

MYUSG

REFERENCE GUIDE

MYUSG.com



Updated 7/26/2022

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Click Contact Us on MYUSG.com or email your questions to: <u>MYUSG@usg.com</u>

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• For optimal performance, the preferred browser is:



• Alternate browsers may deliver performance or rendering issues:





HOMEPAGE LAYOUT & DESCRIPTION

Homepage

(full page view)



Click Contact Us on MYUSG.com or email your questions to: MYUSG@usg.com

Homepage (top – Navigation)





Homepage (top – Quick Links)





Homepage (top – Recent Orders)

	View 5 r from the	nost recen Homepage	t Orders e					
USG 🔰	MYUSG	Q	Search Products				FAQ	Contact Us 🛛 A Jane Smith 🗸 🗸
PRODUCTS	FAVORITES	ORDERS	TRANSACTIONS	PRICE PUBLICATIONS	REPORTS QUOTES	COMPLAINTS		
Bill To: ACME Su	ipply 1234, Aryv	where, IL			ShipTo: ACME Supply 1234, 12	3 Main Street, Anywhere, IL	CHANGE	🛱 SHOPPING CART 🔍
Recent (Orders	Recent Tran	sactions Recent	Quotes	Select the 3 dots to additional options.	view	Quick Li	nks
ORDER DATE	SCH	EDULED SHIP	ORDER NUMBER	PO NO.	Note: Options will y on the order Status	and Type	-	VIEW MY DELIVERIES
02/01/2022	02/	01/2022	123456	TK421	ANYWHERE, IL 123	INVOICED :	\heartsuit	VIEW MY FAVORITES
02/01/2022	02/	01/2022	234567	FN2187	ANYWHERE, IL 123	VIEW ORDER DETAILS	P	QUICK REORDER
02/01/2022	02/	01/2022	345678	L3-37	ANYWHERE, IL 123	EDIT ORDER REORDER	F	SUBMIT COMPLAINTS
02/01/2022	02/	01/2022	456789	IG-11	ANYWHERE, IL 123	EMAIL ACKNOWLEDGEMENT CONTACT US		RESOURCE CENTER
VIEW ALL			VIEW L/	AST 5 ∨				
	Click VIE to view a	W ALL		10 15 25	VIEW LAST: Cli 5, 10, 15, 25 ord	ick drop-down arrow to vie lers. Use <i>slider</i> to view mo	ew the last pre	



Homepage (top - Recent Transactions)





Homepage (top – Recent Quotes)



		View 5 most recent Qu from the Homepage	Jotes		Access to view company. Note:	Quotes is Not all bu	controlled by each user's usiness lines use quotes.
USG 🔰 M	YUSG Q S	Search Products				FAQ	Contact Us 👌 Jane Smith 🗸
PRODUCTS FA	VORITES ORDERS	TRANSACTIONS PRICE PUBLICATIONS	REPORTS	QUOTES COMP	PLAINTS		
Bill To: ACME Supply	1234, Anywhere, IL		ShipTo: ACME Suppl	y 1234, 123 Main Stre	eet, Anywhere, IL	CHANGE	🛱 SHOPPING CART 0
Recent Orders	Recent Transactions	Recent Quotes		Select the 3 view additio	dots to onal options	Quick Li	nks
QUOTE NUMBER	JOB NAME	QUOTED TO	EFFECTIVE DATE	EXPIRATION DATE	STATUS	6	VIEW MY DELIVERIES
00231378	YMCA	ACME Supply 1234, Anywhere, IL	04/22/2022	09/30/2023	PENDING	\heartsuit	VIEW MY FAVORITES
00230879	2022 Paddock School	ACME Supply 1234, Anywhere, IL	04/20/2022	09/30/2022 VI	IEW QUOTE DETAILS	V	QUICK REORDER
00228327	Common	ACME Supply 1234, Anywhere, IL	03/25/2022	12/31/2022	ACTIVE		
00224751	Chicago	ACME Supply 1234, Anywhere, IL	03/07/2022	05/06/2022	EXPIRED	F	SUBMIT COMPLAINTS
00223727	Chicago	ACME Supply 1234, Anywhere, IL	02/28/2022	07/31/2022	ACTIVE :		RESOURCE CENTER
VIEW ALL		VIEW LAST 5	`				
Clic to v	iew all quotes	10 15 25	VIEW LAST: 5, 10, 15, 25 c	Click drop-dov quotes. Use <i>sli</i>	wn arrow to view the l <i>lider</i> to view more	ast	



 \sim

Access Profile options Q A Jane Smith USG Search Products MYUSG FAQ Contact Us PRODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS My Profile Bill To: ACME Supply 1234, Anywhere, IL ShipTo: ACME Supply 1234, 123 Main Street, Anywhere, IL CHANGE Change Password Quick Links **Recent Orders Recent Transactions** Recent Quotes Logout -B VIEW MY DELIVERIES SCHEDULED SHIP ORDER DATE ORDER NUMBER PO NO. PLANT NAME STATUS DATE က VIEW MY FAVORITES TK421 ANYWHERE, IL 123 02/01/2022 02/01/2022 123456 INVOICED ☑ QUICK REORDER ÷ 02/01/2022 02/01/2022 234567 FN2187 ANYWHERE, IL 123 INVOICED 02/01/2022 02/01/2022 345678 L3-37 ANYWHERE, IL 123 SCHEDULED SUBMIT COMPLAINTS = : 02/01/2022 02/01/2022 456789 IG-11 ANYWHERE, IL 123 SCHEDULED ٦p Γ RESOURCE CENTER VIEW ALL VIEW LAST 5

Homepage (bottom)







SEARCH



		Search F Searc Press	Products h by commodity co Enter on your key	de, catalog nu board to searc	mber, product invoice d h	escription, or produ	ct desc	ription	
USG	MYUSG	Q	Search Products					FAQ	Contact Us 🛛 A Jane Smith 🗸 🗸
PRODUCTS Bill To: ACME Sup	FAVORITES	ORDERS nere, IL	TRANSACTIONS F	RICE PUBLICATIONS	REPORTS QUOTES ShipTo: ACME Supply 1234, 123	COMPLAINTS Main Street, Anywhere, IL		CHANGE	🛱 SHOPPING CART 0
Recent C	Orders	Recent Tra	nsactions Recent Q	luotes				Quick Lii	nks
ORDER DATE	SCHE	DULED SHIP	ORDER NUMBER	PO NO.	PLANT NAME	STATUS		- B	VIEW MY DELIVERIES
02/01/2022	02/0	1/2022	123456	TK421	ANYWHERE, IL 123	INVOICED	:	\heartsuit	VIEW MY FAVORITES
02/01/2022	02/0	1/2022	234567	FN2187	ANYWHERE, IL 123	INVOICED	:	V	QUICK REORDER
02/01/2022	02/0	1/2022	345678	L3-37	ANYWHERE, IL 123	SCHEDULED	:	F	SUBMIT COMPLAINTS
02/01/2022	02/0	1/2022	456789 VIEW LA	IG-11 ST 5 🗸	ANYWHERE, IL 123	SCHEDULED	:		RESOURCE CENTER



