

# SPS Online Store **Tips & Tricks**



# Tips & Tricks

1. The fastest way to place an order online is via **Quick Order**.
2. The best way to find what you need if you're having trouble is to use the **filters** on the left-hand side of your search results. This will narrow down your search results. **Pro-Tip:** Use the **Category filter** often!
3. Use **Quick Buy File Upload** to consolidate orders from multiple clinicians.
4. Use less search terms to find the best result. Try using 1 to 2 terms.
5. You could use **Saved Lists** as an approval process by emailing ready-to-submit orders to an approver. Once approved, move the saved list to the cart and place the order.
6. Each time you configure or reconfigure an item, the updated part number appears at the top of the page in blue.
7. To find a product by a specific supplier, shop by the **supplier menu**. Find the supplier you need, then use the **filters** on the left to narrow down by product category.