Go to Supply America Website

- https://www.supplyamericaonline.com/
- Click Order Online

Login to Supply America Portal

- https://supplyamericaportal.com/login
- Fmail Address
- Use your own secure Password

If you did not get an email from Supply America to set your Password

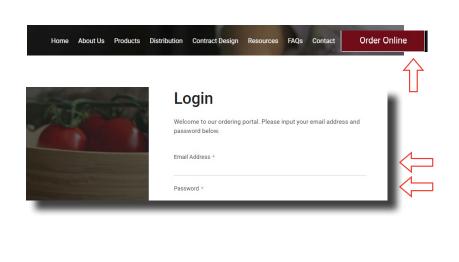
- Click on the Forgot Your Password link
- You will see a pop-up with instructions to input your email address
- If you are in our system, an email will be sent to you with instructions to set your password and login
- If you are not in our system, you will not receive an email. If that happens, please email help@supplyamericaonline.com for assistance in logging in.

Need to set up an Account to order online?

If you need to be added to an Account as a User, go to the Login page https://supplyamericaportal.com/login

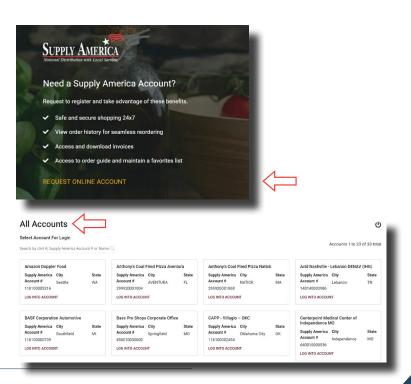
- Click on the text link which reads:
 REQUEST ONLINE ACCOUNT
- Fill out the form and click SUBMIT.
 Supply America will contact you upon receiving the information that you submit.

If you are authorized to access Multiple Accounts, you will be taken to an All Accounts page



Remember Me

LOGIN





Click in and out of Accounts that you want to access. Use the Return to All Accounts link in the header when you want to return to All Accounts

Primary Features

Click the button in the header to shop your full catalog

Main and Sector Categories

 These categories will display, based on the product selection in your catalog

In-Stock

 Products that are stocked by the Distributor and eligible for their free shipping program (some qualifying restrictions may apply)

Factory Direct

 Non-stocked products that your Distributor makes available in the catalog

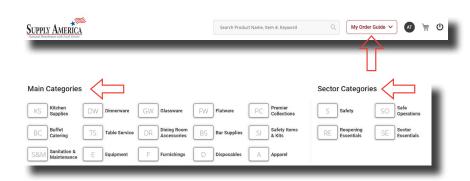
Safety Item

 Products labeled as Safety Items will ship from TriMark R.W. Smith and any eligible freight program will apply.

Specialty Item

 Products that are available in your catalog which are fulfilled by a specific Distributor





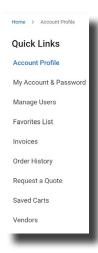






Cambro, Cover, CamSquare, 11 2/5" L x 11 2/5" W, Polycarbonate, Translucent
Item # 527340-SSK
Sold As: Each
Specialty Item

Use the Home link to return to the Quick Links.



Favorites List

 Click the 3 Dots to Add / Edit a Note, Delete an Item, or Remove an Item

Mini Cart

 Items added to the Cart can be seen on the Mini Cart

Manage Users

 Contact Supply America to add, edit or remove a user of the Account

Saved Cart

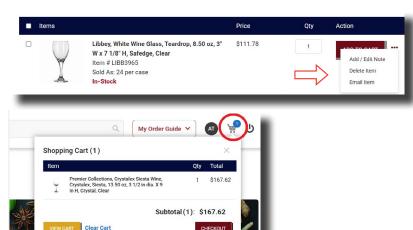
- Use the 3 Dots to Preview, Email, Print, or Remove a Saved Cart
- When ready to purchase, select [MOVE TO CART] to have the items added to the live Shopping Cart

Add to Favorites List

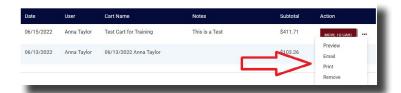
• Use the blue star icon to add an item to the Favorites List. After clicking the icon, a confirmation message will display, and the blue star will become solid blue













Vendors

For Accounts with Primary & Preferred Vendors, the default display will be the Primary & Preferred Vendors in alphabetical order. Select All Vendors to find a manufacturer by the name (A - Z).

