



Online Ordering System Signup Sheet

Company Information

Check the option that best describes your company:

[] One individual places orders for one or more ship-to locations.

[] Several individuals place orders for one or more ship-to locations.*

*Please fill out "user information" sheets for each user who will be placing orders online.

Company Name: _____

Billing Address: _____

City: _____ St: _____ Zip: _____

Your Account number: _____

Bcc E-mail address: _____

User Information

First Name: _____ Last Name: _____

Phone: _____ Ext: _____ Fax: _____

Email address: _____ (for order confirmations)

[] Check here if you want to send a "flat file" of all orders placed by this user to this address.

Select a login ID (at least 6 characters long): _____

Select a password for this login ID (at least 6 characters long)*: _____

*If you prefer, you may email login ID's and passwords to swpaper@swpaper.com.

[] Ship to address is the same as bill to address.

Ship To Name: _____

Ship To Address: _____

City: _____ St: _____ Zip: _____

[] Check here if you need to be able to specify an order as a "will call".

[] Check here if you need to be able to specify an order as "LTL".

Special Instructions (will appear on each order you place online):

Send me complete instructions on using the online ordering site (approx 32 pages) via:

- [] E-mail Adobe PDF file (1.19MB)
[] E-mail MS Word file (2.82MB)
[] US postal service

Fax this page to Southwest Paper Customer Service: 316-838-7864 or e-mail to swpaper@swpaper.com

Direct any questions you may have to Southwest Paper MIS Dept: 316-219-7263

Online Ordering System Signup Sheet Instructions

- ✓ This signup sheet and complete instructions on using the online ordering site may also be viewed or downloaded from Southwest Paper's web site: <http://www.swpaper.com/forms.html>.
- ✓ The online ordering site itself is accessible at <http://216.178.82.98/swpaper>. Feel free to browse our catalog of items prior to signing up.

Company Information

- Account Number:** You must have a Southwest Paper account in order to use the online ordering site. Your account number is listed on all delivery receipts, invoices, and statements received from Southwest Paper. If you do not have an account, you must fill out a credit application as well as the online ordering signup sheet. Credit applications may be downloaded from Southwest Paper's website: <http://www.swpaper.com/forms.html>.
- There are several options for setting up users at your company. Select "**One individual**" or "**Several individuals**" based on what best matches your company's situation:
 - ✓ If only one person will be using the ordering site, you may select one user name and password which will be used to place orders for all ship-to locations for your company. After logging in, you will be able to select the ship-to location for which you are ordering.
 - ✓ If you have several individuals who will be using the ordering site, you may select one user name and password which you may "share" with all the individuals who will be accessing the site. However, two users may not use the site at the same time with the same user name.
 - ✓ If you have several individuals who will be using the ordering site and each is at a different ship-to location, you may select user names and passwords for each user and each user will only be allowed to place orders for their unique ship-to address.
 - ✓ If you have several individuals who will be using the ordering site and each user must be able to place orders for more than one ship-to location and users may potentially be logged in at the same time, you may select user names and passwords for each user.
- BCC E-mail address:** "BCC" stands for "blind carbon copy". If you have several individuals placing orders and would like their supervisor to receive e-mail copies of their online order confirmations, include the supervisor's e-mail address here, otherwise leave blank and include user e-mail information in the "User Information" section.
- Company Name and Billing address:** This is the company name and address to which we will mail your invoices. This may be the same as the "Ship To" address or it may be different. PO Boxes are permissible.

User Information

- ✓ You must fill out additional signup sheets for each unique login id. If you only need one login id, you may fill out only one signup sheet and include all your different "ship to" addresses on a separate sheet of paper.
- Name, phone and fax:** This information should be included in case we need to contact you about your online order.
- E-mail address:** This is the e-mail address to which online order confirmations will be sent. If you would like confirmations sent to more than one e-mail address, write them down on a separate sheet of paper and fax them with the signup sheet.
- Flat File:** If you would like a comma delimited text file to be e-mailed to you for each order placed online, check this box. This text file will be attached to your order confirmation e-mail and may be imported into your company's spreadsheet or database program.
- Login ID:** Select a login ID at least six characters long. Use "_" (underlines) instead of spaces. You may use any mix of letters and numbers, but do not use special characters (other than underlines) or punctuation marks. Your login ID will not be case sensitive, so letters may be capital or lower case.
- Password:** Select a password of at least six characters long. Use "_" (underlines) instead of spaces. You may use any mix of letters and numbers, but do not use special characters or punctuation marks (other than underlines). Your login ID will not be case sensitive, so letters may be capital or lower case. Select an easy to remember password, but not one that someone might guess. If you want to use some combination of your name or initials, it is suggested you mix in a number or numbers to make it harder to guess. If you prefer, you may e-mail the user names and passwords you would like to tkerschen@swpaper.com.
- Ship To Name and Address:** Remember to fill out signup sheets for each Ship To address that you have, unless only one person is doing the ordering, in which case you can attach a list of Ship To addresses on a separate sheet of paper. If the ship to address is the same as the bill to address, select the check box above and leave the ship to address blank.
- Will Call:** If you want to be able to place an online order and have the option to pick it up at Southwest Paper's warehouse instead of having it delivered, check this box. We will then set up a special address noted as "will call" and you will be able to select this address when you place your order.
- LTL:** If you have a ship to address or addresses that are not on Southwest Paper's regular truck routes or may need an order shipped via UPS or other common carrier because our truck will not get there soon enough, check this box. We will then set up a special address noted as "LTL" and you will be able to select this address when you place your order.
- Special Instructions:** When placing an order online, you will be given the opportunity to enter any special message which will be seen by our customer service people as well as order fillers and delivery drivers. It will also appear on your delivery copy and invoice. If you have a special message that you want to appear on all your online orders, enter it here so you won't have to type it manually on every order you enter online.
- Online Ordering Instructions:** Users are encouraged to download and print the instructions on using the online ordering site. Instructions are available in Adobe PDF format and may be downloaded from Southwest Paper's web site: <http://www.swpaper.com/forms.html>. If you prefer we can e-mail you the instructions in Adobe PDF or Microsoft Word format or we can print them out for you and send them to you via US Mail. Select the appropriate check box.
- ✓ Fax the completed signup sheet to Southwest Paper's Wichita customer service location: 316-838-7864.
- ✓ After we receive your signup sheet, we will need one business day to process it. Once setup is complete, you will receive an e-mail telling you that setup is complete and you may begin placing orders.
- ✓ If you have any questions or comments about this form or have forgotten your password, contact Southwest Paper's MIS department: 316-219-7263 or tkerschen@swpaper.com.