Pathgroup Online Ordering Tutorial

Go to http://shop.azorinc.com

Your username:

Your password:

As a part of our continued partnership with Pathgroup, we are always striving to make the ordering experience as pleasant and simple as possible. In keeping with that promise, we've created a new Pathgroup Partner Site where you can find answers to some of the most frequent questions, fill out requests for account and user changes, and more! You can find all of this information at www.azorinc.com/pathgroup.

If you find you have other questions, concerns, or additional items you'd like to see on the new partner site, please contact Kathy at kmacrander@azorinc.com or support@azorinc.com for further assistance.

Thank you!

LOGGING IN

You will click the PLEASE LOGIN link at the top right of the webpage (as seen below):

You will then be prompted to login using the username and password you've been given and click the LOGIN button:

For users who order for multiple states, you will then select a DEPARTMENT and ATTENTION (shipping location) to ship to.

To select a DEPARTMENT – click in the first gray box and push the space bar on your keyboard. It will display a list of all of your available departments. Select which one you'd like to order for.
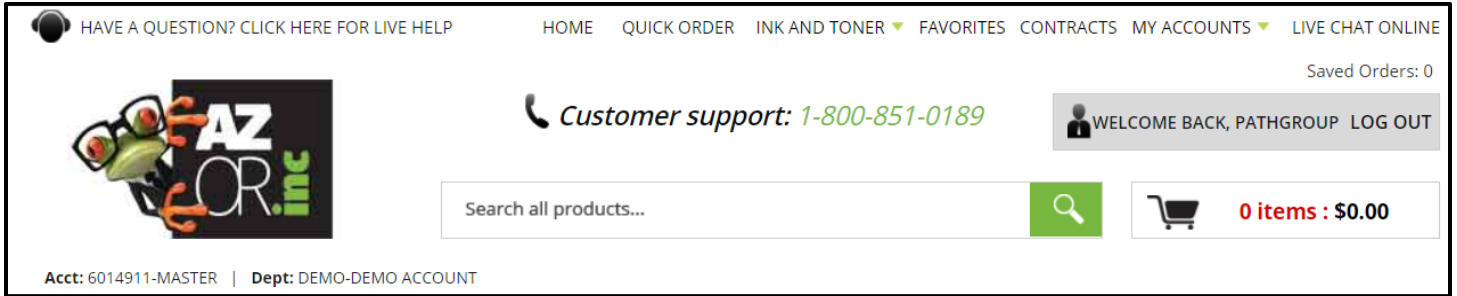

To select an ATTENTION – click in the second gray box and push the space bar on your keyboard. It will display a list of all of your available locations. Select which one you'd like to order for. Each location will have on address for FURNITURE ORDERS and an address for SUPPLIES ORDERS.

