



Web Store User Guide



NAVIGATE TO [HTTPS://COLDIST.360INSPIRED.COM](https://coldist.360inspired.com) IN YOUR INTERNET BROWSER (FIREFOX AND CHROME WORK BEST).



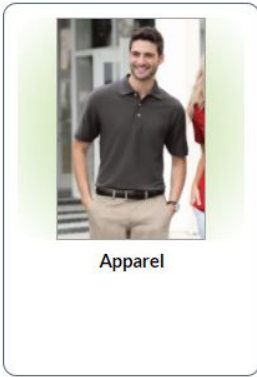
The image shows a login page for Columbia distributing. The page features a large logo with the word "Columbia" in white and "distributing" in a smaller font below it. The background is a mix of brown, green, and blue geometric shapes. A central white form contains the following elements:

- Label: "YOUR USER ID:"
- Input field: "User ID"
- Label: "YOUR PASSWORD:"
- Input field: "Password"
- Checkbox: "Remember me on this computer"
- Button: "SIGN IN" (green)
- Link: "Forgot your User ID or Password?"

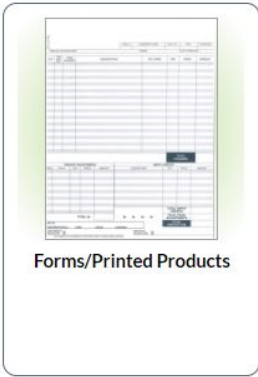
Two blue callout boxes provide instructions:

- Top callout: "Enter in your user ID and password in the boxes below, and click 'Sign In'. Your login details will be supplied in an e-mail from inspired360@inspirenw.com."
- Bottom callout: "If you forget your username or password, you can click the words 'User ID' or 'Password' above, and you will be directed to a page where you can reset them."

SEARCH



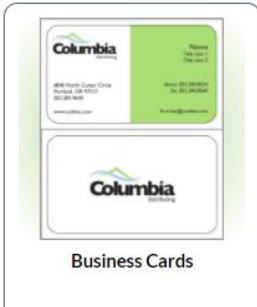
Apparel



Forms/Printed Products



Promotional Products



Business Cards

Click on the catalog images to enter the product catalog. To search for a specific item, enter keywords in the field next to the Search button. Click the button or press enter to search.

- Apparel
 - Youngs Market Branded Apparel
- + Columbia Distributing Branded Apparel
- Forms/Printed Products
 - Accounting
 - Driver Supplies
 - HR/Benefits
 - Legal
 - Stationery and Forms
 - Training
 - Warehouse
- + Promotional Products

CLICK FOR CATALOGS

Click the button 'Click for Catalogs' to expand the flyout navigation drawer.

Use the flyout drawer to explore the product catalog and quickly get to the desired catalog. Click on the catalog and sub-catalog titles to go to corresponding catalog. Use the up or down arrows to scroll through the catalogs displayed in the drawer.

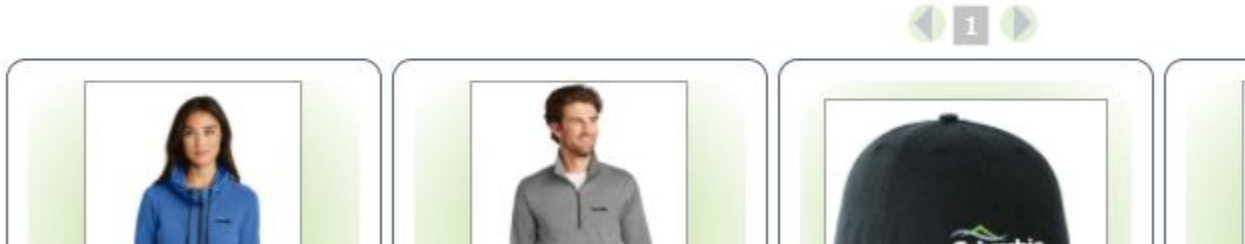
Click the plus and minus icons to expand or collapse sub-menus within the catalog.



If you have suggestions for products to carry on the site, use the contact information on the right to email or call Sandy Sonner.

