Placing a Supply Order

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT
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

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.

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

3. Select the address the supplies will be shipped to.

The supply list varies based on the customer and address.
Placing a Supply Order

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

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

Add an address from within this screen.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Bundle</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 (2000 STANDARD LETTER/LEGAL CARTON)</td>
<td>10/Pack</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>2000 B (2000 STANDARD LETTER/LEGAL CARTON)</td>
<td>10/Pack</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>2000 T (2000 STANDARD LETTER/LEGAL CARTON)</td>
<td>10/Pack</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>2000A T (2000A AUTO FOLD LETTER/LEGAL CARTON)</td>
<td>10/Pack</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>450 (450 LETTER TRANSFER CARTON)</td>
<td>10/Pack</td>
<td>Add to Cart</td>
</tr>
</tbody>
</table>

- **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.**
- **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.**
Placing a Supply Order

1. Click Next to move to the Supply Details step in the order wizard and enter shipping information.
2. Review your order and specify the Bill to Division and/or Department.
3. Detailed information about the items you added to the cart is displayed.
4. If this customer uses purchase orders to assign and track expenses, look up and assign an active purchase order.
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.

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.

Enter any instructions that are specific to this overall order.
Placing a Supply Order

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

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

Click View Order to access order details.