PRODUCTS







Product Subcategory Results



To:		Ship	To:		CHANGE	🛱 SHOPPING CART 0
COUSTICAL	PAI	NELS				
Browse Categories	^	89 Results				Sort By Name A-Z
Acoustical Drywall	>	Halcyon™ Acoustical Panels	View	the Product S	Subcategories	
Acoustical Suspension Systems	>	Harvon Canopies Acoustical Device	- Oele		you want	
Clouds & Canopies	>	Haicyon Eco Acoustical Panels				
Curved Panels	>	Halcyon [™] Logiy [™] Acoustical Panels				
Decorative Systems & Trims	>	Heradesign TM Wood Wool Direct Mount Wall	and Ceiling Panels			
Drywall Ceilings	>	 Heradesign™ Wood Wool Lay-in Ceiling Pan	els			
Drywall Grid Systems	>	Kitchen Lay-In Panels				
Exterior Ceilings	>	Mars™ Acoustical Panels	}			
Integrated Ceiling Systems	>	Mars™ Clean Room Acoustical Panels	-			
Linear Shapes	>	Mars™ Healthcare Acoustical Panels				
Metal Panels	>	Mars™ Healthcare Clean Room Acoustical Pa	anels			
Modular Shapes & Danals		Mars™ Healthcare High-CAC Acoustical Pan	els			
modular Shapes & Panels	>	Mars™ Healthcare High-NRC Acoustical Pan	els	-		
Moldings & Accessories	>					

Product Subcategory page



Product Detail page



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PRODUCTS FAVORITES ORDERS	TRANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS		
Bill To:	Ship To:		CHANGE 🔀 SHOPPING CART 0
Cellings → Acoustical Panels → Mars™ Acoustical Pa	nels > ME88185-500, Sonatone, 600 Mm X 1200 Mm X 19 Mm, SQ, White, 6-PC CTN		
1월 <u>Safety Data Sheet</u> 1월 <u>Submitt</u>	al Sheet 🛃 LEARN MORE		
ME88185, Mars Ceiling Pnl,	19mm x 600mm x 1200mm, White, SQ, 6 Pc Ctn	Ċ	Commodity Code 788158-300
PRODUCT SPECIFICATIONS			Ordering Quantity PRICE CARTON OF 6 \$9999.00) MSF ()
	 Enter desired Quantity, then tab to view date / availability. Select the Add button to add item into your cart. 		Quantity in Carton
	Note: Date defaults to the next business day but can be changed based on your needs.		Enter Quantity In undefined, then press tab to pick a date for Inventory availability
			🛱 ADD TO CART

Products – Specialty Ceilings





CREATE FAVORITES

- Mark the product(s) you frequently purchase as your Favorite
- Gives you quick and easy access to place your order
- Allows you to check inventory and multiple product availability at one time

Favorites







PLACING A NEW ORDER

Step 1: Add items to cart from:

To place a new order, you must add items to your cart. There are many ways to do this from:

- Product Page
- Favorites
- Search

Step 2: Using the Shopping Cart

- Review products, order summary
- Add P.O., quote, balance item, etc.
- Add shipping information
- Update cart, confirm availability

Step 3: Checkout

- Checkout
- Review order details
- Submit order

Placing a New Order Step 1: Add items to Shopping Cart from: Product Subcategory page



	arch Products FAQ Contact Us 🕺 Super Man 🗸
PRODUCTS FAVORITES ORDERS T	RANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS
Bill To:	Ship To: CHANGE 🛱 SHOPPING CART 0
Filter By	Cellings → Acoustical Panels → Mars™ Acoustical Panels
NRC –	Mars™ Acoustical Panels
0.75 (22)	One way to start a new order is from the Product Subcategory page. Enter desired Quantity Select the Add button to add item into your cart
THICKNESS +	Submittal Sheet
PANEL SIZE +	Safety Data Sheet LEARN MORE
WIDTH +	
CAC MIN +	
FIRE RATING +	30 Products Add product to existing Favorite
EDGE PROFILE +	PRODUCT ORDERING QTY QTY (UNIT)
COLOR +	86875, Mars Ceiling Pnl, 3/4in x 30in x 30in, White, SLT, 6 Pc Ctn Commodity Code: 786875-300
	88996, Mars Ceiling Pnl, 3/4in x 24in x 72in, White, FLB, 6 Pc Ctn Commodity Code: 788995-000
	ME88185, Mars Ceiling Pnl, 19mm x 600mm x 12 Commodity Code: 788158-300
	86785HRC, Mars High Recycled Content Ceiling I Name SLT, 12 Pc Ctn CREATE FAVORITES LIST Commodity Code: 786686-000 CREATE FAVORITES LIST

Placing a New Order Step 1: Add items to Shopping Cart from: Product Detail page

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USG Q MYUSG Search Products FAO Contact Us Super Man ∨ TRANSACTIONS PRODUCTS FAVORITES ORDERS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS CHANGE SHOPPING CART 0 Bill To: Ship To: Ceilings → Acoustical Panels → Mars™ Acoustical Panels → ME88185-500, Sonatone, 600 Mm X 1200 Mm X 19 Mm, SO, White, 6-PC CTN Safety Data Sheet Hover over the "i" Submittal Sheet 2 <u>г7</u> icon to view help text Commodity Code ME88185, Mars Ceiling Pnl, 19mm x 600mm x 1200mm, White, SQ, 6 Pc Ctn Ċ, 788158-300 Ordering Quantity PRICE PRODUCT SPECIFICATIONS CARTON OF 6 \$999.00 MSF (i) Quantity in Carton One way to start a new order is from the **Product Detail** page. Enter desired Quantity, then tab to view date / availability. Select the Add button to add item into your cart. Enter Quantity In undefined, then press tab to pick a date for inventory availability Note: Date defaults to the next business day but can be changed based on your needs. 🔁 ADD TO CART

