

State of Florida Department of Health User Tutorial

Below are instructions for placing orders on the new State of Florida DOH Online Store. You have been set up with your own specific username and password. Please enter your username and password after clicking the appropriate link on State of Florida DOH website (www.doh.state.fl.us). Otherwise, you can go directly to www.americanbus.com/aces and enter your username and password there.

Once you are logged in, click on “DOH Warehouse Item Catalog.”

The screenshot shows the homepage of the State of Florida DOH Online Store (SHRPE). The top left features the Florida Health logo. The top right has the text "SHRPE". Below the logo is a navigation bar with "DOH Statewide Health Resources & Publications E-store (SHRPE)". A message reads: "Your one stop source for your business needs. For technical questions, please email Tom Perrin at tperrin@americanbus.com. For procedural questions, please email Forms@doh.state.fl.us. Please choose from the following shopping options:". Below this is a product listing for "DOH Statewide Health Resources & Publications E-store (SHRPE)" with a thumbnail image of a keyboard and mouse. A note says: "Place a quick order to release your items. All sale prices are for a Limited Time Only." On the right, there is a "Features:" section with three links: "Statewide Health Resources & Publications E-store Tutorial", "Statewide Health Resources & Publications E-store Questions & Answers", and "Statewide Health Resources & Publications E-store User Satisfaction Survey". At the top right, there are links for "Login" and "New Customer? Click here".

Company eStore

After selecting the “DOH Statewide Health Resources & Publications E-store (SHRPE),” you will be able to select from a list of categories and subcategories. Browse the offered items through the categories or the drop down links. Also, search for specific items with key words in the “Search” field at the top of your screen.

The screenshot shows the category page for "DOH Statewide Health Resources & Publications E-store (SHRPE)". The top left features the Florida Health logo. The top right has the text "SHRPE". Below the logo is a navigation bar with "DOH Statewide Health Resources & Publications E-store (SHRPE)". A message reads: "Place a quick order to release your items. All sale prices are for a Limited Time Only." Below this is a list of categories: "Forms", "Publications", "Miscellaneous", "Disease Control", "HIV / Aids", "Family Health Services", "IMRH", "School Health", and "Children's Medical Services (CMS)". On the right, there is a "Features:" section with three links: "Statewide Health Resources & Publications E-store Tutorial", "Statewide Health Resources & Publications E-store Questions & Answers", and "Statewide Health Resources & Publications E-store User Satisfaction Survey". At the top right, there are links for "Login", "New Customer? Click here", "Quick Order", "Shopping List", "Shopping Cart", "Search" (with a search box and "GO" button), and "Contact Us".

Once you have selected a category, you will have the ability to order print on demand and inventoried items from the item list page by entering in your quantity or click on the thumbnail image to view a larger image of the item. After entering in your quantity, click the “add to cart” button.








SHRPE

▼ DOH Statewide Health Resources & Publications E-store (SHRPE)

[Home](#) > [DOH Statewide Health Resources & Publications E-store \(SHRPE\)](#) > [Forms](#)

1 - 21 of 80 items

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	DH 0024-6 Description: No Smoking or Use of Tobacco Sign 50/PK	Price: \$3.69 Unit: PK Qty: <input type="text"/>
	DH 0026-2 Description: English Sign: Employees Wash Your Hands 100/PK (8/06)	Price: \$11.47 Unit: PK Qty: <input type="text"/>
	DH 0031-9 Description: Spanish Sign: Employees Wash Your Hands (Spanish) 100/PK (5/07)	Price: \$10.27 Sale Price: \$2.77 Unit: PK Qty: (7 Available)
	DH 1032 Description: Patient Referral for Volun H/C Provider Prog 50/PK (4/12)	Price: \$5.37 Unit: PK Qty: (658 Available)
	DH 1032 S Description: Spanish Patient Referral for Volun H/C	Price: \$5.49 Unit: PK Qty: (0 Available)



SHRPE

▼ DOH Statewide Health Resources & Publications E-store (SHRPE)

[Home](#) > [DOH Statewide Health Resources & Publications E-store \(SHRPE\)](#) > [Forms](#)



DH 1032 S
Patient Referral for Volun H/C
Quantity: (0 Available)
Unit: PK

Pricing:
Price: \$5.49

Product Description:
Patient Referral for Volun H/C Provider Prog Sp 50/PK (2/08)
4 part NCR

This will bring you to your shopping cart where you can view the items you selected. From here, you can click “Continue Shopping”, “Delete Items” or “Proceed to Checkout.”

