

HOW TO REACH THROUGH RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC. ARMY BPA ON DoD EMALL

Federal & Government Agencies Only

Rudolph's Office & Computer Supply, Inc. • BPA Contract No. W9124D-10A-0018 • Size: Small

As an agent of Rudolph's Office & Computer Supply, Inc., a woman owned and small business, our company distributes under this BPA contract. We are able to offer national distribution of products in our full line GSA catalog to the federal government at competitive prices.

No Hassle Transactions - 1 Invoice - 1 Credit Card Receipt

- Visit <https://dod-emall.dla.mil>
- Enter **USER ID**
- Enter **PASSWORD**
- Click **"LOGIN"**
- Click on **"SHOP"**, then **"CATALOG SEARCH"**
- Change corridor to **ARMY OFFICE SUPPLY BPAs**
- Scroll down page to **RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC.**
- Click **"RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC."**
- Enter part number (with manufacturer prefix-no punctuation) in **NSN/ITEM NUMBER FIELD**
- Click on drop down arrow next to "EQUALS" and choose **"CONTAINS"**
- Click **"SEARCH"**
- Change quantities (if necessary)
- Click **"ADD"** button to add items to cart
- Repeat for ALL items to be ordered
- After all items have been added to cart, click **"CART SUMMARY"** to view cart
- Click **"EDIT MEMOS"** and type **"SUBMIT ORDER TO CONSOLIDATED OFFICE SYSTEMS"**
- Click **"SAVE EDIT MEMOS"** (at bottom of screen)
- Verify that items in cart are correct and click on **"CHECKOUT"**
- Verify (or enter new) shipping address and click **"NEXT"**
- Enter credit card (IMPAC) information and billing address, then click **"NEXT"**
- Once checkout information is complete, click on **"PLACE ORDER"**
- **CONGRATULATIONS!!** You have just completed a DoD Emall Order
- **RECEIVE FREE DELIVERY** (San Antonio & surrounding areas only)



***** Should you not find an item you are looking for, please call us and we will be happy to assist you. *****

SALES INQUIRIES

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CONSOLIDATED OFFICE SYSTEMS®

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