Placing a New Order Step 1: Add items to Shopping Cart from: Favorites tab/list



FAVORITES One • Er • Er	way to start a nter in the des lick on the Ad	new order is fr ired Quantity d / Add to Car	om the F a t button	avorites pag	Je. Choose	e a Favorite List New Wish List - 2019-0
New Wish List - 2019-04-25 03:0	6:57 🖍		~			🖻 CLONE LIST 📋 DELETE
PRODUCT		ORDERING QTY	PRICE		QTY (UNIT)	AVAILABILITY ①
ME98245, Halcyon ClimaPlus Ceiling Pnl, 25mm x 600mm x 1200mm, White, FL, 12 Pc Ctn Commodity Code: 747552-000	\diamond	CARTON OF 12	\$999.00	0	10	06/19/2019 🚔 CHECK
88996HRC, Mars High Recycled Content Ceiling Po 3/4in x 2ft x 6ft,, White, FLB, 6 Pc Ctn Commodity Code: 788997-000	nl,	CARTON OF 6	\$999.00	0	Enter Qt	Enter Qty in Carton, then press tab to pick a date for inventory availability
Curvatura Flexible Ceiling Pnl, 2ft x 2ft, Diamondfle Sheer, Bright White 3106, CVDFS, 1 Pc Commodity Code: 211952-000	ex 🛇	EACH	\$999.00	0	Enter Qt	Enter Qty in Piece, then press tab to pick a date for inventory availability
Curvatura Flexible Ceiling PnI, 2ft x 2ft, Diamondfle Louvered, Bright Silver 3107, CVDFL, 1 Pc Commodity Code: 211955-000	ex 🛇	EACH	\$999.00	0	Enter Qt	Enter Qty in Piece, then press tab to pick a date for inventory availability
Curvatura Flexible Celling Pnl, 2ft x 2ft, C375 Perforated Aluminum, Silver Satin 002, 1 Pc Commodity Code: 279106-000	\heartsuit	EACH	\$999.00	0	Enter Qty	Enter Qty in Piece, then press tab to pick a date for inventory availability
eck availability of multiple product	ts in the Favo	rites tab in you	ir Favorite	es list(s).		岸 ADD TO CART



One way to start a new order is to use the **Search** function. Search examples are listed below. Adding an extra word or two will narrow down your choices.

Search examples:

265 Search results for "5/8"
107 Search results for "sheetrock 5/8"
O Search results for "drywall 5/8"

437 Search results for "sheetrock" 66 Search results for "mold tough"

46 Search results for "durock"17 Search results for "durock cement board"

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PRODUCTS FAVORITE	S ORDERS	TRANSACTIONS	PRICE PUBLICATIONS	REPORTS	QUOTES	COMPLAINTS				
Bill To:				Ship To:				CHANGE	🛱 Shoppin	IG CART 0
248 Sear 91 Searcl	ch resu 1 resul	ilts for ts for "	"mars" mars log	gix"	Once • Er • C	you fin nter in th lick on t	d the iter ne desire he Add b	n, d Quan outton	tity	
Filter By		^								
NRC		- 248 Pro	ducts						Sort By	Name A - Z 🗸 🗸
0.60 (14)		PRODUCT					ORDERING QT	(QTY (UNIT)	
0.75 (72)			ars Healthcare AirCare A	coustical Pnl, 3	/4in x 2ft x 4ft,	White,				
0.80 (36)		SQ, 6 Pc Ctn Commodity Co	de: 786154-000			C3	Carton			DDA 💭
0.85 (63)										
0.90 (55) PANEL SIZE		86160, Mars Commodity Co	Logix Ceiling Pnl, 3/4in de: 786160-000	x 20in x 60in, V	Vhite, SQ, 6 Pc (Ctn C7	Carton			DDA 🛒
LENGTH		+ 86536, Mars Commodity Co	Logix Ceiling Pnl, 3/4in Ide: 786536-000	x 30in x 60in, V	White, SQ, 6 Pc	Ctn Çî	Carton			岸 ADD
WIDTH		+ 86815, Mars I	Logix Ceiling Pnl, 3/4in	x 30in x 30in, V	/hite, SQ, 6 Pc (itn Çi	Carton			岸 add
THICKNESS		+								
CAC MIN		+ Pc Ctn Commodity Co	High-NRC Logix Ceiling	Pnl, 7/8in x 20	in x 60in, White	, FLB, 6	Carton			ADD 🛒
COLOR		+								
						LOAD MORI	E			

Placing a New Order Step 1: Add items to cart from: Success!





Placing a New Order Step 2: Using the Shopping Cart: Review products/ Order Summary

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RODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS	CHANGE B SHOPPING CART 1800
 Color Indicators Red = underweight Yellow = between underweight and 95% of full weight 	Order Summary
SHOPPING CART • Green = between 95%-100% of weight • Orange = overweight	TOTAL NUMBER OF ITEMS 1800
Truck Capacity - 47000 lbs Min order weight 40000 lbs	TOTAL ORDER WEIGHT 44712 LBS
	SCHEDULED ARRIVAL DATE
86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12 Ordering Qty Price Pc Ctn Carton 900 Sales Amount Balance Item Total Weight 22680 lbs Remove product from cart	PO Number (Optional) TESTER0002 Hover over the "i" icon to view help te
Add Quote Number (Optional)	Shipping Information
86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Ordering Qty Price Pc Ctn Carton Sales Amount Commodity Code : 786544-000 Sales Amount	Mode 🚺
Balance Item Total Weight 22032 Ibs Add Quote Number (Optional)	Full Iruck Load
Not ready to checkout? SelectUse the "Update" button to refresh any changes to your cart. You must click the "Update" button before checking out.	Please Select V Requested Delivery Date 06/27/2022
CONTINUE SHOPPING	🛱 снескоит

Placing a New Order Step 2: Using the Shopping Cart: Add PO, Quote, Balance Item, etc.

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PRODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES	COMPLAINTS	
Bill To: Ship To:		
	Order Summary	
SHOPPING CART Item to adjust product quantity according	REMOVE ALL ITEMS TOTAL NUMBER OF ITEMS 1800	0
to the shipping capacity of the vehicle	Truck capacity	S
Truck Capacity - 47000 lbs Min order weight 40000 lbs	estimated amount	
	SCHEDULED ARRIVAL DATE ①	
86542, Mars Logix Certing Pnl, 3/4in x 6in x 48in, White, SLT, 12 Ordering Qty Pc Ctn Carton Commodity Core : 786542-000	Price Sales Amount PO Number (Optional) TESTER0002	
Add Quote Number (Optional)	REMOVE FROM CART Shipping Information	
86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Ordering Qty 900 Pc Ctn Carton 900	Price Sales Amount Mode ①	-
Balance Item Total Weight 22032 lbs	Full Truck Load 🗸 🗸	
✓ Add Quote Number (Optional)	Wehicle Type Image: REMOVE FROM CART Please Select	
Ability to enter in Quote Number to check if the quote is valid for the selected product and quantity. If successful, the quote will apply to the order.	Requested Delivery Date 06/27/2022	
CONTINUE SHOPPING	СНЕСКОИТ	

