



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

IRON MOUNTAIN[®] 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

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.

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

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

100%

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	COLLEGE				☆ 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

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Displaying 1 - 7 of 7

100%

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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%

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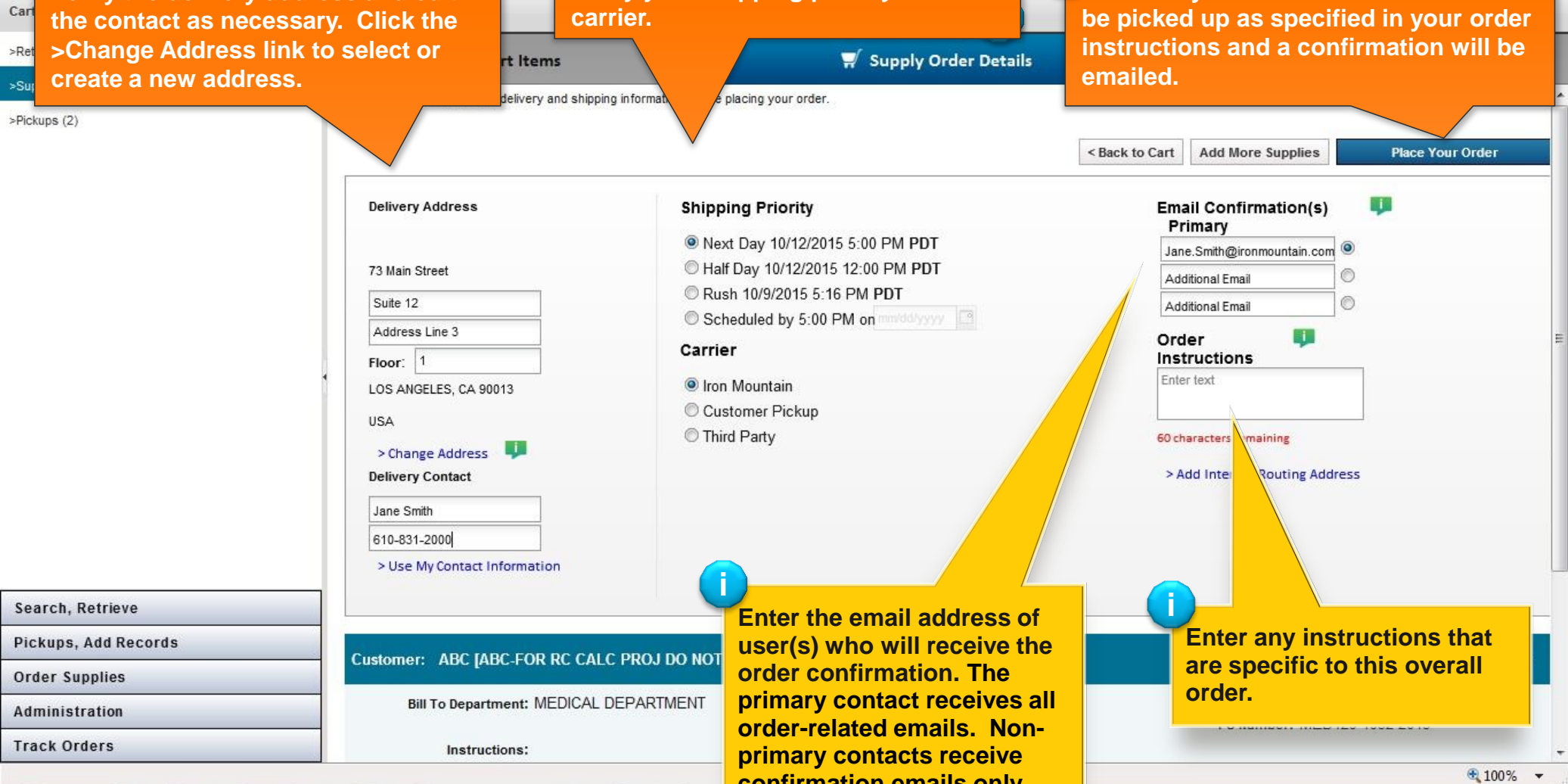
Verify the delivery address and edit the contact as necessary. Click the [>Change Address](#) link to select or create a new address.

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.



[< 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 International Routing Address](#)

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

Search, Retrieve
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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.

[< 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