



## Why Migrate to Our New Web Site?

If you shop our old site, you will love our new Web site.

You can look forward to smarter, faster, more flexible, enterprise-class tools to shop our extensive catalog and control purchasing:



## What's the Same?

- The same friendly service with a friendlier look and feel!
- The same extensive catalog selections, but with improved product detail!
- Similar access to order history, machine matching, rewards, favorites – redesigned!
- Similar purchasing controls with approvals, budgets, contracts and laundry lists!
- Same extended hour access to manage orders from the convenience of a Web browser!

## What's New?

1. A longer **password** (minimum of six alphanumeric characters) for better account security.
2. Secure, **automated password reset** using a security question, in case shoppers forget.
3. A **friendlier shopping experience** built on the basis of state-of-the-art technology, extensive market research and substantial feedback from customer like you.
4. More **intuitive search tools** and **faster results**.
5. More **informed purchasing decisions** using improved product details, warranty information, alternate product choices, and side-by-side comparisons.
6. QuickOrder has been redesigned with **dynamic display of product units and pricing** immediately after entering an item number.
7. Account **self-registration is streamlined** for quicker access to more personalized services; favorites, order history, machine matching, price contracts, laundry lists, approvals, budgets and more.
8. **Favorites is enhanced** to let you create multiple lists for different rooms or events, sort into categories, specify quantities to keep on hand, add comments, and instantly add selected items or an entire list to your cart.
9. Your **invoices are online** for viewing, printing, and paying conveniently via credit card.
10. **Shopping for multiple departments** or locations has been enhanced so that shoppers can add and manage multiple credit cards to streamline Checkout, and each line item can be delivered to a separate department, location or attention.
11. Easy-to-read **HTML confirmation emails**, and your option to choose text for HTML.
12. Your approval hierarchies automatically migrate with your new account, or can be built to suit your office's needs, with more granular control.