Placing a New Order Step 2: Using the Shopping Cart: Add Shipping Information

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PRODUCTS FAVORITES ORDERS TRANSACTIONS	PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS	
Bill To:	Ship To: .	CHANGE 😓 SHOPPING CART 1800
		Order Summary ^
SHOPPING CART	REMOVE ALL ITEMS	TOTAL NUMBER OF ITEMS 1800
		TOTAL ORDER WEIGHT 44712 LBS
Truck Capacity - 47000 lbs Min order weight 40000 lbs	 ₽ 95%	ESTIMATED AMOUNT
		SCHEDULED ARRIVAL DATE ()
86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12 Pc Ctn Commodity Code : 786542-000	Ordering Qty Price Carton Sales Amount	PO Number (Optional)
Balance Item Total Weight 22680 Ibs	Use dropdown to select Mode options Full Truck Load 	TESTER0002
V Add Quote Number (Optional)	 Partial-Waiting to Pool (for orders that need to be pooled) Partial-Build My Truck 	Shipping Information
86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Pc Ctn Commodity Code : 786544-000	Ordering Qty 900 Price Sales Amount	Mode ①
Balance Item Total Weight 22032 Ibs		Full Truck Load V
✓ Add Quote Number (Optional)	REMOVE FROM CART	Vehicle TypePlease Select
	Use dropdown to select Vehicle Type options: Flatbed Trailer-USG, Van Trailer, etc.	Requested Delivery Date 06/27/2022
CONTINUE SHOPPING	C UPDATE	СНЕСКОИТ

Placing a New Order Step 2: Using the Shopping Cart: Update cart, Confirm availability

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PRODUCTS FAVORITES ORDERS TRANSACTIONS	PRICE PUBLICATION	s reports quote	S COMPLAINTS			
Bill To:		Ship To:			Change 🛱 Shopping	GCART 1800
					Order Summary	^
SHOPPING CART			REMOV	E ALL ITEMS	TOTAL NUMBER OF ITEMS	1800
					TOTAL ORDER WEIGHT	44712 LBS
Truck Capacity - 47000 lbs Min order weight 40000 lbs				3 95%	ESTIMATED AMOUNT	
					SCHEDULED ARRIVAL DATE 🕧)
86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12 Pc Ctn Commodity Code : 786542-000	Ordering Qty Carton	900	Pric Sales Amount	e	PO Number (Optional)	
Balance Item Total Weight 22680 lbs		900 Cartons Availab	le on 07/04/2022 a	at P1:CLQ	TESTER0002	
✓ Add Quote Number (Optional)			ញ្ញា REMOVE	FROM CART	Shipping Information	^
86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Pc Ctn Commodity Code : 786544-000	Ordering Qty Carton	900	Pric Sales Amount	e	Mode 🚺	
Balance Item Total Weight 22032 Ibs		900 Cartons Availab	le on 08/29/2022 a	at P1:CLQ	Full Truck Load	\sim
✓ Add Quote Number (Optional)			៣ REMOVE	FROM CART	Vehicle Type	×
	se the Update	button to refresh a	any changes to ye	our cart.	Requested Delivery Date	
					06/27/2022	
Use Continue Shopping button add products to your shopping cart.						
	• 					
CONTINUE SHOPPING		C UPDATE			🛱 снескоит	

Placing a New Order Step 3: Using the Shopping Cart: Checkout



PRODUCTS FAVORITES ORDERS TRANSACTIONS	PRICE PUBLICATIONS	REPORTS	QUOTES	COMPLAINTS		
- Bill To:		Ship To:			CHANGE 🛱 SHOPPING CART 1890	
					Order Summary	
SHOPPING CART				REMOVE ALL ITEMS	TOTAL NUMBER OF ITEMS 1890	Notice!
			Valid after	ation on PO Number Checkout	TOTAL ORDER WEIGHT 46980 LBS	Items in your cart are unavailable for the requested date
FLATBED TRAILER - USG Truck Capacity - 47000 lbs Min order	weight 40000 lbs			⊒ 3 100%	ESTIMATED AMOUNT	Click CANCEL to edit your order or click CONTINUE to proceed with your checkout
86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12	Ordering Qty		990	Price	SCHEDULED ARRIVAL DATE () 08/30/2022	CANTINE CANCE.
Pc Ctn Commodity Code : 786542-000	Carton			Sales Amount	PO Number (Optional) TESTER0002	
Balance Item Total Weight 24948 Ibs			990 Carton	s Available on 07/04/2022 at P1:CLQ		
✓ Add Quote Number (Optional)				REMOVE FROM CART	Shipping Information	You may this message:
86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Pc Ctn Commodity Code : 786544-000	Ordering Qty Carton		900	Price : Sales Amount	Mode 🕐	Notice! Items in your cart are unavailable for the requested date
Balance Item Total Weight 22032 lbs			900 Carton	s Available on 08/29/2022 at P1:CLQ	Vehicle Type	Click CANCEL to edit
✓ Add Quote Number (Optional)				🗑 REMOVE FROM CART	Flatbed Trailer - USG 🗸 🗸	CONTINUE to proceed with your checkout
Use the Update button to refree You <i>must</i> click the Update but Then click Checkout button.	esh any change itton before che	es to your ecking ou	[•] cart. t.		Requested Delivery Date 06/27/2022	
CONTINUE SHOPPING		C UPD	ATE); CHECKOUT	

Placing a New Order Step 3: Checkout/Submit Order: Review order details



PRODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS QUOTES COMPLAINTS Bill To: Ship To: CHANGE SHOPPING CART 1890 CHECKOUT Order Information PRODUCT ORDERING QTY QTY (UNIT) PRICE ^ Total Number of Lines Total Weight 86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12 Pc Ctn Carton 990 Unit Price 1890 46980 lbs Commodity Code: 786542-000 Total Price \$ Estimated Amount ✓ Balance Item Total Weight 24948 lbs Quote Number **Billing Information** \sim 86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Pc Ctn Carton 900 Unit Price Bill To Commodity Code: 786544-000 Total Price S Total Weight 22032 lbs PO Number TESTER0002 Quote Number **Shipping Information** ^ Ship To Review your order. Requested Delivery Date 6/27/2022 If updates are needed, click Back to Shopping Cart to make updates Mode Full Truck Load Vehicle Type Flatbed Trailer - USG By Clicking the Submit order button, you are accepting our terms and conditions BACK TO SHOPPING CART SUBMIT ORDER

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Placing a New Order Step 3: Checkout/Submit Order: Review & Submit Order



PRODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS REPORTS QUOTES COMPLAINTS Bill To: Ship To: CHANGE SHOPPING CART 1890 Thank you for your order CHECKOUT Your order has been received You can view and track all your orders on the Orders tab. You will receive an email acknowledgement with **Order Information** the details of your order after processing PRODUCT ORDERING OTY QTY (UNIT) PRICE Total Number of Lines Total Weight 86542, Mars Logix Ceiling Pnl, 3/4in x 6in x 48in, White, SLT, 12 Pc Ctn Carton 990 Unit Price 1890 46980 lbs OK Commodity Code: 786542-000 Total Price S Estimated Amount ✓ Balance Item Total Weight 24948 lbs Quote Number **Billing Information** After submitting your order, this 86544, Mars Logix Ceiling Pnl, 3/4in x 12in x 48in, White, SLT, 6 Pc Ctn Carton 900 Unit Price Bill To message will appear: Commodity Code: 786544-000 Total Price S Total Weight 22032 lbs Thank you for your order PO Number TESTER0002 Quote Number Your order has been received **Shipping Information** You can view and track all your orders on the Orders tab. You will receive an email acknowledgement Ship To Review your order. with the details of your order after If all information is accurate, click Submit Order to processing. • complete Checkout process. Requested Delivery Date 6/27/2022 Mode Full Truck Load Vehicle Type Flatbed Trailer - USG By Clicking the Submit order button, you are accepting our terms and conditions BACK TO SHOPPING CART SUBMIT ORDER



ORDER SCREEN NAVIGATION

- Orders
- Deliveries



USG MYUSG	Q	Search Products							FAQ	Contact Us	Super N	Man ∨
PRODUCTS FAVORITES	ORDERS	TRANSACTIONS PRIC	E PUBLICATIONS	REPORTS	QUOTES	Compla	INTS		Search Comm	orders l In Orders I	oy Order #, P de # or Stor	O #, e #
ORDERS	DEI	IVERIES	Filter Or Order S	ders by So	cheduled S	hip Date,	Bill To, Si Plant Nam	hip To,		Order #/PO #/C	omm. Code #/Store #	٩
SCHEDULED SHIP DATE	~	BILL TO	~	SHIP TO		~	ORDER STATU	JS	~	R	ESET ALL FILTERS]
PRODUCT CATEGORIES	~	PLANT NAME	~							Click R clear ex	eset All Filter	rs to ettings
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06/02/2022	9365229	Click the heade ascending/desc	er of any col cending orde	umn to sor er	t by	10002	76076	SHOALS, IN	1-360	Ø	SCHEDULED	:
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06/01/2022	9463189"	Click on the Orde the Order Details	r number to s (see next p	see bage)		10003	54628	EAST CHIC	AGO, IN - 714	9	SCHEDULED	:
06/01/2022	9503688					10003	85900	SHOALS, IN	1-360	0	SCHEDULED	
							VIEW ORDER D	ETAILS	Click the	3 dots to	view options	
05/26/2022	9446690					10003		DETAILS	0, IN - 714	9	SHIPPED	:
05/26/2022	9394098	Click on the tr	uck to see t ders	he Truck I	ocation		REORDER		S, IN - 360			0 0 0
	L					l	EMAIL ACKNOW	WLEDGEMEN	т			
							CONTACT US					31

Order Status			USG
	New Status(es)	Previous Status(es)	MYUSG
	PROCESSING	 On Hold Order Submitted Edit Order Submitted Waiting to Consolidate 	
	UNSCHEDULED	 Unscheduled Partial Waiting to Pool Partial Waiting to Consolidate 	
	SCHEDULED	 Loading Scheduled Partial Build My Truck Consolidated 	
	SHIPPED	Shipped	
		Invoiced	38
			50

Order Detail



r					
ustomer Purchase Order	REPORT ISSUE V	EMAIL ACKNOWLEDGEMENT	EDIT ORDER	REORDER	PRINT
COCCESSES SCHEDOLED		p. 39	p. 43-47]	
rder Number 466285	Scheduled Delivery Date 10/24/2022	Delivery Time Between 06:00	:00 and 14:00:00	Estimated Order Value	View Order Head details at the top the Order detail p
nip To	Bill To	Order Date 04/29/2022		Requested Delivery Date 05/03/2022	
nail / Email CC	Phone			Order Created By EDI	
hipment 1/1					
heduled Ship Date	Scheduled Delivery Date	Trip Name		Invoice Number	
/21/2022	10/24/2022	SHO4671192		Not yet generated	View Order Line Item
e hicle Type atbed Trailer	Mode Full Truck Load	Carrier Name AWAITING CAR	RIER	Plant Name SHOALS, IN - 360	details under Shipme information
eight Term REPAID	Total Weight 47531				
	s	HIPPING QUANTITY PRICING Q	UANTITY WEIGHT	UNIT PRICE	SALES AMOUNT
LN. PRODUCT					

Order Detail - Email Acknowledgement





Orders \rightarrow Deliveries



USG MYUSG	Q Search Products				FAQ Contact Us	Super Man 🗸
PRODUCTS FAVORITES	ORDERS TRANSACTIONS P	RICE PUBLICATIONS REPO	orts quotes complaints		Ĵ,	SHOPPING CART 0
ORDERS	DELIVERIES	Select th to view a	e Deliveries tab from the C all of your Deliveries Filter Deliveries by Scheduled Ship Date or Ship To	Orders page		
SCHEDULED SHIP DATE	✓ SHIP TO	~		Click or to see t	the truck or he Truck Lo o	Track link
SCHEDULED SHIP DATE	TRIP NAME SHIP TO)	TRIP STATUS		1	
05/27/2022	ECH4640323		EN ROUTE TO DESTIN		TRACK	VIEW ORDERS 1 🗸
05/26/2022	ECH4662692		SHIPPED		,	VIEW ORDERS 1 🗸
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05/25/2022	CLQ4691097		ARRIVED DESTINATION		TRACK	VIEW ORDERS 3 V
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05/25/2022	ECH4642300		EN ROUTE TO DESTIN		TRACK	VIEW ORDERS 1 🗸 🗸





Orders \rightarrow Deliveries



USG MYUSG	Q Search Products					FAQ	Contact Us	8	\sim
PRODUCTS FAVORITES	ORDERS TRANSACTIONS	PRICE PUBLICATIONS	reports qu	OTES COMPLAINTS	5)⊒ SH	OPPING CART	
ORDERS	DELIVERIE	S							
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05/27/2022	CLQ4696661			SHIPPED			VIE	W ORDERS	^
RELATED ORDERS (1)									
SCHEDULED SHIP DATE	o	RDER NUMBER	PO NU	MBER	AMOUNT		ORDER STATUS		
05/27/2022	9	501931	MXTES	T0088	\$32,010.24		INVOICED		
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05/12/2022	ECH4643861			DEPARTED DE	ESTINATION		K VIE	W ORDERS 1	~
05/12/2022	ECH4625250			DEPARTED DE	STINATION		K VIE	W ORDERS 1	~



