



TSRC, Inc.

Continuing Our Valued Business Partnership

ONLINE ORDERING GUIDE

Account Executive

Keith Courtney

Phone 434-989-4305

kcourtney@thesupplyroom.com

Customer Service

Shelby Haigh

Phone (434) 979-3392

Fax (434) 979-3955

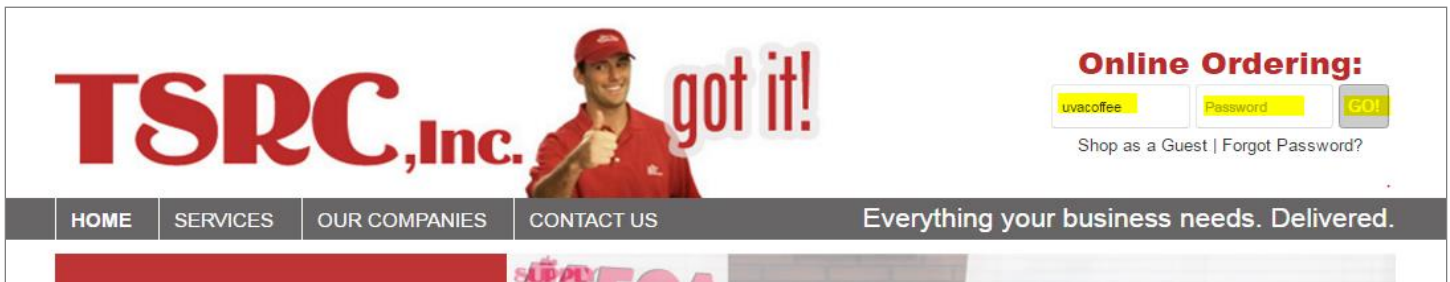
shaigh@thesupplyroom.com

Online Ordering Support

Phone (804) 412-2730

ecommerce@thesupplyroom.com

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.

Home Quick Order Ink And Toner Favorites My Accounts Live Chat Online

TSRC, Inc. Enter keywords or item # Search Advanced Search

Saved Orders: 0 1 items : \$17.55 View Cart Checkout

Welcome back, TSR UVA Coffee Log Out Acct: 1407801-UVA ACAD

Browse by Category FEATURED ITEMS HON FURNITURE

Quick Order Show Tips Quick Order Settings

Quick Order Subtotal: \$29.44

Clear All Add To Cart And Save To Favorites Add To Favorites Add To Cart

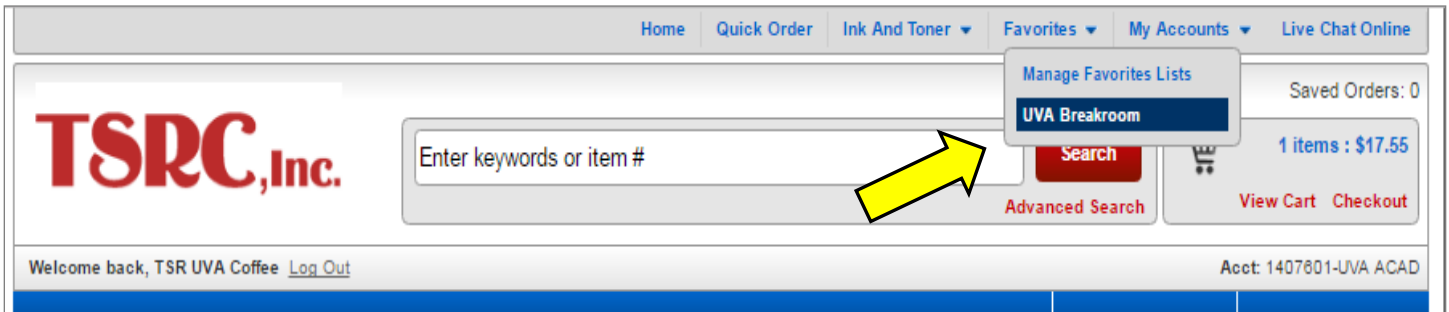
Delete	Item #	Quantity	Your Price	Comment / Description
×	BTC10400	1	\$5.54 / Box	Cranberry Apple Herbal Tea, 28/ Box
×	DMN845354	1	\$14.64 / Carton	Sugar Portion Packets, 0.1 oz Packets, 2000/ Carton
×	FOL20421EA	1	\$9.26 / Each	Coffee, Classic Roast, Ground, 30.5 oz Canister
		1	\$0.00	

