

## John Henry Foster B2B Portal

## Create and Process Orders Using the John Henry Foster B2B Portal

**The JHF B2B Portal is ideal for businesses doing recurring orders with John Henry Foster**. Your portal account will also integrate seamlessly with your offline sales quotes and orders.

	Select item(s) and Add To Cart.	r 3 Series Plug 1/4" Male Pipe \$ No. 10-3 In stock ADD TO CART	THE FOLLOWING HAS BEEN ADDED TO YOUR SHOPPING CART
2	Mini cart temporarily pops up with options	to View shopping cart or Checko	ut.
3	Use the Shopping Cart to review or edit p My Shopping Cart • View – See details on product web page • Delete – Remove from cart • Split by Date – Separate quantities and components by specific delivery dates Shopping Cart Details • Item pricing, estimated shipping, subtotal, total • Recalculate Shopping cart – If quantities change • Proceed to Checkout – to process order The Checkout Screen displays shipping and delivery information:	Product information & to checkou         MY SHOPPING CART         Product       Price         F0STER 3 SERIES PLUGI/4" MALE PIPE       \$ 1.47         Product       Price       \$ 1.47         Wew       Delete       Split By Date	Quantity       Total products: 1       Total price:       \$1.58         View shopping cart       CHECKOUT >         1       \$ 1.47         Each       \$ 1.47         Hems (1 units)       \$ 1.23         Subtotal       \$ 1.23         Total incl.tax       \$ 1.23         Unit total: 1 units of 1 items         Save as template         Load template         Empty shopping cart         Save as template         Each
	<ul> <li>Shipping information</li> <li>Defaults to your JHF account setup</li> <li>Delivery address can differ from Bill to address</li> <li>Delivery method*</li> <li>Mode of delivery defaults to JHF account setup</li> <li>A different mode of delivery or collect # may be used. See <u>Additional Information</u>/Comments</li> <li>(* PPD services are an estimated cost)</li> <li>Additional Information</li> <li>Reference no. – Should always reference</li> </ul>	1. SHIPPING INFORMATION         • Deliver the order to the same address as the billing address.         • Deliver the order to a different address from address book.         • Deliver the order to a different address.         2. DELIVERY METHOD         Delivery method       Costs         • Standard         • Pick Up at JHF	PROCEED TO CHECKOUT       >         ORDER OVERVIEW       Shipping address       Shipping method         Machine Division       Machine Division       Standard         United States       United States         Product       Price Qty UOM       Total         Image: Machine Division       Standard         Image: Machine Division       Standard         United States       United States         Product       Price Qty UOM       Total         Image: Machine Division       States         Image: Machine Division       States
	<ul> <li>Purchase order number issued to JHF</li> <li>Comments – Add special instructions (different delivery, contact, Job numbers, etc.)</li> <li>Requested Delivery date – Specify date for items to ship from JHF</li> <li>Order Overview</li> <li>Lists all information entered during Checkout</li> </ul>	3. ADDITIONAL INFORMATION Reference no. Comments Requested delivery	Total \$ 1.23 Total incl. tax \$ 1.23
	<ul> <li>Read and understand <u>Terms and Conditions</u></li> <li><u>Submit order</u> for processing</li> </ul>	date I have read and fully understand the Terms and Conditions SUBMIT ORDER	