



B2B PURCHASING WITH



What is B2B With CM?

B2B purchasing with CM School Supply involves businesses buying educational materials and supplies from CM School Supply for their operations. This process often utilizes purchase orders online, where businesses can submit electronic requests for the products they need. These purchase orders outline the details of the transaction, such as quantities, prices, and delivery information, streamlining the procurement process between CM School Supply and the business customers. This digital approach to B2B purchasing offers efficiency, accuracy, and convenience for both parties involved.

BENEFIT 1

B2B purchasing with CM can solve efficiency problems by streamlining the procurement process.

BENEFIT 2

By using B2B purchasing methods, businesses can better manage their inventory levels. You can track orders, monitor stock levels, and adjust your purchasing decisions based on real-time data provided by CM.

BENEFIT 3

By leveraging online platforms for purchase orders, businesses can establish clear communication channels, track order histories, and provide feedback, fostering stronger relationships with CM

Getting started

New customers are required to complete the Credit Application form and submit the necessary documents to accounting@cmschoolsupply.com. Upon approval, a B2B welcome email will be sent to the customer, containing detailed instructions on how to place orders online using a purchase order.

Existing customers should contact shop@cmschoolsupply.com to request a B2B account setup. Once the account is established, a B2B Welcome email will be provided, including guidance on placing orders online through the use of a purchase order.

How does it work

Upon completion of the account setup process, we will contact you to gather the names and email addresses of individuals authorized to make purchases using purchase orders. This information will facilitate the restriction of purchases to individuals with specific login credentials, ensuring security and control over the procurement process.

Additionally, we will request shipping locations to determine where orders can be shipped. Site administrators or account administrators have the option to specify that certain buyers are only permitted to ship orders to their designated location, further enhancing control and oversight.

For most companies utilizing CM School Supplies' B2B features, Net 30 Terms are standard. During checkout, all that's required is a Purchase Order number to proceed with the order submission. Once the order is shipped, the 30-day payment terms will commence. Site Admin(s) will receive an email notification as the payment deadline approaches. When payment is ready, it can be manually processed by entering a Credit Card number for the selected order, or a Vault Credit Card can be utilized. Vaulted cards are highly secure and accessible only to site admins. For alternative payment methods, direct contact with us is necessary.

Site Admin Role Overview

- [Manages Company Account:](#) Site admins oversee and manage company accounts within the system.
- [Payment Methods Management:](#) They have the authority to add payment methods to the account, facilitating smooth transactions.
- [Order Permission Control:](#) Site admins can set whether an Order Only permission can place orders with or without approval, maintaining control over the purchasing process.
- [Shipping Flexibility:](#) They can order products and arrange shipping to any designated location as needed.
- [Role Creation:](#) Site admins can add and create Order Only roles for individuals who require ordering access within their respective accounts.

**Site Admin role is initially assigned by CM School Supply after communication with company.
Multiple Site admins can assigned per location / per company.*

Order Only Role Overview

- [Limited Permissions](#): The Order Only role offers restricted permissions in comparison to the Site Admin role.
- [Company Location Purchases](#): Customers with the Order Only role can make purchases exclusively for the company location they are affiliated with.
- [Order History Viewing](#): They can view the list of orders they have placed for their company, ensuring transparency and tracking capabilities.
- [Administrative Limitations](#): Order Only customers do not possess the same administrative access as Site Admins, such as managing billing and shipping addresses for all customers at a location.

**Order Only roles can be set to submit orders for approval by Site Admins or can be set to submit orders without Site Admin Approval.*

FAQ

Q: After my account is fully set up, how do I log in to access and place orders?

A: After your account has been established, both Site Admins and Order Only roles are required to log in to the "My Account" section on the website.

Q: Are discounts or rewards applicable to orders made using a Purchase Order?

A: Discounts and Rewards **cannot** be applied to orders using a Purchase Order. If an order is placed with rewards points or a discount applied, these discounts will be removed, and the order total will be adjusted to reflect the correct amount automatically.

Q: How do I request a quote?

A: Please place all your items in the cart and proceed to the cart page. At the bottom of the Cart page, you'll find a "Request a Quote" button. Click on this button, and it will instantly forward your cart to our team. We'll then prepare the quote and send it back to you for approval.

Q: Do you impose sales tax? What if I qualify for an exemption from paying it?

A: As per legal requirements, we apply sales tax in applicable states. Note that certain states may also tax shipping charges along with the purchase amount. However, no sales tax is applicable for deliveries to addresses in Alaska, Delaware, Montana, New Hampshire, and Oregon. If your order is being shipped internationally, taxes won't be shown on the order summary page.

Are you part of a tax-exempt organization? Input your sales tax-exempt number during billing. Ensure we have your latest tax-exempt certificate on record for eligibility. Confirm by contacting our Finance Department at (909) 982-9695.

For more questions please contact us at Shop@cmschoolsupply.com