



1. GO TO

- www.paml.com
- Under FEATURED AREAS select *Order Supplies*



2. LOG ON

Username: account number

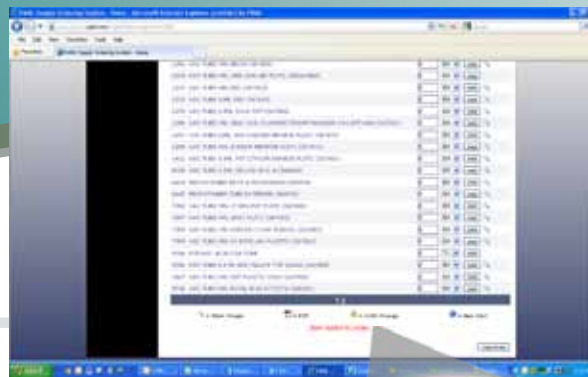
Password: p@ssw0rd

- Once logged in, you can change your password.
- If you don't have your account number, please contact the Order Desk at 509-755-8997 or 800-541-7891 #3 or e-mail to supply@paml.com



3. SELECT A CATEGORY

- Select an appropriate **category** to see items available.
- **Search window** - enter the item number/ key words and the list of items will appear. Choose selection.





Item added to order

4. CLICK ON CATEGORY TO ORDER SUPPLIES

To return to Categories, use your Back button or click on Categories in the top right corner.

> Click on  to view item.

>  Notifies you that the UOM has changed within the last 3 months.

4.1  = New Item Informs you of new items available to order

 = PDF Samples of printed materials

1. Enter quantity needed

- EA each
- BX box
- CS case

2. Select the Units of Measure (UOM)

(i.e. vacutainer tubes 1 EA, 100 EA/BX, 1,000 EA/CS)

3. Add to Order

- If you don't select Add to Order it will not be added to your cart. **Item added to order** will appear in red on bottom of screen and the quantity number will disappear.



5. VIEW ORDER

1. Remove items

- Select the item you want to remove then click on "remove items"

2. Delete Order – deletes the complete order

3. Printable Version

- Prints a version prior to submitting

4. Continue Ordering

- Takes you back to the Category screen

5. Update Quantities

- Change the quantity or UOM – then select "Update Quantities"

6. Save Order

- Allows you to save your order and add items as needed to help manage your inventory



6. CHECK OUT

- **Special instructions** - tell us any special information you want us to know.
- **Ordered by** - please insert first and last name.
- **Select Submit Order.**
- A list of items you ordered will be sent to the e-mail address in your account setup



7. Order Completed

- An email is sent to the email address in your web account. If you do not receive an email and would like to, please email the order desk at supply@paml.com.

New Feature



Order History

With the new order program you can view orders submitted after 11/19/2011

- Click on "Order History" to see past orders
- View order



- Click on "View Order" to see details of orders
- Click on "Add to Order" to add to current order
- You can change quantity and resubmit the order



Track Order

With the new order program you can view orders submitted after 11/19/2011

- Enter the order number received from Order Desk
- Click on "Track"
- If your order was shipped via Fed Ex or UPS a link will be provided that takes you to the appropriate web site

New Feature



Fed Ex Sample Tracking



UPS Sample Tracking



If your order is being delivered via our courier you are provided the date shipped. If more information is needed please contact the order desk.

QUESTIONS

Any questions/problems please contact order desk
509-755-8997 or 800-541-7891 #3