



COSnet User Guide



Award Winning E-Commerce Solution



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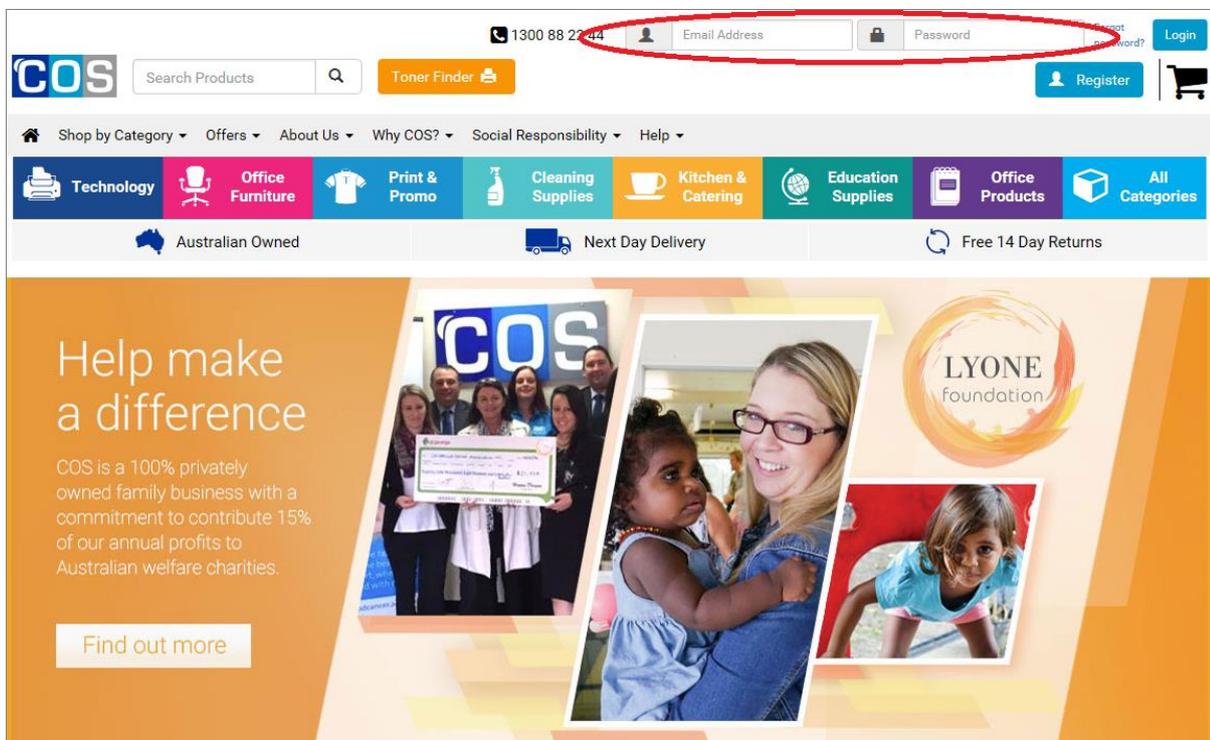
1. How to Log In

COSnet is a highly advanced and innovative procurement cost management tool, in addition to being a simple to use online ordering system.

With the click of a mouse you are able to track orders, produce departmental reports, view order history, check stock availability, see confirmation of orders and more.

Log into COSnet

By now you would have received your login details for access to COSnet. By visiting www.cos.net.au our home page features the login fields so you can start ordering. You will be prompted to enter your email address (user name) and password for access:



Once you have logged in as a new user, you will be asked to enter a new secure password of your choice. Please note that your security password can be changed at any time to maintain security of your log in.

Click on the login button.



Handy Tip:

COSnet is case sensitive. Ensure the use of font is aligned to your password and username.

