcategory page, quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button  underneath the product summary of each item.

TIP

You can also select category title above the subcategory list to view all items that are in a category.



3 Searching for Items

- ▶ Enter the phrase you would like to lookup in the Search Products field at the top center of your WAXIE Web@Work window.
- ▶ On the left-hand side of your WAXIE Web@Work window you can filter by category or by common attributes shared by the products.
- ▶ While viewing the items in the search results page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

TIP

Access the category menus and sub menus by hovering over the Shop Categories section.

The screenshot shows the WAXIE Web@Work interface. At the top, the search bar contains 'Facial Tissue' and is circled in red. Below the search bar, the page title is 'Facial Tissue'. A banner reads '3 EASY STEPS TO CLEAN HANDS' with images of hand sanitizer, a roll of paper towels, and a paper towel dispenser. Below the banner, it says 'Showing 1 - 12 of 29 Results'. On the left, there are filter sections: 'Filter by Category' with options like 'Green Cleaning' (12), 'Solution Center' (3), 'Paper Products & Dispe...' (29), and 'Recommended Products' (2); and 'Filter by Attribute' with options for 'MANUFACTURER', 'BRAND', 'PRODUCT TYPE', and 'SIZE'. The main area displays a grid of 12 product cards. Each card shows a product image, name, part number, and availability. The 'Add to Cart' button on the first product card is circled in red.

This is a close-up of the 'Filter by Attribute' section. It shows a dropdown menu for 'MANUFACTURER' with the following options: WAXIE, GEORGIA PACIFIC, KIMBERLY-CLARK CORPORA..., BAY WEST, SCA TISSUE NORTH AMERIC..., and 'Show more...'. The entire section is circled in red.

4 Product Information

- ▶ Find the desired item by navigating to it from Category selection or searching for it. (Link to the Browse Categories and Search for Items section).
- ▶ Select on the image of the item.
- ▶ You can view the product information in the tabs below the image. Click to expand each one.
- ▶ Enter the desired amount the Quantity (QTY) box and select the Add to Cart button.
- ▶ Alternatively, you can add the item to a new or existing Shopping List or your Wish List.

WAXIE SELECT PREMIUM FACIAL TISSUE 2-PLY FLAT BOX 30/100

851504
WAXIE SELECT PREMIUM FACIAL TISSUE 2-PLY FLAT BOX 30/100
 Manufacturer Item: 965714
 Quantity Available: IN STOCK

Next PO Date:
 Next PO Quantity: 0

1 : 00 Recalculate

Add to Cart

— Add to shopping list —

— Add to Existing/New Shopping List —

Add to Wish List

Product Information

WAXIE Select 2-Ply Facial Tissue FSC Certified WAXIE's premium quality facial tissue brings the comforts of home to away-from-home settings. The attractive cool-toned packaging is fresh, modern and appealing - making it a perfect fit for any room and bathroom décor. Great as part of any amenities package or by itself. This tissue is perfect for boutique hotels, fine dining establishments, executive offices, or wherever you'd like an extra touch of softness! 8.6"x6.4" sheet size. 100 sheets/box, 3,000 sheets/case 851504 case 30/cs

Additional Product Information

5 Line Item Add & Order Pad

- ▶ Select the My Account  icon in the top right-hand corner of the WAXIE Web@Work window.
- ▶ The Line Item Add option allows you to quickly add an item to your cart if you know the Item Number, Quantity, and (optionally) Unit of Measure.
- ▶ The Order Pad option does the same but for multiple items.
- ▶ Once the information is filled out, select the Add to Cart button.

Welcome, Guest

- New Website Documentation +
- User Session +
- My Account +
- Shopping Lists +
- Approvals +
- View Wish List >
- Line Item Add -

