

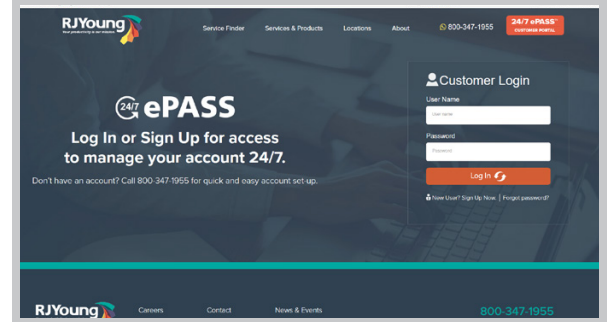
01

Login to your account

Go to customers.rjyoung.com

- Enter your username and password
- click the "Log In" button


**If you need to request a login, click on "New User? Sign up now."*

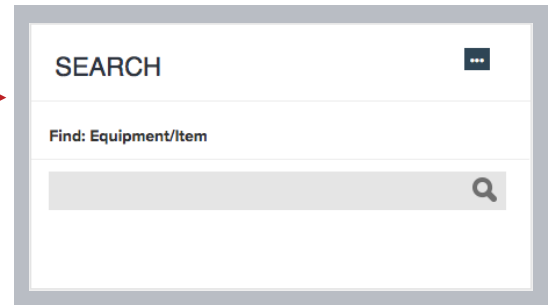


02

Find Equipment

Use "Search" bar to find Equipment







- Enter Equipment ID
- Hit "Enter" key on keyboard or click the 



03

Select Equipment

Click on Equipment ID Number to select the Equipment

Number	Description	Serial number	Contact	Phone	Customer	Location	QR Codes
E2862	CANON IMAGEPROGRAF IP780 LARGE FORMAT DYE PRINTER	AAAR077			RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH STREET, MURFREESBORO WIDE FORMAT ROWS	
E2868	CANON IR730FP COPIER	HHC18524			RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH ST, MURFREESBORO	
AAA18751	RICOH MP 4055SP COPIER	C326R00480			RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH ST, MURFREESBORO	
AAA18752	RICOH MP 5055SP COPIER	C336R00044			RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH ST, MURFREESBORO	
AAA18845	RICOH MP 4055SP COPIER	C326R800471			RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH ST, MURFREESBORO	
EQ44908-R	ECOPIV DESKTOP 5 USER 4 YEAR MAINTENANCE	DIVJ,RO7PU	ISON MAK	615-893-1331	RJ YOUNG COMPANY LLC (10000)	7038 S CHURCH STREET, MURFREESBORO	

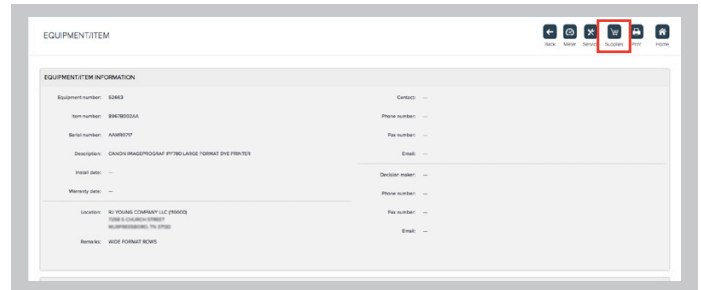
(continued)

04

Choose Supplies

Select "Supplies" at the top of the page

- Click the icon

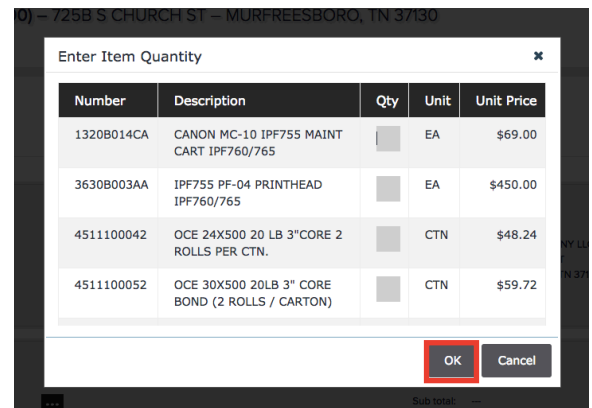


05

Enter Supply Quantities

Select Items & Quantities

- Enter Item Quantity beside requested items and press "OK"



06

Save your order

Click the "Save" button on the top right to enter your order

- You will receive an email when this order has been fulfilled

