

# Hummel's Office Plus DForce On-line Ordering System

## Quick Tips

### Placing an order

1. Go to [www.hummelsop.com](http://www.hummelsop.com) (For future convenience, please bookmark this site to your favorites)
2. A new screen will open. Located in the upper right hand corner of the screen you will see the My Account/ Login Box. Click on My Account and this will bring you to the Landing Page where you will enter your Username and Password and then click GO. The top of the screen is for DFORCE 1 and the bottom of the screen is for DFORCE 2.

Home - Hummel's - Windows Internet Explorer

http://epicenterone.com/~hummels/

File Edit View Favorites Tools Help

Links Customize Links HallmarkLink Hummel's Office Plus Dforce2 I STORE Item Info S.P. Richards Dealer Services Synnex

Home - Hummel's

Home | About Us | Contact Us | Careers | FAQ's | Open an Account | Related Links | News

**HUMMEL'S** *office plus*  
**DELIVERS!** ...Complete Office Solutions

My Account Login > Search Center: Search

Browse Catalog | Supplies | Technology | Furniture | Janitorial/Breakroom | Green | Retail Locations

**Our History**



Hummel's Office Plus was founded in 1934 by Harrison J. Hummel as Excello Typewriter. In 1940, Hummel opened for retail business as Excello Office Supply...[read more >](#)

**Is Your Office... UGLY?**  
**Ugly Office Contest**  
Enter our Ugly Office Contest for a chance to win a brand new office set-up!

**Need a Chair?**  
Take a look at these great office chairs!

**Workplace Wellness**  
Keep your office healthy with products from Purell.

**Sale!**  
**Specials**  
Take a look at our specials and find great deals on everything for your office!

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start | Internet | 100%

Inbox - Microsoft Out... | Home - Hummel's - Wi... | 2:02 PM

\*\*\*\*\* See below to view the landing page.

# Open an Account: *Online Ordering*

*Hummel's is proud to offer various Internet ordering systems to fulfill your online ordering needs.*

*All of our systems are built to ensure your security and require you to login before placing orders. Please enter your Username and Password in the boxes below the page you normally see when ordering online.*

## D-Force Hummel's Online Ordering (pre 2009)

The screenshot shows the D-Force Hummel's Online Ordering (pre 2009) website. At the top left is the Hummel's Office Plus logo. Below it is a search center with a search box and a 'SEARCH NOW' button. A navigation menu on the left includes links for ORDER CENTER, BROWSE CATALOG, ZIP ORDER, HP Printing Supplies, QUICK ORDER, MACHINE MATCHING TOOL, VIEW CART, Product Showcase, and Learning Center. The main content area features a 'WELCOME GUEST' message and a 'Home' link. Below this is a warning: 'HUMMEL'S TEST ACCOUNT - "DO NOT FILL"'. The system title is 'HUMMEL'S OFFICE PLUS "D-FORCE" Online Ordering System'. A welcome message states: 'Welcome to D-FORCE, the Hummel's Office Plus Online Ordering System. Every order placed on our system is input into our database server instantaneously. It does not matter if the order is on-hold, being built, or just submitted. If you should experience any troubles please feel free to contact us.' A notice follows: 'If for some reason you are logged off D-FORCE, Within 15 minutes the server will save your order to a hold status for easy retrieval from the D-FORCE home page the next time you login. If for some reason this does not happen correctly then please call us at 800-765-4866.' A final notice says: 'Also, Please put all orders On-hold that you are not going to complete immediately. D-FORCE is designed to log any user off the system that has not inputted an item in the last 20 minutes. It is important that when you are done placing an order you go to the Check Out screen and click on the Submit order button. This way your order will be processed by our system for a prompt delivery.'