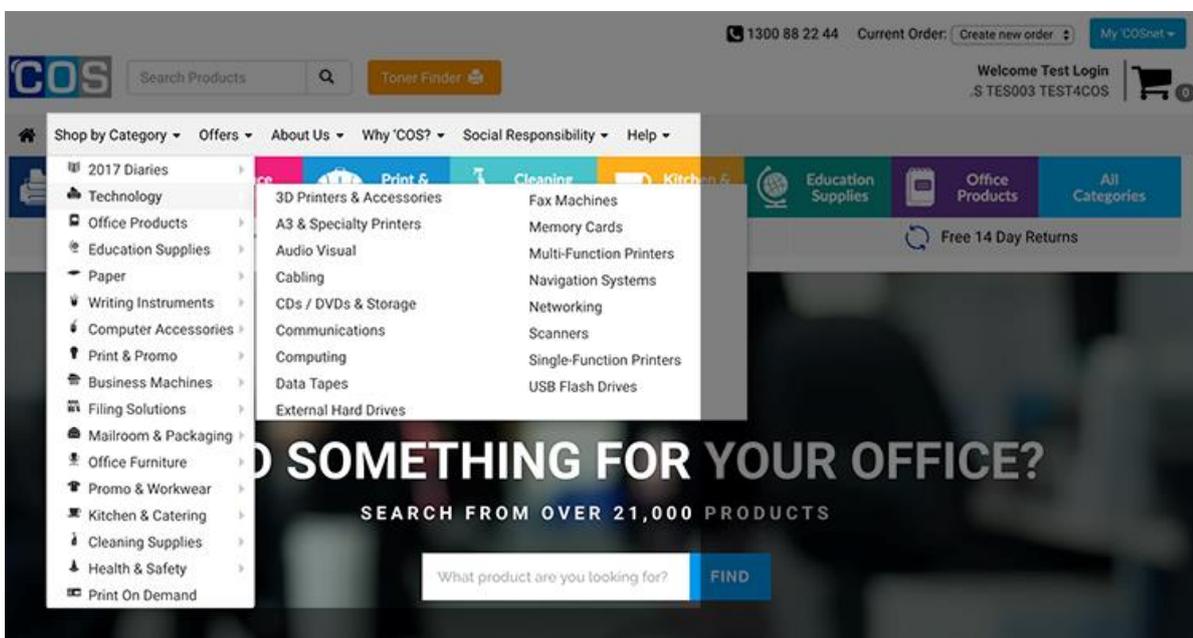
2. How to search for products

Let's have a look at the best way to search for products on COSnet. Once you've logged in, you're ready to begin ordering. At the top of the page is the main menu options, this is known as your navigation toolbar.

There are 3 ways to search for products.

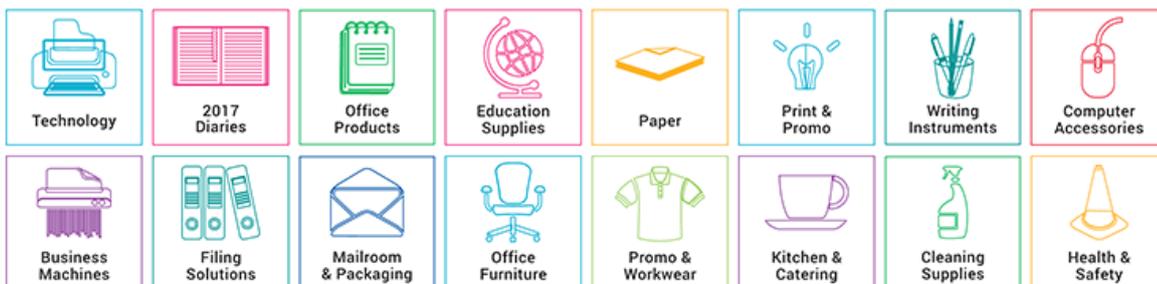
Search Option 1

The first way of searching is by category. Hover your mouse over the 'shop by category' menu and select the category or subcategory you would like to search. You can also access some of the favourite COS categories directly as they're shown in the coloured menu bar.



