ONLINE ORDERING GUIDE

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Punchout to the Supply Room site through UVA Marketplace
Enter the user name **UVAemployee** at the top right of the screen.
Enter the password **strategicvendor**.

Once logged in, you can search for and add items to your cart in a few different ways.

**Quick Order**
You can access **Quick Order** at the top of the screen. If you know the item numbers of what you’d like to order, Quick Order is the quickest and most efficient ordering method. Once you finish adding items, you can add to cart and/or favorites. You can then submit your order or continue shopping.
Item search features

**Favorites** - use a favorites list to quickly access a list of items that you order frequently. You can also preset quantities for each item on your favorites list.

At the top of your screen, click Favorites and select a Favorites list. When the items display, you can:
- Select one, several, or all items to add to cart
- Edit quantities before adding to cart or once you are in the view cart screen

You can also use the Categories on left to drill down into the favorites list. You can also search for any items and create your own favorites list(s).
View Cart

View your cart at any time during the order process by hovering over View Cart at the top right of your screen.

To view your full cart, click on View Cart rather than hovering over it.

When viewing your cart, any changes you make are automatically saved. This is a great place to verify you are ordering the correct items and quantities.

You can also add a line item comment that will print on packing slips/invoices.
Cart View

You can change the quantity of or remove items from the cart view. When you are ready to place your order, click the Checkout/Submit button.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Your Price</th>
<th>Quantity</th>
<th>Packaging</th>
<th>Ext Price</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKMB10000000341</td>
<td>$17.55 / Case</td>
<td>1</td>
<td>Case</td>
<td>$17.55</td>
<td></td>
</tr>
<tr>
<td>SWISS MISS 50/ BX</td>
<td>$7.14 / Box</td>
<td>1</td>
<td>50-Each/Box</td>
<td>$7.14</td>
<td></td>
</tr>
<tr>
<td>BKMDM000000010</td>
<td>$10.33 / Case</td>
<td>1</td>
<td>Case</td>
<td>$10.33</td>
<td></td>
</tr>
<tr>
<td>CLO93112</td>
<td>$7.42 / Pack</td>
<td>1</td>
<td>105/Pack</td>
<td>$7.42</td>
<td></td>
</tr>
</tbody>
</table>

Comments: [Add comments here]
Edit Order Details

After you click the Checkout/Submit button, the Edit Order details screen will display.

You must enter your shipping address for desktop delivery and T & E card information in order to process the order. Enter any special instructions to ensure an accurate delivery.

Special Notes

**Cutoff time for next-day delivery:** Orders placed by 5:00 pm will be delivered on the next business day.

**Cutoff time for UPS Customers** for next day delivery is 3:00 PM.

**Site Maintenance** is performed daily from 8:15 pm to 9:15 pm EST for end of the day processing. You will not be able to log in during this time.