Quick Order

For a faster way to order, click “Quick Order” at the top of the screen. Enter the part numbers of the desired items, click tab to review a description, enter your quantity and click “Add to Cart.”



SHRPE

▼ DOH Statewide Health Resources & Publications E-store (SHRPE)

[Home](#) > [DOH Statewide Health Resources & Publications E-store \(SHRPE\)](#)

Quick Order

Please enter the item number and quantity into the following lines below.

Item Number	Description	Unit	Quantity	Price	Delete
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>
<input type="text"/>			<input type="text"/>		<input type="checkbox"/>

Shopping List

For frequently ordered items, create a shopping list with all of your most frequently ordered items. Click “Shopping List” at the top of your screen to create as many different shopping lists as desired. Once your shopping list is created, you have the flexibility to modify it as needed. To order an item from your supply list, enter the quantity of each item and “Add to Cart.”



SHRPE

▼ DOH Statewide Health Resources & Publications E-store (SHRPE)

[Home](#) > [DOH Statewide Health Resources & Publications E-store \(SHRPE\)](#)

Shopping List

The shopping list for MY SHOPPING LIST

1 - 5 of 5 items

Item #	Description	Unit	Min Qty	Max Qty	Qty	Price
DH 150-111	Preventing Food Contamination 25/PK (2/03)	PK	1	12	<input type="text"/>	\$44.78
DH 1032 S	Patient Referral for Volun H/C	PK	1	12	<input type="text"/>	\$5.49
DH 1267	MQA Refund Application 100/PK (5/06)	PK	1	12	<input type="text"/>	\$20.00 \$3.79
DH 1370	Swimming Pool Closed Due to Non Compliance Sign 25/PK (3/98)	PK	1	12	<input type="text"/>	\$2.50 \$0.47
DH 3134	Prenatal Screening 100/PK (4/0)kjoij	PK	1	20	<input type="text"/>	\$9.49

1 - 5 of 5 items

Check out

In the Shopping Cart, you can edit your order, delete your order or continue shopping. When finished, click “Proceed to Checkout.”

The screenshot shows the SHRPE website's shopping cart. At the top left is the Florida Health logo. Navigation links include 'Login', 'New Customer? Click here', 'Quick Order', 'Shopping List', and 'Shopping Cart'. A search bar and 'Contact Us' link are on the right. Below the logo is a teal banner with 'DOH Statewide Health Resources & Publications E-store (SHRPE)'. A breadcrumb trail reads 'Home > DOH Statewide Health Resources & Publications E-store (SHRPE)'. The shopping cart table contains one item: 'DH 0024-8 No Smoking or Use of Tobacco Sign 50/PK' with a quantity of 2, a price of 3.89, and a total price of 7.38. A subtotal of \$7.38 is shown. Buttons for 'Continue Shopping', 'Delete/Update Item(s)', and 'Proceed To Checkout' are at the bottom.

Item #	Description	Unit	Qty	Price	Total Price	Delete
DH 0024-8	No Smoking or Use of Tobacco Sign 50/PK	PK	2	3.89	7.38	<input type="checkbox"/>
Subtotal:					\$7.38	

All users are required to register. New members can register by clicking on “NEW MEMEBERS SIGN UP HERE.”

The screenshot shows the SHRPE website's login and registration page. It features the Florida Health logo and navigation links. A teal banner reads 'DOH Statewide Health Resources & Publications E-store (SHRPE)'. Below the banner, a message states: 'Your one stop source for your business needs. For technical questions, please email Tom Perrin at tperrin@americabus.com. For procedural questions, please email Forms@doh.state.fl.us. Please choose from the following shopping options:'. The 'CUSTOMERS LOGIN BELOW (NEW CUSTOMERS SIGN UP HERE)' section includes a 'Login Information' form with fields for 'Email Address' and 'Password', and a 'Login' button. A 'FORGOT YOUR PASSWORD?' section includes an 'Email Address' field and a 'Request New Password' button. On the right, a 'Features' section lists links for 'Statewide Health Resources & Publications E-store Tutorial', 'Statewide Health Resources & Publications E-store Questions & Answers', and 'Statewide Health Resources & Publications E-store User Satisfaction Survey'.

