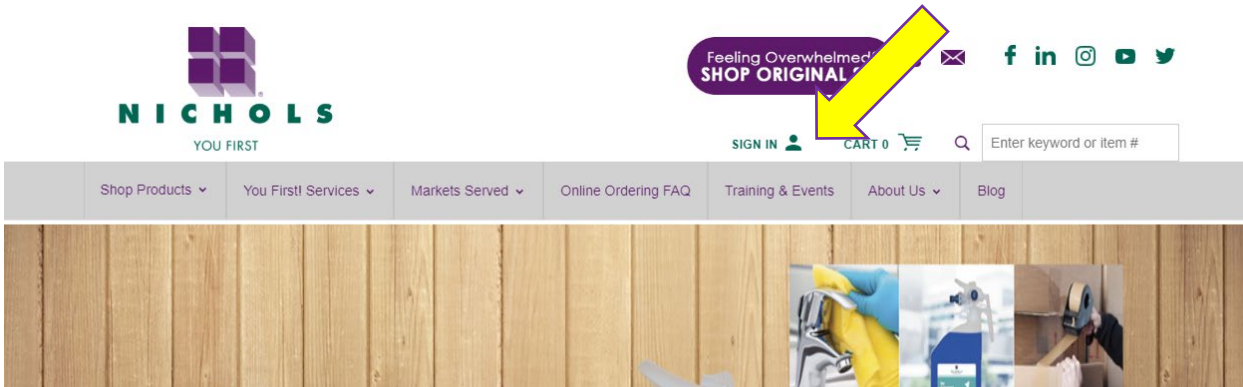# HOW TO OVERVIEW:

New Nichols eCommerce Website

Step 1: Activate your account and set your password using the activation email you received. The email will be from orders@enichols.com. If you did not receive one, contact your Nichols Customer Service Representative.

Step 2: Go to www.enichols.com and sign in by clicking on the "Sign In" button.

Step 3: Once signed in, click on your name and select an option from the drop-down menu/user menu.

Your options are:

- "My Account" to look at your new dashboard. (PRO TIP: This will evolve over the next 3-6 months!)
- "Account Settings" – Basic information about your Nichols account.
- "User Administration" - This only shows if you are an Admin user.
- "Saved Orders" – For your "work in process" orders.
- "Invoice History" – Use to search a PO or look up history, you can also download or print invoices.
- "Order History" – Use to search a PO, check status, etc.
- "Order Approval" – This only shows if you are an Approver.
- "My Lists" which used to be called **ORDER SHEETS.** To manage your lists and place orders.
- "Change Customer/Ship To" – Only shows if you are set up for multiple accounts or ship to's.
- "Sign Out"

