

KEY TIPS:

Central Stores Order Online System

1. To access the Central Stores Order Online System, you must have login ID assigned to you by Central Stores. Send a request for login ID to WWWSTORE@UCONN.EDU.
2. This system works best using Internet Explorer on Windows or Firefox on a Macintosh.
3. The login ID assigned to you by Central Stores is your own personal login information. **Please do not allow others to place orders under your name. Central Stores can set up additional users for your department if you'd like.**
4. To get to the Central Stores Order Online System, go to <http://www.stores.uconn.edu/> and click on the link "Order Online."
5. When ordering, please do not stop in the middle to work on something else. The system "times out" after a period of inactivity, so you may lose the information you entered.
6. **Please be sure to enter your room and phone number. If no room number, enter other building location information such as "1st Floor," "Basement," etc.**
7. **KFS Account Number and "Ship To" Location:**
 - The system accepts one KFS account number and one "ship to" location per order.
 - Place separate orders for each KFS account number and/or ship to location.
8. **Pickup Orders:**
 - Please place your order **at least 2 hours before** picking it up at Central Stores.
 - If you would like Central Stores to call you when your order is ready, please say so in the notes. Otherwise, state the date and time you wish to pick up your order.
 - Please bring your order number or a copy of your order with you.
9. **Make sure you click "Place Order" TWICE as prompted by the system.**
This is necessary for Central Stores to receive your order.
10. **Print Your Order only AFTER the system has assigned an ORDER NUMBER.**