

## HOW TO ORDER: Orderinig procedures...

1. Log into the [VA TMS](#).



2. Use the Search Catalog box to find the product. You can search using title keywords or by the F re-order number.



3. Click on the item you want in the search results.



4. Note the re-order number (see green arrow) and click on the triangle next to Related Documents (see red arrow). Then, click on the "Order this Product" option.

▼ Related Documents

Title

[Order This Product](#)

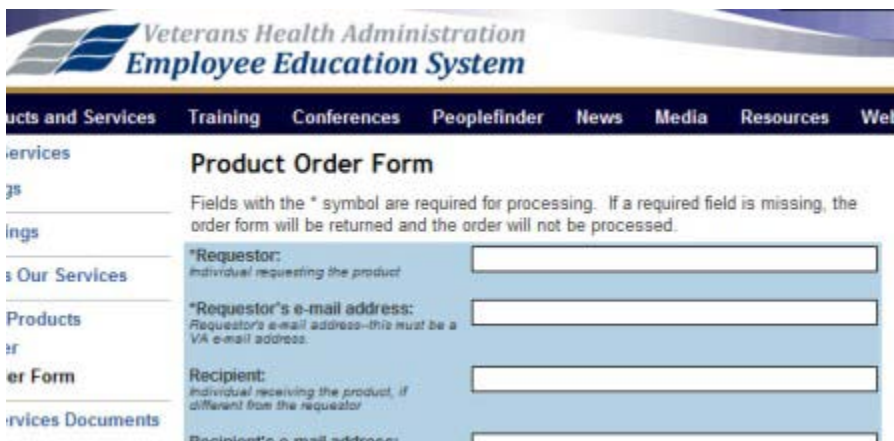
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▶ Accreditation Information (0 Found)

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5. Fill out the form that appears and submit it.



**Hints:**

- Don't use symbols when searching in the TMS.
- Remember that the F re-order numbers always are in the format of F60###. These are the only numbers we can use to place an order for you.
- F re-order numbers are found at the end of the item description in TMS (see step 4).
- ALL required fields on order form must be completely filled out in order for us to fill your order.
- You can contact the [EES Distribution team](#) at any time with questions.

**Note.**

- With rare exception, we place product orders with 24-48 hours.
- Orders ship from the distribution center in 3-5 business days after we receive the orders.
- The order addressee will receive an e-mail from UPS.com when the order has been shipped. The e-mail includes the tracking number.
- There is no cost to the customer for placing these orders.

[These instructions in PowerPoint format](#)