KEY TAKEAWAY

Order Sheets → My Lists

Step 4: If you previously used Order Sheets, you will have that showing up under your My Lists menu option. It will show "Shared by Nichols" next to it. Just click on your company name to access the order sheet.
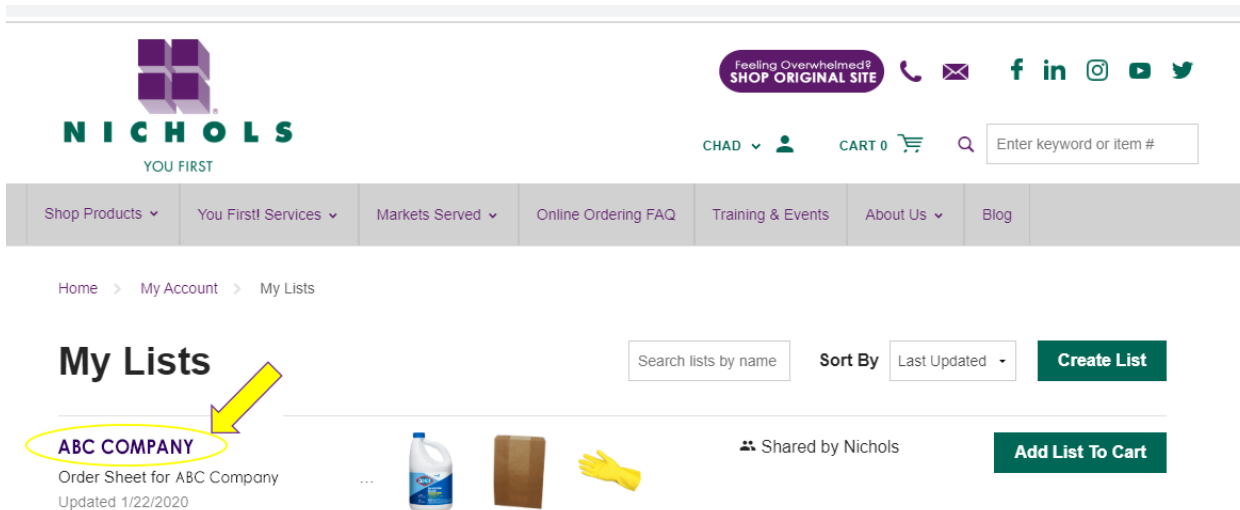
Step 5: Once you are in your List just navigate to the items you need and enter the quantity needed. No need to add to cart for each item, when you are done, just hit the Add Selected to Cart button at the top or bottom of the screen. You can also click on "Simplified View" if you don't want see the product pictures.
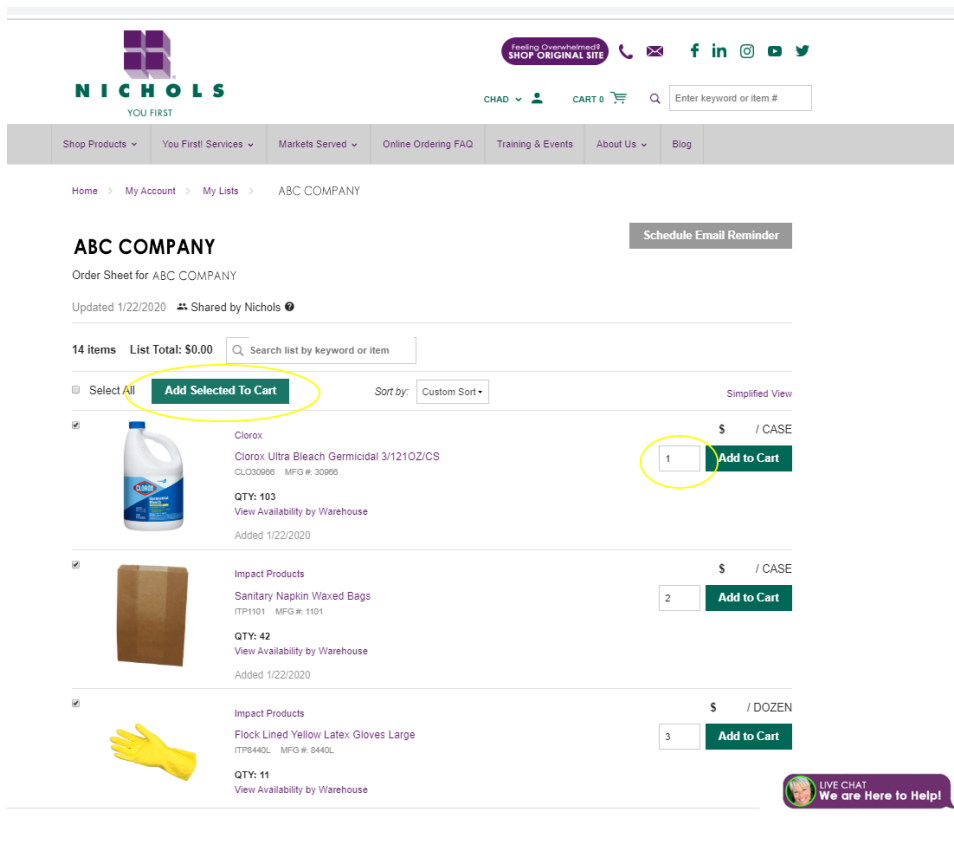
STEPS 6-9: The rest is pretty intuitive! Just go to your "Cart", "Check Out", "Continue" (verify shipping address is correct), and "Place Order".

MY LISTS:

Want to create your very own lists? One way to create a new list from the My Lists screen is to select "My Lists" and click on "Create List".

If creating a new list, type in a name for the list. I've named mine "Bathroom Supplies". Click on your list name and then on "Add Items" to your list.

To "Add Items" to your list, type in the name of them item in the search bars. Like items will pop up in the drop down menu and select your item. You can search by brand, item number or description.

I searched "bath tissue". Once you found your item, click "Add Items" to add it to your list.

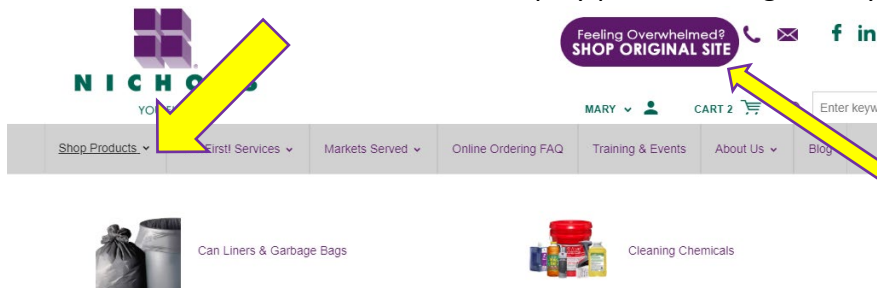Additional Information: You can also shop by product categories by clicking on "Shop Products".

Last but not least, if you are confused and don't feel like calling, feel free to use the old site. ☺