Username:

Password:

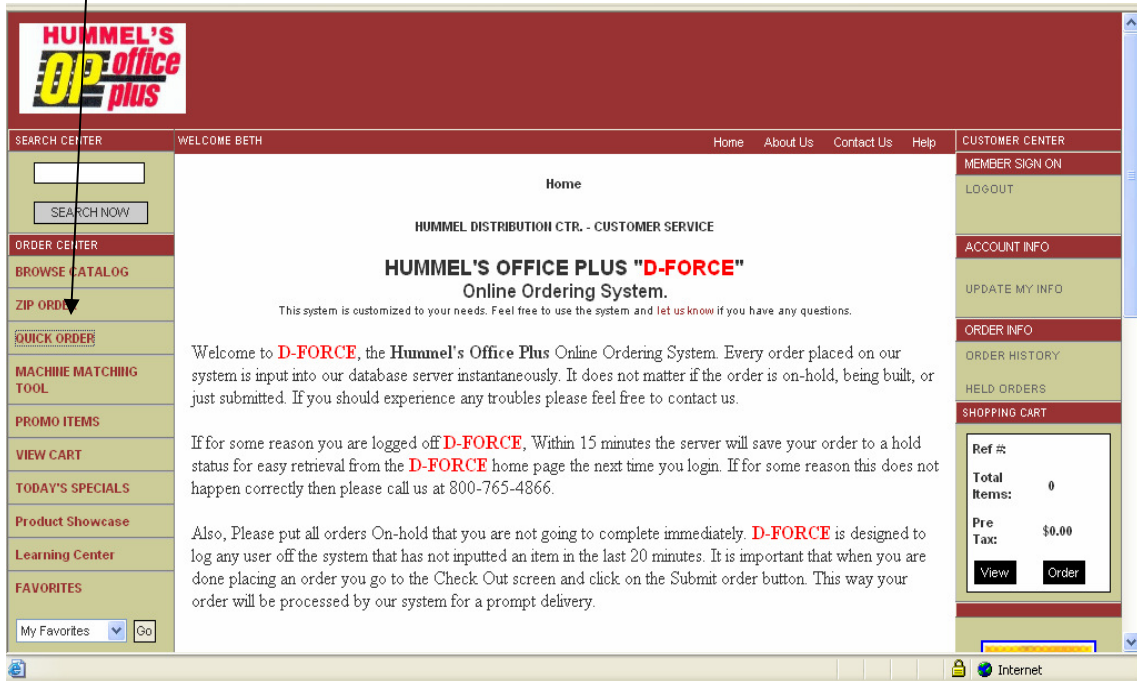
## D-Force<sup>2</sup> Hummel's Enhanced Online Ordering

The screenshot shows the D-Force<sup>2</sup> Hummel's Enhanced Online Ordering website. At the top, it says 'Welcome back, Mark DeLore. (If you are not Mark, click here.)' with 'Home' and 'About Us' links. Below this is a navigation bar with 'Home', 'My Account', 'My Orders', 'Shopping', and 'Featured Items'. A 'QuickSearch' box with a 'Go' button is on the left. Below it is a 'Try Advanced Search' link. A 'QuickOrder' box with a 'Shop' button is also on the left. The 'MyAccount' section has a 'Login' button and a 'Go' button. The 'MyShoppingCart' section shows '0 Items in Cart' and a 'Subtotal: \$0.00' with 'View' and 'Check Out' buttons. The 'MyFavorites' section has a 'Choose One...' dropdown and a 'Shop' button. The main content area features a 'Welcome to Hummel's Enhanced Online Ordering System' message. Below this is a 'Products' section with a 'Help' button. A 'Browse for what you need by selecting a category below. When your mouse moves over a category, we'll display any subcategories it contains, to make your browsing fast and convenient.' message is present. The 'All Categories' section is organized into three columns: Furniture, Inks, Toners & Consumables, and Janitorial & Breakroom. The Furniture column includes Bookcases & Shelving, Carts, Stands, & Accessories, Chairs, Computer Workcenters, and File Cabinets. The Inks, Toners & Consumables column includes Copier Supplies, Developers, Drums, Fax Supplies, and Inkjet Inks. The Janitorial & Breakroom column includes Appliances, Breakroom Supplies, Cleaning Supplies, Food Service & Kitchen Supplies, and Janitorial Supplies. There are also sections for Medical Supplies, Office Supplies, and Technology.

