

HOW TO ORDER SUPPLIES

1. Select the **Location** where the machine is located. **Switch Location** if necessary.
2. Locate the equipment that is in need of supplies by either:
 - Clicking the Equipment tile -OR-
 - Typing the ID # or Serial # into the **Search** bar
3. The **Equipment** page opens displaying the list of equipment at the site you selected. Click the equipment **Number** of the device that requires service.
4. Click the green **Supplies** button on the top right of the page.
5. Enter the desired quantity and click **OK**.
6. The **New Sales Order** page will display. If you would like to change the **Ship To** location click the **...** button and select the new **Ship To** address.
7. Enter **PO Number** and **Order Comments** (Optional.)
8. To add additional supplies to your order click **Add Items**. Locate the equipment and enter the desired quantities.
9. Click the green **Save** button to place the supply order. You will see a popup box with your **Reference Number**.

Click Here to Switch Location

Number	Description	Serial number
89605	Lexmark X5790dtg Mfp	594005TF
81068	Lanier Production Unit	E2H4C800094
82868	Toshiba Color Copier	SC7BD47680
84524	Panafax Uf8000	GHE44900020
82189	Toshiba Estudio 5520c 55ppm Color	SCSL925830

EQUIPMENT/ITEM INFORMATION

EQUIPMENT NUMBER: EQ105307 CONTACT: ---

ITEM NUMBER: ESTUDIO256 PHONE NUMBER: ---

SERIAL NUMBER: SC2IC61388 FAX NUMBER: ---

DESCRIPTION: Toshiba Copier EMAIL: ---

Number	Description	Qty	Unit	Unit Price
T4590	Black Toner Estudio456	1	Each	\$0.00

Item Number	Description	Equipment Number	Qty	Price	Extended Price	
T4590	Black Toner Estudio456	EQ105307	1	\$0.00	\$0.00	X

Add Items...

Sub total: \$0.00

Cancel Save

SUCCESS
Thank you. Your order has been submitted and will be processed as quickly as possible. Reference number: QT1125
TGI Office Automation, Inc. (BK0000)