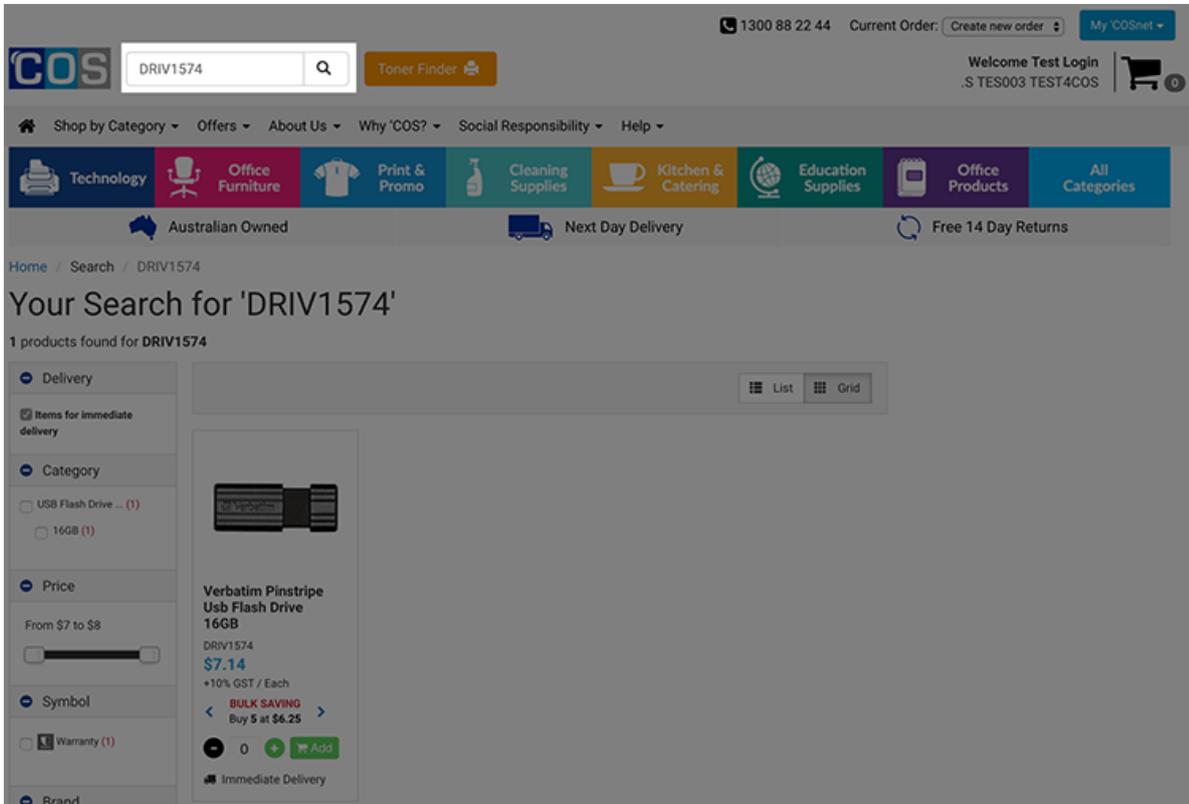
If you click on the 'all categories' button on the right end of the coloured menu bar you'll be re-directed to the 'all categories' page in which, you'll be able to see all categories and their subcategories.

