

SEPG WEB@WORK Quick Reference Guide

shop.sepg.com

Connect to SEPG online for faster, easier ordering!

You can access all the information you need to stay connected with Southeastern Paper Group through our easy-to-use eCommerce platform. Browse the SEPG product catalog, access Safety Data Sheets, look up prices, create your own custom order guide, place orders and receive confirmation – all via a convenient and quick interface.

Reduce transaction costs. Start ordering online today with these simple steps:

SELECT YOUR SHOPPING EXPERIENCE

Desktop Quick Reference Guide



Mobile Quick Reference Guide





Desktop Quick Reference Guide

Logging In & Selecting a Ship-To Address

- Launch your web browser and type in the address: http://shop.sepg.com.
- Enter your User Name and Password (password is case sensitive). If you do not know your username and password, please contact your SEPG Sales Representative for this information.
- Select the Account icon _____ for a pop out login option.
- If you have more than one Ship-To, you will be prompted to select one.
- You can filter the Ship-To list by entering the Ship-To Number, Ship-To Name, or Street Address and selecting the Search button.
- Scroll down and select the desired Ship-To Address.





Search Criteria	r h		
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Browsing Categories

SEPG's Online Catalog contains thousands of items. These items are grouped into categories and subcategories to help narrow your search based on the type of product or its application.

From the Home Page:

- Go to the home page by selecting the shop.sepg.com banner in the top lefthand corner of the screen or typing https://shop.sepg.com/mStorefront/home. do into your web browser's address bar.
- ► Select the desired category.
- Select the desired subcategory.

From the Browse Category Menu:

- Open the menu by hovering over the Shop Categories button.
- ► Drag your mouse to the desired category.
- Select the desired subcategory.
- ► While viewing the items on the subcategory page, quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button ♀ underneath the product summary of each item.

TIP

You can also select category title above the subcategory list to view all items that are in a category.



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E Shop Categories	Q, C	
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Lodging and Amenities	Ø	
Liners and Receptacles	Ø	
Equipment	Ø	
Safety	0	
Cleaning Tools	0	



■ Shop Categories	Q. Beart
Green Cleaning	
Filter by Category	
Chemical-Free Cleaning	30
Green Chemicals	264
Green Equipment	76
Green Liners	37
Green Paper	140
Hand Hygiene	49
Matting	9
Water Efficiency	39

Searching for Items

- Enter the phrase you would like to lookup in the Search Products field at the top center of your shop.sepg.com window.
- On the left-hand side of your shop.sepg. com window you can filter by category or by common attributes shared by the products.
- While viewing the items in the search results page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

TIP

Access the category menus and sub menus by hovering over the Shop Categories section.



	Filter by Category	
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	Paper Products & Dispe	29 🕥
	Recommended Products	2 🕥
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- Find the desired item by navigating to it from Category selection or searching for it. (Link to the Browse Categories and Search for Items section).
- ► Select on the image of the item.
- You can view the product information in the tabs below the image. Click to expand each one.
- Enter the desired amount the Quantity (QTY) box and select the Add to Cart button.
- Alternatively, you can add the item to a new or existing Shopping List or your Wish List.





- Select the My Account icon in the top right-hand corner of the shop.sepg.com window.
- The Line Item Add option allows you to quickly add an item to your cart if you know the Item Number, Quantity, and (optionally) Unit of Measure.
- The Order Pad option does the same but for multiple items.
- Once the information is filled out, select the Add to Cart button.

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Shopping Lists

- Select the My Account icon in the top right corner of the shop.sepg.com window.
- ► The Account Menu will slide out from the right-hand side of the window.
- Select Shopping Lists from the account menu. A dropdown will appear showing the first five lists.
- If you do not see the desired list, select More. This will take you to the Shopping List selection screen.
- Scroll down the list and select the desired Shopping List.
- From that menu, you can edit or delete the items.
- You can also copy to a New List or export the list to a Tab-Separated Text File.

TIP	
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TIP
If no review is necessary you can
do directly to Checkout in the top
right-hand corner of the shop.sepg.
com window.

