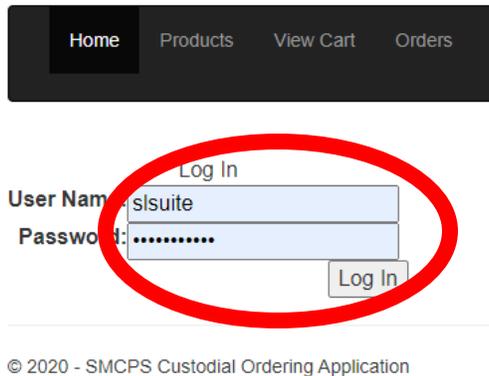


Department of Operations Custodial Supply Ordering Instructions

1. Visit: <https://supplies.smcps.org/>
2. Your User Name is the beginning of your email address (do not include “@smcps.org”).
Your Password is the network password you use to log into the system and your SMCPS email account.
Once both of these fields are completed, click on “Log In”:

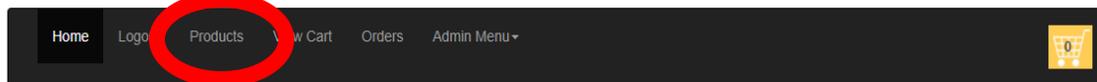
Custodial Ordering



The screenshot shows the login interface for the Custodial Ordering application. At the top, there is a navigation bar with links for Home, Products, View Cart, and Orders. Below this, there is a login form with two input fields: 'User Name' containing 'slsuite' and 'Password' containing a masked password. A 'Log In' button is positioned to the right of the password field. A red circle highlights the 'Log In' button. At the bottom of the page, there is a copyright notice: '© 2020 - SMCPS Custodial Ordering Application'.

-
3. Once you log in, you will need to click on “Products” located on the upper tool bar:

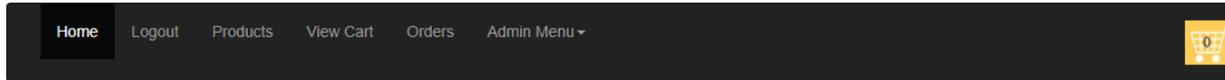
Custodial Ordering



The screenshot shows the home page of the Custodial Ordering application. At the top, there is a navigation bar with links for Home, Logo, Products, View Cart, Orders, and Admin Menu. The 'Products' link is circled in red. To the right of the navigation bar is a shopping cart icon. Below the navigation bar, there is a large grey box with the text 'Custodial Ordering' and 'This application is used to order custodial supplies.' At the bottom of the page, there is a copyright notice: '© 2020 - SMCPS Custodial Ordering Application'.

- The screen below will appear. You can filter products by type (custodial, light bulbs, etc). You can leave the description box blank and select "Search", and all available items will be displayed. Or, if you want, you can search for a product by typing a portion of the word into the description field. In this example, we are searching for can liners. I entered the word "CAN" in the description field, and you can see that numerous items appear. If this occurs, please pay particular attention to the numbers at the bottom of the list, as this indicates that there is more than one page to view:

Custodial Ordering



Filter by Category: All Description:

Product Name	Product Description	Unit	Unit Cost	Quantity	
Baseboard - Cleaner/Stripper	Baseboard Cleaner/Stripper non ammoniated. A stripping spray on gel foam which clings to vertical surfaces. 20 oz. can; 6 cans/case	Each	\$5.08	<input type="text"/>	<input type="button" value="Add to Cart"/>
Bulb - Walkway/Canopy	Bulb - Walway and Canopies; 9.5A/19/LED/827 LHS, FAI, FAII	Each	\$1.00	<input type="text"/>	<input type="button" value="Add to Cart"/>
Can Liners - Large	Can Liners - Large Trash Can Liner, 60 gal. capacity, 1.5 mil, clear, 100/case	Cases	\$24.42	<input type="text"/>	<input type="button" value="Add to Cart"/>
Can Liners - Small	Can Liners - Small, Trash Can Liner, 30 Gal. Capacity 1 mil, clear, 250/case	Cases	\$12.78	<input type="text"/>	<input type="button" value="Add to Cart"/>
Disinfectant Spray	Disinfectant Spray, 15.5 oz. can; 15 oz net, 12 cans/case	Each	\$2.68	<input type="text"/>	<input type="button" value="Add to Cart"/>
Lubricant - Grease	Lubricant - Grease aerosol can, 12 oz. 12 cans/case	Each	\$2.50	<input type="text"/>	<input type="button" value="Add to Cart"/>
Lubricant - Oil	Lubricant - Oil; Penetrating oil, aerosol can, 12 oz. 12 cans/case WD40	Each	\$5.89	<input type="text"/>	<input type="button" value="Add to Cart"/>
Polish - Furniture	Polish - Furniture Polish Creamy concentrated with lemon wax. Must clean, polish and protect hard surface with a long lasting shine. 17 oz. aerosol cans, 12 cans/case	Each	\$3.13	<input type="text"/>	<input type="button" value="Add to Cart"/>
Refuse - Can Dollie	Refuse Can Dollie	Each	\$21.44	<input type="text"/>	<input type="button" value="Add to Cart"/>
Refuse - Can Step	Step on Refuse can 12 gal.	Each	\$135.00	<input type="text"/>	<input type="button" value="Add to Cart"/>

