Store Supply Center
User Guide

DOLLAR GENERAL®

Introduction

Welcome to the Dollar General Store Supply Center. The Store Supply Center allows you to place orders for supplies and signage needed in your store.

Benefits of the Store Supply Center

- Store managers order items, rather than making requests through their district managers.
- Enter the Store Supply Center directly from STOREnet, available whenever you need it.

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Entering the Store Supply Center

To find the Store Supply Center on STOREnet follow these steps:
1. Click on the **Employee Store Portal** button.
2. Click on **Store Supply Center**.
3. Enter your Employee ID (EID) and password at the sign-in page. If this is your first time visiting the Store Supply Center, click on **Register** to set up your employee account.
4. You should be directed to the Store Supply Center home page. See the image below for an example of the Store Supply Center home page.

Placing an Order

1. Select the item(s) you need to order using one of the following:
    a. Use the **Search** function-
        • Click in the search field
        • Type in a search term
        • When finished, click the magnifying glass icon or press "Enter".
    b. Select a category from the list on the left of the page-
        • You can select from one of the four categories shown:
            • Buildouts
            • Fixtures
            • In-Store Signage
   • SSA
            • Supplies
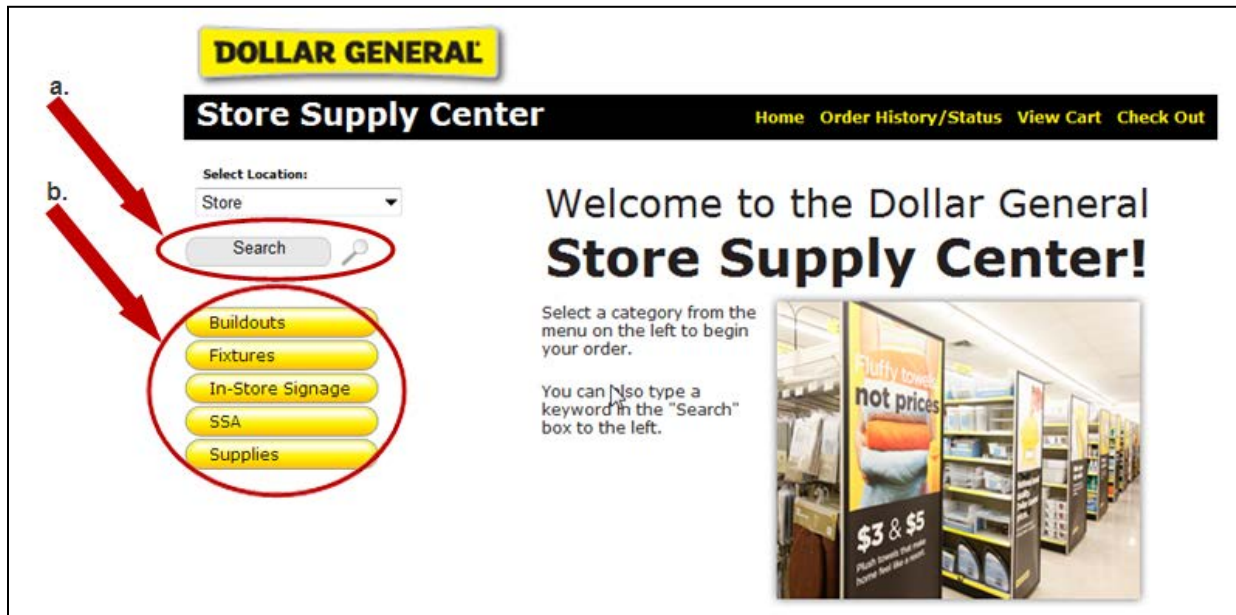
2. Once you have found the item you need type in the quantity and click the **Add to Cart** button. Use the scroll bar to view more results.
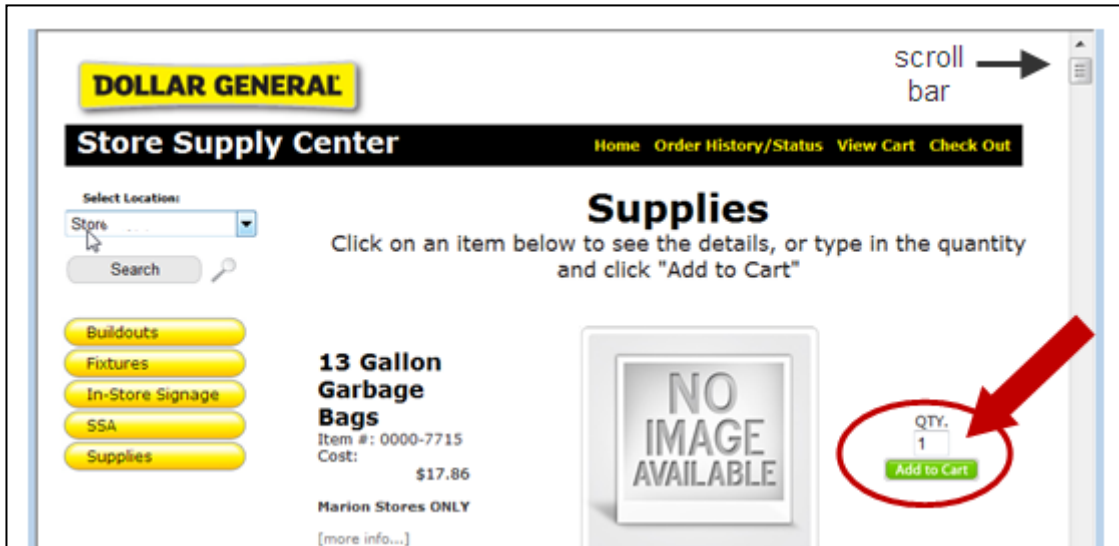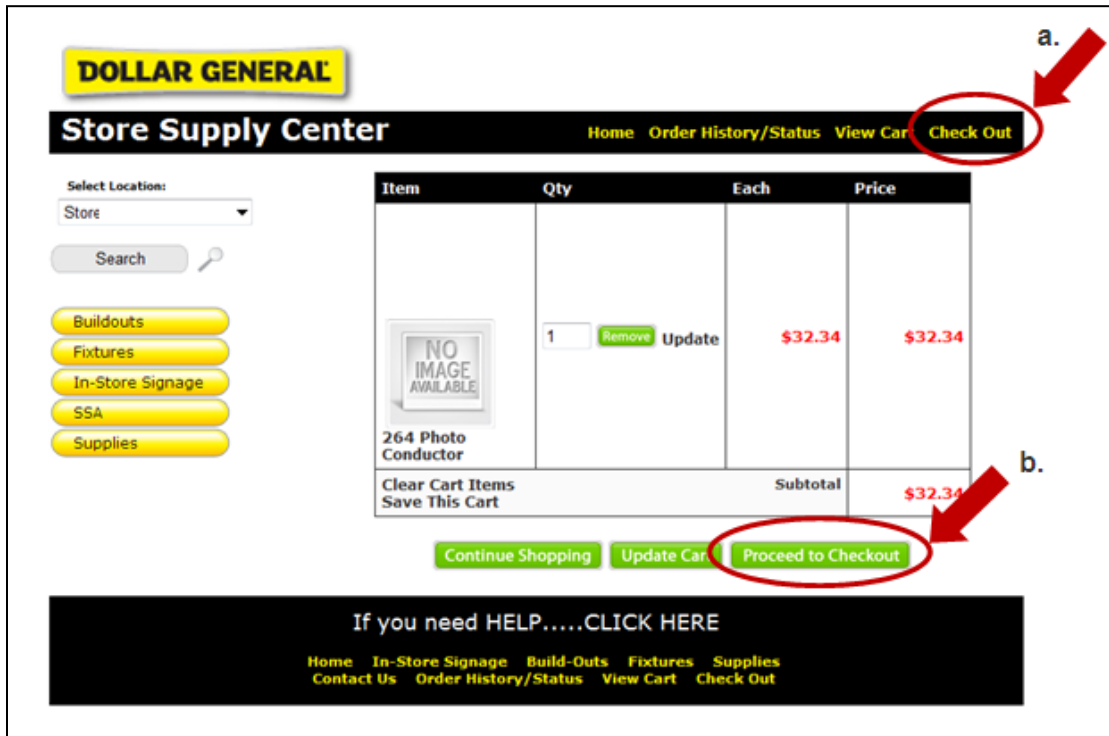