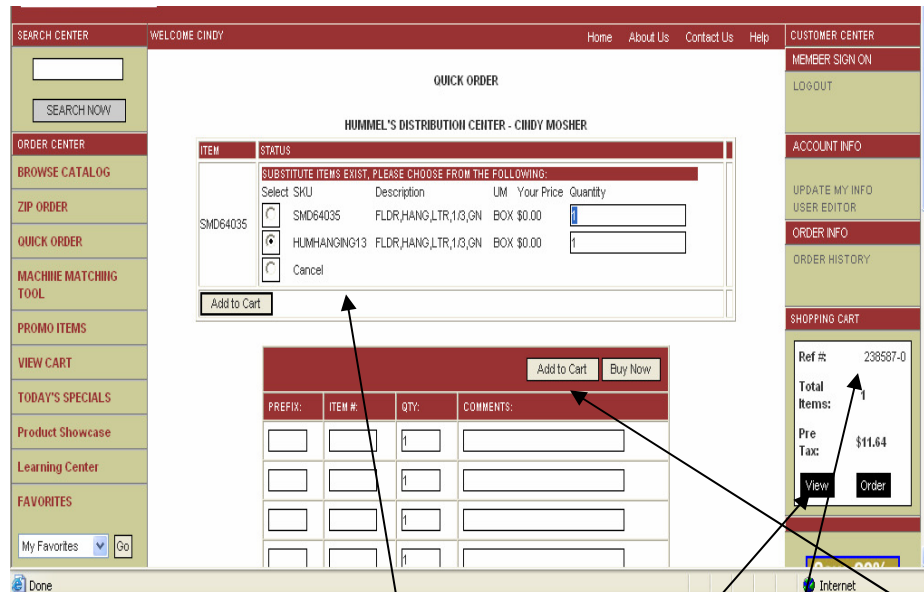
Username:

Password:

- Click on the “Quick Order” tab on the left hand side of the screen if you know all of the item numbers you want.



- Enter the three-digit prefix under “Prefix:”, which is the first three digits of the item number. Tab to “Item #:” and enter the rest of the item number. Don’t use any dashes, slashes or spaces when typing the item number. Tab to “Qty:” and enter the quantity desired (make sure to look carefully at the unit of measure and order accordingly). No comments are needed in the comment section.



- You can either add to the cart each item as you go or after your order is complete, then left click on “Add to Cart”. If you “add to cart” as you go, you will see all of the alternates that will be suggested after each item and you can quickly and easily choose then. Your Shopping Cart on the right will show a Reference number along with the Total number of Items on order and the Pre-Tax dollars.
- To view your order at any point in time, simply click on “VIEW” on the right hand side of the screen under your shopping cart. It will list all of your items you have added to the cart. At this point you have several options. You can return to the catalog, place your order on hold, delete your whole order or a single item on the order, check out

(which will be the screen where you submit your order), or print your order. If you are ready to submit your order click on “Check Out”.

At the “Check Out” page, double check to make sure your items are correct, then click on the “Submit Order” button, your order is now placed. You will get a message saying that your order has been submitted. It is important to see this message to know your order has gone through. Your merchandise is now on its way to you. At this point you may print out a copy of the order by left clicking on “PRINT THIS ORDER”.

## Quick Search

If you know the part number, product name, or manufacturer, you can simply enter the item you are looking for in the **QUICK SEARCH** text box, then hit enter or search now. The box is located in the upper left hand corner, next to the Hummel’s Logo.

## Search Continued

**TIP:** when entering an item number, DO NOT add “/” or “-“

**Example:**

The Hummel Catalog Entry: **Hum Hanging-1/5**  
Should be typed like this: **Hum Hanging15**

**Example 2:**

If you are looking for pens, you don't want to just enter pens in the search field. You will get way too many choices. You want to pinpoint your search more closely.

