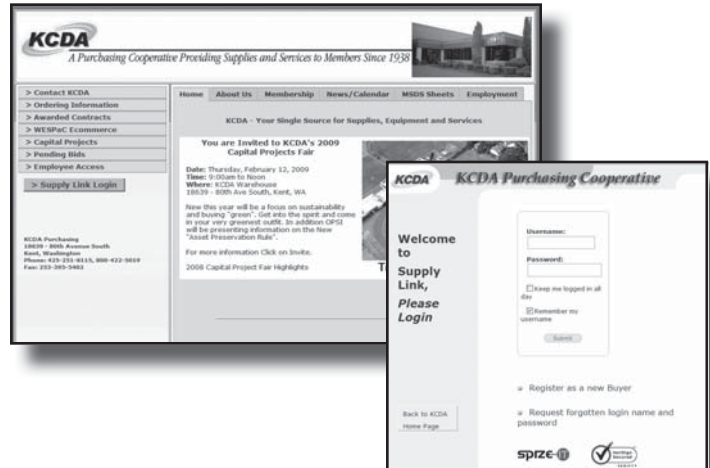


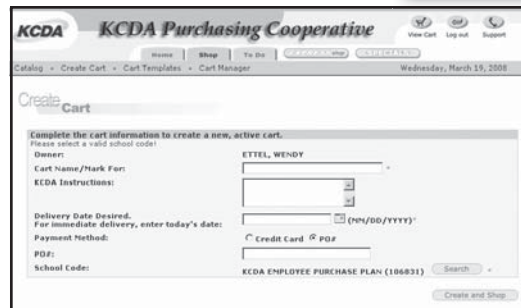
Getting Started

- Go to www.kcda.org.
- On the left click on Ordering/Supply Link.
- Click on Supply Link On-Line Catalog.
- Scroll down to Register as new buyer.
- Fill out the form. In the Title field click on administration or faculty. Finish and click submit.
- In a short time you will be notified that your username and password have been activated.
- If you have any questions call KCDA at (800) 422-5019.



Create Cart

- To begin shopping click on Create Cart.
- Fill out the cart information on the page and click Create and Shop.
- For immediate delivery use today's date as delivery date requested.



Shopping

- If you know the item number you want to order click on Express Shop.
- Enter the KCDA item number, press Tab key, enter the quantity and click on Add.
- If you do not know the KCDA item number use the Catalog-Browse products feature on the left side of the page. Selecting a category will bring up a listing of items.
- Select an item by entering a quantity in the box and click Add, a check mark will appear showing the item is in your cart.
- You can also find items using the Keyword or Description feature. Type a brief description in the box and click Search. Put the quantity in the box to the left of the item and click Add.
- When you are done shopping, click on View Cart at the top of the page.
- Budget codes may be entered for each line and are totaled by budget code.



Parking Your Cart

- As soon as you create a new cart your existing cart will park automatically.
- You do not need to park your cart when you log out.

Cart Manager

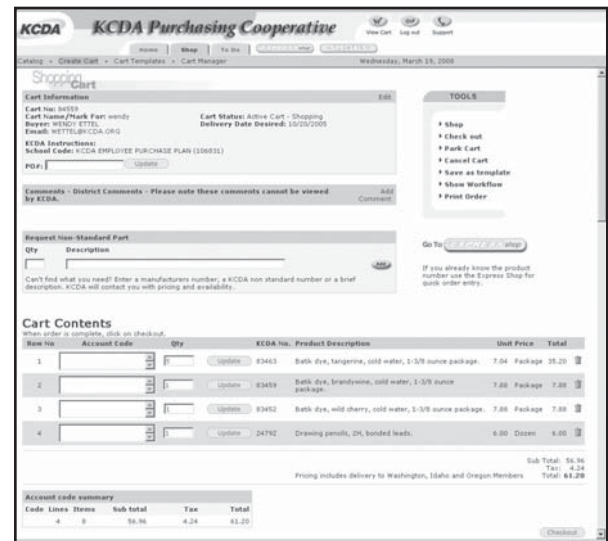
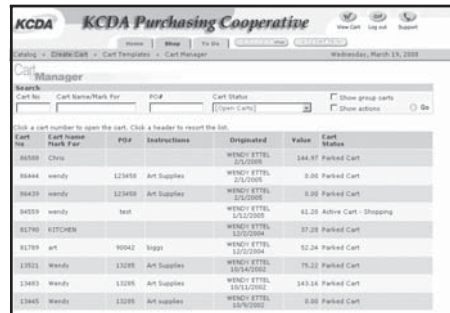
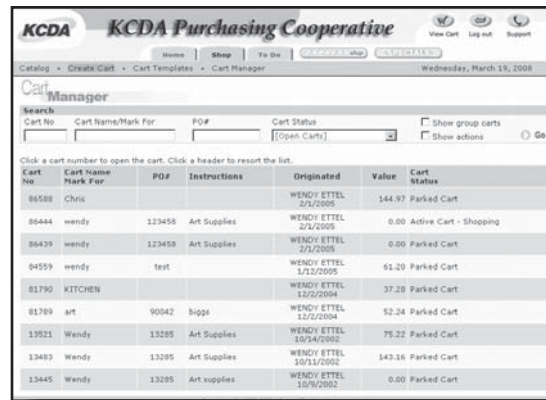
To locate a cart.

- Click on Cart Manager and search for your cart by cart number, PO number, cart status or mark for.
- Click on the cart number, activate the cart if necessary and continue shopping.

Check & Print Order

Check your quantities.

- If you need to change quantities, enter the change and click on Update.
- If you want to delete an item completely, click on the garbage can to the right of the total column. Then click OK.
- For a copy of your order, click on Print Order.
- Budget codes may be entered for each line and are totaled by budget code.



Check Out Cart

- Select Check Out in the tool menu. If you do not have a PO number, click on the blank PO Box., it paying with a credit card you will be prompted to enter that information.
- Select Check Out from the Tools Menu.
- At that time you will get a message indicating items are available to ship, or the number KCDA has in stock to fulfill your order. At that time you can edit your quantity or check the cart out.

WESPaC Integration

- KCDA Supply Link is fully integrated into the WSIPC WESPaC financial program.



For a more detailed user manual, go to www.kcda.org and click on Ordering Information.

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