Clear All Add To Cart And Save To Favorites Add To Favorites Add To Cart

Quick Order Subtotal: \$29.44

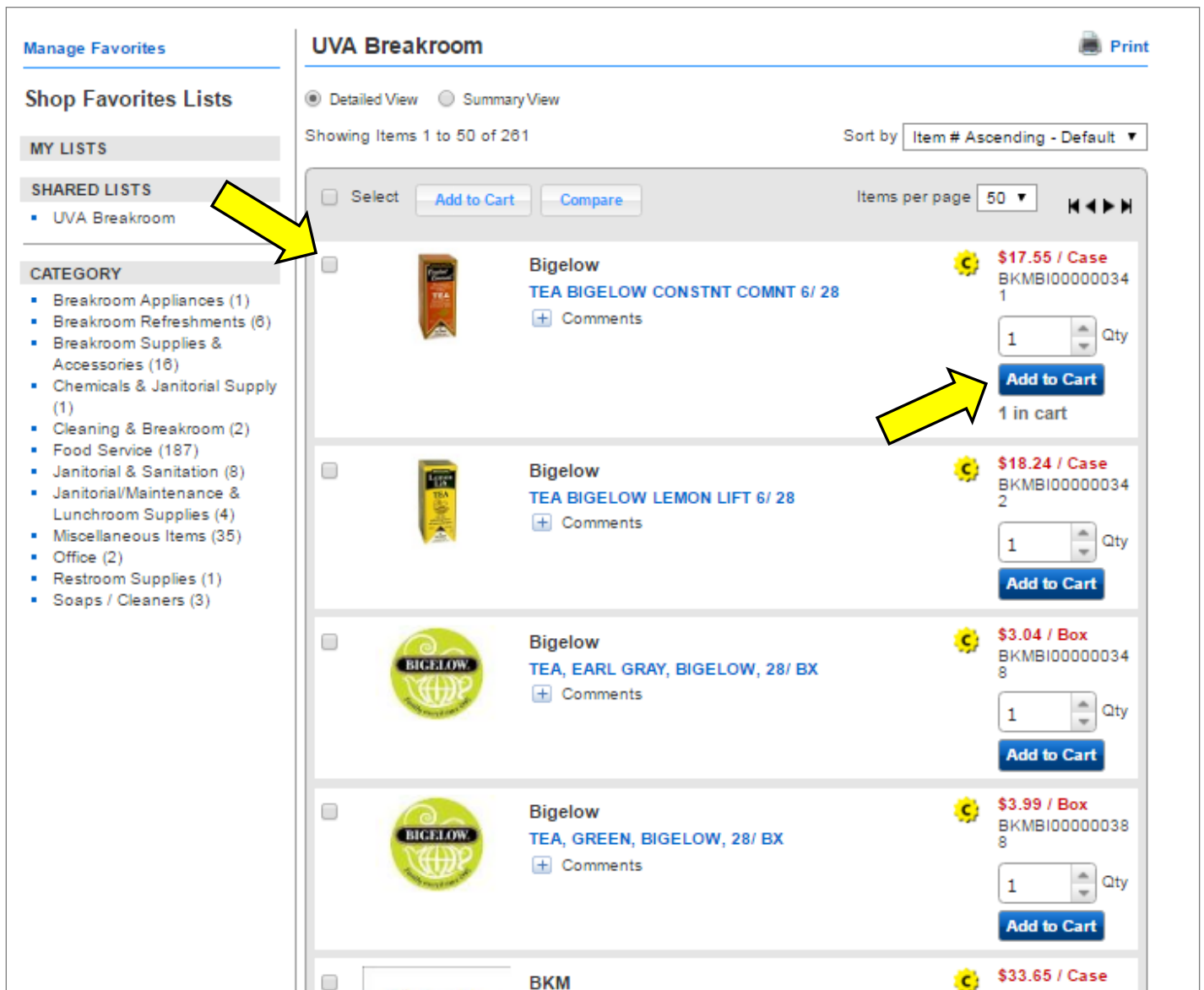
Item search features

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.