Enter your billing information into the fields provided. If the shipping information is the same as the Billing, check the “Shipping Information same as Billing Information?” box and the shipping information will populate with the same information. When all required fields are populated, click “Register.”

(Note for repeat shopping: After registering, you can log in at any time during the shopping experience by clicking the “Login” link at the top of any screen, your bill to and ship to information will auto-populate on the credit card check out page.)



[Login](#) [New Customer? Click here](#)

[Shopping Cart](#)

SHRPE

Your one stop source for your business needs. For technical questions, please email Tom Pemin at tpemin@americanbus.com. For procedural questions, please email Forms@doh.state.fl.us. Please choose from the following shopping options:

Account Registration
Please enter your contact information to setup your account.

Email:

Password:

Confirm Password:

Billing Information

Full Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Phone:

Second Phone:

Fax:

Shipping Information

Shipping Address Same as Billing?

Full Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Order History

Features:

[Statewide Health Resources & Publications E-store Tutorial](#)

[Statewide Health Resources & Publications E-store Questions & Answers](#)

[Statewide Health Resources & Publications E-store User Satisfaction Survey](#)

Once registered, navigate back to your shopping cart to continue checking out.

Fill in your Credit Card information and click "Continue to Checkout."

Order Date/Time: 11/20/2012 10:37:34 AM
Customer ID: ASB00000404077



Order Form * Required Fields

Shipping information same as Billing information?
(Check box if shipping address is the same as billing address. If not, please fill in shipping information below.)

Billing Information:
(Please enter the information exactly as it appears on the statement of the Credit Card holder.)

Full Name: * As appears on card

Company Name:

Address 1: -

Address 2: (Apt./Suite #)

Address 3:

City: -

County:

State/Province: * Non-U.S./Canadian customers please select Other

Zip/Postal Code: -

Country: -

Phone Number: * ex.000-000-0000

Email Address: * Confirmation email will be sent

Credit Card #: * Accept Visa, Mastercard, Discover, and American Express

Card ID: * [Click here](#) for Card ID explanation

Expiration Date: /

Shipping Information:

Check box for residential address.

Full Name: -

Company Name:

Address 1: -
No PO Boxes, Street Address only

Address 2: (Apt./Suite #)

Address 3:

City: -

County:

State/Province: * Non-U.S./Canadian customers please select Other

Zip/Postal Code: -

Country: -

Shipping Method:

Shipping Price: \$0.00

After completing your order, please return to the storefront to take the DOH survey. This is a quick survey that will help us improve your ordering experience. Thank you for your cooperation.

Item #	Description	Unit	Qty	Price	Total Price
DH 1032 S	Patient Referral for Volun H/C Provider Prog Sp 50/PK (2/06)	PK	4	1.00	4.00
				SubTotal:	\$4.00
				Shipping:	\$0.00
				Total:	\$4.00

Special Instructions: Charges will be processed by and appear on your statement as American Solutions for Business. For Credit Card processing questions contact: 800-714-7288.

[Log Off](#) | [Contact Us](#) | [Return Policy](#) | [Privacy Policy](#) | [Security Policy](#) | [Copyright © 2007, 2010. All Rights Reserved](#)

An order verification page will appear which will include Freight. Click “Order Now” to finalize your order.

Questions

If you have questions along the way, click the “Contact Us” link and complete the fields on the form. Once you click “Submit”, your inquiry will route to Tom Perrin for follow-up.

Contact Us

Request:

<p>First Name:</p> <input style="width: 95%;" type="text"/>	<p>Address:</p> <input style="width: 95%;" type="text"/>
<p>Last Name:</p> <input style="width: 95%;" type="text"/>	<p>City:</p> <input style="width: 95%;" type="text"/>
<p>Company:</p> <input style="width: 95%;" type="text"/>	<p>State/Province:</p> <input style="width: 95%;" type="text"/>
<p>Phone:</p> <input style="width: 95%;" type="text"/>	<p>Zip Code:</p> <input style="width: 95%;" type="text"/>
<p>E-mail Address:</p> <input style="width: 95%;" type="text"/>	<p>Order Number:(if applicable)</p> <input style="width: 95%;" type="text"/>

You must supply either a phone number or e-mail address.

Please e-mail a reply
 Please phone with a reply

Satisfaction Survey

It would be appreciated if you could complete the satisfaction survey. Press Ctrl +Click the logo below to begin the survey.