851504

2

Unit of Measure

Add to Cart

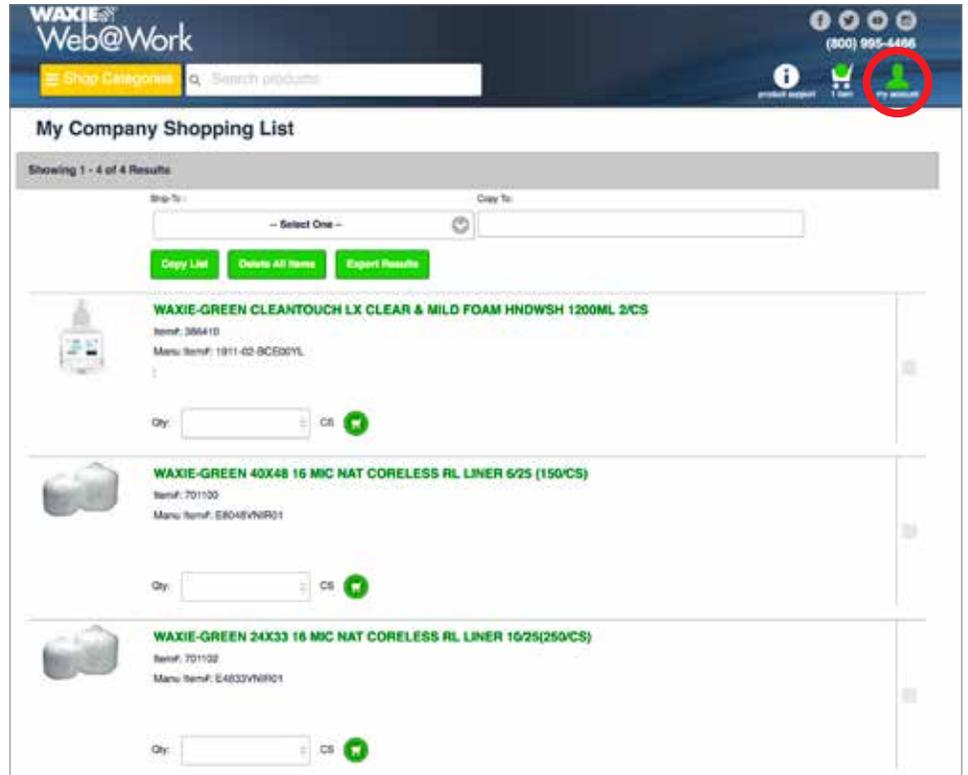
- Order Pad >
- Logout

6 Shopping Lists

- ▶ Select the My Account  icon in the top right corner of the WAXIE Web@Work window.
- ▶ The Account Menu will slide out from the right-hand side of the window.
- ▶ Select Shopping Lists from the account menu. A dropdown will appear showing the first five lists.
- ▶ If you do not see the desired list, select More. This will take you to the Shopping List selection screen.
- ▶ Scroll down the list and select the desired Shopping List.
- ▶ From that menu, you can edit or delete the items.
- ▶ You can also copy to a New List or export the list to a Tab-Separated Text File.

TIP

Your Shopping List Menu is also the location for your Negotiated Pricing List (NPL).

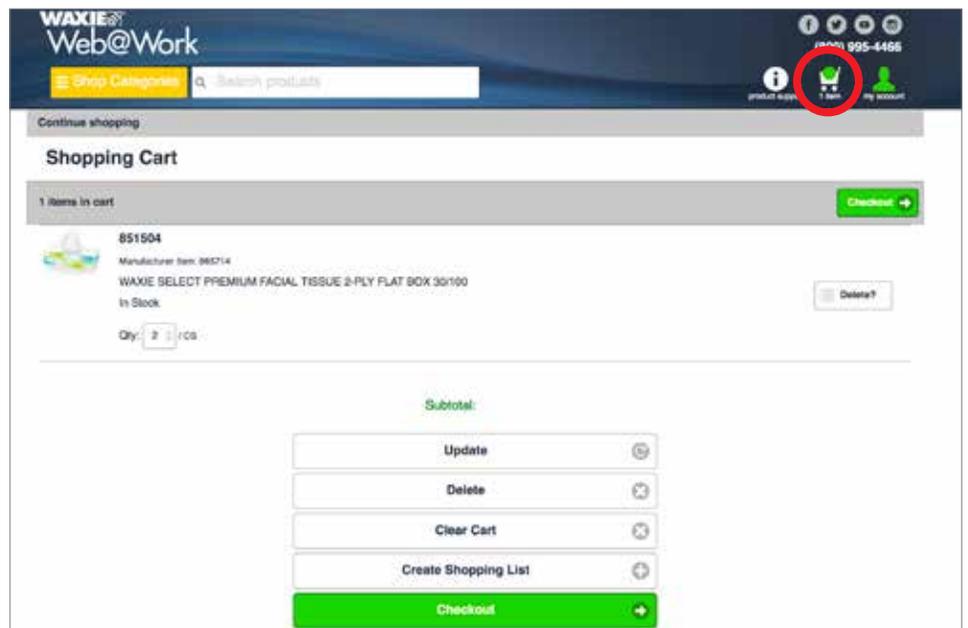


TIP

If no review is necessary you can do directly to Checkout in the top right-hand corner of the WAXIE Web@Work window.

7 Reviewing Your Order

- ▶ Select the Shopping Cart  icon in the top right corner of the WAXIE Web@Work window.
- ▶ Select the Cart Detail button.
- ▶ You can update the quantity of an item. Enter the desired quantity amount in the QTY box in the item(s) summary and select Update at the bottom of the list.
- ▶ You can review products in the Products section.
- ▶ You can also remove items from the cart, clear your shopping cart, or convert your cart to a shopping list by selecting one of the options at the bottom of the cart.

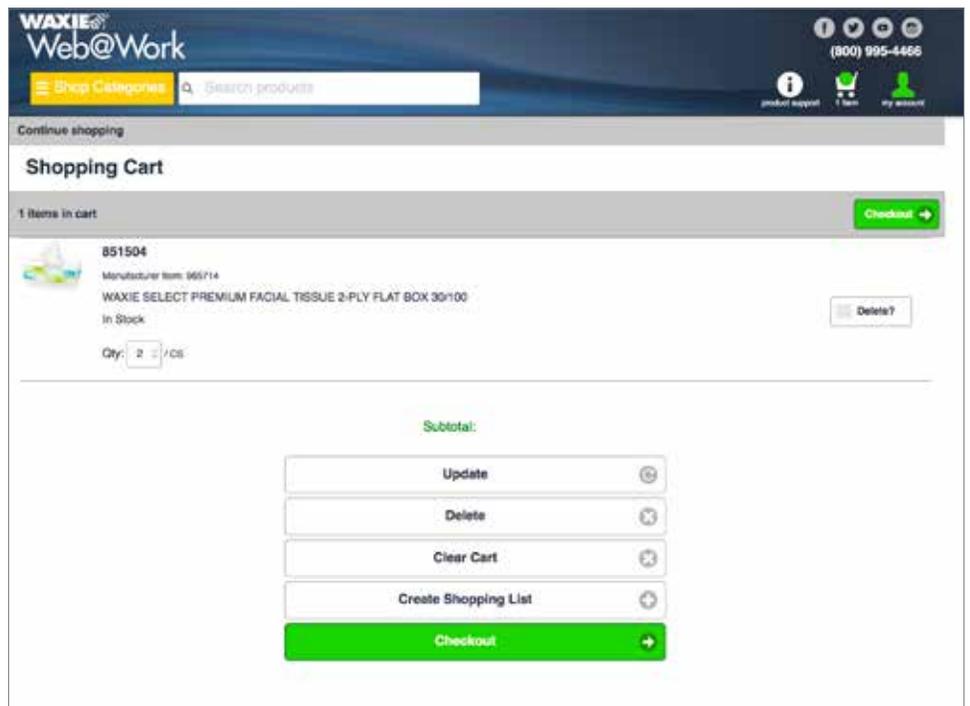
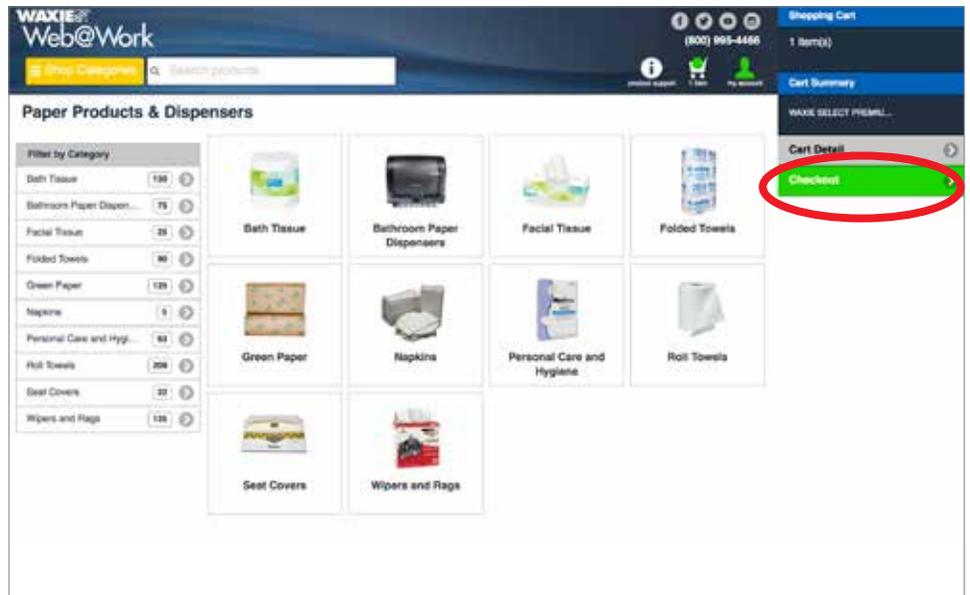


