BBI Self-Service Customer Portal

Quick Reference Guide

General Functionality and Order related instructions

1. Navigate to: https://bbindustries.scsuser.com/BBIPortal and enter your login credentials
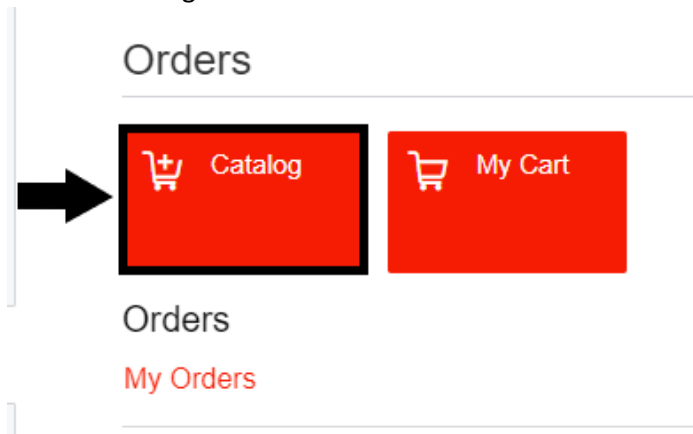
2. Click on Orders from the menu on the left side on the page
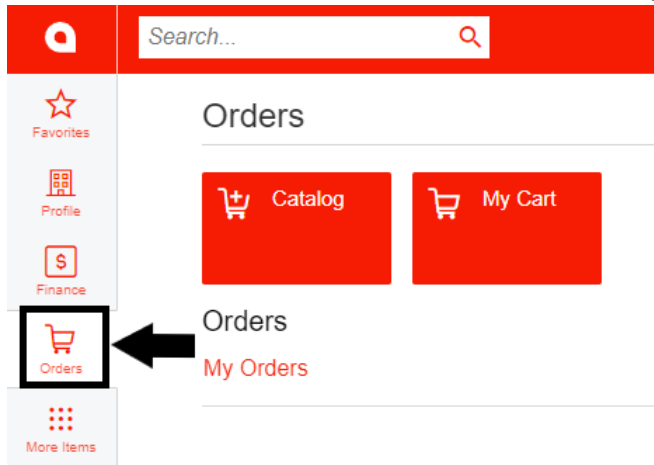
3. Click on Catalog

4. You can search for a product two ways:

A. You can click in the "Find Item" field and start typing (Each keystroke will narrow down your options)

Your cart contains 33 items for 779.15 USD

| Find Item: | Viper strike pad | Selection T |
| Category: | | |

ADD TO CART

Add To Cart	Qty	Inventory ID	Description
☐	0.00	11170	Viper Strike Surface Pad 4", 600 Grit, S1
☐	0.00	11171	Viper Strike Surface Pad 4", 1000 Grit, S2
☐	0.00	11172	Viper Strike Surface Pad 4", 2000 Grit, S3
☐	0.00	11173	Viper Strike Surface Pad 4", 3000 Grit, S4
☐	0.00	11174	Viper Strike Surface Pad 4", 6000 Grit, S5

B. Click on the magnifying glass and then drill down to the product category your item is listed in (double click on your final selection to list all items in that category)

OPEN CART

Your cart contains 33 items for 779.15 USD

| Find Item: | | Selection T |
| Category: | | |

ADD TO CART

SELECT ↻

- 📁 Tools - Manual Fabrication
  - 📁 Blades - Large
    - 📄 Granite Blades - Large ⬅
    - 📄 Marble Blades - Large
    - 📄 Quartzite Blades - Large
    - 📄 Specialty Blades - Large
    - 📄 UCS Blades - Large
  - 📁 Blades - Small
  - 📁 Coring & Drilling
  - 📁 Grinding

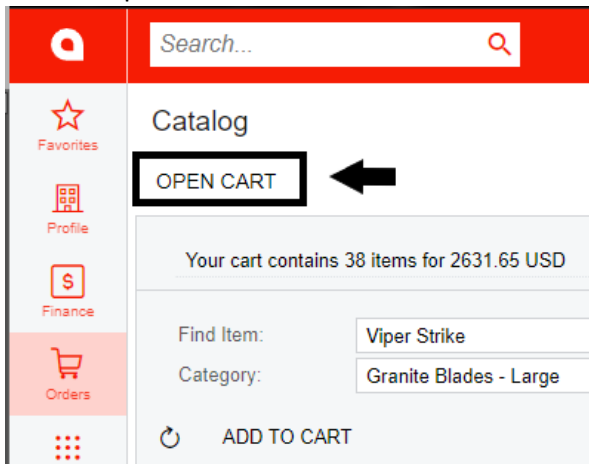| Add To Cart	Qty	Inve		
☐	0.00	100		bre Bit 3/4 " 2
☐	0.00	100		hing Pad 5",
☐	0.00	100		hing Pad 5",
☐	0.00	100		hing Pad 5",
☐	0.00	100		hing Pad 5",
☐	0.00	100		hing Pad 5",