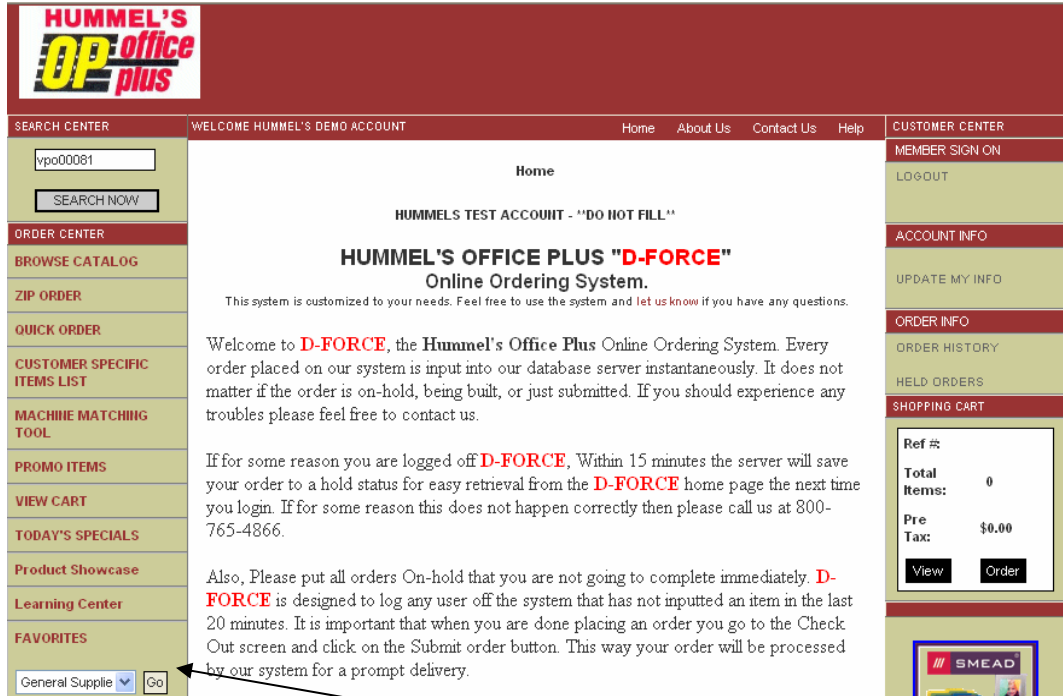
If you are looking for blue gel pens, you can enter into the search center the most generic part of your search first such as pens, then leave a space, type gel next, leave a space and then type blue. Then click search now. It will bring up a new list of categories to click on such as pens and refills. Click on pens. It will bring up another list and then choose gel ink pens. You will see all of the selections you have to choose from.

**Browse Catalog** – If you don't know the items you want, you can browse our catalog. You can browse our catalog by clicking on **BROWSE CATALOG** in the order center located on the left hand side of the browser. You can search by: keyword, manufacturer, item number or product category.

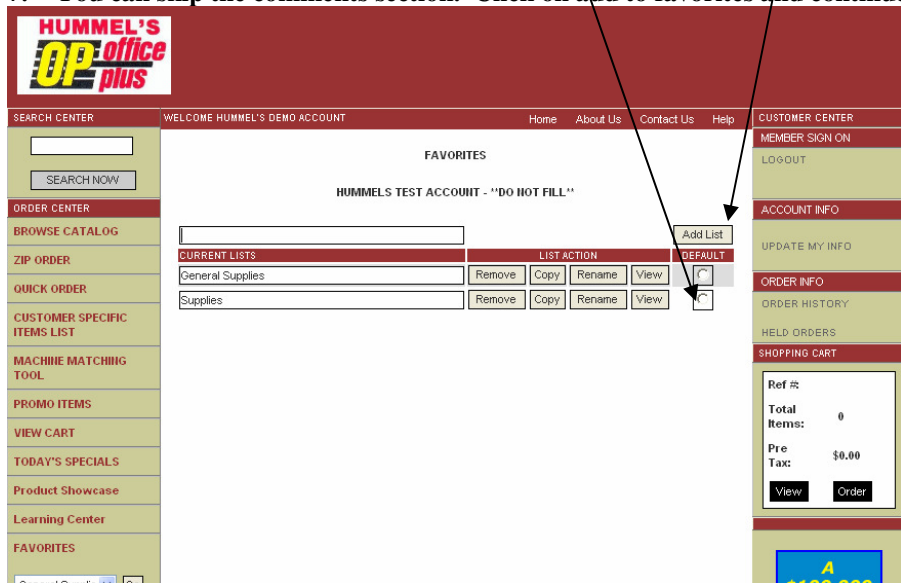
The screenshot displays the 'BROWSE CATALOG' interface for a Hummel Test Account. On the left, a vertical navigation menu includes options like 'ORDER CENTER', 'BROWSE CATALOG', 'ZIP ORDER', 'QUICK ORDER', 'CUSTOMER SPECIFIC ITEMS LIST', 'MACHINE MATCHING TOOL', 'PROMO ITEMS', 'VIEW CART', 'TODAY'S SPECIALS', 'Product Showcase', 'Learning Center', 'FAVORITES', and 'ScanClick'. A search bar is located at the top left of the main content area. The main content area is titled 'BROWSE CATALOG' and 'HUMMELS TEST ACCOUNT - "DO NOT FILL"'. It contains a search bar with the text 'Search for Products by Keyword(s) or SKU:' and a 'Search' button. Below the search bar, there is a list of product categories under the heading 'Search by Category'. The categories listed are: Arts and Drafting, Audio Visual, Business Cases and Travel Bags, Business Forms, Calendars and Books, Desk Accessories, Facilities Management, Filing and Storage, Furniture, Gift Items, Information Systems, Inks, Toners & Consumables, Janitorial & Breakroom, Janitorial Supplies, Loose Leaf, Medical Supplies, Office Furniture, Office Machines and Supplies, Office Supplies, Office Supplies and Accessories, Paper Products, Presentation and Meeting, and Shipping. On the right side, there is a 'MEMBER SIGN ON' section with 'LOGOUT' and 'ACCOUNT INFO' options. Below that, there is a 'SHOPPING CART' section showing 'Ref #', 'Total Items: 0', and 'Pre Tax: \$0.00'. There are 'View' and 'Order' buttons. At the bottom right, there are advertisements for 'Imation Odyssey' and 'Post-it'.

