

## **CGM Customer Portal Order Entry**

1. Order Entry- This view allows you to place an order with CGM

| Ship-to Location                |             | * PO Nu  | mber |         |            | ~      |
|---------------------------------|-------------|----------|------|---------|------------|--------|
| ITEM                            | DESCRIPTION | QUANTITY | UOM  | PRICE   | EXT. PRICE | REMOVE |
| ADD ITEM<br>Search for an item. |             | ٩        |      |         |            |        |
|                                 |             |          |      | SUBTOTA | L \$0.00   |        |

a. The various ship- to locations that we have in our system for your account will be loaded and can be accessed by selecting the drop down arrow in that field.

| Order Entry       | 0           |   |          |      |         |            |             |
|-------------------|-------------|---|----------|------|---------|------------|-------------|
| Ship-to Location  | n           |   |          | mber |         |            | ~           |
| ITEM              | DESCRIPTION |   | QUANTITY | иом  | PRICE   | EXT. PRICE | REMOVE      |
| ADD ITEM          |             |   |          |      |         |            |             |
| Search for an ite | em          | ٩ |          |      |         |            |             |
|                   |             |   |          |      | SUBTOTA | \L \$0.00  |             |
|                   |             |   |          |      |         | Clear      | Place Order |

b. Input your PO into the text section provided



| SCRIPTION | QUANTITY  | UOM                | PRICE                  | EXT. PRICE                   | REMOVE                                  |
|-----------|-----------|--------------------|------------------------|------------------------------|---|
|           | ٩         |                    |                        |                              |   |
|           | SCRIPTION | SCRIPTION QUANTITY | SCRIPTION QUANTITY UOM | SCRIPTION QUANTITY UOM PRICE | SCRIPTION QUANTITY UOM PRICE EXT. PRICE |

i. By clicking the drop down arrow in this section you can select your requested delivery date and add any shipping instructions or other comments for your order. This drop down also exposes the full address from your ship-to location.

| Ship-to Location   |   | PO Nur                | nber   |  | Č                 |
|--|---|-----------------------|--|--|-------------------|
| ITEM   | DESCRIPTION   | QUANTITY              | иом  | PRICE  | EXT. PRICE REMOVE |
| ADD ITEM<br>Search for an item.  | ٩   |                       |  |  |                   |
|  |   |                       |  | SUBTOTA  | AL \$0.00         |
|  |   |                       |  |  |                   |
|  |   |                       |  |  | Clear Place Order |
| dor Entry O  |   |                       |  |  | Clear Place Order |
| der Entry 😡  |   |                       |  |  | Clear Place Order |
| der Entry 😧  |   | PO Nur                | nber   |  | Clear Place Order |
| der Entry @  |   | PO Nur                | nber   |  | Clear Place Order |
| der Entry <b>@</b><br>hip-to Location<br>1125<br>ddress 1  |   | v PO Nur<br>Reques    | nber<br>:t Delivery Date                     |  | Clear Place Order |
| der Entry 🕑<br>hip-to Location<br>1125<br>ddress 1<br>1125 W. Taylor Rd  |   | PO Nur<br>V<br>Reques | nber<br>:t Delivery Date                     |  | Clear Place Order |
| der Entry 😯  |   | V PO Nur<br>Reques    | nber<br>it Delivery Date                     | Ê  | Place Order       |
| der Entry ?<br>hip-to Location<br>1125<br>ddress 1<br>1125 W. Taylor Rd<br>ddress 2<br>Attr. Dimitra Shifflet  |   | PO Nur<br>Reques      | nber<br>it Delivery Date<br>ents/Shipping In | 1 structions   | Place Order       |
| der Entry   hip-to Location  1125  ddress 1  1125 W. Taylor Rd  ddress 2  Ath. Dimitra Shiffet  ountry   | City  | PO Nur<br>Reques      | nber<br>it Delivery Date<br>ents/Shipping In | the structions structi | Place Order       |
| der Entry   hip-to Location  1125  ddress 1  1125 W. Taylor Rd  ddress 2  Attr: Dimitra Shifflet  ountry   | <b>City</b><br>Romeoville                               | PO Nur<br>Reques      | nbor<br>it Delivory Date<br>ents/Shipping In | the structions structi | Place Order       |
| der Entry 🕢  | City<br>Romeoville<br>Zip/Postal Code                   | PO Nur<br>Reques      | nber<br>it Delivery Date                     | m  | Place Order       |
| der Entry @<br>hip-to Location<br>1125<br>ddress 1<br>1125 W. Taylor Rd<br>ddress 2<br>Attr. Dimitra Shifflet<br>ountry<br>tate/Province<br>IL         | City<br>Romeoville<br>Zip/Postal Code<br>60446          | Commo                 | nber<br>it Delivery Date<br>ents/Shipping In | m structions   | Place Order       |
| der Entry @<br>hip-to Location<br>1125<br>ddress 1<br>1125 W. Taylor Rd<br>ddress 2<br>Attn: Dimitra Shifflet<br>ountry<br>tate/Province<br>IL<br>hone | City<br>Romeoville<br>Zip/Postal Code<br>60446<br>Email | Comme                 | nber<br>it Delivery Date<br>ents/Shipping In | m structions   | Place Order       |

c. Search the item that you would like to place an order for. If you have a unique part number stored into our system that corresponds to our part number, you will be able to input your number.

