

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

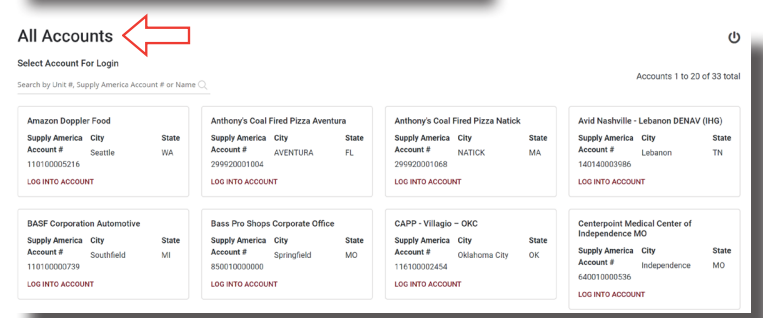
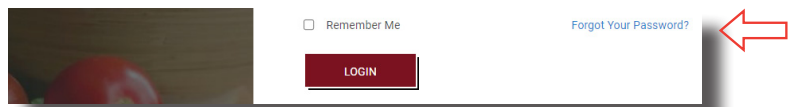
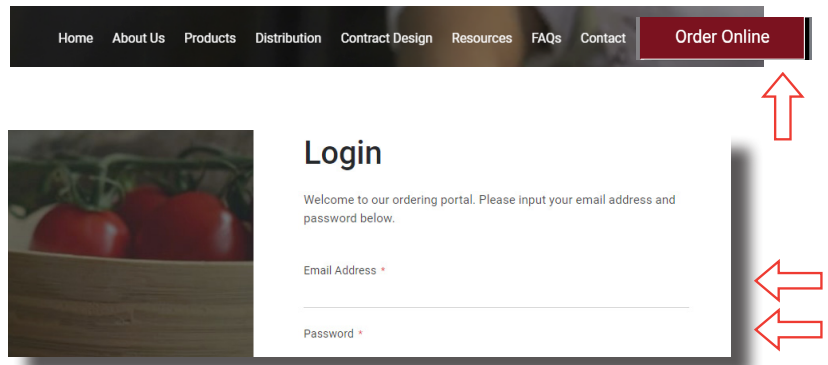
- Click on the [Forgot Your Password](#) link
- You will see a pop-up with instructions to input your email address
- If you are in our system, an email will be sent to you with instructions to set your password and login
- If you are not in our system, you will not receive an email. If that happens, 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.



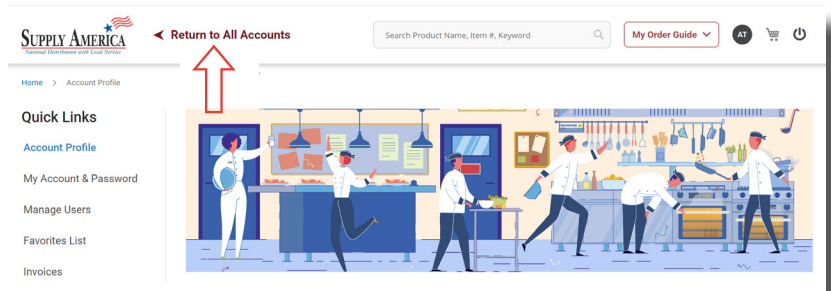
If you are authorized to access Multiple Accounts, you will be taken to an All Accounts page

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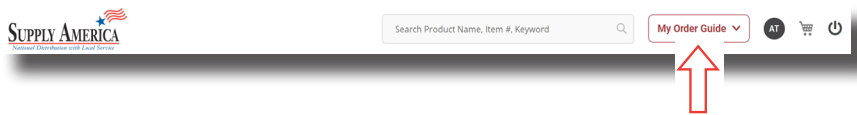
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Click in and out of Accounts that you want to access. Use the **Return to All Accounts** link in the header when you want to return to All Accounts



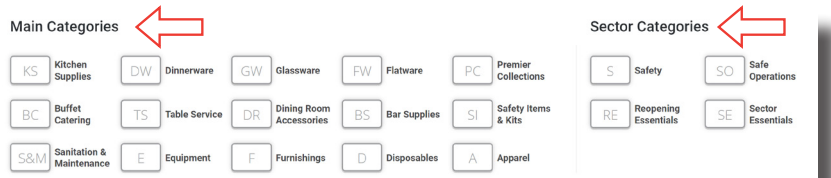
Primary Features

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



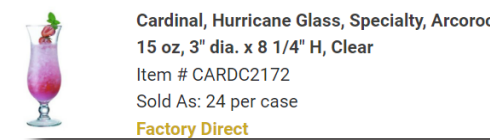
In-Stock

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



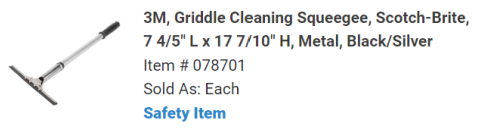
Factory Direct

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



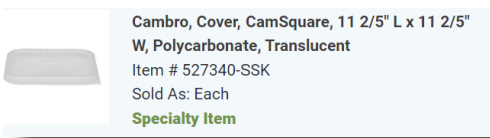
Safety Item

- 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

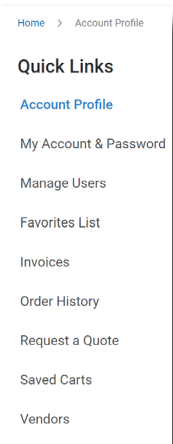


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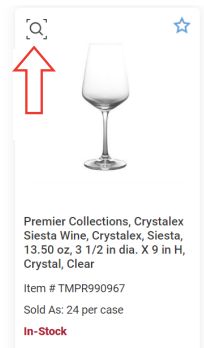
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Use the Home link to return to the Quick Links.



