



# Placing a Supply Order

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

T2.5.1 11.15

# Placing a Supply Order

A Supply Order is a request for boxes and cartons that you will use to pack records for storage at Iron Mountain.

You order from a custom supply list, which your system administrator creates and maintains.

# Placing a Supply Order

The screenshot shows the 'Order Supplies' page in the Iron Mountain Connect system. The interface includes a top navigation bar with the logo and 'CONNECT', a user welcome message, and links for 'SUPPORT' and 'LOG OUT'. A left-side navigation menu is visible, with 'Order Supplies' highlighted. The main content area shows 'Step 1: Select Customer' with a dropdown menu containing 'JSRC2 [SRVC CF,BC=B,RMT=5]'. Below this is 'Step 2: Select Address' with a link to '> Choose shipping address'. A search bar and a 'Supplies (0)' cart icon are also present. A blue information banner reads: 'Choose a customer, then look up the shipping address to browse a list of supplies.' Five callout boxes provide instructions: 1. Points to the left navigation bar. 2. Points to the customer dropdown. 3. Points to the shipping address link. 4. Points to the main content area. 5. Points to the information banner.

IRON MOUNTAIN<sup>®</sup> CONNECT

Welcome rc2tom USA SUPPORT LOG OUT

RECORDS MANAGEMENT

Order Supplies 0 Search

Help Supplies (0) Reset View

Step 1: Select Customer

JSRC2 [SRVC CF,BC=B,RMT=5]

Step 2: Select Address

> Choose shipping address

Supply list defaults based on the Customer and Shipping To Address.

Search, Retrieve

Pickups, Add Records

Order Supplies

Administration

Track Orders

100%

2 Select the customer you are entering this supply order for.

i Choose a customer, then look up the shipping address to browse a list of supplies.

3 Select the address the supplies will be shipped to.

i The supply list varies based on the customer and address.

1 Select Order Supplies to order the boxes and cartons you will need to send records to Iron Mountain for storage.

Use the left-side navigation bar to move within the different functional areas in Iron Mountain Connect for Records Management.

# Placing a Supply Order

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The Shipping Address List opens. Click the row to select the address that the supplies will be shipped to.

i

Use the column filters to narrow down your search results and quickly find the right address.

i

Add an address from within this screen.

i

Set frequently used addresses as your default and favorites; they will display at the top of the list for ease of selection.

Shipping Address

Click on a row to select a delivery address. Use the Action column to set default and favorite addresses.

**Add Address**

Customer ID	Address Line 1	Address Line 2	Address Line 3	Floor	State	City	Zip Code	Contact Name	Contact Phone	Action
	Type here then	Type here then	Type here then	Type here then	Type here then	Type here then	Type here then	Type here then	Type here then	Filter
	SUITE #300				VA	ALEXANDRIA	22312	RC2M1 Contact		☆ Action
RC2M1	35 Main Street	4900 SEMINARY ROAD			VA	ALEXANDRIA	22311	RC2M1 Contact		☆ Action
ABC-FOR RC CALC PROJ DO NOT CHANGE	500 MAIN				VA	RICHMOND	23218	BETTY		☆ Action
SRVC CF,BC=B,RMT=5	3 DALLAS RD				TX					☆ Action
RC2M1	73 Main Street				CA	LOS ANGELES				☆ Action
SRVC CF,BC=B,RMT=5	4 INDIANA LN				IN	121				☆ Action
SRVC CF,BC=B,RMT=5	1 MAIN				PA	KO				☆ Action
RC2M1	5 Main Street				NJ	ISEL				☆ Action
SRVC	1001 CAMPUS				PA	COLL				☆ Action

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Displaying 1 - 20 of 20



# Placing a Supply Order

**Use the column filter to narrow down your search results and quickly find the right supplies you need.**

**The Bundle column shows how many items are in a pack.**






**5 Enter the number of packs needed and click Add to Cart.**

**If an item is out of stock, you will be alerted to expect a possible delay in shipping. You are still able to order the item.**

**All available supplies for the selected account and address are displayed.**

**Your administrator can customize the supply list to display only the items your company uses.**

Step 2: Select Address  
5 Main Street  
ISELIN NJ 08830  
[Change Shipping Address](#)  
Supply list defaults based on the Customer and Ship To Address.