**My favorites** – Provides an easy way for you to access the items you order most often and order from your list(s).

To place items in your favorites as you go: Whenever you are placing an order and see the tab “Add to favorites” you are able to add this particular item to your favorites by clicking on the tab. In this case it would be a “build as you go” scenario whereby your items are added to Your Favorites as you are placing an order. If you want to add all of the items at once you can follow the steps below:



1. Have your item numbers ready to enter
2. Under Favorites on the left hand side of the screen, click the *GO* tab
3. On the next screen that comes up, click the *MANAGE* tab
4. Type your list name in the white box at the top and click the *ADD LIST* tab
5. Now click on the list name under the title “*DEFAULT*” and click the view tab
6. Enter all your items into your list. Fill in prefix, item # and Qty.
7. You can skip the comments section. Click on add to favorites and continue through all the items until you’re done.



**NOTE:** You have other options in the drop down menu of the favorites list such as remove selected items, add selected items to cart and buy selected items now.

**Held Orders** – Offers a way for the user to hold an order you are processing so you can come back to it at a later date. Often times you will get logged out of the system if you move away from your computer for 15-20 minutes. You can put your order on **HOLD** by clicking on **VIEW** under shopping cart and then on **HOLD ORDER** above the items listed. You can also put your order on **HOLD** in the **CHECK OUT** screen. Your order can be retrieved in **HELD ORDERS** on the right hand side of the main screen under **ORDER INFO**. You can then continue your order and check out when you have finished.

To view **HELD ORDERS** click on **HELD ORDERS** under **ORDER INFO** on the right panel. Click on the order number that you want to process and it will then be added to your shopping cart. You can continue shopping or check out.

**HUMMEL'S**  
**OP office plus**

SEARCH CENTER    WELCOME HUMMEL'S DEMO ACCOUNT    Home   About Us   Contact Us   Help    CUSTOMER CENTER

MEMBER SIGN ON  
LOGOUT

ACCOUNT INFO  
UPDATE MY INFO

ORDER INFO  
ORDER HISTORY

SHOPPING CART

Ref #: 239258-0  
Total Items: 2  
Pre Tax: \$3.48  
View   Order

Scotch  
**FREE.**

**VIEW CART**

HUMMEL'S TEST ACCOUNT - "DO NOT FILL"

PREFIX:	ITEM #:	QTY:	COMMENTS:	
		1		Add to Cart

Return to Catalog    Hold Order    Delete Order    Check Out    Print This Order

View Items in Exploded View

**YOUR SHOPPING CART**

Add Selected Items to Favorite List   Go   Update

Mfr Item #:	Description:	List Price:	Item Price:	Quantity:	UM:	Ext Price:
<input type="checkbox"/> VPO00011	Scissors, 8", Blk, Bent Handle	\$3.99	\$2.19	1	EACH	\$2.19
<input type="checkbox"/> VPO00081	Clipboard, Legal Size	\$1.99	\$1.29	1	EACH	\$1.29

Add Selected Items to Favorite List   Go   Update

Return to Catalog    Hold Order    Delete Order    Check Out    Print This Order

View Items in Exploded View