The landing page includes a bulletin board to keep you informed. From this page all shopping features may be launched.

**Step 1** Combine any of the following tools to build your order:

- **Catalog:** Click a category from the Product Navigation Bar and select the category or subcategory to view products.

- **Search:** Type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top ranking items will appear. Choose a category or brand, or go directly to an item. Results can be sorted by: Best Value (Contract), Price and relevance. To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.

- **View All Product A-Z:** Search by categories in the alphabetical index. Hold the mouse over the letters to view a list of categories, or click on the category to see a list of subcategories or items.

**Step 2** "**Optional - recommended**" **View Cart** to review your selections, view recommended savings opportunities, save items for later, or add to custom shopping lists.

**Step 3** **Checkout** - Review selected items. The shopping cart items are returned to your procurement system and Supra session ends.

*Purchase orders received by 4:00 p.m. will be processed for next available day delivery*
Order History and Returns

Checking Orders and Processing Returns

Under Orders, Orders
Select Order Tracking

Under Search By select: Purchase Order #
In adjacent field, enter your Purchase Order #

Order Status and Delivery information including tracking #s are presented here