EDIT ORDERS

Edit Order





Edit Order





Edit Order







USG MYUSG Q Sea	rch Products	FAQ Contact Us	Ҁ Chris Benjamin 🗸
Order Edit in Progress		Order Number: 9501939 PO N	Number: KM05310001
PRODUCTS FAVORITES			
Bill To: L&W SUPPLY LWS7101, ROSELLE, IL	Ship To: JUST RITE ACOUSTICS,C/O L&W SUPPLY-ROSI		
	Order Number Time	Order Summary	^
EDIT ORDER		OTAL NUMBER OF ITEMS	18
	Warning!	OTAL ORDER WEIGHT	42438 LBS
Truck Capacity - 47000 lbs Min order weight		STIMATED AMOUNT	N/A
	Are you sure you want to cancel this order edit?	CHEDULED ARRIVAL DATE	D
5/8in x 48in x 10ft, SHEETROCK FC Core Gyp Pnl 2 Pc Bdl, 26 Pc Unit Commodity Code : 142110-113-10.0000	NO YES	O Number (Optional)	
Balance Item Total Weight 42438.24 Ibs		KM05310001	
✓ Add Quote Number (Optional)	The move from cart	Shipping Information	^
		Mode ()	
		Vehicle Type	
Ability to cancel editin to the order page. A wa	g your order and navigate back Irning message will appear.	Flatbed Trailer - USG	
		Requested Delivery Date	
CANCEL ORDER EDIT		06/13/2022	



SUBMIT COMPLAINTS

To submit a product related complaint, you must have the invoice number. There are a few ways to submit a Complaint. From the Homepage, click on either the Recent Orders, Orders or Submit Complaints options.



Submit Complaints – Product Related Issue Form



Complaints -	- Check the	e Status : ci	neck the <i>status</i> of your Com complaints are generated from coduct Related Issue forms	plaint on this page m submitted s.	USG MYUSG
USG MYUSG Q	Search Products			FAQ Contact Us	~
PRODUCTS FAVORITES ORDERS	TRANSACTIONS PRICE PUBLIC/	ations reports quotes	COMPLAINTS	🛱 Shopping	CART
COMPLAINTS	Filter Complaints by Su Case Reason, Produc	ubmitted Date Range, t Categories or Status		PO # / Transaction #	٩
SUBMITTED DATE RANGE 🗸	CASE REASON 🗸	PRODUCT CATEGORIES	✓ STATUS	✓ RESET ALL FILT	ERS
SUBMITTED DATE 🗸	CASE NUMBER	REASON	PO NUMBER	Click Rese clear existi status	t All Filters to ng filter settings
05/27/2022	00348264	Damage	1000091953	NEW	:
05/26/2022	00348263	Damage	1000332999	NEW	:
05/11/2022	00346179	Order	1000023041	CLOSED	:
05/06/2022	00344490	Damage	1000290934	CLOSED	:
05/06/2022	00344488	Damage	100027 Select the 3 dots	to IN PROGRESS	:
05/06/2022	00344469	Product	1000304823	CLOSED	:
04/27/2022	00338831	Damage	1000339309	VIEW COMPLA	INT DETAILS



TRANSACTIONS

Access to view **Transactions** is controlled by each user's company, so you may not see the Transactions tab if you don't have permission.

Transactions



MYUSG

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FRANSA	CTIONS	Filter Tra To, Ship	ansactions by Transaction To, Product Categories	Date Range, Bill and/or Type	Request	: an Email Statement 🛛 🗸	PO	#/Comm. Code #/Store #/O	rder # Q
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TRANSACTION DATE	TRANSACTION N	D. BILL TO	SHIP TO	0	PO NO.	DUE DATE	Click I clear e	Reset All Filter existing filter se	r s to ttings
05/16/2022	2417109 pdf				100034	1567 06/15/202	2 Invo	pice \$14,262.20	:
05/14/2022	2417092	View Invoic for selected	e, Credit or Debit Memo Transaction	· · ·	100029	Select the 3 d view additiona	ots to al	te \$12,656.00	:
05/27/2022	2418332 📴				MXTES	Transactions of	options	.e \$32,010.24	:
05/12/2022	2415999 📴				100002	3041 05/12/202	2 VIEW	VINVOICE	
05/12/2022	2413665 📴				100032	9183 06/11/2022	2 SUBI	MIT PRODUCT RELATED	DISSUE

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Transactions





USG MYUSG	Q Search I th	ote: if certain users ey won't see the Re	only have a equest an E	ccess to Ship To mail Statement	os (not Bill Tos), the option	FAQ	Contact Us	Ŕ	~
PRODUCTS FAVORITES	ORDERS TRANSACTION	NS PRICE PUBLICATIONS	REPORTS	QUOTES COM	IPLAINTS		,≝	SHOPPING CART	0
TRANSAG	CTIONS	_			Request an Email S	Statement 🔨	PO #/Comm.	Code #/Store #/Ord	der# Q
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ТҮРЕ	~			Choose Format PDF EXCEL 					
TRANSACTION DATE	TRANSACTION NO. BILL T	0	SHIP TO	CANCEL	SEND		ТҮРЕ	AMOUNT	
05/16/2022	2417109 💀			-	1000341567	06/15/2022	Invoice	\$14,262.20	:
05/14/2022	2417092 <mark>DF</mark>				1000299367	06/13/2022	Invoice	\$12,656.00	:
05/27/2022	2418332 <mark>PF</mark>				MXTEST0088	06/26/2022	Invoice	\$32,010.24	:
05/12/2022	2415999 6				1000023041	05/12/2022	VIEW INVOIO	Œ	
05/12/2022	2413665 <mark>क</mark>				1000329183	06/11/2022	SUBMIT PRO	DUCT RELATED	ISSUE
05/12/2022	2413654 ppr				1000332999	06/11/2022	Invoice	\$7,636.10	:

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QUOTES

Access to view **Quotes** is controlled by each user's company, so you may not see the Quotes tab if you don't have permission. Note: Not all business lines use quotes.