Shop by Category



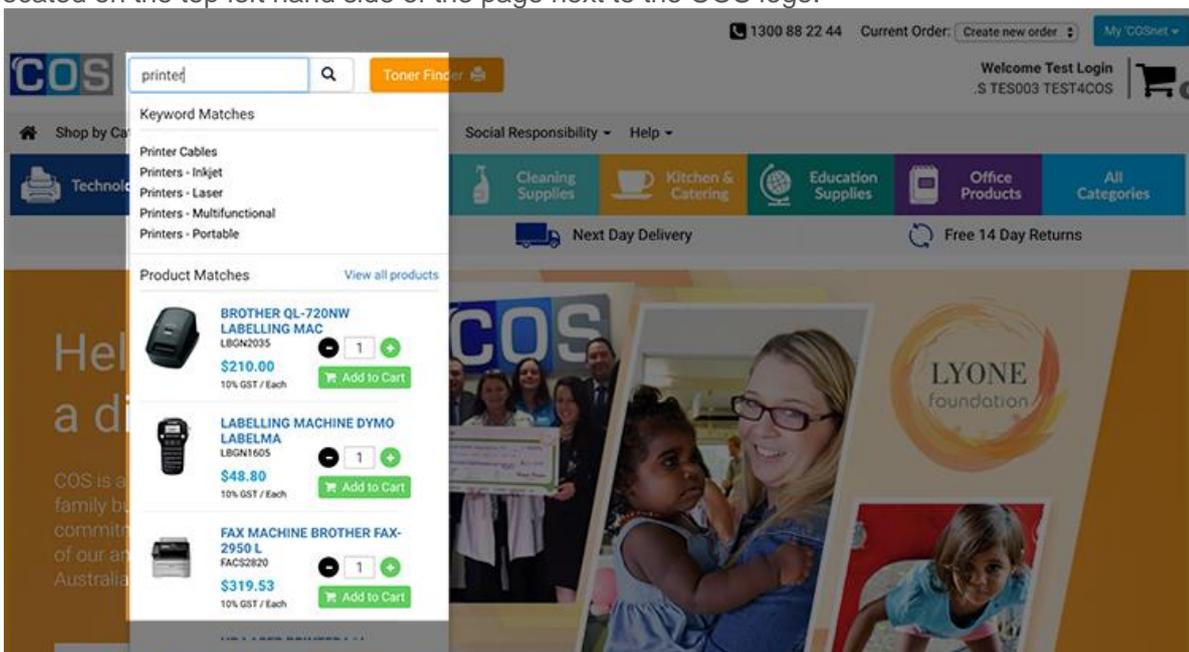
Search Option 2

Your second option for searching is to do so by COS stock code. If you know the COS product code you can enter it into the search bar at the top left hand side of the page, next to the COS logo. You can then hit enter or the little magnifying glass and your search results will appear.



Search Option 3

Your third option for searching is using keywords. By searching with keywords you're able to search for stock descriptions, product brands and any other regular keywords. This can be done with the search bar located on the top left hand side of the page next to the COS logo.



You are able to narrow your search further by being more specific with your result by choosing individual specifications such as immediate delivery, category, price, symbol and brand. For example if you'd like to search for planet friendly items you can click on the planet friendly icon and your search will automatically update.

The screenshot shows the COS website interface with a search for 'tea'. The top navigation bar includes the COS logo, a search bar with 'tea' entered, a 'Toner Finder' button, and user account information: '1300 88 22 44', 'Current Order: Create new order', and 'My COSnet'. A welcome message for 'Test Login' is also visible.

The main content area is divided into a left sidebar with filters and a central grid of product listings. The filters include:

- Category:** Teas (83), Herbal Tea (47), Black Tea (36), Catering & Disp... (9), Disposable Cups (6), Disposable Cutle... (2), Cutlery (1), Drinks & Juices (4), Sports & Flavour... (4), Wipes, Sponges... (4), Tea Towels (4), Hand Cleansers... (2).
- Price:** From \$1 to \$195.
- Symbol:** Australian Made (6), Best Seller (10), MSDS (2), Planet Friendly (32), Small Medium Enterprise (4).
- Brand:** BIOPAK (3), BUSHHELLS (4), CONNOISSEUR (4), COS (2), DILMAH (3), GENERIC (4).

The product grid displays various tea products, each with an image, name, price, and an 'Add' button. Some products have a green 'Planet Friendly' icon. The products listed include:

