

biamp.

Web Store User Guide



NAVIGATE TO [HTTPS://BIAMP.360INSPIRED.COM](https://biamp.360inspired.com) IN YOUR INTERNET BROWSER (FIREFOX AND CHROME WORK BEST).

biamp.

Enter in your user ID and password in the boxes below, and click 'Sign In'.

Welcome to Inspired Results.

Your User ID:

Your Password:

Remember me on this computer

SIGN IN

Forgot your User ID or Password?
Not a registered user? [Click here](#) to set up your account.

If you don't have an account. Click on the "here" link in the text at the bottom of the login box.

If you forget your username or password, you can click the words 'User ID' or 'Password' above, and you will be directed to a page where you can reset them.

Your login details will be supplied in an e-mail from inspired360@inspirenw.com.

New User Setup - Please enter the password provided by your organization.

PASSWORD:

SUBMIT

To set up an account you will need to enter Biamp's organization password.

PASSWORD: EMPLOYEE

FIRST NAME:
LAST NAME:
E-MAIL:
RE-TYPE E-MAIL:
USER NAME:
PASSWORD:
RE-TYPE PASSWORD:

DEFAULT SHIP-TO LOCATION:
DEFAULT PAYMENT METHOD:

You have successfully registered. You will receive a confirmation e-mail. Please click here to login.

Then fill out your information and create a password for your account.

Navigation Tips

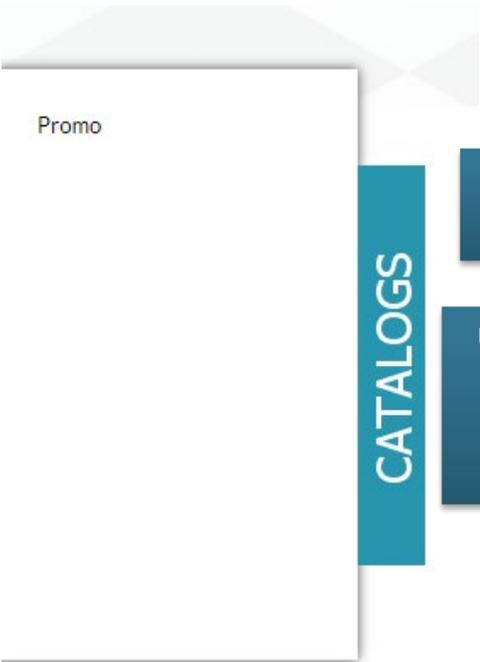
SEARCH

< 1 >



Promo

Click on the catalog images to enter the product catalog. To search for a specific item, enter keywords in the field next to the Search button. Click the button or press enter to search.



Click the button 'Click for Catalogs' to expand the flyout navigation drawer.

Use the flyout drawer to explore the product catalog and quickly get to the desired catalog. Click on the catalog and sub-catalog titles to go to the corresponding catalog. Use the up or down arrows to scroll through the catalogs displayed in the drawer.

The web browser back button is not supported on the site. Use controls on the webpage to navigate.

BACK TO CATALOG

On the item detail page, click the catalog titles on the breadcrumb bar to navigate back to the prior catalog.

Click 'Back to Catalog' to return to the prior catalog.

Item Detail View

 > [Promo](#) > [2703 - 14oz. Two-Tone Joe Mug](#)

Click on the star icon to add this item as a favorite.

Click on the item image to expand it to a larger size.



14oz. Two-Tone Joe Mug

14 oz stoneware: matte black out / glossy color in; Hand wash recomr

Unit of Issue: EA/1

Price: \$4.74

In Stock N/A

Quantity:

ADD

Enter the desired quantity and press 'Add' to add the item to your cart.

Checkout

▼ SHOPPING CART

We are currently collecting orders for the new product arriving into your online Biamp Sales Portal. Inventory has been ordered and is on the way, but in the meantime, please place your preorders to reserve your product before it arrives. We will notify you once your order has been completed and shipped.

You have 2 item(s) in your shopping cart.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
BC5004	Basecamp (R) Tundra 64oz. Growler	Yes	<input type="text" value="1"/>	EA/1	1	\$41.25	\$41.25	Remove
BJT-180CAL	Large Bohemian Planner w/ Textured Cover	Yes	<input type="text" value="1"/>	EA/1	1	\$13.57	\$13.57	Remove

If you would like to remove an item from the cart entirely, click 'Remove'. To edit a customizable item, click 'Edit'.

UPDATE QUANTITIES

Subtotal: \$54.82
Tax: \$0.00
Freight: \$0.00
Handling: \$0.00
Total: \$54.82

SHIPPING

Shipping Destination

Select a Location:

Biamp Systems Cascade: 10575 SW Cascade Ave. ▼

Enter a Custom Location

---Your Saved Locations---

---Additional Locations---

Biamp Systems Cascade: 10575 SW Cascade Ave.
Mark to the Attention of:

Delivery Instructions:

Delivery Options:

UPS Ground ▼

Save this as my default shipping location?

Select "Enter a Custom Location" to fill in your own shipping address.

If the final destination of your order is international, ship instead to the Cascade location for distribution.

Default shipping is UPS Ground, which will be charged upon shipping to the Biamp UPS account.

For rush shipping, contact your Inspired Results Client Representative.

BILLING

Payment Method

If you would like to split billing, select your first payment method below and click apply. You can add additional payment methods thereafter.

You are eligible to use your spending account(s) below:

Select a Payment Method:

Sales (\$25.00) (MAX: 25.00) [v]

----Credit Cards----

Secure a new Credit Card

----Cost Centers----

0005: Biamp Systems Cascade Biamp Systems Ca...

----Spending Accounts----

Sales (\$25.00) (MAX: 25.00)

APPLY

Select credit card or spending account from the drop-down menu.

