

SUPPLY AMERICA

PORTAL

Quick Reference Guide

Go to Supply America Website

- <https://www.supplyamericaonline.com/>
- Click **Order Online**

Login to Supply America Portal

- <https://supplyamericaportal.com/login>
- Email 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.

All Accounts

Select Account For Login

Search by Unit #, Supply America Account # or Name

Amazon Doppler Food Supply America City Account # 110100005216 State WA LOG INTO ACCOUNT	Anthony's Coal Fired Pizza Aventura Supply America City Account # 299920001004 State FL LOG INTO ACCOUNT	Anthony's Coal Fired Pizza Natick Supply America City Account # 299920001068 State MA LOG INTO ACCOUNT	Avid Nashville - Lebanon DENAV (IHG) Supply America City Account # 140140003986 State TN LOG INTO ACCOUNT
BASF Corporation Automotive Supply America City Account # 110100000739 State MI LOG INTO ACCOUNT	Bass Pro Shops Corporate Office Supply America City Account # 850010000000 State MO LOG INTO ACCOUNT	CAPP - Villaggio - OKC Supply America City Account # 116100002454 State OK LOG INTO ACCOUNT	Centerpoint Medical Center of Independence MO Supply America City Account # 640010000536 State MO LOG INTO ACCOUNT

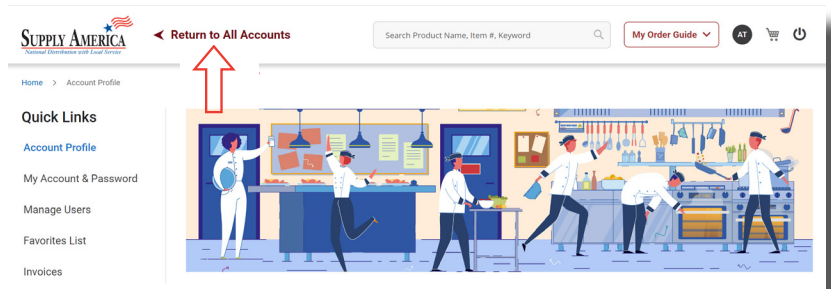
If you are authorized to access Multiple Accounts, you will be taken to an All Accounts page

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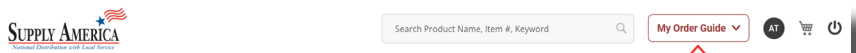
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Click in and out of Accounts that you want to access. Use the **Return to All Accounts** link in the header when you want to return to All Accounts



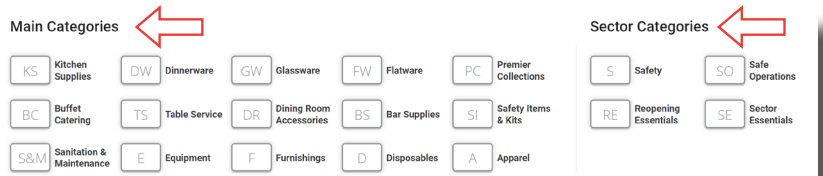
Primary Features

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



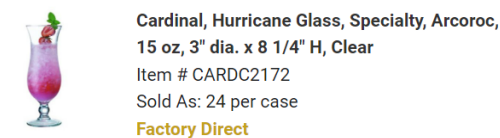
In-Stock

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



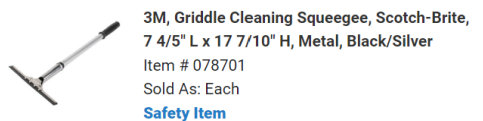
Factory Direct

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



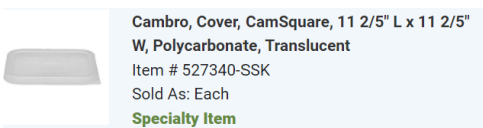
Safety Item

- 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

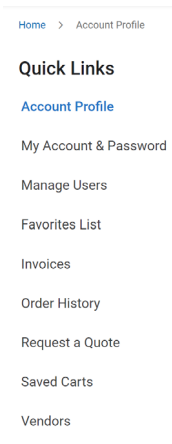


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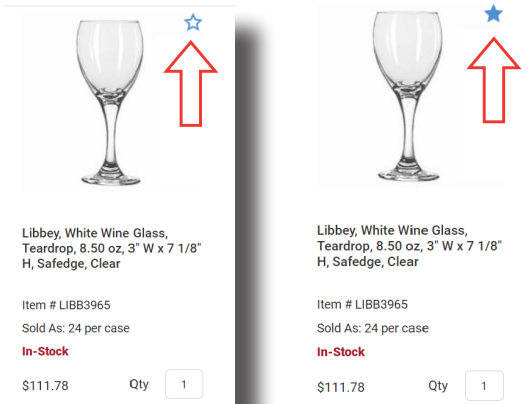
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Use the Home link to return to the Quick Links.