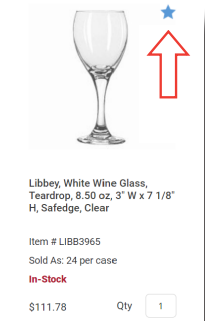
Product Preview

- Use the magnifying glass icon in the top left corner of the product panel to preview an item



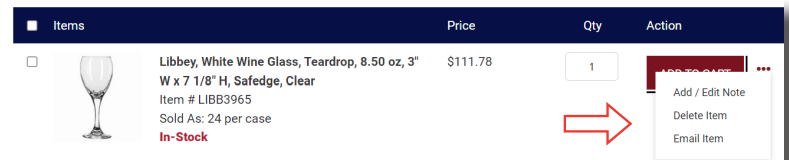
Add to Favorites List

- 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



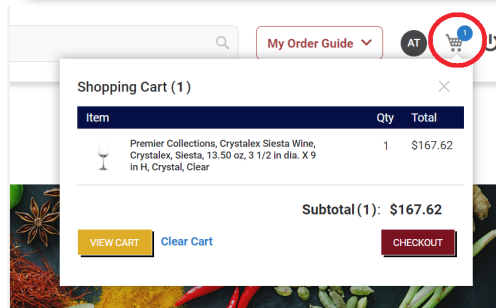
Favorites List

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



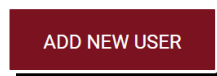
Mini Cart

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



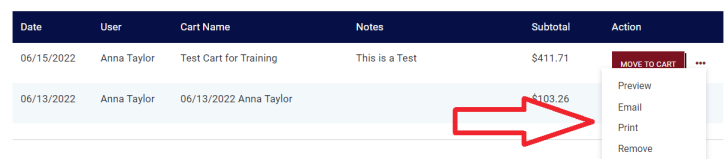
Manage Users

- Add a New User and set Permissions on the Portal



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



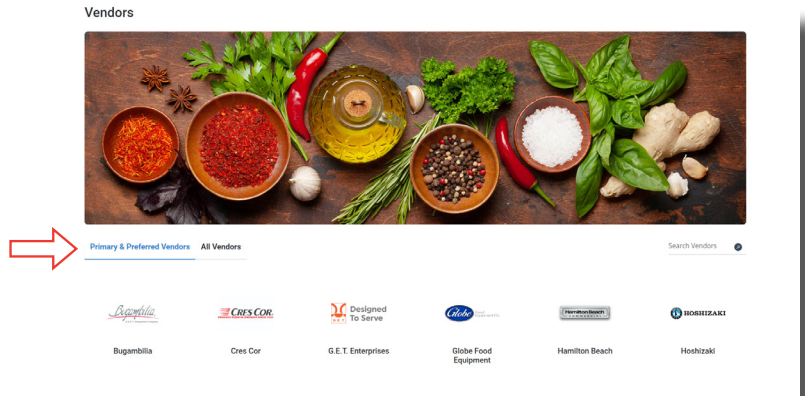
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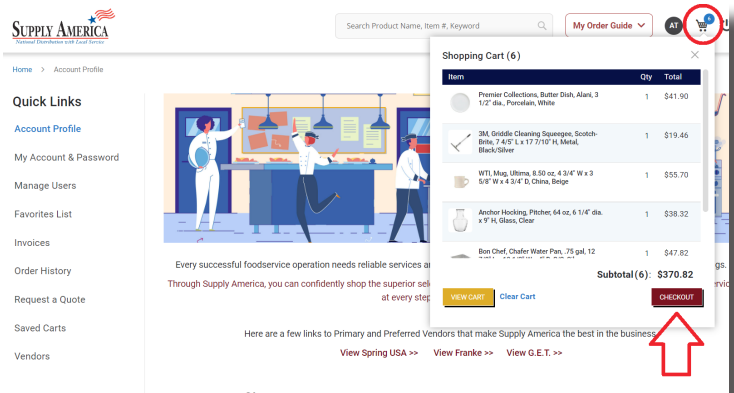
Vendors

For Accounts with Preferred Vendors, the default display will be all Preferred Vendors in alphabetical order.



Mini Cart

When ready to place an order, click on the Shopping Cart icon in the header to open the Mini Cart click **[CHECKOUT]**

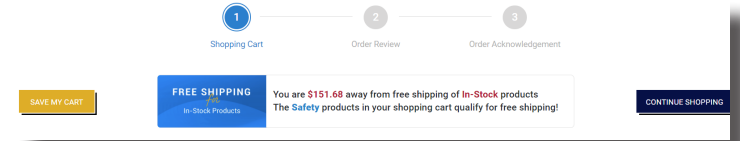


Top of Shopping Cart Capabilities

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

The products in your Cart will display by the 4 Stock Types

- 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.

	<p>Premier Collections, Crystalex Siesta Wine, Crystalex, Siesta, 13.50 oz, 3 1/2 in dia. X 9 in H, Crystal, Clear</p> <p>Item # TMPR990967 Sold As: 24 per case</p> <p>In-Stock</p> <p>Remove Add To Favorites List ☆</p>	\$167.62	1	\$167.62
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- 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.

	<p>WTI, Plate, Princess, 6 5/8" dia., Ceramic, Beige</p> <p>Item # WORLPWC-6 Sold As: 36 per case</p> <p>In-Stock</p> <p>Remove Favorites ☆</p>	\$46.01	2	\$46.01
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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

PO # Max. 20 Characters

Order Subtotal (1): \$167.62

Compass Pay Client Pay

Customer Message to Distributor Max. 1,000 Characters

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 ready, click the checkbox to agree with Terms and Conditions, and then press **[PLACE ORDER]**


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

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.