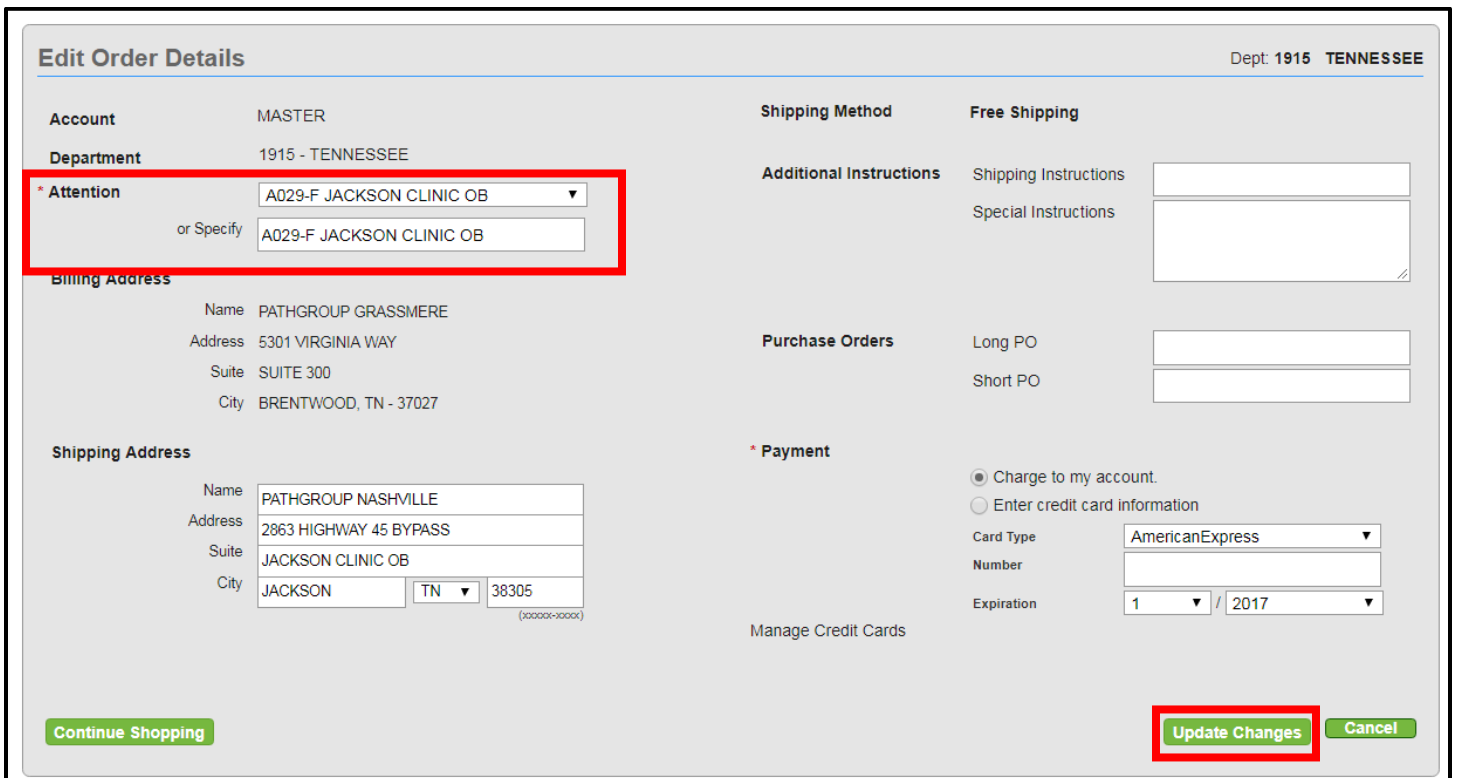FURNITURE ORDERS need to be placed on the location with a -F

SUPPLY ORDERS need to be placed on the location with a –S

The shipping locations will retain the original department numbers and the practice name you can choose from the dropdown menu. Click the one you'd like to order for and the screen will refresh back to the home screen with your selected information retained.

For users who only order for one state, you _will not_ be prompted to choose your shipping location upon logging in. You will instead proceed with your order and when you get to the end, you'll be taken to the EDIT ORDER DETAILS screen, where you will need to select the location needed from the dropdown menu and select UPDATE CHANGES to proceed to the checkout screen.


Each location will have on address for FURNITURE ORDERS and an address for SUPPLIES ORDERS.