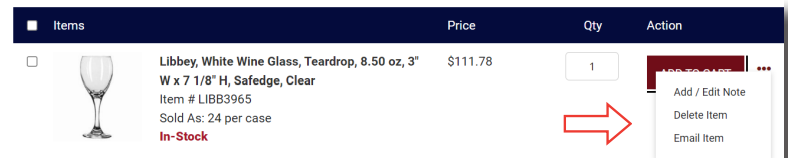
Add to Favorites List

- 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



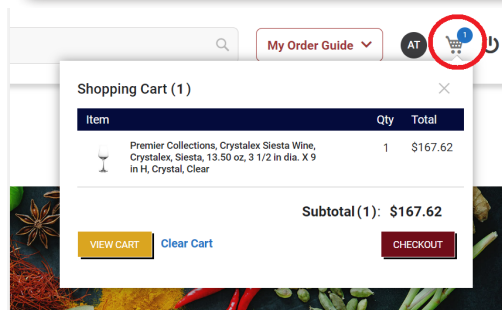
Favorites List

- 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



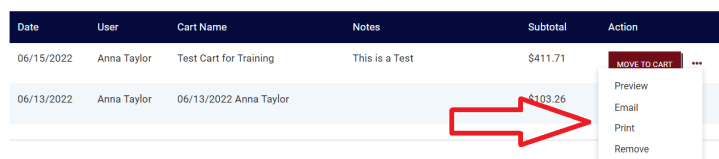
Manage Users

- 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



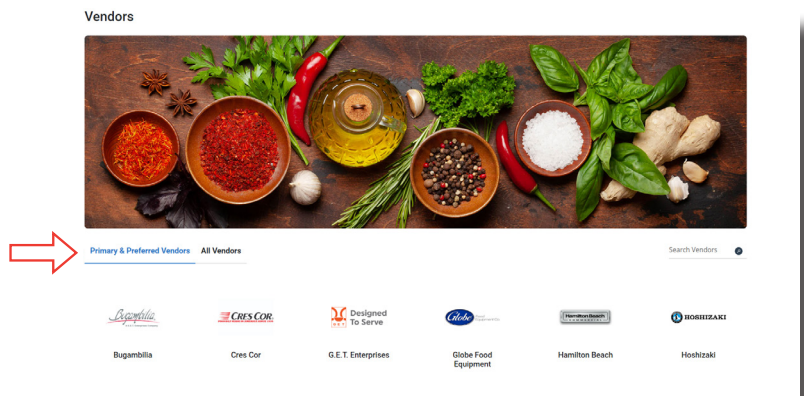
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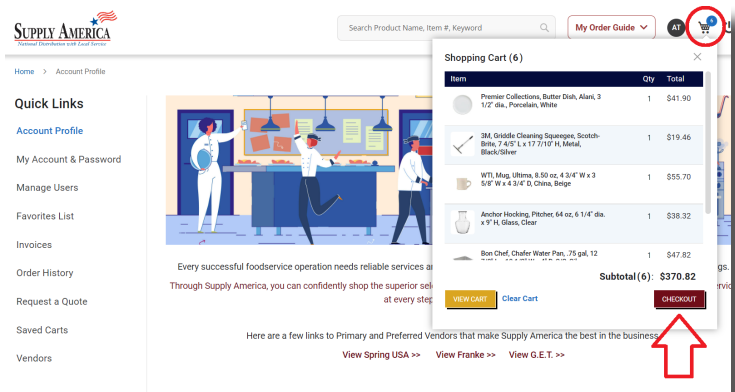
Vendors

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.

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Shopping Carts Capabilities

- Add to Favorites List
- Remove from the Cart

In-Stock

These items are free shipping eligible. Order must meet minimum threshold set by the Distributor.



Premier Collections, Crystalex Siesta Wine, Crystalex, Siesta, 13.50 oz, 3 1/2 in dia. X 9 in H,
Crystal, Clear
Item # TMPR990967
Sold As: 24 per case

\$167.62

1

\$167.62

In-Stock

Remove | Add To Favorites List ☆

- Click into the Quantity field to adjust the amount and then click **UPDATE**

These items are free shipping eligible. Order must meet minimum threshold set by the Distributor.



WTI, Plate, Princess, 6 5/8" dia., Ceramic, Beige
Item # WORLPWC-6
Sold As: 36 per case

\$46.01

2

\$46.01

In-Stock

Remove | Favorites ☆



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

PO # Max. 20 Characters

Order Subtotal (1): \$167.62

☒ Compass Pay ☐ Client Pay

Customer Message to Distributor

Max. 1,000 Characters

SAVE MY CART

PRINT AS QUOTE

EMAIL MY CART

PROCEED WITH CHECKOUT

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

PRINT AS QUOTE

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]**

PO #: Payment Method #: Compass Pay

Customer Note :

SAVE MY CART

BACK TO CART

Input Your Phone Number
The Distributor will contact you with any Order issues.

(required)

Ext. (optional)

☐ I have read and agree with the [Terms & Conditions](#)

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.

Home > Shopping Cart > Order Review > Order Acknowledgement

Shopping Cart

Order Review

Order Acknowledgement



Order Placed Successfully

Order Reference Number #100003655

An email confirmation for your order has been sent. We appreciate your business!
Please contact us if you have questions or need assistance.