The screenshot shows the TSRC, Inc. website interface. At the top, there are navigation links: Home, Quick Order, Ink And Toner, Favorites, My Accounts, and Live Chat Online. The main header features the TSRC, Inc. logo, a search bar with the text "Enter keywords or item #", and a "Search" button. To the right of the search bar, there is a shopping cart icon with the text "5 items : \$59.99" and a "View Cart" button. A yellow arrow points to the "View Cart" button. Below the search bar, there is a "Welcome back, TSR UVA Coffee" message and a "Log Out" link. The main content area is divided into several sections: "Browse by Category" with a dropdown arrow, "Manage Favorites", "Shop Favorites Lists", "MY LISTS", "SHARED LISTS" (including "UVA Breakroom"), and "CATEGORY" with a list of sub-categories. The "UVA Breakroom" section is active, showing a list of items with columns for "Select", "Add to Cart", "Compare", "Items per page" (set to 50), and "Sort by" (set to "Item # Ascending - Default"). The items listed are Bigelow teas: "TEA BIGELOW CONSTNT COMNT 6/ 28" (\$17.55 / Case), "TEA BIGELOW LEMON LIFT 6/ 28" (\$18.24 / Case), "TEA, EARL GRAY, BIGELOW, 28/ BX" (\$3.04 / Box), and "TEA, GREEN, BIGELOW, 28/ BX" (\$3.99 / Box). On the right side, there is a "FEATURED" section with three items: "Disinfecting Wipes, 7 x 8, Fresh Scent/ Citrus Blend, 35/ Canister, 3/ Pack" (\$7.42 / Pack), "SUGAR, DOMINO, INDIV PACKETS" (\$10.33 / Case), and "SWISS MISS 50/ BX" (\$7.14 / Box). At the bottom right, there is a "View Cart (5 Items)" button.

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.

Welcome back, TSR UVA Coffee [Log Out](#)















Browse by Category ▼ FEATURED

Shopping Cart

[Continue Shopping](#) Item Total: \$42.44 [Checkout](#)  [Print](#)

[Empty Cart](#) [Save Order](#) [+ Expand All](#) [- Collapse All](#)

UVA COFFEE / BREAKROOM 4 Items : \$42.44

Item #	Your Price	Quantity	Packaging	Ext Price	Remove
 BKMBI000000341 TEA, BIGELOW CONSTI COMNT 6/20 Comments: <input type="text"/>	 \$17.55 / Case	<input type="text" value="1"/>	6-Box/Case	\$17.55	
 BKMHU000047491 SWISS MISS 50/ BX Comments: <input type="text"/>	 \$7.14 / Box	<input type="text" value="1"/>	50-Each/Box	\$7.14	
 BKMDM000000010 SUGAR, DOMINO, INDIV PACKET S Comments: <input type="text"/>	 \$10.33 / Case	<input type="text" value="1"/>	2000-Each/Case	\$10.33	
 CLO30112 Disinfecting Wipes, 7 x 8, Fresh Scent/ Citrus Blend, 35/ Canister, 3/ Pack Comments: <input type="text"/>  	 \$7.42 / Pack	<input type="text" value="1"/>	105/Pack	\$7.42	

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.

[Home](#) [Live Chat Online](#) [Log Out](#)

TSRC, Inc. Checkout - Edit Order Details

Edit Order Details

Account	UVA ACAD	Shipping Method	Free Delivery
Department	Blank Department	Additional Instructions	Shipping Instructions <input type="text"/>
Billing Address			Special Instructions <input type="text"/>
	Name UVA ACAD	Purchase Orders	Phone/ext <input type="text"/>
	Address P.O. BOX 400197	* Payment	<input checked="" type="radio"/> Enter credit card information
	Suite COFFEE		Card Type <input type="text" value="AmericanExpress"/>
	City CHARLOTTESVILLE, VA - 22904		Number <input type="text"/>
Shipping Address			Expiration <input type="text" value="1"/> / <input type="text" value="2016"/>
	Name <input type="text" value="ENTER DEPARTMENT NAME"/>		
	Address <input type="text" value="STREET ADDRESS"/>		
	Suite <input type="text" value="BLDG, ROOM OR SUITE"/>		
	City <input type="text" value="CHARLOTTESVILL"/> <input type="text" value="VA"/> <input type="text" value="22904"/>		
	<small>(xxxxxx-xxxx)</small>		

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.