

# COPIER & PRINTER SUPPLY REQUESTS

## HOW TO ORDER COPIER AND PRINTER SUPPLIES ONLINE

### 1. LOGIN TO YOUR ACCOUNT

- Go to [www.marconet.com/client-login](http://www.marconet.com/client-login)
- Click “Copier & Printer Service and Supplies”
- Enter your Username, Password and click “Login”

*\*If you need to request a login, click “New user? Sign up now.”*

The screenshot shows a dark-themed login page. On the left, under 'REASONS TO SIGN UP', there is a numbered list: 1. Fast Meter Reading Entry, 2. View Service and Supply History, 3. Place a Service Call, 4. Order Supplies. Below this is a button that says 'New user? Sign up now.'. On the right, under 'CUSTOMER LOGIN', there is a sub-header 'If you have already registered, login here.' followed by two input fields for email and password, a 'LOGIN' button, and a link for 'Forgot password?'.

### 2. SELECT A LOCATION

- To select a different location, click “Click Here to Switch Location”

*\*If you require access to other locations on your account, please email [supplies@marconet.com](mailto:supplies@marconet.com).*

The screenshot shows a 'CUSTOMER GATEWAY FOR:' section with a world map. A yellow button highlights 'MARCO ST. CLOUD OFFICE (M00)'. Below the map, the address '4510 Heatherwood Rd – St. Cloud, MN 56301' is listed, and a button at the bottom says 'Click Here to Switch Location'.

The screenshot shows a 'SALES ORDERS' section with a list of order categories: New items, Picked items, Shipped items (last 30 days), Back ordered items, Canceled items, 26 Newly submitted orders, Orders (last 30 days), and All orders. A 'New Sales Order' button is located at the bottom right.

### 3. ENTER A SALES ORDER AT THE CUSTOMER HOME PAGE SCREEN:

- Click “New Sales Order” in the Sales Order tile

#### NEW SALES ORDER:

- On the bottom left, click “Add Items”

*(Continued)*

The screenshot shows a 'NEW SALES ORDER' form. It has sections for 'BILL TO' and 'SHIP TO' (both with address '4510 Heatherwood Rd, St. Cloud, MN 56301'), 'ORDER INFORMATION' (including 'ORDERED BY: BLUE ENFO', 'ORDERED BY EMAIL: blue@enfoesign.com', and 'PO NUMBER'), and 'ORDER TOTAL' (including 'SUB TOTAL: --' and 'ORDER COMMENTS'). At the bottom, there is an 'ITEMS INCLUDED IN ORDER' section with a message 'There are no items to display' and an 'Add Items' button. 'Cancel' and 'Save' buttons are at the bottom right.

**NEED HELP?**

**800.847.3098**  
**[supplies@marconet.com](mailto:supplies@marconet.com)**



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## IN THE “FIND ITEMS” POP-UP:

- Select “Equipment” and choose a device or select “Searching” to search by:
  - ID#
  - Make
  - Model
  - Item#

Find Items ✕

Find items by:

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

Cancel

- Enter item quantity and click “OK”

Enter Item Quantity ✕

Number	Description	Qty	Unit	Unit Price
168168	Developer	<input type="text"/>	EACH	\$0.00
257JH2	Paper	<input type="text"/>	BOX	\$238.00
7626A001AA	Yellow Toner Cartridge for Image Runner c5180	<input type="text"/>	EACH	\$361.25
7627A001AA	Magenta Toner Cartridge for imageRUNNER c5180	<input type="text"/>	EACH	\$552.50

OK Cancel

## 4. SAVE YOUR ORDER

- On the bottom right, click “Save” to enter your order

*\*You will receive an email when this order has been fulfilled.*

BILL TO ADDRESS: Marco St. Cloud Office (M00)  
4510 Heatherwood Rd  
St. Cloud, MN 56301

SHIP TO LOCATION: Marco St. Cloud Office (M00) 📍  
4510 Heatherwood Rd  
St. Cloud, MN 56301

ORDER INFORMATION

ORDERED BY: BLUE ENFO 👤

ORDERED BY EMAIL: [blueenfo@marconet.com](mailto:blueenfo@marconet.com)

PO NUMBER:

ORDER TOTAL

SUB TOTAL: \$361.25  
(Applicable freight and tax will be added)

ORDER COMMENTS:

ITEMS INCLUDED IN ORDER

Item Number	Description	Equipment Number	Qty	Price	Extended Price
7626A001AA	Yellow Toner Cartridge for Image Runner c5180	E210259	<input type="text"/>	\$361.25	\$361.25 <span>✕</span>

Sub total: \$361.25

Add Items

✕ Cancel 👍 Save

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