

# Phillips Supply Company



**Welcomes You to  
our Online Ordering  
Guide**

***Your Account must be set up on our system before it can be accessed. To get started, your sales person or customer service representative can fax or email an application to you. They will assist you in the preparation of the form.***

Once you are set up with a Logon ID & Password you can place orders or view your account at any time. Your Logon ID is always your Account number and the password is assigned by you when we activate your account. In addition, you may search, browse or purchase products not in your Previous Order History. *Note: This pamphlet only shows how to place an order from items previously ordered.*

ID \_\_\_\_\_

Password \_\_\_\_\_

## Let's Place an Order

**Step 1.** Get online with your favorite Web Browser & go to < [www.phillipssupply.com](http://www.phillipssupply.com) >. On the left column of our Home Page click on the Account Login Link. This will bring up the login page where you enter your ID (ID = your 6 digit account number) & password.

### Step 2. Login Page

Enter Your ID & Password. Click on the Login Button.



### Step 3. Welcome Page

This will bring up the Welcome Page. Click the Previous Ordered link. You will be able to view your purchase history and place orders.



### Step 4. Order History Page

Here you can scroll through your order history list and enter the quantity of items to order in the **Qty Box**. You may sort the item list by ( Part #, Description or Commodity ) by clicking on the underlined column header . Also, there may be more than 1 page of items listed depending on your order history.



Qty Box

Qty	Part #	Description	Commodity	Last Qty	Price
0	<a href="#">/EA UNGLH48</a>	SCRAPER LONG HANDLE UNGER LH12C	BROOMSHANDLES	1	\$21.05/EA
0	<a href="#">/PACK UNGRBD4</a>	UNGER REPLACEMENT BLADES 10PK#R8100 4' BLADES	BROOMSHANDLES	1	\$5.55/PACK
0	<a href="#">/GAL BUCJS-G</a>	JET STREAM EXTRACTION CLNR GALLON	CARPET CHEMICALS	4	\$13.78/GAL
0	<a href="#">/GAL SCJ3682</a>	SOIL RELEASE BONNET BUFF #3682 GALLON	CARPET CHEMICALS	2	\$12.48/GAL
0	<a href="#">/EA PRO1286/140</a>	#1154Q-14 ATT KIT-QVAC	CARPET EQUIP/VAC	2	\$55.89/EA
0	<a href="#">/EA WINS9128</a>	WINDOOR 12' SOL/VAC HOSES	CARPET EQUIP/VAC	1	\$172.33/EA
0	<a href="#">/EA WINADM8</a>	WINDOOR ADMIRAL 8 EXTRACTOR	CARPET EQUIP/VAC	1	\$2,846.10/EA
0	<a href="#">/EA WINDHI</a>	WINDOOR HAND TOOL	CARPET EQUIP/VAC	1	\$165.66/EA
0	<a href="#">/EA WINSV</a>	WINDOOR STANDARD RINSE WAND	CARPET EQUIP/VAC	1	\$326.87/EA
0	<a href="#">/CASE SCJ04305</a>	GLANCE GLASS6MULTI SURF CLNR 4CS 3C	CM DISP PREMEASR	2	\$51.61/CASE
0	<a href="#">/CASE SCJ04315</a>	STRIDE CITRUS 3C #04315 4-64OZ/CASE	CM DISP PREMEASR	3	\$104.96/CASE
0	<a href="#">/CASE SCJ04546</a>	FORWARD DC (SOL CTR) 04546 4-64OZ/C	CM DISP PREMEASR	2	\$67.90/CASE
0	<a href="#">/CASE SCJ04607</a>	CREW TUB & TILE CLEANER 4CS (SOL CTR)	CM DISP PREMEASR	4	\$4.54/CASE
0	<a href="#">/BAG AVWMS10</a>	CB911 MASSLINN TREATED DUST CLOTH 50/BAG 24'X24'	D MOP/FACLTHTR	6	\$16.83/BAG
0	<a href="#">/EA GEE5021</a>	LAMBSWOOL TELESCOPIC DUSTER #300EX EXTENDS TO 46"	D MOP/FACLTHTR	3	\$8.00/EA



Submit Order

After you have entered quantities for all items you want for that order, click **Submit Order** at the bottom of the page. This will bring you to the final order page.

**Step 5. Final order page.** This will bring up your final order for review. You can enter Contact Information, P.O. and special instructions or comments. To make changes, click Return W/O Submit to go back or Erase Order to start over.

**Do not** enter Credit Card numbers. *On-line credit card orders must have your card information already on file in our office.* When you are satisfied everything is correct, click the **Submit & Clear** button. Your order is now entered.

Phillips Supply Company  
Service is our Specialty  
Phillips Supply Company  
1230 Finley Street  
Cincinnati, OH 45214  
Tel: 513.579.1762 Fax: 513.579.1903 Web: <http://www.phillipssupply.com>

Online Ordering System: Login: 45214

Bill To: U.S. Ship To: U.S.  
CINCINNATI, OH CINCINNATI, OH

Qty	Part #	Description	Price	Total
1GAL	<a href="#">BUCJS-G</a>	JET STREAM EXTRACTION CLNR GALLON	\$13.78/GAL	\$13.78
5EA	<a href="#">UNGLH48</a>	SCRAPER LONG HANDLE UNGER LH12C	\$21.05/EA	\$105.25
6CASE	<a href="#">SCJ04607</a>	CREW TUB & TILE CLEANER 4CS (SOL CTR)	\$4.54/CASE	\$27.24
2EA	<a href="#">GEE5021</a>	LAMBSWOOL TELESCOPIC DUSTER #300EX EXTENDS TO 46"	\$8.00/EA	\$16.00

Special Instructions: Type a note to us in the box below

Sub Total: \$462.27  
Tax:   
Grand Total: TBD\*

Contact Information: Please fill in the following fields in case we need to contact you about this order.  
Name: Phone: Extension:

Please enter a PO number for this order:   
Method of Payment: Invoice Credit Card info must be on file.  
Enter desired ship date (month/day) or default: Earliest Possible Date

Submit & Clear Return w/o Submit Erase Order

Only press the Submit & Clear button when you are ready to send the order.



Submit & Clear

Logoff You will receive a confirming e-mail to the address that was supplied to us. *If for some reason you made an error or need to make a change you must call our office.*

**Phillips  
Supply  
Company**

1 Crosley Field Lane  
Cincinnati, Ohio 45214

Phone: 513-579-1762

1-800-245-8666

Fax: 513-579-1903

Email: [store@phillipssupply.com](mailto:store@phillipssupply.com)