8 Checking Out

- ▶ When you are ready, select the green Checkout button at either the top right-hand side next to the shopping cart or at the bottom of the Shopping Cart items list.
- ▶ Review/fill out required fields in the Contact Information and Billing Address sections. (Indicated by a *).
- ▶ If you would like to change your Ship-To Address, select the Change Ship-To button in the Billing Address section.
- ▶ Enter any shipping instructions in the Shipping Instructions field under the Order Information section.
- ▶ Select the Submit Order/Submit for Approval button at the bottom of your screen.
- ▶ You can also save orders for 14 days by selecting the Save Order button.

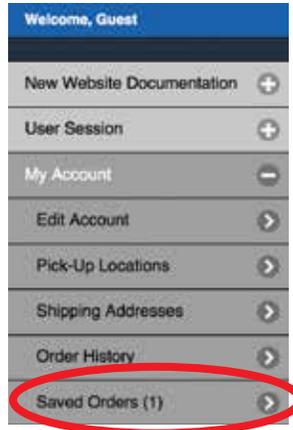
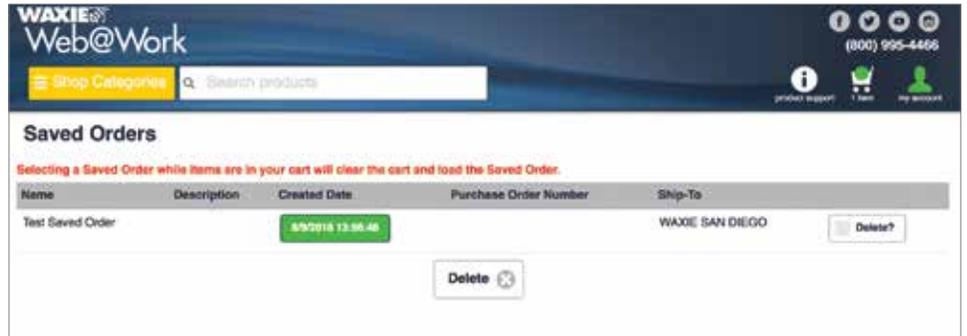
TIP

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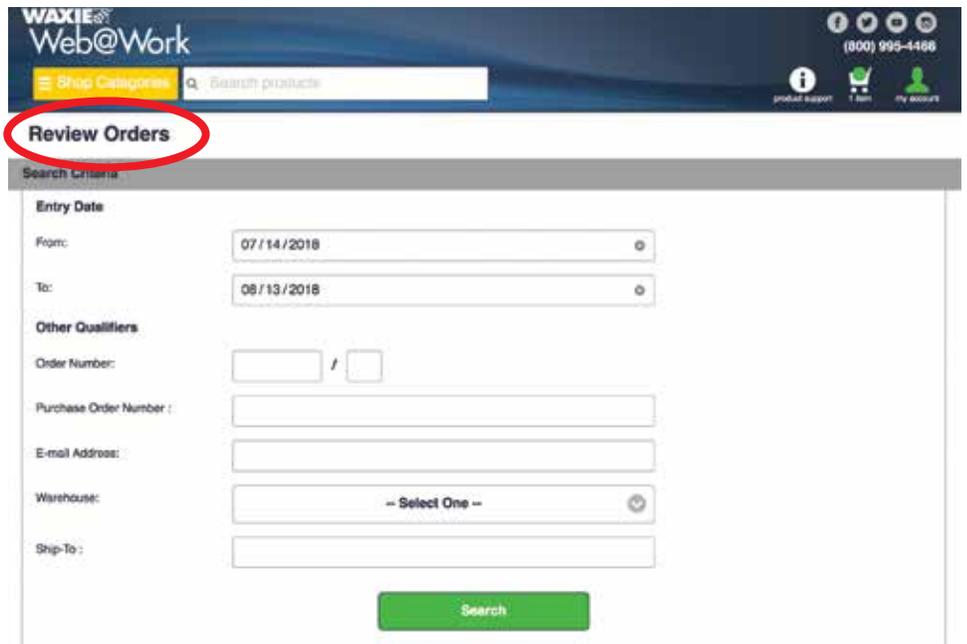
9 Saved Orders

- ▶ Select the My Account  icon in the top right-hand corner of the WAXIE Web@Work window. The Account Menu will slide out from the right-hand side of the window.
- ▶ Select the My Account button from the menu.
- ▶ Select the Saved Orders button that appears in the dropdown. A number will indicate how many orders you have saved.
- ▶ Select the Created Date button to review and finish your order.