Quotes



Search Quotes by Quote #, Job, Q USG Quoted To, Product Name, or Item # MYUSG Search Products SHOPPING CART REPORTS QUOTES COMPLAINTS PRODUCTS FAVORITES ORDERS TRANSACTIONS PRICE PUBLICATIONS Filter Quotes by Effective Date, Expiration Date, Quoted To, Product Categories and/or Status **QUOTES** Quote #/Job/Quoted To/Product Name/Item # Q **EFFECTIVE DATE** \sim **EXPIRATION DATE** \sim OUOTED TO \sim PRODUCT CATEGORIES \sim STATUS \sim Click Reset All Filters to clear existing filter settings Select the 3 dots EFFECTIVE DATE **QUOTE NUMBER** JOB NAME QUOTED TO STATUS to view additional Quote options 04/22/2022 00231378 PENDING 00230879 04/20/2022 09/30/2022 VIEW QUOTE DETAILS DOWNLOAD QUOTE PDF 00228327 03/25/2022 12/31/2022 00224751 03/07/2022 05/06/2022 EXPIRED 00223727 02/28/2022 07/31/2022 ACTIVE 00222494 02/07/2022 12/31/2022 i ACTIVE

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Quote Detail Page



						_
Quote Number 00231378	Effective Date 04/22/2022	Expiration Date	2023		status PENDING	View Quote Header details at the top of the Quote detail page
juote To	Job Name	Sales Rep			Sales Rep Email	
Bill To Name	Bill to Address	Ship to Name			Ship to Address	
Quote Contact						
Contact Name	Email customer73572@example.com	Phone 73572			Fax	
Comments to Customer						View individual products included in
						the quote under the Products section
PRODUCTS						
PRODUCTS		DELIVERY TYPE	TOTAL QTY	QTY USED	QTY LEFT	PRICE 1 PRICE 2 Expires 12/31/2022 Expires 09/30/2023
89600, Mars, 24 " x 48 " x 7/8 ", SLT, V Commodity Code: 789600	White, 6-PC CTN, High-NRC Logix	Truck	20 MSF		20 MSF	
86440, Mars, 4 " x 48 " x 7/8 ", SLT, W Commodity Code: 786440	hite, 18-PC CTN, High-NRC Logix	Truck	5 MSF	Related Ord	ers	Click the + sign to see Related Orde
DX24, 12' x 1.64", MT ID, Flat White 05	0, 20-PC CTN	Truck	10 MLF	Order NO	Order Date	
Commodity Code: 270033					1	



REPORTS

Access to view **Reports** is controlled by each user's company, so you may not see the **Reports** tab if you don't have permission.

Reports – Month & Quarterly Report



View monthly and quarterly sales dollar amounts and volume for the current or previous calendar years.

		Access to view I	Reports is controlled by e	each user's company.		
USG MYUSG	Q Search	Products			FAQ	Contact Us 👌 🗸
PRODUCTS FAVORITES	ORDERS TRANS	GACTIONS PRICE PUBLICA	TIONS REPORTS QUOTES	COMPLAINTS		🗟 SHOPPING CART 0
REPORTS	Selected	Reports tab	Filter Reports by Ca Ship To, Product G	lendar Year, Bill To, roup		Select the Get Report button to generate report
Month And Quarte	erly Reports	Year To Date Report	Purchases by Location Report	Expected Shipments		
CALENDAR YEAR	~	BILL TO	✓ SHIP TO	·		GET REPORT
PRODUCT GROUP	~					

To run the Month and Quarterly Report:

- 1. Select your preferred Calendar Year
- 2. Select your Bill To and Ship To Location(s)
- 3. Select your desired **Product Group**(s)
- 4. Click **Get Report** to run the report

You will see both dollar and quantity totals and percent change, by product line, for each month/quarter as appropriate, with year-to-date totals at the bottom of the report. The report shows product data in a three-level hierarchy, where lower-level amounts aggregate and roll up into higherlevel amount totals.

Please note: monthly data closes after the third business day of the following calendar month. Also, certain values in the report may have been rounded up or down. As a result, in some cases, totals may not add up precisely.

			Dollars			Quantity		
	Product Group	2022	2021	Change	2022	2021	Change	UOM
January		\$608,484.40	\$672,270.86	-9.49%	2,245.52	3,207.43	-29.99%	MSF
	Wallboard	\$608,484.40	\$672,270.86	-9.49%	2,245.52	3,207.43	-29.99%	MSF
	1/2 SR	\$166,355.79	\$119,918.36	38.72%	664.84	690.47	-3.71%	MSF
	Ultralight	\$166,355.79	\$119,918.36	38.72%	664.84	690.47	-3.71%	MSF
	5/8 FC	\$251,112.93	\$233,897.09	7.36%	993.04	1,230.10	-19.27%	MSF
	EcoSmart	\$82,383.19	\$138,725.84	-40.61%	307.84	701.44	-56.11%	MSF
	Regular	\$168,729.74	\$95,171.25	77.29%	685.20	528.66	29.61%	MSF
	Other Wallboard	\$191,015.68	\$318,455.41	-40.02%	587.64	1,286.86	-54.34%	MSF
	EcoSmart	\$8,916.12	\$41,267.19	-78.39%	30.16	166.59	-81.90%	MSF
	Regular	\$125,339.58	\$145,817.97	-14.04%	351.30	507.58	-30.79%	MSF
	Ultralight	\$56,759.98	\$131,370.25	-56.79%	206.18	612.68	-66.35%	MSF
February		\$560,669.23	\$536,971.83	4.41%	2,117.99	2,757.23	-23.18%	MSF
	Wallboard	\$560,669.23	\$536,971.83	4.41%	2,117.99	2,757.23	-23.18%	MSF
	1/2 SR	\$152,809.55	\$120,749.15	26.55%	613.43	709.72	-13.57%	MSF
	Ultralight	\$152,809.55	\$120,749.15	26.55%	613.43	709.72	-13.57%	MSF
	5/8 FC	\$229,588.60	\$233,124.18	-1.52%	923.21	1,238.09	-25.43%	MSF
	EcoSmart	\$69,260.73	\$135,399.23	-48.85%	249.50	652.74	-61.78%	MSF
	Regular	\$160,327.87	\$97,724.95	64.06%	673.71	585.35	15.10%	MSF
	Other Wallboard	\$178,271.08	\$183,098.50	-2.64%	581.36	809.42	-28.18%	MSF
	EcoSmart	\$2,990.81	\$6,568.18	-54.47%	9.36	26.21	-64.29%	MSF
	Regular	\$118,280.67	\$90,038.95	31.37%	358.68	368.96	-2.79%	MSF
	Ultralight	\$56,999.60	\$86,491.37	-34.10%	213.32	414.26	-48.51%	MSF

Reports – Year to Date Report



View your sales amounts by dollar and volume for the year to date compared to the same period last year.



To run the Year to Date Report:

- 1. Select your **Bill To** and **Ship To** Location(s)
- 2. Select your desired **Product Group**(s)
- 3. Click **Get Report** to run the report

You will see values for each high-level product grouping – Gypsum or Ceilings – for the current month and past closed months. You can compare sales and volume totals between YTD current year and past year. The report shows product data in a three-level hierarchy, where lower-level amounts aggregate and roll up into higher-level amount totals.

