

# COSnet: Online Ordering Made Easy

COSnet is a **custom-built**, in-house owned and operated web-based procurement tool built on the latest in information technology. Constantly evolving to market trends, COSnet is shaped by **customer feedback** to become a multi-award winning industry leader in procurement systems.

The screenshot shows the COSnet dashboard interface. At the top, there's a navigation bar with 'Shop by Category' and various product categories like Technology, Office Furniture, Print & Press, Cleaning Supplies, Kitchen & Catering, Education Supplies, and Office Products. Below this is a 'My Dashboard' section with a large orange circle containing the number '1'. To the right of the circle is a 'My Orders' summary table:

Order Status	Count
Current orders	0
Orders for me to approve	1
My orders waiting approval	0
Items I am waiting for	0

Below the orders summary is a 'Products you order regularly' section featuring six product cards, each with a 'SALE' badge. The products are: Domee Loft iPad Folio - Brown/Tan, Turk Multi Purpose Cloth 510 Folded, EnviroProtectaBag 300 x 280mm, DeskMate Pro Ink Stamp Recycled "Copy", Pentel EnerGel BL107 R/Ball 0.7mm Azart, and Jommaster Ultra Wipes Microfibre Red. At the bottom, there's an 'Information' section with links for 'About us', 'Why COS', 'COS Working Spaces', 'COS Fast Facts', 'eCatalogues', 'Lynne Foundation', 'COS Working Spaces', 'COS Fast Facts', 'Register', 'Terms & Conditions', 'Privacy Policy', 'Returns Policy', 'My dashboard', 'Shopping cart', 'Order tracking', and 'My favourites'. There are also social media icons and a 'COS' logo at the bottom right.

See your current orders and any action required at your finder tips

Quick links will allow you to access all your favourite COSnet features

Stay up to date with all COS news

Re-order your regularly ordered items directly from the dashboard

COSnet's responsive platform allows easy access to the full COS product range, individualised and structured user customisations and instant financial reports at the click on the mouse—optimised across desktop, laptop, tablet, and mobile devices.

## Placing an order

3 easy ways to add a product to the cart

1. Key word search
2. Product code search
3. Category search

## Checkout

1. **Delivery address** allows users to choose which address and which cost centre the delivery is to be made to.
2. **Delivery options** allows orders to be set for the most efficient delivery receipt date through the selection of delivery dates while also allowing for decisions to be made on the management of back orders and out of stock items.
3. **Payment options** allows users to put in order references and to charge expenses to an account or card, depending on the setup.

## COS Support – Online under Help

### COS Support

General Enquiries



1300 88 22 44



1300 73 88 20



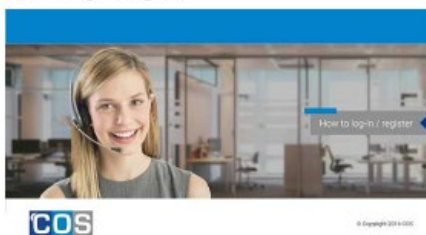
info@cos.net.au



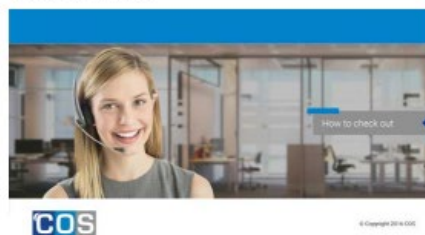
Live Chat

### Video Tutorials

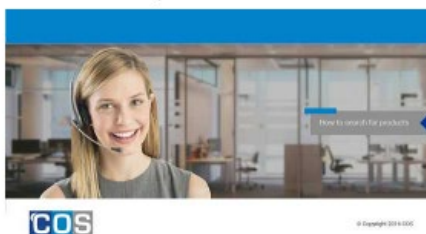
#### How to login / register



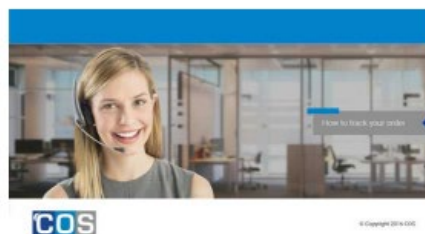
#### How to checkout



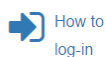
#### How to search for products



#### How to track an order



### User Guides



How to log-in



How to search for products



How to check out



How to track your order