10 Review Pending or Denied Orders

- ▶ Select the My Account  icon in the top right-hand corner of the WAXIE Web@Work window.
- ▶ The Account Menu will slide out from the right-hand side of the window.
- ▶ Select the Approvals button from the menu.
- ▶ Select the Pending Orders button that appears in the dropdown. A number will indicate how many orders you have pending.
- ▶ Select Approve under the Action column of the order you wish to review.
- ▶ You will be taken to the Checkout section to review and finish the order.
- ▶ Alternatively you can Edit or Deny the order requests.
- ▶ If you are the submitter, you can select the Denied Orders button to review comments on orders there were not approved.
- ▶ Select Edit for either menu will add items to your existing cart.



TIP

Reviewing Pending Orders is available to Account Approvers. Please contact your Account Consultant for more information.



Mobile Quick Reference Guide

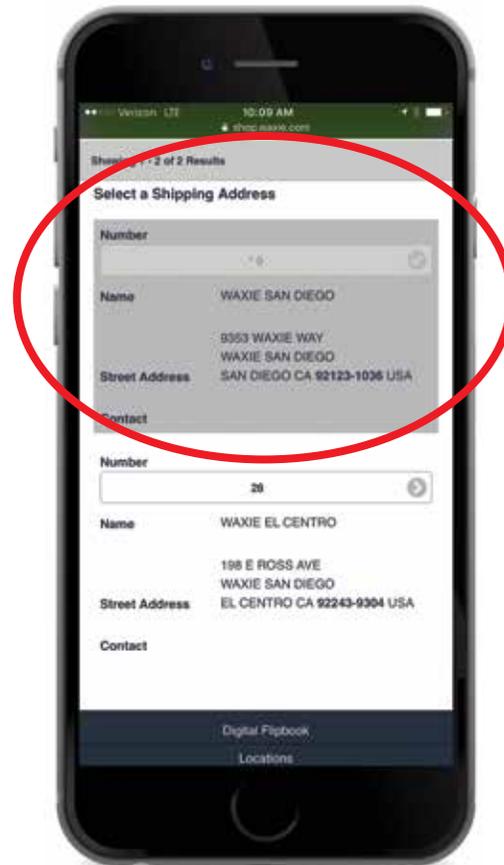
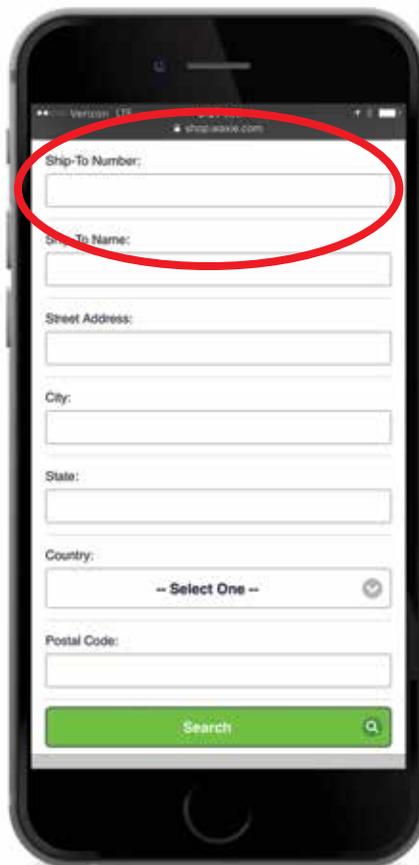
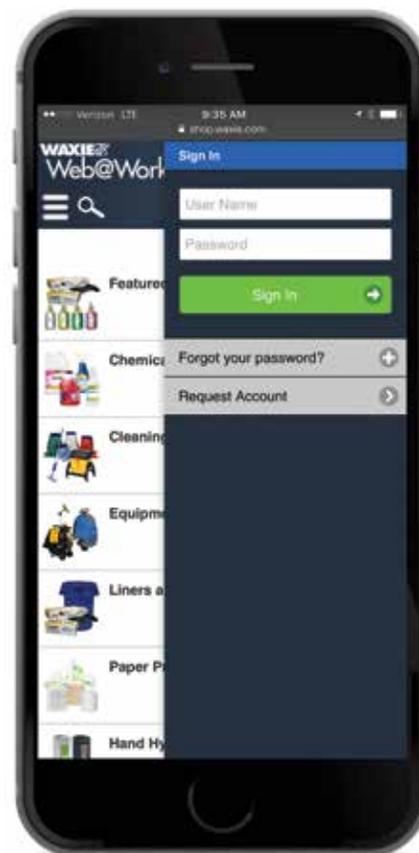
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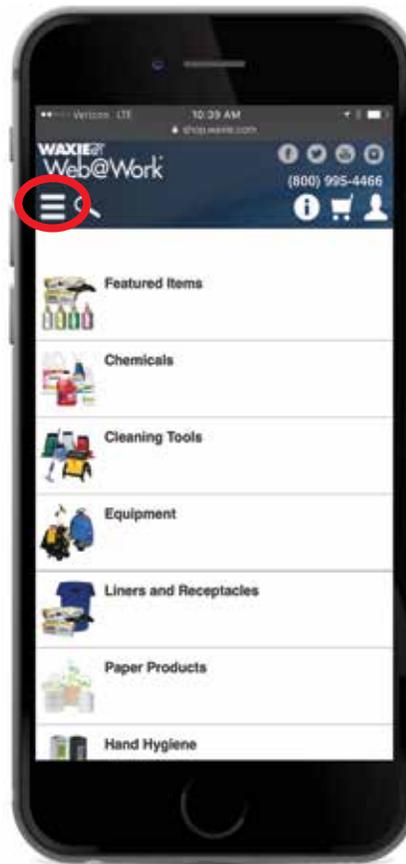
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- ▶ Select the desired category.
- ▶ Select the desired subcategory.