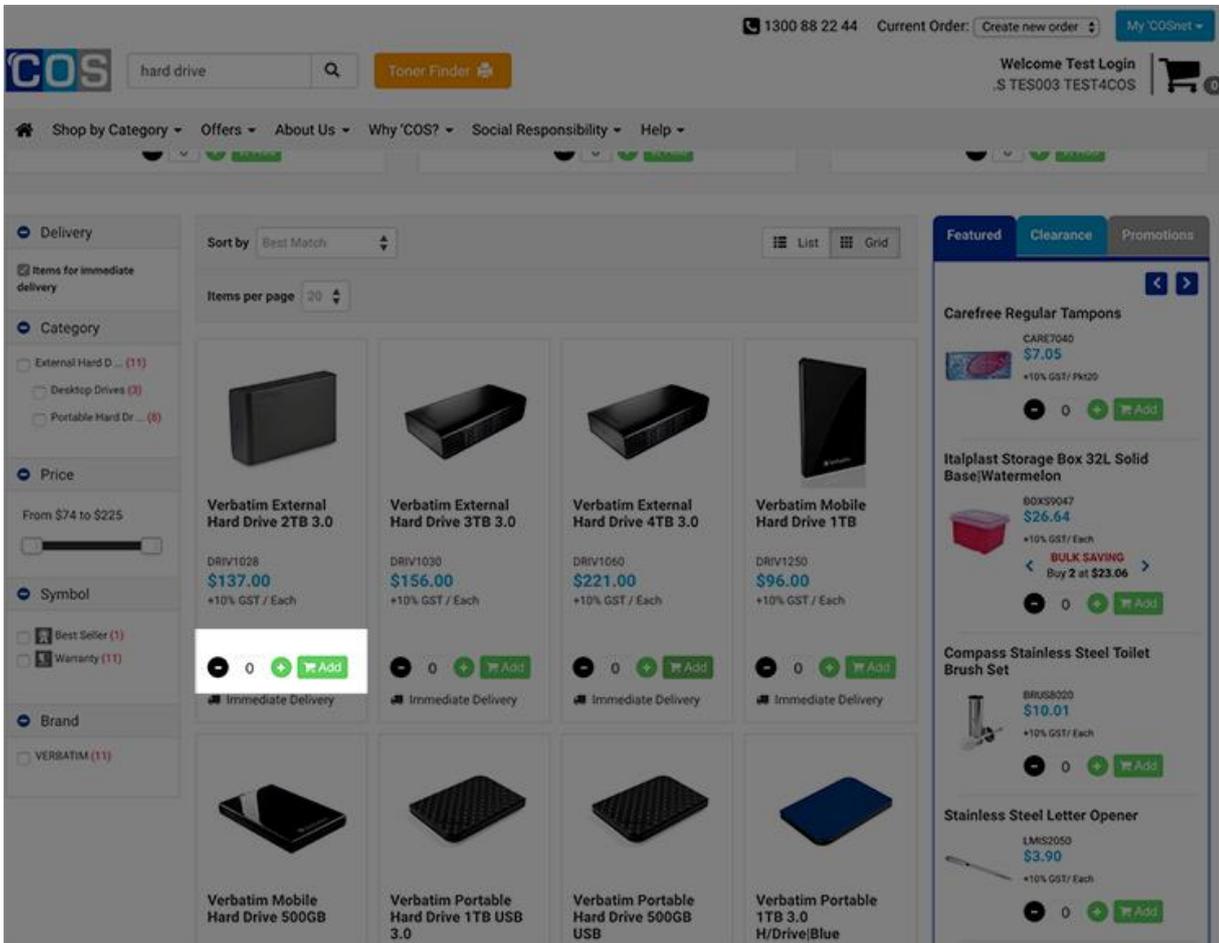
- SereniTEA Infusions Green Tea (TEAS7108, \$28.80)
- Lipton Quality Black Tea Bags Envelope (TEAS5722, \$56.80)
- Lipton English Breakfast Tea Bags (TEAS9860, \$20.19)
- Lipton Green Tea Bags (TEAS9870, \$20.19)
- Lipton Pyramid Camomile Honey Tea Bags (TEAS7077, \$7.10)
- Lipton Pyramid Forest Fruits Tea Bags (TEAS7073, \$5.70)
- Lipton Pyramid Green Tea Mint Tea Bags (TEAS7071, \$5.70)
- Lipton Pyramid Green Tea Sencha Tea Bags (TEAS7075, \$7.10)

On the right side of the page, there are additional product listings:

- Go Green Ballpoint Pen Recycled Medium/Black (BALL9660, \$12.35)
- A+PLUS Stubby Highlighter/Purple (HGH8403, \$13.00)
- Micador CleanSlate Canvas Board 6x8in (PAIN1920, \$2.76)
- D1 Labelling Tape 12mm/Black White (LBN6293, \$19.50)
- Invisible Tape with Dispenser 18mm x 33m (TARE5543, \$6.75)
- COS Metal Book Ends (BOOK9930, \$12.45)

