

## How to Order Supplies from Iron Mountain

1. Login at <https://www.ironmountainconnect.com/>



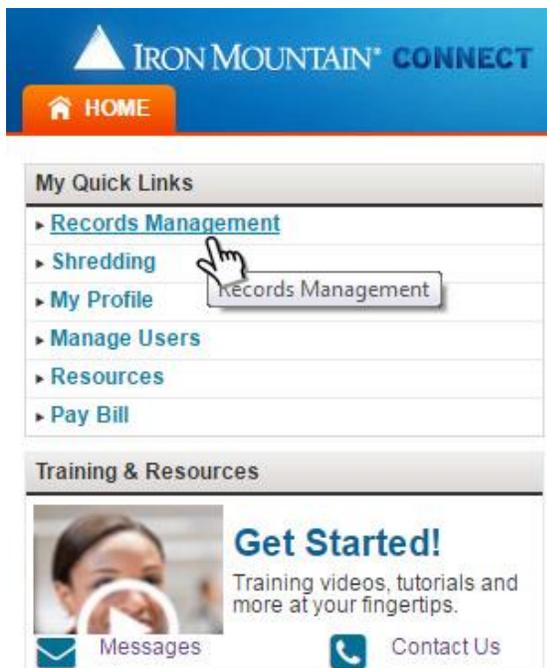
### LOG IN

Username:

Password:

[Forgot Your Password?](#)

2. At the top left find and then click on "Records Management".



3. The Records Management tab will open and you will see at the bottom of the page a series of buttons. Click **“Order Supplies”**.



4. The shipping address list will pop up. Choose from the list, or if your office is not there click **“Add Address”**

**Shipping Address List** ? Close X

You are required to select a physical address to continue with the order process, regardless of the type of order.

**Add Address** Reset View

Custom...	Ship To ...	Address...	Address...	Address...	Fl...	City	St...	ZIP/P...	Country	Contact ...	Contact ...	Fax	Action
Type her	Type her	Type her	Type her	Type her	Ty	Type her	Ty	Type	Type her	Type her	Type her	Type her	Filter
89519	W568386	74 UNION ST	ROOM 100			KINGST...	ON	K7L 3N6	CAN	AMY LALONDE	6135332...		☆ Action
89519	W464669	207 STUART STREET	RIDEAU BUILDING 3RD FLOOR			KINGST...	ON	K7L 3N6	CAN	TASHA DREXLER	6135336...		☆ Action
89519	18017S	146 STUART STREET LASALLE BUILDING	QUEEN'S STUDENT HEALTH SERVICES	HEALTH, COUNS... & DISABILI... SE		KINGST...	ON	K7L 3N6	CAN	FATIMA COUTO	6135336...		☆ Action
89519	60011S	785 FIELD COMPANY LN.	3RD FLOOR	FLEMING HALL JEMMETT WING		KINGST...	ON	K7L 2N8	CAN	SUE RICHA...	6135336...		☆ Action
89519	WEST	950 JOHNSON ST	WEST CAMPUS	COASTAL ENGINE... LAB		KINGST...	ON	K7M 1G2	CAN	SHAN JIN X78839	6135336...		☆ Action
89519	K2B5L2	1650A COMST... RD				GLOUC...	ON	K1B 5L2	CAN	ANDREW O'BRIEN			☆ Action

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5. You will now need to select the supplies you require from the list and click **“Add to Cart”**

**RFID T-LAB [RFID Blue T- Label: Label for Boxes]** are labels to be used on non-Iron Mountain boxes.

**251 [RFID-READY LTR/LGL ATTACHD LID]** are the standard records boxes from Iron Mountain.

Note that labels and boxes are shipped in packs of 10, so ordering a **quantity of 1** will result in **receiving 10 items**.