5. Once you have found your item(s) click the "Add to Cart" and enter the quantity you need
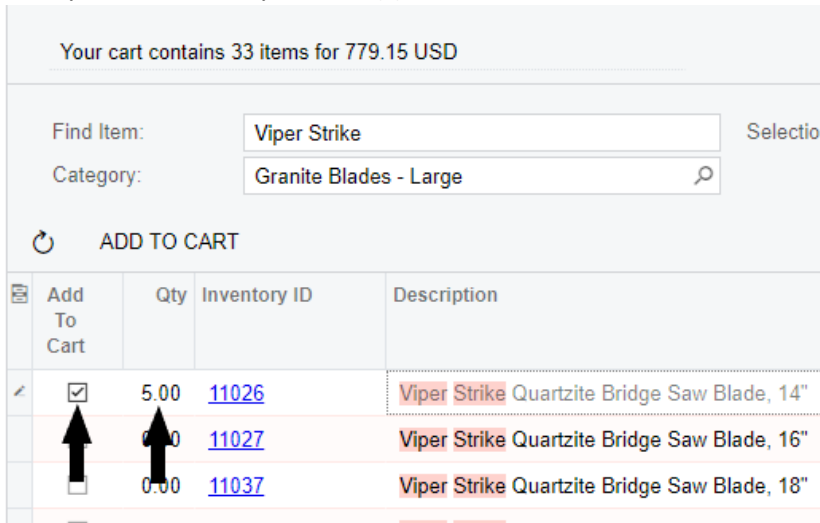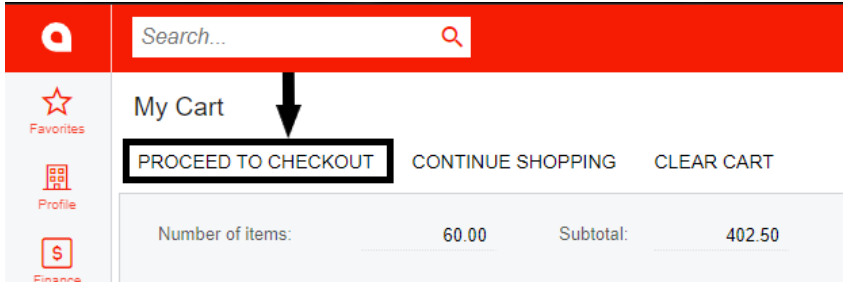

