Placing an Order

To Login, you must first choose the branch with which you have an account.

1. Mouse over “Shop by Location”
2. Select your Branch
3. Click “Login”
4. Enter Login ID and Password. Then click “Sign In”
Adding Items to Cart: General Search

1. Enter a Search term
2. Enter a quantity & click Add to Cart
The addition appears in cart

Adding Items to Cart: Buying History

Here you can order from the list of items you’ve already purchased.

1. Click on “Order from History”
2. Enter a search term
3. Clicking “Add Multiple” will add several items at once.

If your account has several shipping locations, you can view the histories of all sites by clicking “Master List”.
Checking Out (page 1)

1. Click the Cart Button

2. Click “View Cart & Check Out”

2. Review or edit your order

3. Update the cart if needed

4. Click “Place Order”

5. Review Billing / Shipping info

6. Change the shipping location if necessary

The Regional Manager will be able to add a location if needed.

7. Click “Continue to Checkout”
8. Enter a Purchase Order # if needed
9. Enter any shipping notes
10. Click “Place Order” to receive a confirmation number