FURNITURE ORDERS need to be placed on the location with a –F

SUPPLY ORDERS need to be placed on the location with a –S

FAVORITES LISTS

There are several FAVORITES LISTS we've created for easy ordering. To get to these lists, you'll hover over the FAVORITES link at the top of the page. A dropdown menu will appear. From here, you can select which list you'd like to shop from.
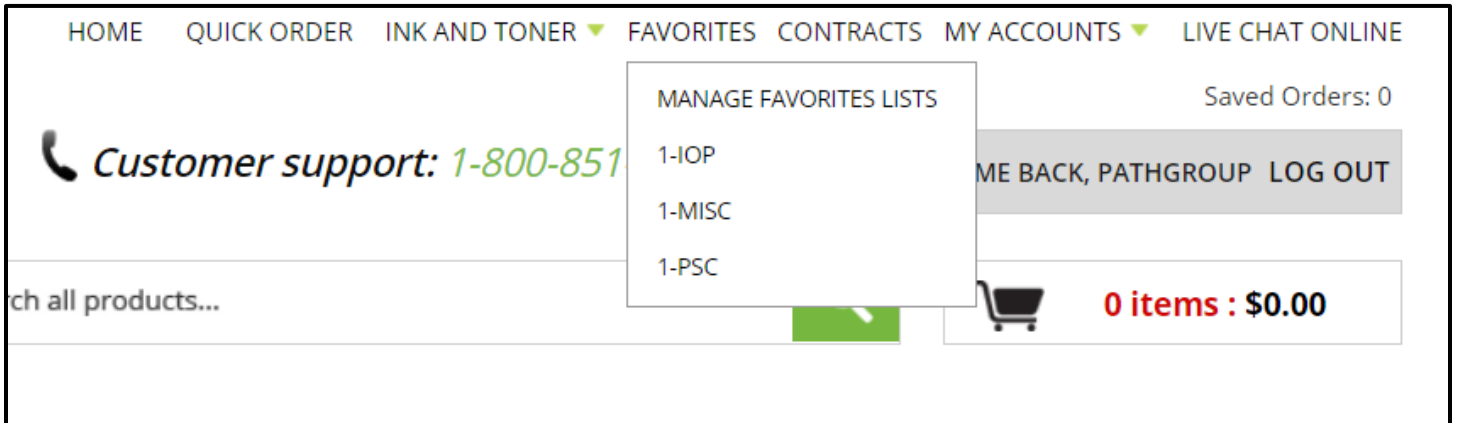
The screen will refresh and show all of the items you can shop on the list. You will also see the current prices, categories, and additional lists you can shop from.
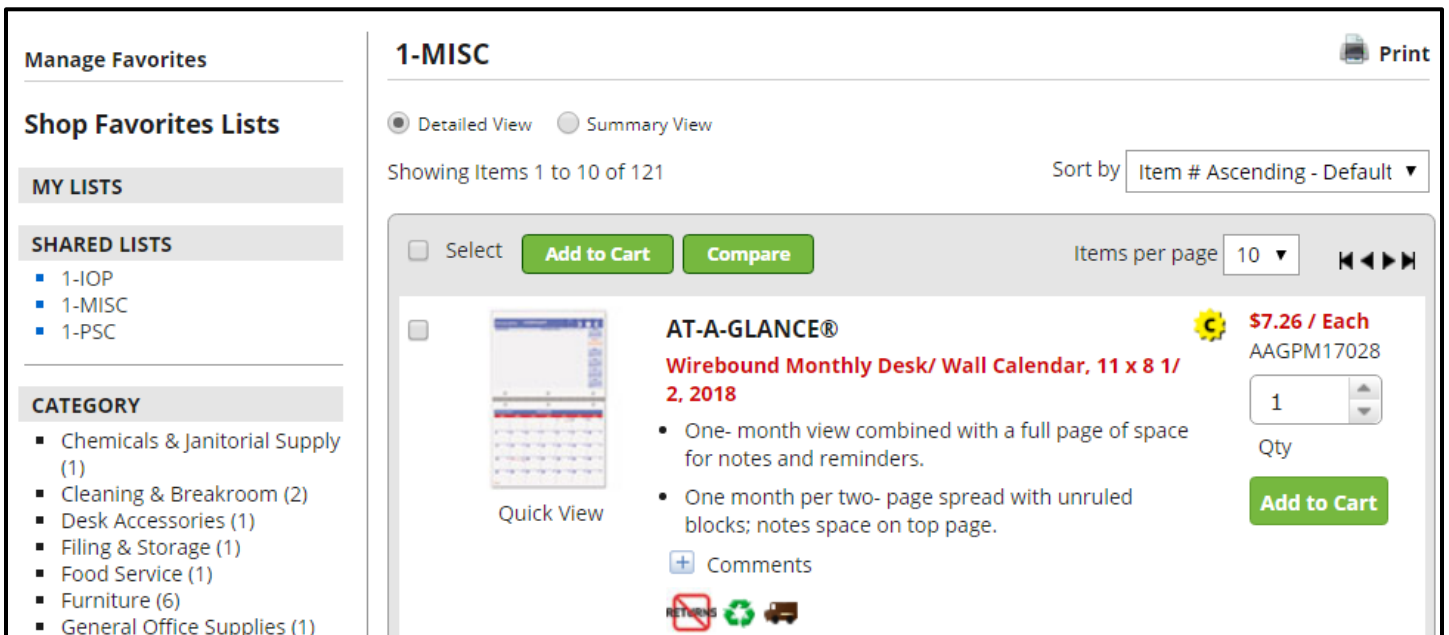
You can change quantities and add items to your cart directly from the item box. Units of measure are pointed out next to the price to tell you how the items are sold (i.e. each, case, carton, and box).