From the Browse Category Menu:

- ▶ Open the menu by selecting the Menu ☰ in the top left-hand corner of your WAXIE Web@Work window.
- ▶ The Browse Categories menu will slide out from the left-hand side of the screen.
- ▶ Select the desired category.
- ▶ Select the desired subcategory.
- ▶ While viewing the items in the subcategory page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

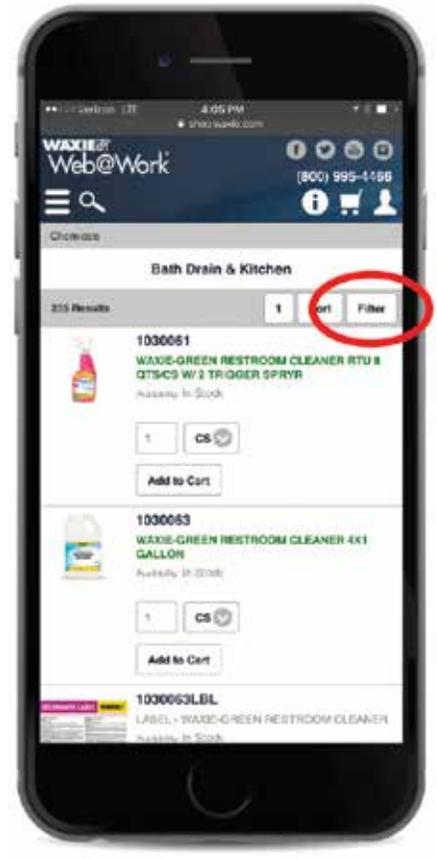
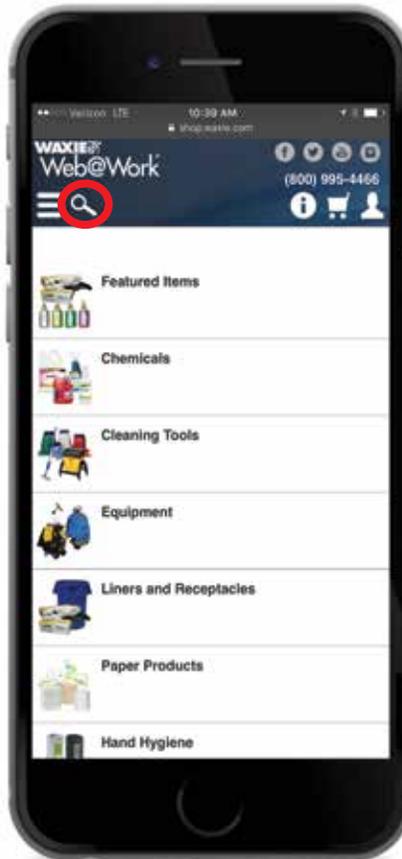


3 Searching for Items Using the Search Bar

- ▶ Select the Search icon 
- ▶ Enter the phrase you would like to lookup in the Search By Field.
- ▶ Select the Filter button on the top right-hand side of the screen. You can filter by like Category or by common attributes.
- ▶ While viewing the items in the search results page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

TIP

Use Attributes to filter product results such as color, scent, and size. Results filter with each selection.