12 Page Numbers

- Indicate the quantity of products you want to order, and then add to your cart:

Custodial Ordering

Filter by Category Description

Product Name	Product Description	Unit	Unit Cost	Quantity	
Baseboard - Cleaner/Stripper	Baseboard Cleaner/Stripper non ammoniated. A stripping spray on gel foam which clings to vertical surfaces. 20 oz. can; 6 cans/case	Each	\$5.08	<input type="text"/>	<input type="button" value="Add to Cart"/>
Bulb - Walkway/Canopy	Bulb - Walway and Canopies; 9.5A/19/LED/827 LHS, FAI, FAII	Each	\$1.00	<input type="text"/>	<input type="button" value="Add to Cart"/>
Can Liners - Large	Can Liners - Large Trash Can Liner, 60 gal. capacity, 1.5 mil, clear, 100/case	Cases	\$24.42	<input type="text" value="5"/>	<input type="button" value="Add to Cart"/>
Can Liners - Small	Can Liners - Small, Trash Can Liner, 30 Gal. Capacity1 mil, clear, 250/case	Cases	\$12.78	<input type="text"/>	<input type="button" value="Add to Cart"/>

As you add items to your cart, you will see the number increase in your cart.

- Once you have identified quantities for all products you want to order, select “View Cart” on the upper tool bar, or you can click on the yellow cart icon. Review your order for accuracy, select your building (you will not see all locations), and select “Submit Order”.

Custodial Ordering

Item No	Product Name	Description	Quantity		Unit	Unit Cost	Total Cost	
191658	Can Liners - Large	Can Liners - Large Trash Can Liner, 60 gal. capacity, 1.5 mil, clear, 100/case	<input type="text" value="5"/>	<input type="button" value="Update"/>	Cases	\$24.42	\$122.10	<input type="button" value="Remove"/>
234592	Can Liners - Small	Can Liners - Small, Trash Can Liner, 30 Gal. Capacity1 mil, clear, 250/case	<input type="text" value="2"/>	<input type="button" value="Update"/>	Cases	\$12.78	\$25.56	<input type="button" value="Remove"/>
							Total Cost	\$147.66

You will receive emails when your order has been approved. In addition, there will be notes that may possibly be added, such as “being delivered by Daycon”.

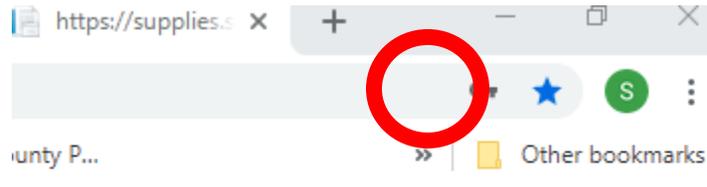
How to install the ordering website on your desktop