SIDE NOTE – chair arms are always sold by the pair

QUICK ORDER/SEARCHING FOR PRODUCTS/SAVED ORDERS

If you know the product number and would like a quicker way to order, you can select QUICK ORDER from the menu at the top of the page.

You will then be given a box to type in the part number you wish to order. Please do not include any spaces or dashes in the part number. You will type in the part number and the item information will populate.

You can also change the quantity or add notes like "for Lisa" or "5 reams to accounting" so your warehouse or front desk knows who gets different items in the order. Push ENTER when you're done with that line item and another line will populate below to add more items.

If you don't know the product number, you can use the SEARCH BAR. Here, we typically use general descriptions or brand names to find what we're looking for.
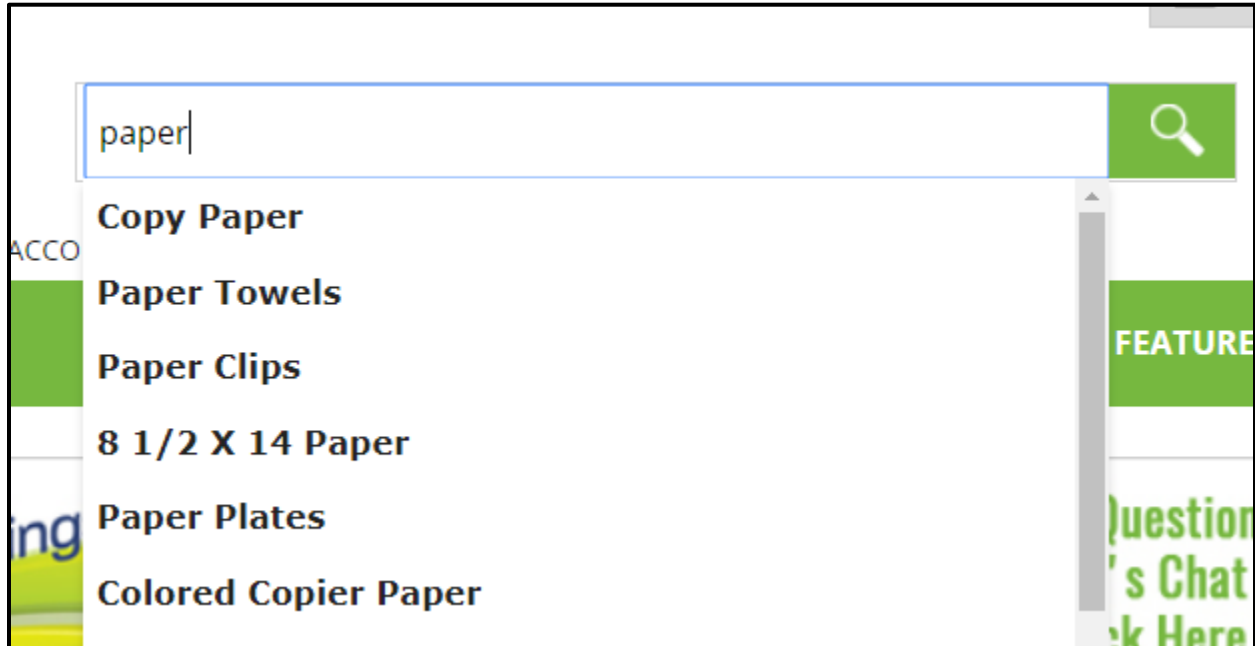
You can either select an item from the suggested search terms (dropdown) or you can just push ENTER or click the green magnifying glass to locate products with that description or keyword.
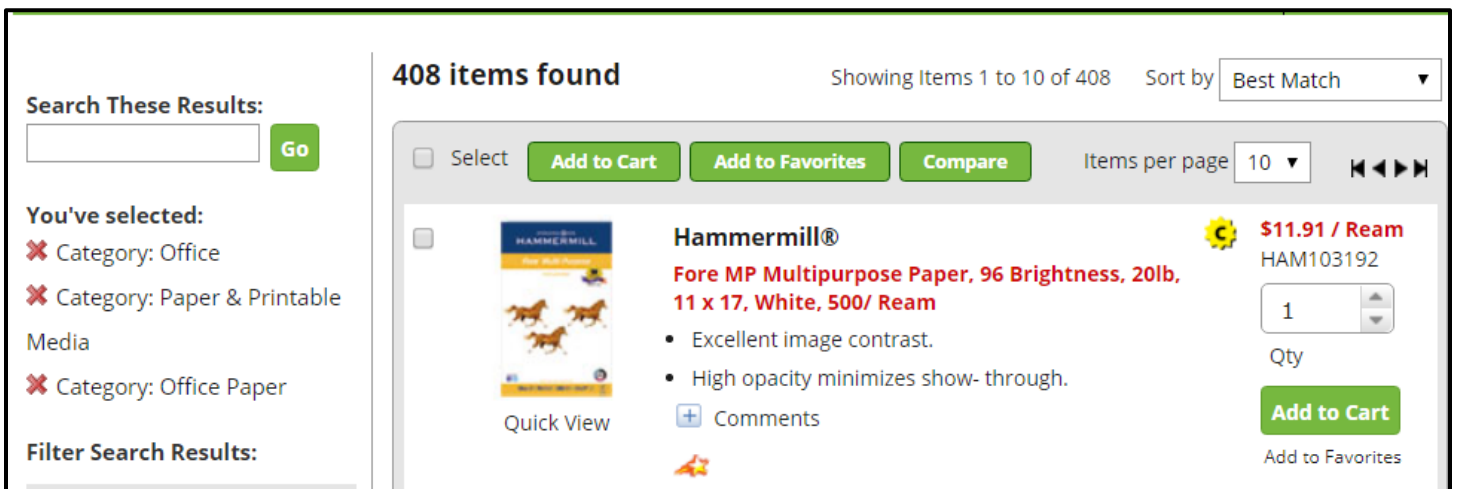
As you can see, the screen will look just like FAVORITES LIST you shopped from earlier. You can update the quantities and click ADD TO CART and the screen will refresh, and you will be taken to your shopping cart with the items you selected.