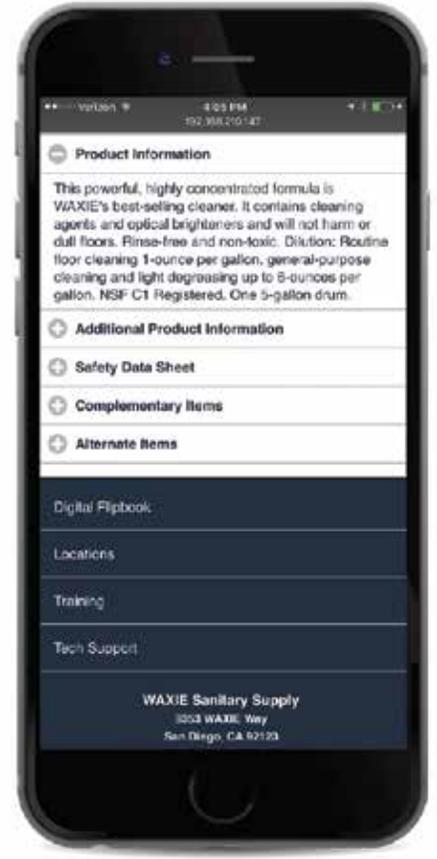


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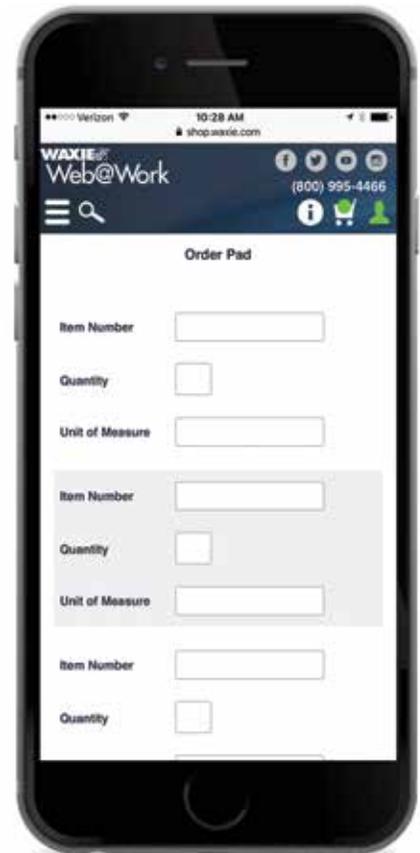
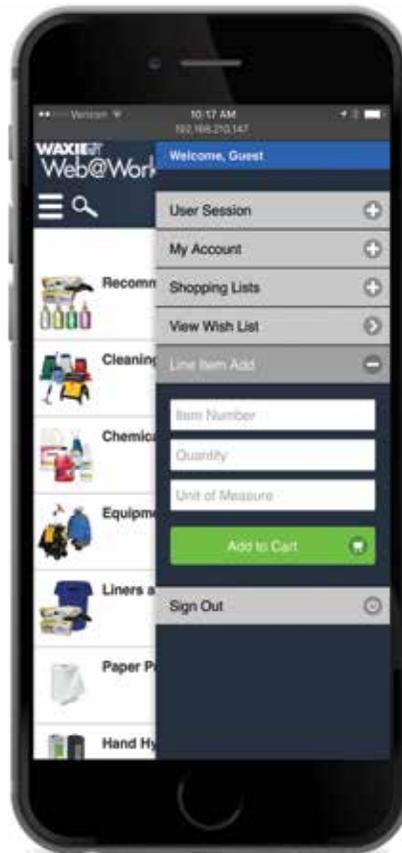
TIP

To open an SDS or product literature, simply tap the corresponding tab and a new window will open.



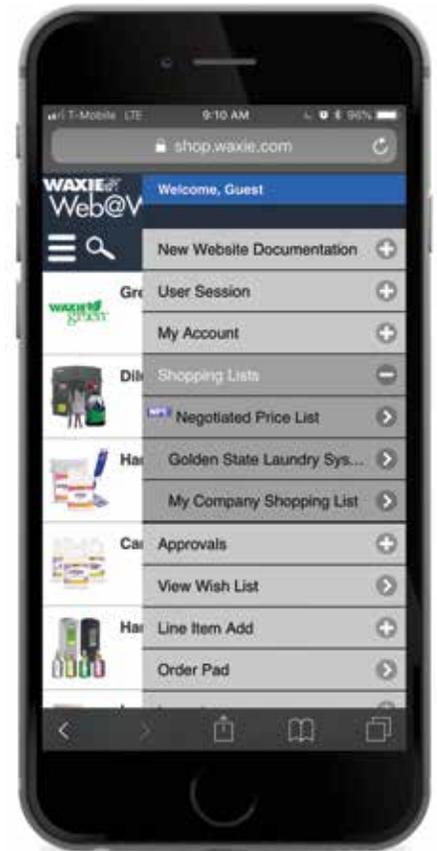