Please note: monthly data closes after the third business day of the following calendar month. Also, certain values in the report may have been rounded up or down. As a result, in some cases, totals may not add up precisely.

		Purchase	s in Dollars			Purchase	s by Volume	
Product Group	May*	Jan - Apr 2022	Jan - Apr 2021	Change	May*	Jan - Apr 2022	Jan - Apr 2021	Change
GYPSUM								
Wallboard	\$426,510.52	\$2,881,784.11	\$2,747,266.61	4.90%	1,476.86	10,674.62	12,913.02	-17.33%
1/2 SR	\$74,955.86	\$710,421.10	\$595,033.90	19.39%	307.02	2,837.23	3,227.21	-12.08%
Regular	\$0.00	\$0.00	\$-1,265.00	N/A	0.00	0.00	0.00	N/A
Ultralight	\$74,955.86	\$710,421.10	\$596,298.90	19.14%	307.02	2,837.23	3,227.21	-12.08%
5/8 FC	\$193,410.70	\$1,249,872.98	\$1,066,773.31	17.16%	711.31	4,852.64	5,260.82	-7.76%
EcoSmart	\$101,046.07	\$413,760.17	\$670,274.19	-38.27%	350.69	1,392.35	3,152.37	-55.83%
Regular	\$92,364.63	\$836,112.81	\$396,285.22	110.99%	360.62	3,460.29	2,108.45	64.12%
Ultralight	\$0.00	\$0.00	\$213.90	N/A	0.00	0.00	0.00	N/A
Other Wallboard	\$158,143.96	\$921,490.03	\$1,085,459.40	-15.11%	458.54	2,984.75	4,424.98	-32.55%
EcoSmart	\$9,377.02	\$31,076.25	\$91,130.24	-65.90%	27.04	90.06	352.18	-74.43%
Regular	\$121,079.75	\$529,225.04	\$534,764.95	-1.04%	330.58	1,618.53	2,010.98	-19.52%
Ultralight	\$27,687.19	\$361,188.74	\$459,564.21	-21.41%	100.91	1,276.16	2,061.83	-38.11%
GYPSUM TOTAL	\$426,510.52	\$2,881,784.11	\$2,747,266.61	4.90%	1,476.86	10,674.62	12,913.02	-17.33%
Grand Total	\$426,510.52	\$2,881,784.11	\$2,747,266.61	4.90%	1,476.86	10,674.62	12,913.02	-17.33%

Reports – Purchases by Location Report



View your sales totals based on each location.

Access to view **Reports** is controlled by each user's company.

USG MYUSG	Q Search Produc	s		FAQ Contact Us A
PRODUCTS FAVORITES	ORDERS TRANSACTIONS	PRICE PUBLICATIONS REPORTS	QUOTES COMPLAINTS	SHOPPING CART 0
REPORTS	Filter Reports by Bill To, Ship To,	<mark>Calendar Year, Date Range,</mark> Product Group	Selected Reports tab	Select the Get Report button to generate report
Month And Quarterly Reports	s Year To Date Repor	Purchases by Location R	Report Expected Shipments	
CALENDAR YEAR	✓ DATE R	NGE 🗸	BILL TO 🗸	GET REPORT
SHIP TO	✓ PRODU	T GROUP V	L	

To run the Purchases by Location Report:

- 1. Select your preferred **Calendar Year**
- 2. Select your preferred Date Range
- 3. Select your Bill To and Ship To Location(s)
- 4. Select your desired **Product Group**(s)
- 5. Click **Get Report** to run the report

You will see values for each Bill to/ Ship to location. The report shows product data in a three-level hierarchy, where lower-level amounts aggregate and roll up into higher-level amount totals.

Please note: monthly data closes after the third business day of the following calendar month. Also, certain values in the report may have been rounded up or down. As a result, in some cases, totals may not add up precisely.

		Dollars			Qua	ntity	
	Jan - Apr	Jan - Apr		Jan - Apr	Jan - Apr		
Location	2022	2021	Change	2022	2021	Change	UOM
Bill To: (Acme Supply, Anywhere, IL)	\$2,881,784.11	\$2,747,266.61	4.90%	10,674.62	12,913.02	-17.33%	MULTIPLE
Ship To: (Acme Supply, Anywhere, IL)	\$0.00	\$30.06	N/A	0.00	0.00	N/A	MSF
Wallboard	\$0.00	\$30.06	N/A	0.00	0.00	N/A	MSF
5/8 FC	\$0.00	\$30.06	N/A	0.00	0.00	N/A	MSF
Regular	\$0.00	\$30.06	N/A	0.00	0.00	N/A	MSF
Ship To: (Acme Supply, Somewhere, MA)	\$269,812.81	\$264,010.04	2.20%	1,046.18	1,477.93	-29.21%	MSF
Wallboard	\$269,812.81	\$264,010.04	2.20%	1,046.18	1,477.93	-29.21%	MSF
1/2 SR	\$192,687.74	\$177,488.99	8.56%	766.56	1,032.72	-25.77%	MSF
Ultralight	\$192,687.74	\$177,488.99	8.56%	766.56	1,032.72	-25.77%	MSF
5/8 FC	\$9,727.74	\$6,826.00	42.51%	35.15	38.27	-8.15%	MSF
EcoSmart	\$46.45	\$2,382.44	-98.05%	0.00	11.23	N/A	MSF
Regular	\$9,681.29	\$4,443.56	117.87%	35.15	27.04	29.99%	MSF
Other Wallboard	\$67,397.33	\$79,695.05	-15.43%	244.46	406.94	-39.93%	MSF
EcoSmart	\$9.42	\$625.89	-98.49%	0.00	2.50	N/A	MSF
Regular	\$11,838.58	\$14,314.46	-17.30%	48.62	72.06	-32.53%	MSF
Ultralight	\$55,549.33	\$64,754.70	-14.22%	195.84	332.38	-41.08%	MSF

Reports – Expected Shipments

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Default Settings Detault Ship To ① No Ship-To Available CHANGE Detault Shipping Method for Price Check Truck		Manage Notifications - See next page Update your Default Settings: • Default Ship To location • Default Shipping Method • Product Category Filter – Note: setting the category filter at the account level will remove the ability to filter by product
Default Settings Detault Ship To () No Ship-To Available CHANGE Default Shipping Method for Price Check Truck Product Category Filter All		Manage Notifications - See next page Update your Default Settings: • Default Ship To location • Default Shipping Method • Product Category Filter – Note: setting the category filter at the account level will remove the ability to filter by product category at the page level. • Language preference • Currency preference