If you need to come back to your order at a different time, you can select SAVE ORDER and a box will pop up for you to give your order a description to identify it later. After you name it, click DONE.
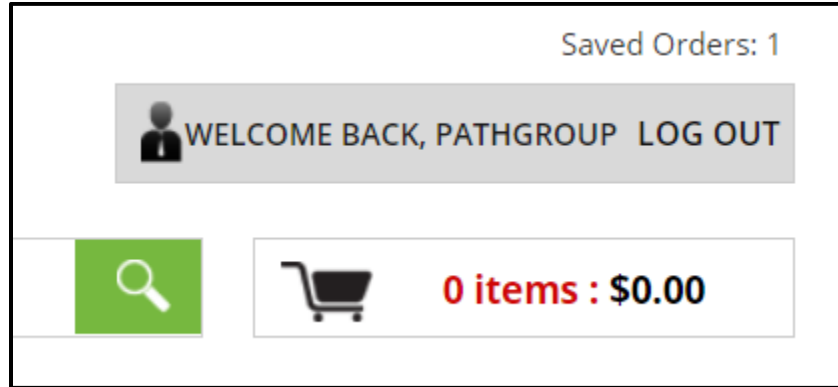
The screen will refresh and take you back to the home page. At the top, you will see the website identify that you have a saved order. You can click that link at any time to retrieve it and any other orders you save.

Once you're in the SAVED ORDERS menu, you can MOVE, COPY, or DELETE your order.