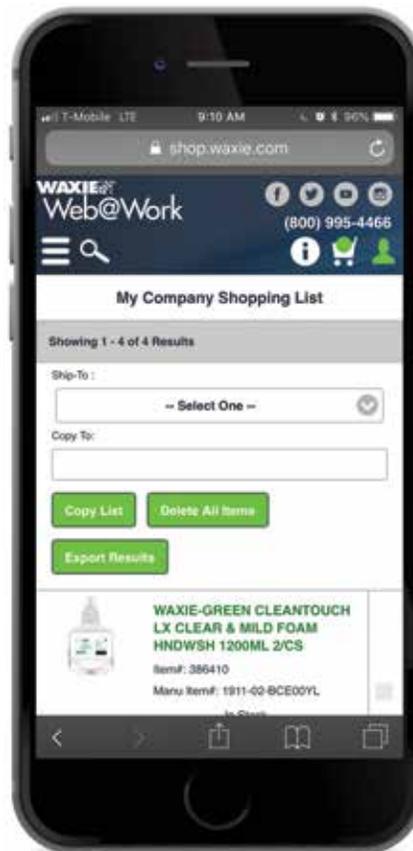
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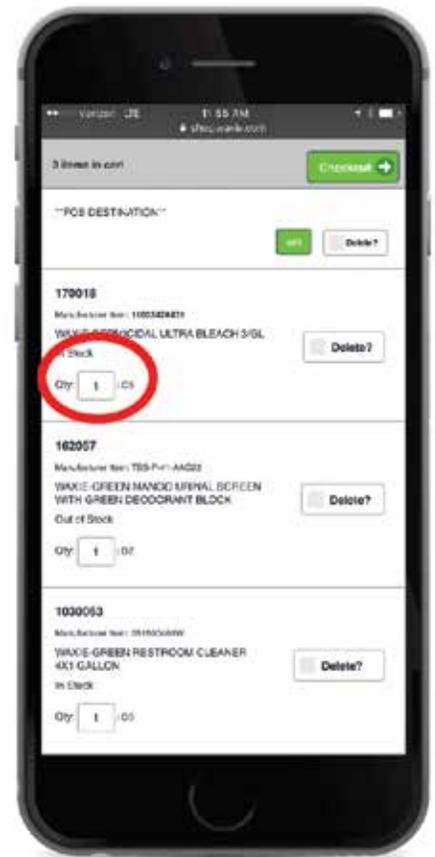
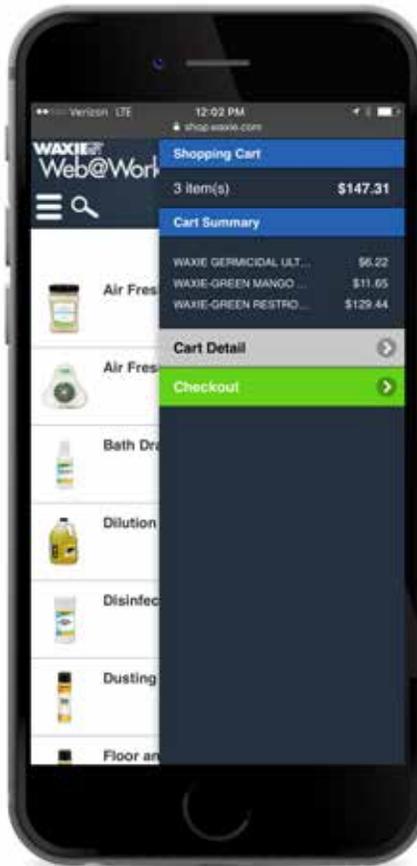
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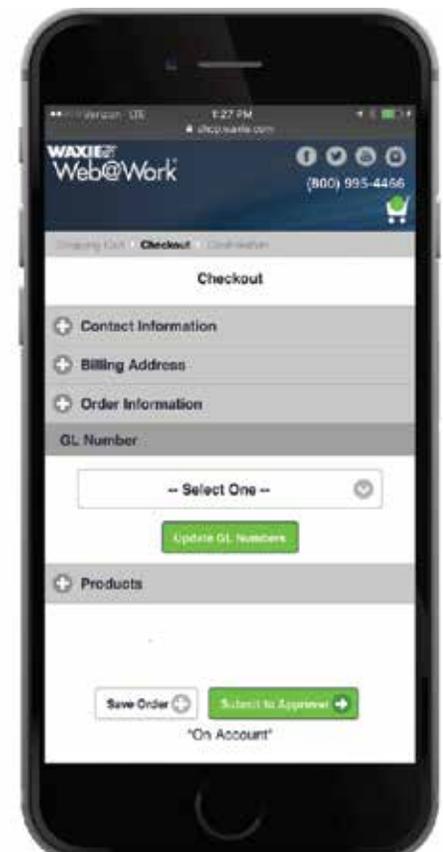
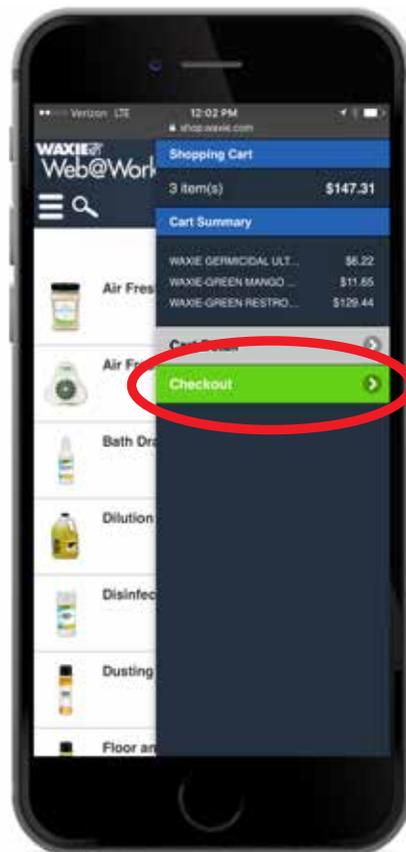


