

01

Login to your account

Go to customers.rjyoung.com


- Enter your username and password
- click the "Log In" button

**If you need to request a login, click on "New User? Sign up now."*

02

Find Equipment

Use "Search" bar to find Equipment







- Enter Equipment ID
- Hit "Enter" key on keyboard or click the 



03

Select Equipment

Click on Equipment ID Number to select the Equipment

EQUIPMENT/ITEM							
ON RECORD							
Number	Description	Serial number	Contact	Phone	Customer	Location	QR Codes
82863	CANON IMAGEPROGRAF IP780 LARGE FORMAT DYE PRINTER	AA8R077			RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	
82868	CANON IP7300P COPIER	HHC18524			RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	
AAA18751	RICOH MP 4055SP COPIER	C326R000480			RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	
AAA18752	RICOH MP 5055SP COPIER	C326R000544			RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	
AAA18845	RICOH MP 4055SP COPIER	C326R000471			RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	
EQ44908-R	ECO COPY DESKTOP 5 USER 4 YEAR MAINTENANCE	DIVJL07PU	IGON MAK	615-893-1331	RJ YOUNG COMPANY LLC (10000)	7098 S CHURCH STREET, MURFREESBORO	

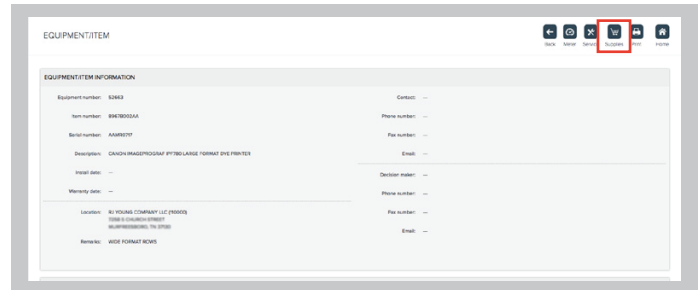
(continued)

04

Choose Supplies

Select "Supplies" at the top of the page

- Click the icon

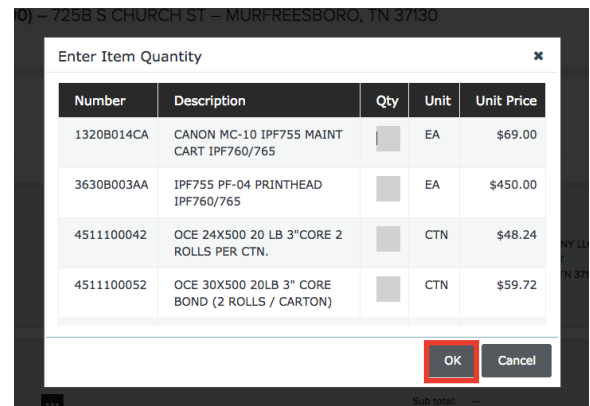


05

Enter Supply Quantities

Select Items & Quantities

- Enter Item Quantity beside requested items and press "OK"



06

Save your order

Click the "Save" button on the top right to enter your order

- You will receive an email when this order has been fulfilled

