

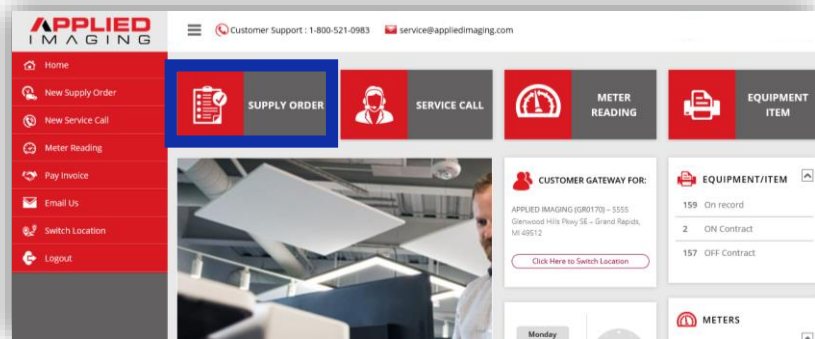
How to Place an Online Supply Order

Step 1: Log in

- Navigate to:
<https://www.appliedimaging.com/customer-portal>

- Enter your username & password and click "Login"

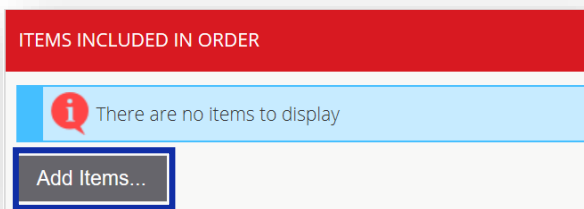
For new users, click "Sign up now" or call our Customer Loyalty Center at 616-554-5200 or email callcenter@appliedimaging.com



- When you are on the home screen, click on the SUPPLY ORDER option.

Step 2: Initiate

Step 3: Identify Equipment



Under ITEMS INCLUDED IN ORDER:
Click Add Items

FIND ITEMS

Find items by:

- Equipment
- Previous orders (last 30 days)
- Searching

Find Items By: Click "Equipment"

Number	Description	Serial Number	Customer
99999	Ricoh MP C3002 Color Copier	W492LX99999	Jane Doe Corp - 123 Main St - Anywhere, MI 12345

SELECT EQUIPMENT:

Click on the equipment you want to order for

ENTER ITEM QUANTITY				
Number	Description	Qty	Unit	Unit Price
841718	*Ricoh Type 1170d (11bs/6ca) Black Toner A1515imp161/LD016/G415/G416 Y5B	1	CRTG	\$0.00

Enter Item Quantity and press "OK"



Click **SAVE** once finished.

Step 4: Select Equipment and Qty