Corporate Wear

Apparel orders over \$5K get a 5% credit and orders over \$10K get 10% toward your next order.



If you place a large order through the website, a credit will for either 5% or 10% of your order will appear in your account within 48 hours. You will be able to see it on the checkout screen, and by clicking on the money icon by the checkout button. This credit can then be applied to any future order.

Item Detail view

The web browser back button is not supported on the site. Use controls on the webpage to navigate.

[BACK TO CATALOG](#)

Click 'Back to Catalog' to return to the prior catalog.

On the item detail page, click the catalog titles on the breadcrumb bar to navigate back to the prior catalog.

[Home](#) > [Promotional Products](#) > [607 - Napa Wine Opener](#)

Click on the star icon to add this item as a favorite.

Click on the item image to expand it to a larger size.



Napa Wine Opener

Detailed description not available.

Unit of Issue: EACH/1

Avail in UOM 0

Quantity:

[ADD](#)

Enter in the desired quantity and press 'Add' to add the item to your cart.

Unit of Issue: BOX/250

Quantity:

[CUSTOMIZE](#)

For customizable items such as business cards, instead of an 'Add' button you will see 'Customize'. Click the Customize button to be taken to the customization page where you can enter in your custom data.

Customization Page

Within the customization page, you are able to save Profiles that contain a record of the data that you have previously entered. Click the down arrow to the righthand side of 'Add New ...' select either a previously added profile, or 'Add New ...' to start with a blank Profile.

Choose a previously customized Profile or select "Add New"

Add New ...



Location

Portland



Name

Tony

Title

Beer Sales

Title

Type

cell

Phone Number

512-456-7653

Extension

x

Type

- Blank -

Phone Number

Enter in your data in the variable fields. For those with dropdown menus, click the down arrow and make your selection from the choices available. If a field does not apply, leave it blank.

Click the Preview button to begin the proofing process.

1

PREVIEW



Profile Description

Please type in the profile description to save this information for later use.

PROFILE

NAME:

SampleCard

Save

If creating a new Profile, enter in a name for the Profile in the box that appears and press Save.



PREVIEW



VIEW PROOF



APPROVE & ADD TO CART



CANCEL

A small preview will appear. If you are satisfied, click View Proof to view a larger view of the front and back and then click 'Approve and Add to Cart' to approve the proof. Otherwise, continue to make changes and click Preview again until you are ready to proceed to view and approve the proof.



Shopping Cart and Checkout

If you would like to copy another person on your order confirmation, enter in their e-mail in the 'Order E-mail CCs' field.

▼ SHOPPING CART

You have 2 item(s) in your shopping cart.

Order Email CCs:

ITEM #	DESCRIPTION	BACK ORDER
607	Napa Wine Opener	Yes
BCCD-02	Business Card Tony	No

Change the quantity of each item ordered in the Order Qty field. Click 'Update Changes' to update the shopping cart.

If you would like to remove an item from the cart entirely, click 'Remove'. To edit a customizable item, click 'Edit'.

ORDER QTY	UNIT OF ISSUE	PIECES ORDERED	ACTIONS
<input type="text" value="1"/>	EACH/1	1	Remove
<input type="text" value="1"/>	BOX/250	250	Edit Remove

UPDATE QUANTITIES

Select your shipping destination from the dropdown list. Optionally you may enter a name into the Attention field and enter in any special delivery instructions required. Select your preferred delivery option from the dropdown menu.

SHIPPING

Shipping Destination

Select a Location:

▼

Columbia Distributing
6840 N Cutter Circle
PORTLAND, OR 97217

Mark to the Attention of:

Delivery Instructions:

Delivery Options:

▼

Save this as my default shipping location?

Checkout Continued

Select your location/department combination from within the dropdown menu. You may default this option for next time by checking the box next to 'Save this as my default payment method?'.

BILLING

Payment Method

Select a Payment Method:

0112: Portland Beer Sales

Save this as my default payment method?

Click 'Place this Order Now' to proceed to order, or Continue Shopping if you wish to add more items to your cart.