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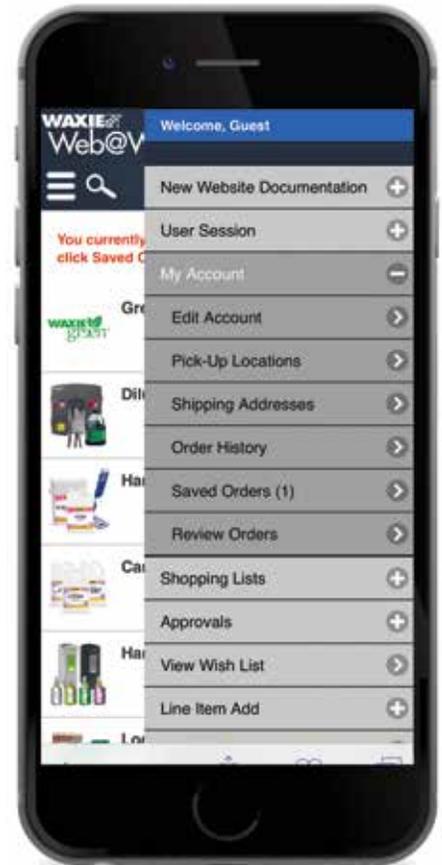
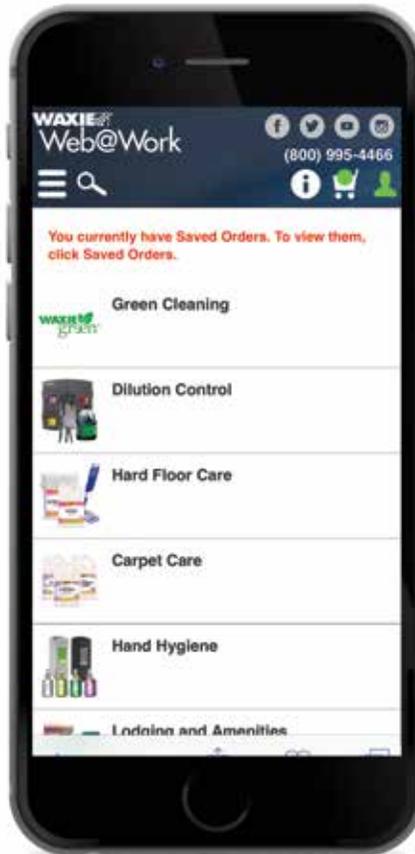
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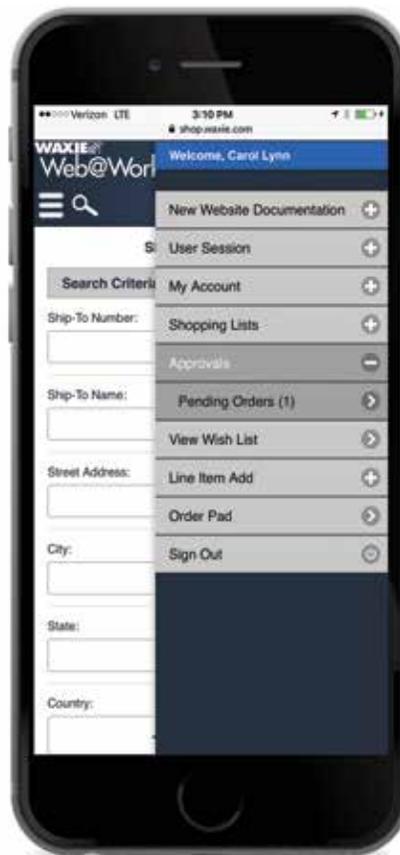
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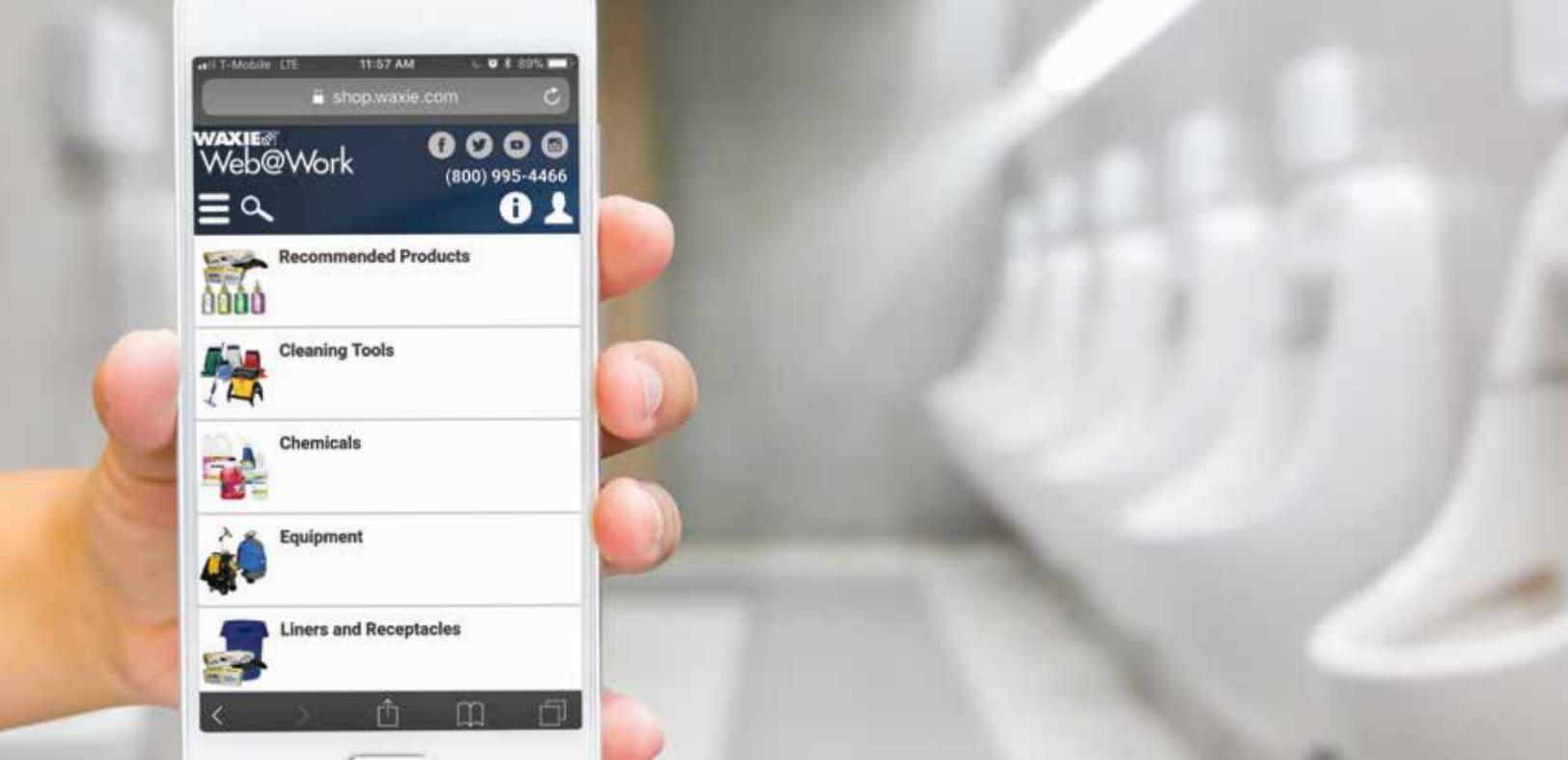
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Discover the WAXIE Difference

We have been the experts in clean since 1945 and we are committed to helping our customers keep their facilities cleaner, healthier, greener and safer.

We understand that you need to provide a clean, fresh, and healthy experience for visitors to your property at the lowest total cost. That's why we deliver innovative cleaning solutions along with your facility maintenance supplies, and combine them with industry-specific expertise and advice. Our goal is to create customized cleaning solutions to meet your specific needs, followed by ongoing training and support to help you achieve the healthiest building environment.

Whether it's an on-site consultation, a timely equipment repair, a bilingual training session, or an introduction to the latest laborsaving cleaning innovations and technology – working with WAXIE contributes to lower operating costs, enhanced public image and cleaner surfaces, all while helping you create the best experience for all of your building occupants.

Facility Supply Solutions

WAXIE has Inventory Centers strategically located throughout the Western United States to serve you. WAXIE is also a member-owner of NETWORK[®] a streamlined and collaborative collection of the best independent distributors in the world providing an efficient and integrated approach to servicing large account portfolios.

Please contact your WAXIE Account Consultant today to schedule a consultation.



The Most Trusted Name In Clean. Since 1945.

Corporate Headquarters | 9353 Waxie Way | San Diego, CA 92123
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