Description	Bundle	Action
 2000 [2000 STANDARD LETTER/LEGAL CARTON] 15"L x 12" W x 10"H	10/Pack	Quantity <input type="text"/> X 10 <input type="button" value="Add to Cart"/>
 2000 B [2000 STANDARD LETTER/LEGAL] 15"L x 12" W x 10"H	10/Pack	Quantity <input type="text"/> X 10 <input type="button" value="Add to Cart"/>
 2000 T [2000 STANDARD LETTER/LEGAL CA]	10/Pack	Quantity <input type="text"/> X 10 <input type="button" value="Add to Cart"/>
 2000A T [2000A AUTO FOLD LETTER/LEGAL]	10/Pack	Quantity <input type="text"/> X 10 <input type="button" value="Add to Cart"/>
 450 [450 LETTER TRANSFER CARTON]	10/Pack	Quantity <input type="text"/> X 10 <input type="button" value="Add to Cart"/>

Item not carried at this time

Page 1 of 1

Displaying 1 - 7 of 7

100%

- Search, Retrieve
- Pickups, Add Records
- Order Supplies**
- Administration
- Track Orders

# Placing a Supply Order

RECORDS MANAGEMENT

Cart Supply Cart

Cart: (2) Items

8

Click Next to move to the Supply Details step in the order wizard and enter shipping information.

6

Review your order and specify the Bill to Division and/or Department.

Add More Supplies

Next >

ABC [ABC-FOR RC CALC PROJ DO NOT CHANGE]

Line Items (2)

\*Bill To Department: DEPT D [MEDICAL DEPARTMENT]

\*PO Number: MED129-1932-2015

Instructions:

7

If this customer uses purchase orders to assign and track expenses, look up and assign an active purchase order.

Description



2000A [#2000 AUTO-FOLD LETTER/LEG

Unit

Quantity

Total Count

10/Pack

2

Update

20

Remove Item



450 [LETTER TRANSFILE CARTON (10 x 12 x 24)]

10/Pack

2

Update

20

Remove Item

i

Detailed information about the items you added to the cart is displayed.

Search, Retrieval

Pickups, Add

Order Supplies

Administration

Track Orders

100%

# Placing a Supply Order

9

Verify the delivery address and edit the contact as necessary. Click the >Change Address link to select or create a new address.

10

Verify your shipping priority and carrier.

11


Finalize your order. Your records will be picked up as specified in your order instructions and a confirmation will be emailed.

Supply Order Details

< Back to Cart Add More Supplies Place Your Order

**Delivery Address**

73 Main Street  
Suite 12  
Address Line 3  
Floor: 1  
LOS ANGELES, CA 90013  
USA

> Change Address 

**Delivery Contact**

Jane Smith  
610-831-2000


> Use My Contact Information

**Shipping Priority**

Next Day 10/12/2015 5:00 PM PDT  
 Half Day 10/12/2015 12:00 PM PDT  
 Rush 10/9/2015 5:16 PM PDT  
 Scheduled by 5:00 PM on


**Carrier**

Iron Mountain  
 Customer Pickup  
 Third Party

**Email Confirmation(s)** 

**Primary**

Jane.Smith@ironmountain.com   
Additional Email   
Additional Email

**Order Instructions** 

Enter text

60 characters remaining

> Add Internal Routing Address

Customer: ABC [ABC-FOR RC CALC PROJ DO NOT  
Bill To Department: MEDICAL DEPARTMENT  
Instructions:

Search, Retrieve  
Pickups, Add Records  
Order Supplies  
Administration  
Track Orders

100%

i

Enter the email address of user(s) who will receive the order confirmation. The primary contact receives all order-related emails. Non-primary contacts receive confirmation emails only.

i

Enter any instructions that are specific to this overall order.

# Placing a Supply Order

Cart

Supply Cart

>Retrievals (0)

>Supplies (0)

Cart Items

Supply Order Details

Order Complete



**Thank you. Your order has been placed.**

An email confirmation will be sent to [iron8@ironmountain.com](mailto:iron8@ironmountain.com).

[< Start a New Supply Order](#)

**Delivery Address:** 86 MAIN STREET  
HOLLISTER BUILDING  
KING OF PRUSSIA, PA 19406  
USA

**Contact Name & Phone:** RC2S8 Contact 6107985555

**Carrier:** Iron Mountain

**Priority:** 4/5/2013 5:00 PM EDT



**You are able to see the user that receives the confirmation email.**

RC2S8 [RC2S8]

**Order Number**  
155474614

Record Count  
(2) Item

[View Order](#)



**Use the order number for tracking purposes; click on it to view order details.**



**Click View Order to access order details.**

Search, Retrieve

Order Supplies

Manage Supply Lists

Track Orders