3. Ordering the product

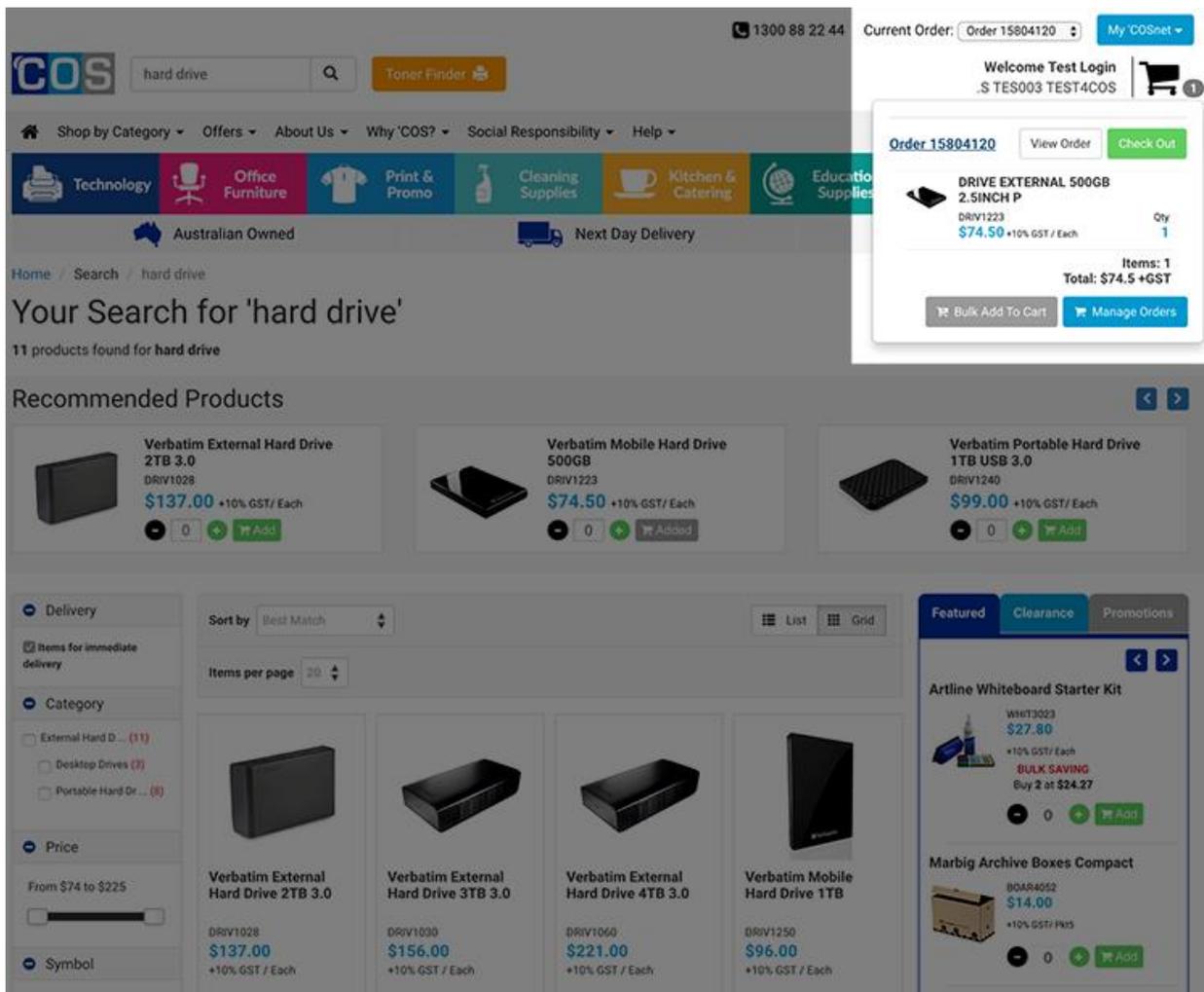
To order press the 'add to cart' button on your desired product. To add more of the same product to your cart, you can use the – or + buttons to reach the quantity you require alternatively you can also type your desired quantity number in the box between the – and + buttons.



4. How to checkout

Once you've ordered all your products, it's time to check out. To help you with this process we've devised this simple step by step guide.

Hover over your trolley on the top right hand side of the page in order to see your cart. From here that you can choose to view your order or check out.



If you choose to view your order, you'll be redirected to your order page. Here you'll be able to see all the products you've ordered and their quantity.

1300 88 22 44 Current Order: Order 15804120 My COSnet

COS Search Products Toner Finder

Welcome Test Login .S TES003 TEST4COS

Shop by Category Offers About Us Why 'COS'? Social Responsibility Help

Technology Office Furniture Print & Promo Cleaning Supplies Kitchen & Catering Education Supplies Office Products All Categories

Australian Owned Next Day Delivery Free 14 Day Returns

Home / Cart

Shopping Cart

Current Order: Order 15804120

Order Total: \$74.50

Add to favourites Manage orders Delete cart Check out

Currently not in stock

VERBATIM MOBILE HARD DRIVE 500GB BLACK
DRV1223 \$74.50 +10% GST / Each

Write notes

This product is non-returnable. 1 is available for delivery on 8th August.