Mini Cart

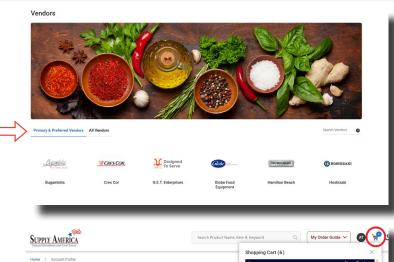
 When ready to place an order, click on the Shopping Cart icon in the head to open the Mini Cart- Click [CHECKOUT]

Shopping Cart Features - Top of Page

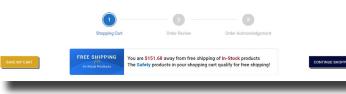
- Save the Cart
- View the calculation for free shipping of the In-Stock products based on the Distributor's freight program
- Continue Shopping

Shopping Cart Product Sections

- In-Stock
- Factory Direct
- Safety Items
- Specialty Items







The items in your cart will display in sections based on these Stock Types.

Shopping Carts Capabilities

- Add to Favorites List
- Remove from the Cart
- Click into the Quantity field to adjust the amount and then click UPDATE

Bottom of Shopping Cart Capabilities

- Add a PO#
- For Compass Accounts, the Payment will default to Compass Pay
- Provide a message to your Distributor which they will receive with the order

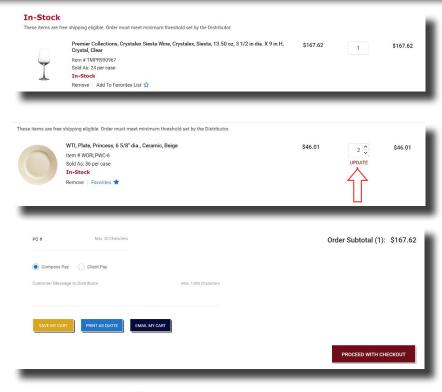
Assemble items in your Shopping Cart to send to the Distributor for a quote and to print out.

Order Review

- Look over the details to ensure your account information and purchase are accurate
- Buttons are available to return to the Shopping Cart to make changes-or-to Save Cart
- When you're ready to proceed, input your phone number, which the Distributor will use to contact you to address any order issues or questions
- Click the checkbox to agree with Terms & Conditions, and then press [PLACE ORDER]

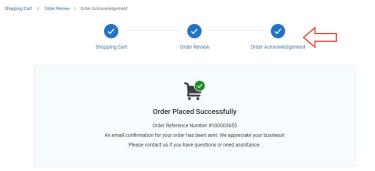
Order Acknowledgement

- The Supply America Reference # will display and it will be available on the Order History page
- An Order Confirmation email will be sent to the User with an attached PDF of the order details.









SUPPLY AMERICA PORTAL Quick Reference Guide

Order History - View Order Details

- Search Orders by Order #
- Email or Print an Order
- View changes to an Order

Re-Order

- Place an entire past Order (including quantities) into your cart at the click of a button
- Add individual items from past Orders to the Shopping Cart

Order History Details

- Order Date
- User that placed the Order
- Supply America Order Reference #
- Local Distributor
- Order Subtotal

Order Status - Blank Field

If there is no status displaying, the Distributor has not yet furnished details. Please reach out to the Distributor with questions on the status of your purchase.

Stages

The Distributor will report the status of your order as follows:

Processing

The Distributor received the online purchase from Supply America and is taking steps to fulfill the order.

Shipped Partial

One or more items in the purchase are backordered or delayed. The Distributor has shipped available items, making the order partially fulfilled.

Shipped

After all items in the purchase are fulfilled, this constitutes a completed order.

Cancelled

If you or the Distributor cancel an order, this will display as the status.

