



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

CGM Customer Portal Order Entry

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

The screenshot shows the 'Order Entry' form. At the top, there is a 'Ship-to Location' dropdown menu with '1125' selected. To its right is a 'PO Number' text input field. Below these is a table with columns: ITEM, DESCRIPTION, QUANTITY, UOM, PRICE, EXT. PRICE, and REMOVE. Under the table is an 'ADD ITEM' section with a search input field and a search button. At the bottom right, there is a 'SUBTOTAL \$0.00' box, a 'Clear' button, and a 'Place Order' button.

- 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.

This screenshot is identical to the one above, but with a red arrow pointing to the dropdown arrow in the 'Ship-to Location' field, which is also circled in red. This highlights the action of clicking the dropdown arrow to view available locations.

- b. Input your PO into the text section provided

Order Entry ⓘ

Ship-to Location: 1125 | PO Number: [Redacted]

ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT. PRICE	REMOVE
ADD ITEM Search for an item... <input type="text"/> <input type="button" value="Q"/>						
					SUBTOTAL \$0.00	
						<input type="button" value="Clear"/> <input type="button" value="Place Order"/>

- 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.

Order Entry ⓘ

Ship-to Location: 1125 | PO Number: [Redacted]

ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT. PRICE	REMOVE
ADD ITEM Search for an item... <input type="text"/> <input type="button" value="Q"/>						
					SUBTOTAL \$0.00	
						<input type="button" value="Clear"/> <input type="button" value="Place Order"/>

Order Entry ⓘ

Ship-to Location: 1125 | PO Number: [Expanded]

Address 1
1125 W. Taylor Rd

Address 2
Attn: Dimitra Shifflet

Country: [Field] | **City**: Romeoville

State/Province: IL | **Zip/Postal Code**: 60446

Phone: 6308102032 | **Email**: [Field]

Request Delivery Date: [Calendar Icon]

Comments/Shipping Instructions: [Text Area]

- 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 / 1,350 lb Skid	<input type="text" value="1"/>	Pounds	\$0.00	\$0.00	<input type="button" value="Remove"/>
ADD ITEM Search for an item... <input type="text"/> <input type="button" value="Q"/>						



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

- 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	UOM	PRICE	EXT. PRICE	REMOVE
HMM32PEL	Hot Melt Adhesive Pellets 25 lb Case / 1,350 lb Skid	<input type="text" value="1"/>	Pounds	\$0.00	\$0.00	

ADD ITEM

Search for an item...

- 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: 1125 PO Number:

ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT. PRICE	REMOVE
HMM32PEL	Hot Melt Adhesive Pellets 25 lb Case / 1,350 lb Skid	<input type="text" value="1"/>	Pounds	\$0.00	\$0.00	

ADD ITEM

Search for an item...

SUBTOTAL \$0.00

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

**Order number:
118220**

Your order has been placed successfully.
Please copy this for your reference

- f. You can also print the confirmation by selecting View/Print in the pop up.

**Order number:
118220**

Your order has been placed successfully.
Please copy this for your reference

