Online Order Entry – Effective August 4, 2014

Please use the following steps for online order entry.

From the P&R Paper home page [www.prpaper.com](http://www.prpaper.com), click on “Online Ordering.”

A pop up window will open.

*** Hover your mouse over “Login” and a dialogue box will appear. ***

Enter your username and password.

Then click the “Login” button.
You are now logged into your account!  
We have new features and options available for you to use.  
For now, let’s place an order.  
Hover your mouse over “PLACE NEW ORDERS” and select “New Order.”

The items you have a history of purchasing will be displayed.  
You can scroll through the list of items and enter the quantity next to the items you wish to order.
Alternative way to sort and view items you regularly purchase!

You can jump to a specified category of items by clicking on the drop down list next to "Choose Category."

You can also "Sort By"
- Item number
- Price
- Year to Date Quantity
- Last Quantity Ordered
- Last Sale Date!
After you have entered the quantity next to the items you want, click the “Add To Cart” button located at the top right or bottom right side of the page.

You can now review your order and make any deletions or quantity changes. *** Be sure to click the “Update” button after your changes! ***

(If you want to add items you have previously purchased, go back to the “New Order” selection under the “Place New Order” tab and select items to add to your cart. Remember to select “Add to Cart”.)

When you are ready to place your order, click on the “Check Out” Button.
This next page is where you enter your Requested Ship Date, your Purchase Order Number, Special Instructions and choose “Ship To” Address.

** Be sure to click on the “List” button to select your delivery address. **
Then select the location for delivery by clicking on the Select link.
You will also have the option to “Place Order” or “Save Order” for later use.
After you click the “Place Order” button, you will see the following confirmation page.

After you see the confirmation page, you can log out of your account. Go to “My Account” and select “LOG OUT.”