

E-Commerce Instructions

Go to the Church Point web site @ www.churchpt.com

Click on *My Account Page*

Click on *CPW e-Commerce Login button*

Enter your user ID

Enter your password

Select option to view as a Group by clicking on the word *here* or select an individual account.

The first page will be the *Announcement Page*

Choose the option to view *Items*, run *Reports*, change *Retails* or view *Invoices*.

View Items

Search for an individual item by using a *Description, UPC Code or by Item Number*.

Once the item appears, click on it to view vendor info.

Run Reports

Top Ten Report

Run this report to view the top ten items by category.

Sales Ranking

Run this report to view a ranking of your purchases by distributor category or by your custom categories. Date ranges can be set and the number of items can be determined by user. This report compares the distributor ranking to your ranking.

Vendor Sales

Allows the user to view purchases for a particular vendor.

Retails

Use this option to view or change retails at the group level on individual items or by category.

Invoices

Use this option to view an invoice or credit using a delivery date or invoice

number.