



Print Ordering Guide

Effective 10/2021

Get Started

- Bookmark the WorkSmart Suite* login page:

[Bookmark THIS LINK](#)

- Enter your User Name and Password provided here:
 - **User Name:** Your Email
 - **Password:** Pass_1234

Note: You will be requested to change your password after your first login

- If you have issues, please contact [Marcom](#)

EMERSON

WorkSmart Suite

LOGIN

Existing Users
Please enter a user name and password.

User Name:

Password:

Next time log me in automatically

[Forgot Your Password?](#)

LOGIN

New Users
Please enter a new user name and password and click "Continue".

User Name:

Password:

Confirm Password:

CONTINUE >

[Click here for the RRD Privacy, Returns and Shipping Policy](#)

**WorkSmart Suite is a site created and hosted by our print vendor RR Donnelly*



Place an Order

As a Spence Rep – you should only see **Spence Valve** in the left navigation bar.

In the event you see other businesses listed, as portrayed in this image example, navigate to **Pressure Management**, and select **Spence Valve**.

- Enter the quantity under the appropriate document(s) and select **Add to Cart**

Tip: View the full document by clicking on the document image

The screenshot displays the Emerson website interface. At the top, the Emerson logo is visible, followed by a navigation bar with links for Start, Shopping Cart, Orders, My Profile, and Contact. A user is logged in as Ingrid Johnson. The left sidebar contains a search bar and a navigation menu with categories: PRODUCTS, ACTUATION TECHNOLOGIES, ISOLATION VALVES, PRESSURE MANAGEMENT (with sub-items: Pressure Relief Valves, Natural Gas, LP Gas, Industrial, Tank Management, Educational Services, Kunkle), FLOW CONTROLS, INDUSTRY, and LIFECYCLE SERVICES. The 'Spence Valve' link is highlighted. The main content area features a banner for 'START AN ORDER WITH MULTIPLE PRODUCTS' and a breadcrumb trail for 'PRESSURE MANAGEMENT > SPENCE VALVE'. Below this, two product listings are shown: 'Nicholson Steam Traps and Steam Specialty Products' and 'Spence Steam and Fluid Control Products Brochure'. Each listing includes an 'ADD TO CART' button, a quantity input field (set to 0), and an availability count (1336 and 1135 respectively). A footer link for 'RRD Privacy, Returns and Shipping Policy' is also present.

Review Order

Review your order

- To place your order, select **Proceed to Checkout**

Hold For Later

- If you get an insufficient inventory notice, the item will be moved to the **Hold For Later** area. You will need to check back later and try ordering the item again. *No notification will be sent when item has been replenished.*
- If you have an urgent request, [contact Marcom](#)

The screenshot shows the Emerson website's shopping cart interface. At the top, the Emerson logo is displayed, followed by a navigation bar with links for Start, Shopping Cart (highlighted with a green box), Orders, My Profile, and Contact. A user greeting "Welcome, Ingrid Johnson" and a "Logout" link are on the right.

The main content area is divided into two sections:

- SHOPPING CART:** This section is titled "SHOPPING CART" and includes a "HELP" link. Below the title is a message: "ITEMS TO BUY NOW: CLICK 'PROCEED TO CHECKOUT' TO ORDER THE CONTENTS OF YOUR SHOPPING CART". There are two buttons: "PROCEED TO CHECKOUT" (highlighted with a green box) and "CONTINUE SHOPPING" (with a red arrow pointing to it).
- Item Table:** A table with columns: Item, Product, Date Modified, Quantity, Options, and Price Incl. Tax. It contains one item: "FISHER R632E Integral Two psig Service Regulator Bulletin" with a quantity of 25 and a price of \$ 0.00. The item ID is D-0446-00054491. The "Options" column includes links for "Edit", "PDF Preview...", "Duplicate", "Delete", and "Hold".
- Subtotal:** A label "Subtotal (incl. tax): \$ 0.00" is located at the bottom right of the shopping cart section.

The second section is:

- HOLD FOR LATER:** This section is titled "HOLD FOR LATER" and includes a message: "ITEMS TO BUY LATER: CLICK 'MOVE TO CART' TO MOVE AN ITEM BACK TO THE SHOPPING CART FOR PURCHASE". There are two buttons: "PROCEED TO CHECKOUT" (highlighted with a green box) and "CONTINUE SHOPPING" (with a red arrow pointing to it).
- Item Table:** A table with columns: Item, Product, Date Modified, Quantity, and Options. It contains one item: "Product Brochure: Pressure Relief Valves Overview, Anderson Greenwood, Crosby, Varec" with a quantity of 5. The item ID is D-0446-0000889. The "Options" column includes links for "Edit", "PDF Preview...", "Duplicate", "Delete", and "Move to Cart".

Additional Features

Orders

- Lists order history

My Profile

- Enter/view your address for accuracy
- Change your password
- Add another location if desired in your address book

Contact

- If you encounter any website errors or issues, contact our print vendor for support