| ITEM               | DESCRIPTION   | QUANTITY | UOM    | PRICE  | EXT. PRICE | REMOVE |
|--------------------|---|----------|--------|--------|------------|--------|
| HMM32PEL           | Hot Melt Adhesive Pellets 25 lb Case /<br>1,350 lb Skid | 1        | Pounds | \$0.00 | \$0.00     | Û      |
| ADD ITEM           |   |          |        |        |            |        |
| Search for an item | Q   |          |        |        |            |        |
|                    |   |          |        |        |            |        |



i. Be sure to select the correct quantity that you would like. Be sure to check the Units of measure when selecting a quantity.

| ITEM               | DESCRIPTION   | QUANTITY | иом    | PRICE  | EXT. PRICE | REMOVE |
|--------------------|---|----------|--------|--------|------------|--------|
| HMM32PEL           | Hot Melt Adhesive Pellets 25 lb Case /<br>1,350 lb Skid | 1        | Pounds | \$0.00 | \$0.00     | ŵ      |
| ADD ITEM           |   |          |        |        |            |        |
| Search for an item | ٩   |          |        |        |            |        |
|                    |   |          |        |        |            |        |

- ii. If you have a contract price set up into our system the price will automatically pull in. If you do not have a contract price, you can still place your order and a CGM associate will confirm your price later.
- d. Finally, select place your order.

Order Entry 😧

| Ship-to Location               |  | Y PO Nu | mber          |                        |                      | ~           |
|--------------------------------|--|---------|---------------|------------------------|----------------------|-------------|
| ITEM<br>HMM32PEL               | DESCRIPTION<br>Hot Melt Adhesive Pellets 25 lb Case /<br>1,350 lb Skid |         | UOM<br>Pounds | <b>PRICE</b><br>\$0.00 | EXT. PRICE<br>\$0.00 | REMOVE      |
| ADD ITEM<br>Search for an item | ٩  |         |               |                        |                      |             |
|                                |  |         |               | SUBTOTA                | L \$0.00             |             |
|                                |  |         |               |                        | Clear                | Place Order |

e. After placing your order there will be a pop with your order number.





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i. You will see you confirmation and you can select to print that confirmation if you would like.

| RDER NUMBER 118221  | ORDER DATE 09/24/2020                        |                    |     |                      |   |                |                 |
|---|--|--------------------|-----|----------------------|---|----------------|-----------------|
| EFERENCE<br>Itered on portal by: anorton  | PO#  | CUSTOMER<br>CHI200 |     | SALESPERSON<br>ILREP | SH  | IP VIA         | TERMS<br>NET030 |
|   |  |                    |     |                      |   |                |                 |
|   |  |                    |     |                      | Chicago Glue Mac  | hine and Suppl | ly Co           |
| ORDER Web   | Сору   |                    |     |                      | 750 Baker Drive<br>Itasca, IL<br>60143-1308 Unied 5<br>Phone: 603-250-070 | States<br>00   |                 |
| INVOICED TO:<br>Chicago Glue Machine & Su<br>750 N Baker<br>Itasca, IL, USA<br>60143<br>Phone: 6302500700 | pply   |                    |     |                      |   |                |                 |
| LINE ITEM NO.   | DESCRIPTION                                  | UOM                | QTY | QTY SHIPPED          | QTY B/ORDER   | UNIT PRICE     | LINE TOTAL      |
| 1 HME0736   | Hot Melt Adhesive Pillows 25 lb Case<br>Skid | / 1,350 lb Pounds  | 1   | 0                    | 1   | \$ 0.00        | \$ 0.00         |
| Comment:  |  |                    |     |                      | ITE   | M TOTAL        | \$ 0.00         |
|   |  |                    |     |                      | SHIPPING SI   | JBTOTAL        | \$ 0.00         |
|   |  |                    |     |                      | 51  | TAX            | \$ 0.00         |
|   |  |                    |     |                      |   | TOTAL          | \$ 0.00         |
|   |  |                    |     |                      |   | Back           | Print           |

Congratulations!!! You have placed your order CGM. You can sit back, kick up your feet, and rest assured that your order is taken care of and will be on its way shortly. If you need anything else or have any other questions please give us call at 630-250-0700!!!