Order Supplies Help Supplies (0)

Select the customer and delivery address, and specify the number of supplies. If a custom supply list exists for the customer, that list defaults. Otherwise, supply list defaults based on the district associated with the customer's zip code. Reset View

Description	Bundle	Action
Type here then click filter		<span>Filter</span>
 <b>RFID T-LAB [RFID Blue T- Label: Label for Boxes]</b>	10/Pack	Quantity <input type="text"/> X 10 <span>Add to Cart</span>
NO IMAGE <b>251 [RFID-READY LTR/LGL ATTACHD LID]</b>	10/Pack	Quantity <input type="text"/> X 10 <span>Add to Cart</span>
NO IMAGE <b>NRF251 [NON-RFID LTRL/LGL]</b>	10/Pack	Quantity <input type="text"/> X 10 <span>Add to Cart</span>
NO IMAGE <b>TRANS-PAD [TRANSMITTAL SHEET PAD]</b> <span>⚠ Item out of stock; expect slight delay</span>	1/Pack	Quantity <input type="text"/> X 1 <span>Add to Cart</span>

6. After you have selected all the items you want in the quantities you need click the orange “SUPPLIES” cart at the top right of the order supplies window. You will next be taken to the cart and required to enter the Division and Department that will be billed for the order.

After choosing the correct Division and Department, click “Next” at the top right to proceed.

Supply Cart ? Help

**Cart: (1) Item**      Supply Order Details      Order Complete

Review supply order items and specify internal billing information. Update order as necessary.

Customer : 89519 [QUEEN'S UNIVERSITY] Line Item (1)

\*Bill To Division:

\*Bill To Department:

Instructions:

Description	Bundle	Quantity	Total Count
 RFID T-LAB [RFID Blue T- Label: Label for Boxes]	10/Pack	<input type="text" value="1"/> <input type="button" value="Update"/> <a href="#">Remove Item</a>	10

7. On the Supply Order Details page you can change the Shipping Priority and the Carrier. It is strongly recommended you leave the Shipping Priority and the Carrier at their default settings of Next Day and Iron Mountain.

If any other details need to be updated, do so here. Including any **Order Instructions** that may help the driver find you, or your office more easily.

If you are satisfied with the content of the Supply Order Details, click **“Place Your Order”** in the top right.

Supply Cart
Help

Cart Items
Supply Order Details
Order Complete

< Back to Cart
Add More Supplies
Place Your Order

**Delivery Address**

89519 [QUEEN'S UNIVERSIT

74 UNION ST

ROOM 100

Address Line 3

Floor

KINGSTON, ON K7L 3N6

CAN

[> Change Address](#)

**Delivery Contact**

AMY

613:

[> Use My Contact Information](#)

**Shipping Priority**

Next Day 2018-09-04 5:00:00 PM EDT

Rush 2018-08-31 5:14:08 PM EDT

Scheduled by 5:00:00 PM on

**Carrier**

Iron Mountain

Customer Pickup

Third Party

**Email Confirmation(s)**

Primary

**Order Instructions**

60 characters remaining

[> Add Internal Routing Address](#)

Customer: 89519 [QUEEN'S UNIVERSITY]
Line Item (1)

**Bill To Division:** FACULTY-ENG & APPLIED SCIENCES

**Bill To Department:** ELECTRICAL & COMPUTER ENG

**Instructions:**

Line	Description	Bundle	Quantity	Total Count
1	NO IMAGE 251 [RFID-READY LTR/LGL ATTACHD LID]	10/Pack	1	10

8. You should now be presented with the Order Complete screen and a confirmation email will arrive shortly afterwards. You may log out and/or close your browser.

Supply Cart ? Hel

[Cart Items](#) [Supply Order Details](#) **Order Complete**



**Thank you. Your order has been submitted.**  
An email confirmation will be sent to [jordan.phoenix@queensu.ca](mailto:jordan.phoenix@queensu.ca)

[< Start a New Supply Order](#)

**Delivery Address:** 68 University Ave  
Mackintosh-Corry Hall  
Suite F300  
Kingston  
ON, K7L 3N6

**Contact Name & Phone:** Jordan Phoenix  
**Carrier:** Iron Mountain  
**Shipping Priority:** 2018-09-05 5:00:00 PM EDT

**89519 [QUEEN'S UNIVERSITY]**

	<b>Order Number</b> 231498176	<b>Order Type</b> Supply	<b>Record Count</b> (1) Item	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none;">View Order</a>
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