If you are a corporate user, you can select 0005: Biamp Systems for corporate bill.

Split Payment Methods

Payment Method	Amount		
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BILLING

Payment Method

If you would like to split billing, select your first payment method below and click apply. You can add additional payment methods thereafter.

You are eligible to use your spending account(s) below:

Select a Payment Method:

Sales (\$25.00) (MAX: 25.00) [v]

Purchase Order No.:

TEST ORDER

Save this as my default payment method?

Amount to be applied to this payment method: 25

APPLY

If you select spending account you will be prompted to enter a Purchase Order number for your order.

Split Payment Methods

Payment Method	Amount		
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Save this as my default payment method?

Amount to be applied to this payment method:

APPLY

Once you have selected the payment method you wish to choose, you will be prompted to save that method for later user.

Select a Payment Method:

▾

- Credit Cards----
- Secure a new Credit Card**
- Cost Centers----
- 0005: Biamp Systems Cascade Biamp Systems Ca...
- Spending Accounts----
- Sales (\$25.00) (MAX: 25.00)

APPLY

If you wish to pay with credit card. Select "Secure a new Credit Card" from the Payment Method Menu.

Split Payment Methods		
Payment Method	Amount	
Sales (\$25.00) (MAX: 25.00)	25	

Enter your billing information.

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address *

City *

Country *

Zip/Postal Code *

Phone Number *

Email *

Payment Details

Payment Details

Card Type *

-  Visa
-  Mastercard
-  Amex
-  Discover

Card Number *

Expiration Date *

Select your credit card type and enter your number and expiration date.

Submit

Amount to be applied to this payment method:

APPLY

Split Payment Methods

Click 'Place this Order Now' to proceed to order, or Continue Shopping if you wish to add more items to your cart.

CONTINUE SHOPPING

PLACE THIS ORDER NOW

FINAL CONFIRMATION OF YOUR ORDER

Review order details and click on Complete Order or click on Cancel to go back and make changes.

Ship To:

6840 N Cutter Circle
Columbia Distributing
Tony Samples
6840 N Cutter Circle
PORTLAND, OR 97217 United States

Bill To:

0112: Portland Beer Sales

Freight:

UPS Ground
1 of 607
1 of BCCD-02

CANCEL

COMPLETE ORDER

When you click 'Place this Order Now', a blue box will appear confirming your order details. Click 'Complete Order' to send your order to us. To make changes, click 'Cancel'.

My Account

CLICK ON THE 'MY ACCOUNT' TAB ON THE TOP NAVIGATION BAR TO CHANGE YOUR USER DETAILS, PASSWORD, AND OTHER SETTINGS.

MY ACCOUNT

SHOP

FAVORITE ORDERS

My Account

PERSONAL IN...

LOCATION DEFAULTS

MY IMAG...

Personal Info

Click 'Change Password' to open the change password window. Enter in your old password and the new password twice to confirm, then click 'Save' to change your password.

Change Password

First Name:

Tony

Last Name:

Samples

Email:

tony@inspirenw.com

To change your name or e-mail, change the text in the fields and then click the 'Update' button.

Update

Please indicate SMS or Instant Messenger settings below for use with the favorites functionality.

Contact Methods

Add a New Contact Method

System or Carrier ▲	UserID or SMS N...	Type	Do Not Call Time Period
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If you wish to add additional contact methods, you may do so by clicking 'Add a New Contact Method'.

Tab over to 'Location Defaults' within the My Account menu to change your default ship-to and payment method, if desired.

PERSONAL IN...

LOCATION DEFAULTS

MY IMAG...

Default Ship-To & Payment Method

DEFAULT SHIP-TO LOCATION: 6840 N Cutter Circle ▼

DEFAULT PAYMENT METHOD: 0112: Portland Beer Sales ▼



Update

My Orders

CLICK ON THE 'MY ORDERS' TAB TO ACCESS YOUR ORDER HISTORY, STATUS, AND TO CREATE FAVORITE ORDERS.

SHOW ORDERS FOR SPENDING ACCOUNT:

SHOW ORDER #:

SHOW ORDERS ENTERED AFTER: (mm/dd/yyyy)

SHOW ORDERS ENTERED ON OR BEFORE: (mm/dd/yyyy)

SEARCH FOR ORDERS CONTAINING:

OPTIONS: Match Case

To apply filters to your orders, select your search criteria and then click 'Search'.

ORDER #	DATE	# OF ITEMS	
00-X000RZ	10/20/2017	1	Napa Wine Opener
00-X000RG	10/12/2017	1	Columbia Dist Coffee Mug

Showing Orders 1-2 of 2

TOTAL	STATUS	FAVORITES
\$3.45	SUBMITTED	Create Favorite
\$4.20	SUBMITTED	Create Favorite

On the right side of the My Orders screen, you can view the status of the order and create a favorite if desired by clicking 'Create Favorite'. Order favorites allow you to more easily re-create the same order for future ordering needs.

Showing Orders 1-2 of 2

Contact Information and Logout

Contact | Help
📞 971-246-8058
Sandy Sonner | Available Mon-Fri 8AM-5PM PST
[Privacy Policy](#) | [Return Policy](#) | [User Guide](#)
In Your Shopping Cart: 1 **CHECKOUT** 

Contact information is displayed on the upper right hand side of the website, near the Checkout button. If you have questions, call the number displayed or click the name of your customer service professional to be directed to their e-mail. Click 'Contact' to view full contact details for Inspired Results support.

LOGOUT

Click the Logout button on the top navigation bar to log out of the website. If you do not log out, your session will automatically expire after one hour and you will need to log in again.

IF YOU HAVE ANY ADDITIONAL QUESTIONS ON HOW TO USE THE SITE, PLEASE CALL US AT (971) 246 – 8068.