CONTINUE SHOPPING

PLACE THIS ORDER NOW

FINAL CONFIRMATION OF YOUR ORDER

Review order details and click on Complete Order or click on Cancel to go back and make changes.

Ship To:

6840 N Cutter Circle
Columbia Distributing
Tony Samples
6840 N Cutter Circle
PORTLAND, OR 97217 United States

Bill To:

0112: Portland Beer Sales

Freight:

UPS Ground
1 of 607
1 of BCCD-02

CANCEL

COMPLETE ORDER

When you click 'Place this Order Now', a blue box will appear confirming your order details. Click 'Complete Order' to send your order to us. To make changes, click 'Cancel'.



My Account

CLICK ON THE 'MY ACCOUNT' TAB ON THE TOP NAVIGATION BAR TO CHANGE YOUR USER DETAILS, PASSWORD, AND OTHER SETTINGS.

MY ACCOUNT

SHOP

FAVORITE ORDERS

My Account

PERSONAL IN...

LOCATION DEFAULTS

MY IMAG...

Personal Info

Click 'Change Password' to open the change password window. Enter in your old password and the new password twice to confirm, then click 'Save' to change your password.

Change Password

First Name:

Tony

Last Name:

Samples

Email:

tony@inspirenw.com

To change your name or e-mail, change the text in the fields and then click the 'Update' button.

Update

Please indicate SMS or Instant Messenger settings below for use with the favorites functionality.

Contact Methods

Add a New Contact Method

System or Carrier ▲	UserID or SMS N...	Type	Do Not Call Time Period
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If you wish to add additional contact methods, you may do so by clicking 'Add a New Contact Method'.

Tab over to 'Location Defaults' within the My Account menu to change your default ship-to and payment method, if desired.

PERSONAL IN...

LOCATION DEFAULTS

MY IMAG...

Default Ship-To & Payment Method

DEFAULT SHIP-TO LOCATION: 6840 N Cutter Circle ▼

DEFAULT PAYMENT METHOD: 0112: Portland Beer Sales ▼



Update



My Orders

CLICK ON THE 'MY ORDERS' TAB TO ACCESS YOUR ORDER HISTORY, STATUS, AND TO CREATE FAVORITE ORDERS.

SHOW ORDERS FOR SPENDING ACCOUNT:

SHOW ORDER #:

SHOW ORDERS ENTERED AFTER: (mm/dd/yyyy)

SHOW ORDERS ENTERED ON OR BEFORE: (mm/dd/yyyy)

SEARCH FOR ORDERS CONTAINING:

OPTIONS: Match Case

To apply filters to your orders, select your search criteria and then click 'Search'.

ORDER #	DATE	# OF ITEMS	
00-X000RZ	10/20/2017	1	Napa Wine Opener
00-X000RG	10/12/2017	1	Columbia Dist Coffee Mug


Showing Orders 1-2 of 2

TOTAL	STATUS	FAVORITES
\$3.45	SUBMITTED	Create Favorite
\$4.20	SUBMITTED	Create Favorite

On the righthand side of the My Orders screen, you can view the status of the order and create a favorite if desired by clicking 'Create Favorite'. Order favorites allow you to more easily re-create the same order for future ordering needs.

Showing Orders 1-2 of 2

Contact Information and Logout

Contact | Help
📞 971-246-8058
Sandy Sonner | Available Mon-Fri 8AM-5PM PST
[Privacy Policy](#) | [Return Policy](#) | [User Guide](#)
In Your Shopping Cart: 1 **CHECKOUT** 

Contact information is displayed on the upper righthand side of the website, near the Checkout button. If you have questions, call the number displayed or click the name of your customer service professional to be directed to their e-mail. Click 'Contact' to view full contact details for Inspired Results support.

LOGOUT

Click the Logout button on the top navigation bar to log out of the website. If you do not log out, your session will automatically expire after one hour and you will need to log in again.

IF YOU HAVE ANY ADDITIONAL QUESTIONS ON HOW TO USE THE SITE, PLEASE CALL US AT (971) 246 – 8058.