Order Guide

- Select the My Account *l* icon in the top right corner of the shop.sepg.com window.
- ► The Account Menu will slide out from the right-hand side of the window.
- Select Shopping Guide from the account menu. A side menu will show the Order Guide option.
- This will take you to the Order guide selection screen.
- Scroll down the list and select the desired Order Guide.
- Order guide items that are found from the general search are identified with an orange OG label.
- The search criteria has been extended to include original SEPG item numbers to assist customers in finding products. SEPG item numbers can be searched in the general search and within the order guide under keyword search.
- Customers restricted to ordering from the order guide only are not able to order items outside of the order guide.

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8 Reviewing Your Order

- ► Select the Shopping Cart ♥ icon in the top right corner of the shop.sepg.com window.
- ► Select the Cart Detail button.
- You can update the quantity of an item. Enter the desired quantity amount in the QTY box in the item(s) summary and select Update at the bottom of the list.
- You can review products in the Products section.
- You can also remove items from the cart, clear your shopping cart, or convert your cart to a shopping list by selecting one of the options at the bottom of the cart.

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Checking Out

- When you are ready, select the green Checkout button at either the top righthand side next to the shopping cart or at the bottom of the Shopping Cart items list.
- Review/fill out required fields in the Contact Information and Billing Address sections. (Indicated by a *).
- If you would like to change your Ship-To Address, select the Change Ship-To button in the Billing Address section.
- Enter any shipping instructions in the Shipping Instructions field under the Order Information section.
- Select the Submit Order/Submit for Approval button at the bottom of your screen.
- You can also save orders for 14 days by selecting the Save Order button.

TIP

Payment by credit card is not available for all accounts. To inquire about paying by credit card, please contact your Account Consultant.





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Saved Orders

- Select the My Account <u></u>icon in the top right-hand corner of the shop.sepg.com window. The Account Menu will slide out from the right-hand side of the window.
- Select the My Account button from the menu.
- Select the Saved Orders button that appears in the dropdown. A number will indicate how many orders you have saved.
- Select the Created Date button to review and finish your order.

Review Pending or Denied Orders

- Select the My Account ight-hand corner of the SEPG shop window.
- The Account Menu will slide out from the right-hand side of the window.
- Select the Approvals button from the menu.
- Select the Pending Orders button that appears in the dropdown. A number will indicate how many orders you have pending.
- Select Approve under the Action column of the order you wish to review.
- You will be taken to the Checkout section to review and finish the order.
- Alternatively you can Edit or Deny the order requests.
- If you are the submitter, you can select the Denied Orders button to review comments on orders there were not approved.
- Select Edit for either menu will add items to your existing cart.



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Mobile Quick Reference Guide

Logging In & Selecting a Ship-To Address

- Launch your web browser and type in the address: http://shop.sepg.com.
- Enter your User Name and Password (password is case sensitive). If you do not know your username and password, please contact your SEPG Account Consultant for this information.
- Select the Account icon ¹/₂ for a pop out login option.
- If you have more than one Ship-To, you will be prompted to select the one.
- You can filter the Ship-To list by entering the Ship-To Number, Ship-To Name, or Street Address and selecting the Search button.
- Scroll down and select the desired Ship-To Address.

TIP

Add this page to your browser Favorites or Bookmarks for quick access.

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SEPG's Online Catalog contains thousands of items. These items are grouped into categories and subcategories to help narrow your search based on the type of product or its application.

From the Home Page:

- Go to the home page by selecting the shop.sepg.com banner in the top lefthand corner of the screen or typing https://shop.sepg.com/mStorefront/home. do into your web browser's address bar.
- ► Select the desired category.
- ► Select the desired subcategory.

From the Browse Category Menu:

- The Browse Categories menu will slide out from the left-hand side of the screen.
- ► Select the desired category.
- ► Select the desired subcategory.
- While viewing the items in the subcategory page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

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3 Searching for Items Using the Search Bar

- ► Select the Search icon Q
- Enter the phrase you would like to lookup in the Search By Field.
- Select the Filter button on the top righthand side of the screen. You can filter by like Category or by common attributes.
- While viewing the items in the search results page, you can quickly add items to cart by adjusting the Quantity (QTY) you would like to purchase and selecting the Add to Cart button underneath the product summary of each item.