MOVE –your order is removed from the SAVED ORDERS menu into the SHOPPING CART

COPY – your order is still in the SAVED ORDERS menu, but is also in the SHOPPING CART

DELETE – your order is deleted from the SAVED ORDERS menu

MY ACCOUNTS MENU

The MY ACCOUNTS menu at the top of the page provides many options. You can look up past orders, recent items, saved orders, change departments, pay invoices, manage saved credit cards, or edit basic information about your profile.
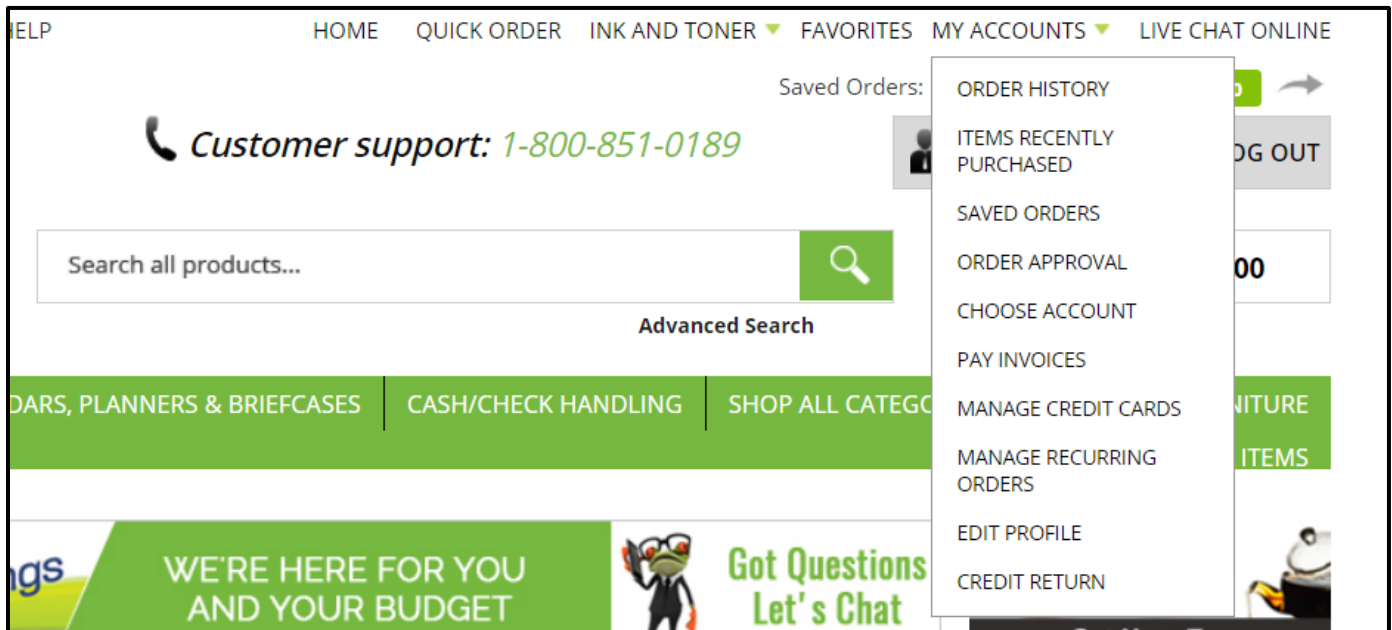
ORDER HISTORY – search for an order for your assigned locations within the last 13 months

ITEMS RECENTLY PURCHASED – displays your most recent items

SAVED ORDERS – an alternate method to retrieve your saved orders

ORDER APPROVAL – only available for approvers (also called the approval queue)

CHOOSE ACCOUNT – change the department you are signed in under at any time

PAY INVOICES – print a remittance form to pay your account balance

MANAGE CREDIT CARDS – add/update any credit cards you're able to use for purchases

MANAGE RECURRING ORDERS – if you have a repeated, recurring order, you can make changes to it here

EDIT PROFILE – change your name, email, phone number, password, and security questions

CREDIT RETURN – request a credit on an order for items you no longer need, didn't like, were damaged, etc.