Department of Operations
Custodial Supply Ordering Instructions

1. Visit: https://supplies.smcps.org/

2. Your User Name is the beginning of your email address (do not include “@smcps.org”). Your Password is the network password you use to log into the system and your SMCPS email account. Once both of these fields are completed, click on “Log In”:

   ![Login Screen](image1)

3. Once you log in, you will need to click on “Products” located on the upper tool bar:

   ![Product Screen](image2)
4. The screen below will appear. You can filter products by type (custodial, light bulbs, etc). You can leave the description box blank and select “Search”, and all available items will be displayed. Or, if you want, you can search for a product by typing a portion of the word into the description field. In this example, we are searching for can liners. I entered the word “CAN” in the description field, and you can see that numerous items appear. If this occurs, please pay particular attention to the numbers at the bottom of the list, as this indicates that there is more than one page to view:

**Custodial Ordering**

![Custodial Ordering Interface]

- **Filter by Category**: All
- **Description**: Can
- **Search** button

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Product Description</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseboard Cleaner/Stripper</td>
<td>Baseboard Cleaner/Stripper non-ammoniated. A stripping spray on gel foam which clings to vertical surfaces. 20 oz. can. 6 cans/case</td>
<td>Each</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Bulb - Watway/Canopy</td>
<td>Bulb - Watway and Canopies, 9.5A/19/LED827 LHS, FAI, PAIL</td>
<td>Each</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Can Liners - Large</td>
<td>Can Liners - Large Trash Can Liner, 60 gal. capacity, 1.5 mil. clear, 100/case</td>
<td>Cases</td>
<td>$24.42</td>
<td></td>
</tr>
<tr>
<td>Can Liners - Small</td>
<td>Can Liners - Small, Trash Can Liner, 30 Gal. Capacity1 mil. clear, 200/case</td>
<td>Cases</td>
<td>$12.78</td>
<td></td>
</tr>
<tr>
<td>Disinfectant Spray</td>
<td>Disinfectant Spray, 15.5 oz. can. 15 oz. net, 12 cans/case</td>
<td>Each</td>
<td>$2.68</td>
<td></td>
</tr>
<tr>
<td>Lubricant - Grease</td>
<td>Lubricant - Grease aerosol can, 12 oz. 12 cans/case</td>
<td>Each</td>
<td>$2.50</td>
<td></td>
</tr>
<tr>
<td>Lubricant - Oil</td>
<td>Lubricant - Oil, penetrating oil, aerosol can, 12 oz. 12 cans/case WD40</td>
<td>Each</td>
<td>$5.89</td>
<td></td>
</tr>
<tr>
<td>Polish - Furniture</td>
<td>Polish - Furniture Polish Creamy concentrated with lemon wax. Must clean, polish and protect hard surface with a long lasting shine. .17 oz. aerosol cans, 12 cans/case</td>
<td>Each</td>
<td>$3.13</td>
<td></td>
</tr>
<tr>
<td>Refuse - Can Dollie</td>
<td>Refuse Can Dollie</td>
<td>Each</td>
<td>$21.44</td>
<td></td>
</tr>
<tr>
<td>Refuse - Can Step</td>
<td>Step on Refuse can 12 gal.</td>
<td>Each</td>
<td>$135.00</td>
<td></td>
</tr>
</tbody>
</table>

**Page Numbers**

![Page Numbers]

© 2020 - SMCFPS - Custodial Ordering Application
5. Indicate the quantity of products you want to order, and then add to your cart:

As you add items to your cart, you will see the number increase in your cart.

6. Once you have identified quantities for all products you want to order, select “View Cart” on the upper tool bar, or you can click on the yellow cart icon. Review your order for accuracy, select your building (you will not see all locations), and select “Submit Order”.

You will receive emails when your order has been approved. In addition, there will be notes that may possibly be added, such as “being delivered by Daycon”.
How to install the ordering website on your desktop

Using Google Chrome:

1. Visit the website: [https://supplies.smcps.org/](https://supplies.smcps.org/)

   On the upper right corner of your screen, click on the 3 vertical dots:

   ![](image1.png)

2. Click on the menu option “More tools” and a menu will appear to the left, click on “Create shortcut”:

   ![](image2.png)
3. A window will pop up on your screen, allowing you to change the name of the shortcut. Type in how you want to identify the icon on your desktop and click “Create”.

Type in whatever you want to name the icon