TIP

Use Attributes to filter product results such as color, scent, and size. Results filter with each selection.

Product Information

- Find the desired item by navigating to it from Category selection or searching for it. (Link to the Browse Categories and Search for Items section).
- ► Select on the image of the item.
- You can view the product information in the tabs below the image. Click to expand each one.
- Enter the desired amount the Quantity (QTY) box and select the Add to Cart button.
- Alternatively, you can add the item to a new or existing Shopping List or your Wish List.

TIP

To open an SDS or product literature, simply tap the corresponding tab and a new window will open.

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- Select the My Account right-hand corner of the shop.sepg.com window.
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- Once the information is filled out, select the Add to Cart button.



Image: Section International International Section Inte



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- Scroll down the list and select the desired Shopping List.
- From that menu, you can edit or delete the items.
- You can also copy to a New List or export the list to a Tab-Separated Text File.





Order Guide

- Select the My Account icon in the top right corner of the shop.sepg.com window.
- ► The Account Menu will slide out from the right-hand side of the window.
- Select Shopping Guide from the account menu. A side menu will show the Order Guide option.
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- Scroll down the list and select the desired Order Guide.
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- The search criteria has been extended to include original SEPG item numbers to assist customers in finding products. SEPG item numbers can be searched in the general search and within the order guide under keyword search.
- Customers restricted to ordering from the order guide only are not able to order items outside of the order guide.

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Checking Out

- When you are ready, select the green Checkout button at either the top righthand side next to the shopping cart or at the bottom of the Shopping Cart items list.
- Review/fill out required fields in the Contact Information and Billing Address sections. (Indicated by a *).
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- Enter any shipping instructions in the Shipping Instructions field under the Order Information section.
- Select the Submit Order/Submit for Approval button at the bottom of your screen.
- You can also save orders for 14 days by selecting the Save Order button.

TIP

If no review is necessary you can do directly to Checkout in the top right corner of the SEPG shop window.

TIP

Payment by credit card is not available for all accounts. To inquire about paying by credit card, please contact your Account Consultant.









Saved Orders

- Select the My Account licon in the top right-hand corner of the shop.sepg. com window. The account menu will slide out from the right-hand side of the window.
- Select the My Account button from the menu.
- Select the Saved Orders button that appears in the dropdown. A number will indicate how many orders you have saved.
- Select the Created Date button to review and finish your order.

Review Pending or Denied Orders

- Select the My Account 2 icon in the top right-hand corner of the shop.sepg.com window.
- The account menu will slide out from the right-hand side of the window.
- Select the Approvals button from the menu.
- Select the Pending Orders button that appears in the dropdown. A number will indicate how many orders you have pending.
- Select Approve under the action column of the order you wish to review.
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- Alternatively you can Edit or Deny the order requests.
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- Select Edit for either menu will add items to your existing cart.

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Discover the SEPG Difference

Founded in 1969, Southeastern Paper Group is a distributor of janitorial supplies, foodservice disposables, and packaging materials and equipment. We focus on helping businesses keep facilities clean, sustainable, and productive, while reducing waste.

Let our dedicated team of sales consultants and service specialists help you identify ways to boost productivity, improve efficiency, and reduce on-hand inventory while lowering your overall operating costs.

Southeastern Paper Group – An Envoy Solutions Company

Envoy Solutions is a diversified distribution company building a national platform for facility supplies, packaging solutions, foodservice disposables, and specialty products. We're bringing together the leading distribution brands across the country to create greater national efficiencies and scale while maintaining the highest level of customer service.



For our national accounts, we deliver centralized control at a national level with the service, flexibility, and agility of a local supplier. The result: we can be even more responsive to the toughest problems; we can more effectively and efficiently get the right products into your facilities around the nation; and we can leverage our total size and scope to bring deeper category knowledge and deliver the value your company deserves.

To learn more about our complete portfolio of companies visit www.envoysolutions.com

Contact your SEPG Sales Representative or call toll-free at **1-800-858-7230**



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