Rothco Direct Ordering System Instructions

Logging In

The new direct ordering system is accessed by logging into the Rothco website at http://www.rothco.com. Once logged in you will see the dealer locator button now becomes "Direct Ordering".
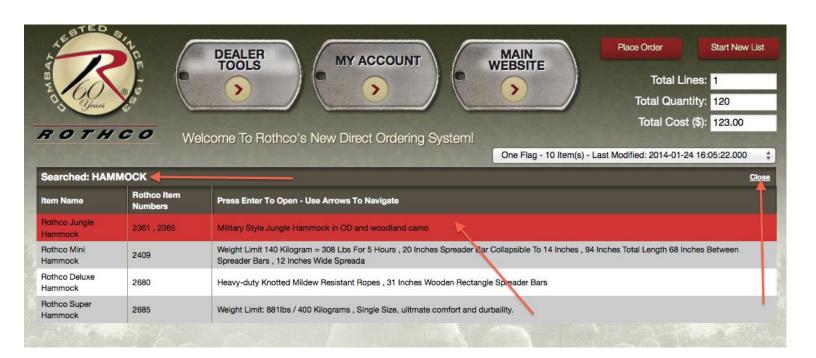

Search By Item Number

1. Enter Rothco # into search box and press enter.
2. A new grid with all item variations as well as the other grouped numbers should appear (colors, etc). The item number searched should be at the top of the grid. Cursor should be in first QTY box.
3. Enter Number and press Enter or Tab to move to the next box.
4. Pressing Enter without entering a number will Skip that variation
5. Shift and Tab together will move back up the grid.
6. In the last QTY box in the grid pressing Enter twice will submit the items to the order list
7. To add items to the order list without having to scroll through every variation enter 0 in the current box and press Enter
8. Scrolling down and clicking Add To List will also submit the variations to the order list.
9. Pricing in the Cost field should show customers net pricing
10. To Exit this item if you do not wish to add it to the order list you can either press Escape or Click Close in the top right corner of the grid. Entering 0 into the QTY box and pressing ENTER will also have the same effect.
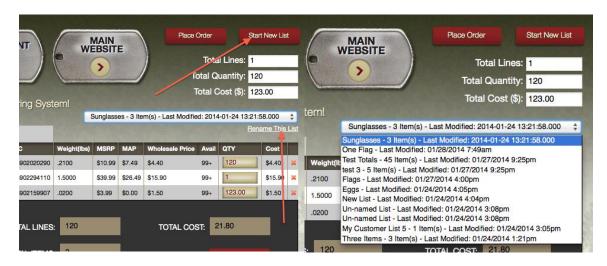
Search By Item Name

1. Enter the text into the search box and press Enter
2. Scroll Up and Down the search results using the Arrow Keys
3. Pressing Enter will pull up all Variations of the Item Highlighted in Red.
4. Clicking on any item in the grid will also pull up all Variations of that Item.
5. To Exit this search and return back to the order list you can either press Escape or Click Close in the top right corner of the grid.

Changing Order Lists / Adding To Different Order Lists

The new direct ordering system allows easy creation of multiple order lists for when orders need to be compiled separately.

1. User can create as many new order lists as necessary by clicking Start New List in top right corner.
2. Each order list can be renamed for reference by clicking "Rename This List" and entering the desired name into the popup window.
3. The current order list is shown in the dropdown menu.
4. The order list can be changed by just selecting another order list name from the dropdown. You will see the items change in the grid.

Updating / Deleting Items In The Order List

1. To update the quantity of an item in the order list just change the number in the QTY box and Press Enter.
2. To delete an item from the order list click the red cross icon on the right side of that item.
3. Pressing Tab will scroll through the order list alternating between the QTY box and delete item button.
4. Pressing enter will move straight to the next QTY box.

Placing The Order

Once the order list is complete, to place the order click Place Order at the top of the screen or at the bottom of the order list. You can also press Enter twice when in the last QTY box. This will transfer the order list to the normal B2B checkout process.

Viewing Images

Clicking on the Rothco Item Number in either the order list or search results will display an image of that item variation.