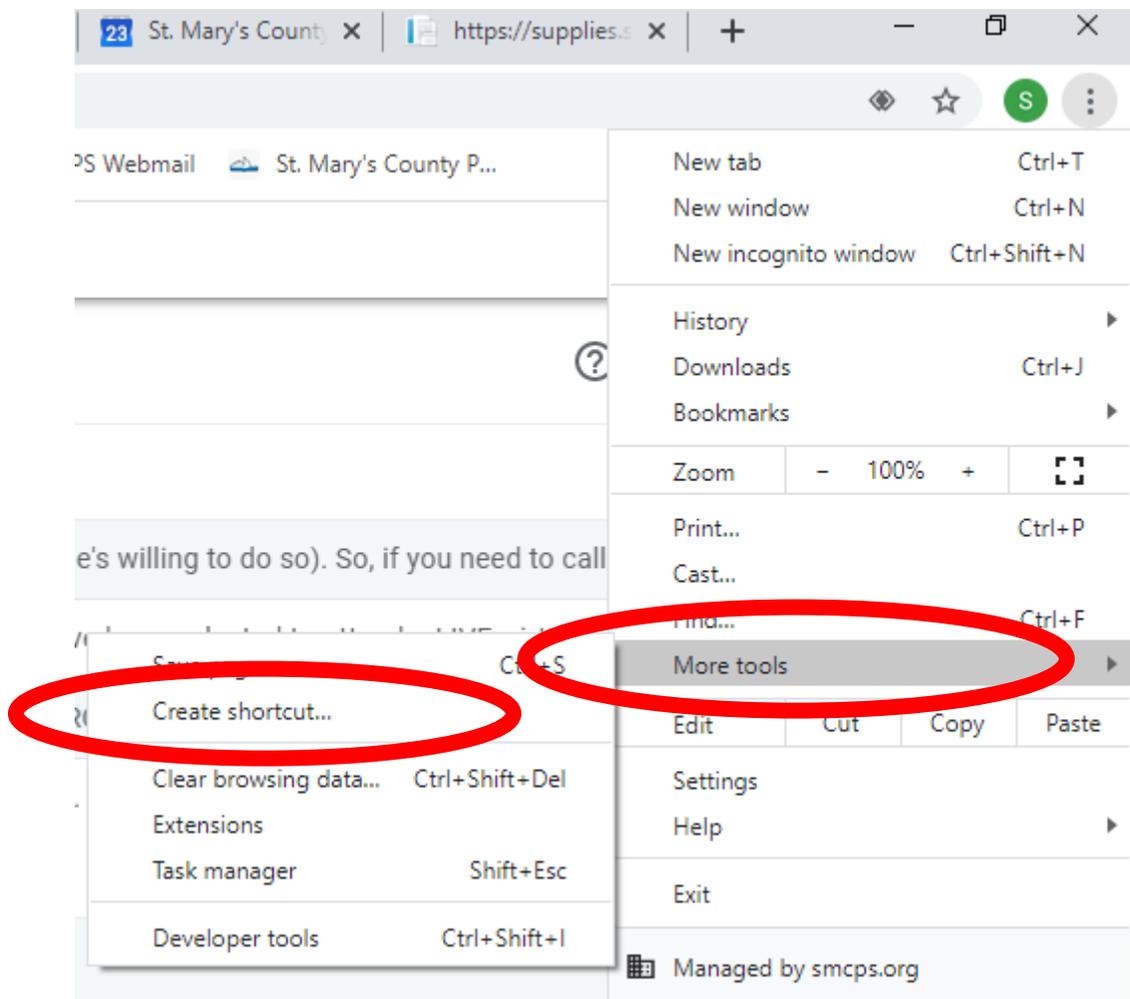
Using Google Chrome:

1. Visit the website: <https://supplies.smcps.org/>

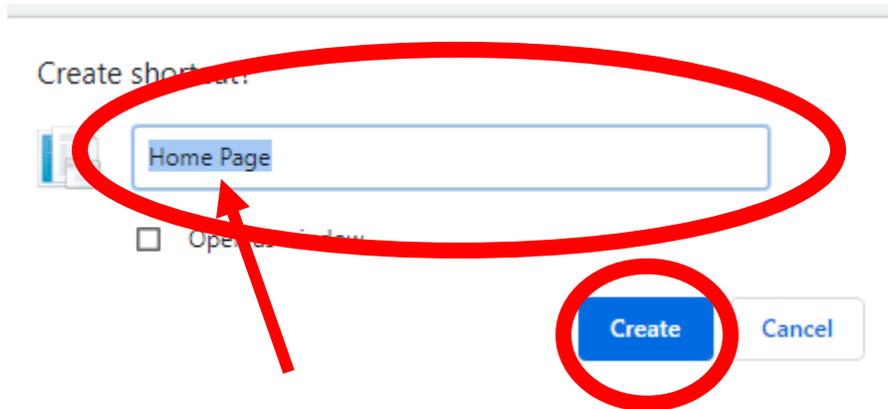
On the upper right corner of your screen, click on the 3 vertical dots:



2. Click on the menu option "More tools" and a menu will appear to the left, click on "Create shortcut"



3. A window will pop up on your screen, allowing you to change the name of the shortcut. Type in how you want to identify the icon on your desktop and click "Create".



Type in whatever you want to name the icon