6. Once you have found all your items click the Add To Cart button
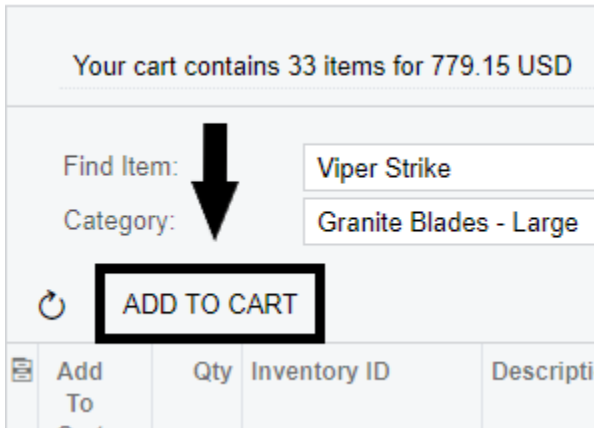

7. Click on Open Cart

8. Once you have reviewed your cart for accuracy click Proceed To Checkout

9. You can choose your shipping address. This can be done by clicking on the magnifying glass in the "Location" field and then choosing the correct location (Locations are entered by a BBI employee and can be changed at any time by calling 1-844-575-4401 and speaking to one of our inside sales team members)
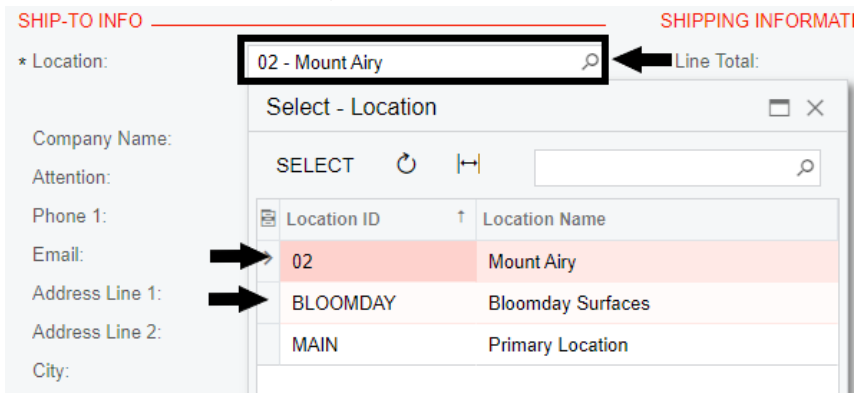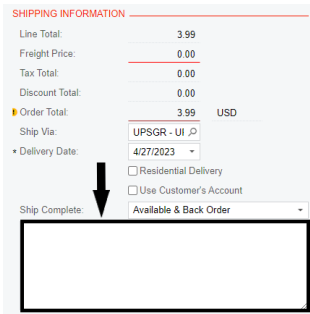
10. Alternatively, you can click the "Edit Address" button and then fill in the address you would like your items shipped to
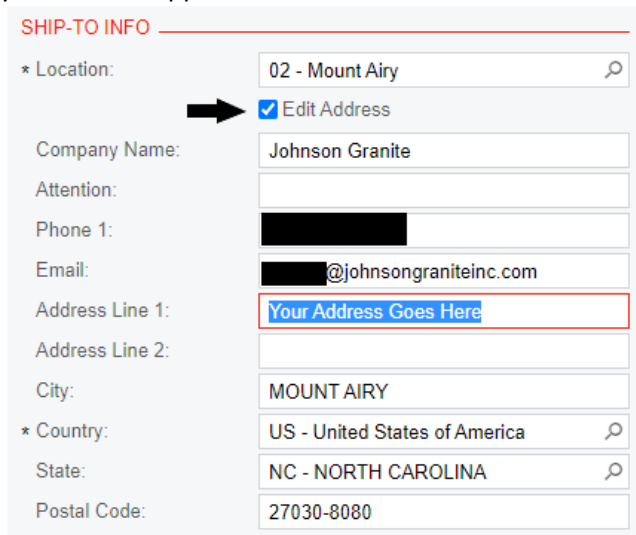
11. Additionally you can use the white box to make any notes such as the last four numbers of the credit card you want to use for this transaction or special delivery instructions like Next Day Air

or the PO# you would like to use. *Please keep in mind if you do not state the last four numbers of the card you would like to use, we will use the default card associated with your account.
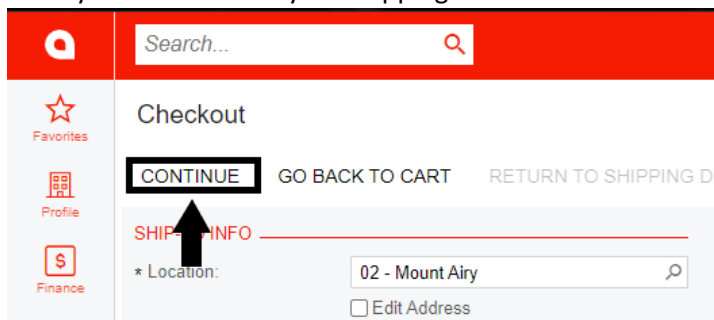
12. Once you have verified your shipping address click "Continue"
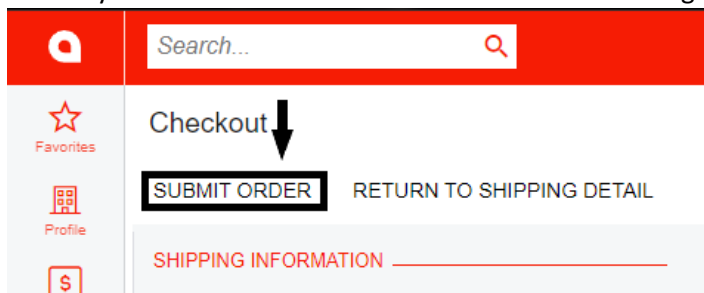
13. You may now double check all order details before hitting the "Submit Order" button

14. Once your order has been submitted, a copy of your order will open and you have the option to close the window or print/email a copy of the order.

How to view invoices and make a payment

1. Navigate to: https://bbindustries.scsuser.com/BBIPortal and enter your login credentials

2. Click on Finance from the menu on the left hand side on the page, then select My documents

3. This screen shows you an overview of all invoices and payments made on your account.

4. To make a payment click "Pay Now" button.

5. Click on magnifying glass to choose payment method.

6. Select "CC" as your method of payment.

7. You will now see the credit card information displayed in the box.

8. If you have more than one card on your account and would like to use another card for payment, click the magnifying glass in the box and select the card you would like to use.

9. To choose which invoices to pay click "Load Documents"

10. This will bring up a box with Load Options, just hit the "Load" button down to the right.

11. This brings up all the invoices with an outstanding balance.

12. To make a payment add in the total amount you want to pay in the box to the left, then Click the invoices you would like this amount applied to.

13. When you have reviews that all the invoices and amount is correct hit the Pay Now button to complete your transaction.

14. When the payment has processed you will see the processing status as Captured, that means the payment was successful.

15. You can also confirm that the payment went through by clicking on the Card Processing tab, you can see in the example below that the payment has been authorized and approved.