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Online Ordering Home Page

Welcome to the TSRC, Inc. On-line Ordering Platform

We are proud to be the Office Supply company for UVa!

**ATTENTION**

*Click on the icon above to access the Best Value Core List*
**Best Value Items List**

You can access this list several different ways. On the home page you can click on the VA icon. You can also find it under the Contracts header. The categories will be displayed on the left side bar.

**Look for items with the VA icon on them.**
Item Search

- **Item Search Bar** – This will search our entire catalog for items. Take advantage of our filter center when you are searching. This will be on the left side bar while you are searching. This will also help narrow your search. If you have an item number that does not appear, please go to the button that says QUICK ORDER. (See next page)

Filter Center – You can sort/filter your search results by certain attributes. You can filter by Brand Name, Color, Recycled and others depending on the product you are searching.

Substitute Items – These are items that have been suggested as a substitute for the item above. These items match the item above but are cost saving alternatives for you.

Sort by Price - This search feature will display when your search results have less than 500 items found.
**Advanced Search** – You can limit your search to only find items that are on the Best Value List. Enter the Key word or choose a Manufacturer and check the box Best Value Items.
Quick Order — Quickly add items to the cart. Enter the item # with no spaces or dashes. Click tab or enter to display more lines. Click on the item description in blue to display a picture and further item detail. Hit the Blue Add To Cart to add the items entered to your cart.
Ink and Toner Finder

**Ink & Toner** - Enter Brand, Series, Model and/or Cartridge #. It will show OEM and any compatibles that we have available as well.
**View Cart**

Any changes made are automatically saved. Notice the Packaging and Unit of Measure for each item. Make sure you are ordering the correct amount for what you need.

Hit Checkout when you have all the items you want to order in the cart. This will take you back to Sciquest to finish your order.