Promotion Redemption

10% OFF CONGRATULATIONS, YOU HAVE QUALIFIED FOR 10% OFF YOUR FIRST ORDER. -\$7.45

Redeem Code BUZ10PRCOFF Apply

CONGRATULATIONS, YOU HAVE QUALIFIED FOR 10% OFF YOUR FIRST ORDER..

Order Value	\$74.50
Discount	-\$7.45
GST	\$6.7
You pay	\$73.75

Continue shopping Check out

Add more products to your shopping cart

Stock Code

1 Add

Other customers also bought

Verbatim Pinstripe USB Drive 128GB
DRV1578 \$60.00 +10% GST / Each

0 Add

Verbatim Mobile Hard Drive 1TB
DRV1250 \$96.00 +10% GST / Each

0 Add

Once you click on *check out* you'll be directed to the check out page.

The check out process consists of 3 steps:

Step 1

Date and delivery options is your first step. Here you can choose a delivery date. If your order contains items that are not currently in stock, you'll have the option to choose multiple deliveries or deliver all together before choosing a date.

Checkout

Cart Summary

Current order: 15804120
Order Total: \$74.50 exGST

Currently not in stock

 **VERBATIM MOBILE HARD DRIVE 500GB BLACK** **\$74.50**
+10 % GST / Each
DRV1223 **1**

This product is non-returnable. 1 is available for delivery on 8th August.

Redeem Code

CONGRATULATIONS, YOU HAVE QUALIFIED FOR 10% OFF YOUR FIRST ORDER..

Order Value	\$74.50
Discount	-\$7.45
GST	\$6.7
You pay	\$73.75

[Edit Cart](#)

1 Delivery Options

2 Delivery Address

3 Payment Options

Delivery

 Your order contain all items not currently in stock. We estimate that everything you've ordered will be in stock and available for delivery on 8th August.

[Next >](#)

Secure online payments

Need help with your order?

 1300 88 22 44  [Live Chat](#)

View our policies

- [Customer Survey](#)
- [User Guides](#)
- [Contact Us](#)
- [Privacy Policy](#)

Step 2

Next is your delivery address. In order to ensure your order goes to the correct address, you can further customise your address by adding a street number, building name, suite room or floor. In addition you can add delivery instructions.

Checkout

Cart Summary

Current order: 15804120
Order Total: \$74.50 exGST

Currently not in stock

 **VERBATIM MOBILE HARD DRIVE 500GB BLACK** **\$74.50**
+10 % GST / Each
DRV1223 1

This product is non-returnable. 1 is available for delivery on 8th August.

Redeem Code

CONGRATULATIONS, YOU HAVE QUALIFIED FOR 10% OFF YOUR FIRST ORDER..

Order Value	\$74.50
Discount	-\$7.45
GST	\$6.7
You pay	\$73.75

[Edit Cart](#)

1
Delivery Options

2
Delivery Address

3
Payment Options

Choose from your company addresses

- Choose Delivery Address - ▾

Delivery Address

Typing your delivery address (start typing a street no, street name or postcode ...)

Delivery Contact

Mr :

:

[< Back](#) [Next >](#)

Step 3

The final step is payment. Once you've completed your order, you will be notified automatically, by email of the progress of your order. If you do not wish to receive these emails, you can un-click the advance shipping notice box.

You are able to create an order reference to allow you track your order in the future. This may be a purchase order number or your name, depending on your company's requirements.

If your order needs to be approved, order authorisation will display. Select view approval reason for additional information. Select approver from the drop down box.

Click charge to account to complete your order.

Checkout

Cart Summary

Current order: 16126132
Order Total: \$79.95 exGST

Products for immediate delivery

	VERBATIM PORTABLE HARD DRIVE 500GB USB DRIV1236	\$79.95 +10 % GST / Each	1
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Cost Centre: ACCOUNTS

Bonuses

	FREE Verbatim Travel Pouch with Every Portable Hard Drive Purchased	\$0.00 Each	
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Order Value	\$79.95
GST	\$8
You pay	\$87.95

[Edit Cart](#)

1 Delivery Address

2 Delivery Options

3 Payment Options

Additional Details

Keep me updated on the progress of my order

Order reference ⓘ

[< Back](#) [Charge Account](#)

Secure online payments **Need help with your order?** **View our policies**

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