Reminder: Items have restrictions on the quantity that can be ordered.

3. To continue shopping, you can:
   a. Click the **Continue Shopping** button
   b. Type in a new search term and press "Enter"
   c. Select a category from the list on the left side of the page
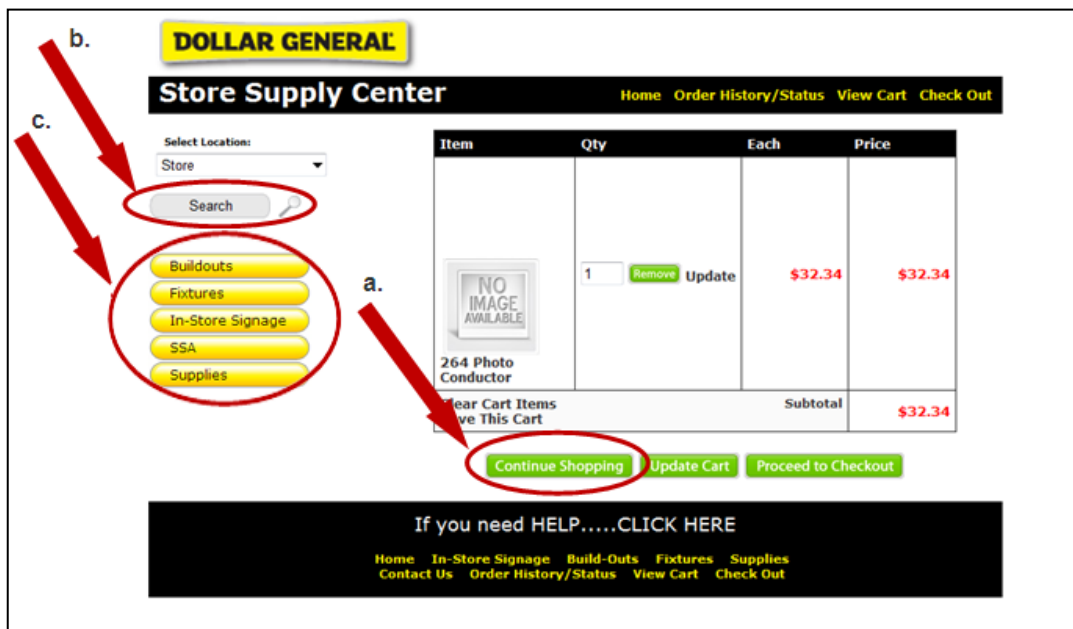
4. When your order is complete, click on either:
   a. **Check Out** at the top right side of the page
      -Or-
   b. **Proceed to Checkout** button

Reminder: The **Proceed to Checkout** button will only be visible if you are currently viewing your shopping cart. If you are not viewing your shopping cart, you will need to click **Check Out** at the top of the page.

5. On the next screen, click the drop-down arrow next to the **Address Book** field to select your store address. After you have placed your first order, the address information may automatically appear in this field and you may not have to select your store address.
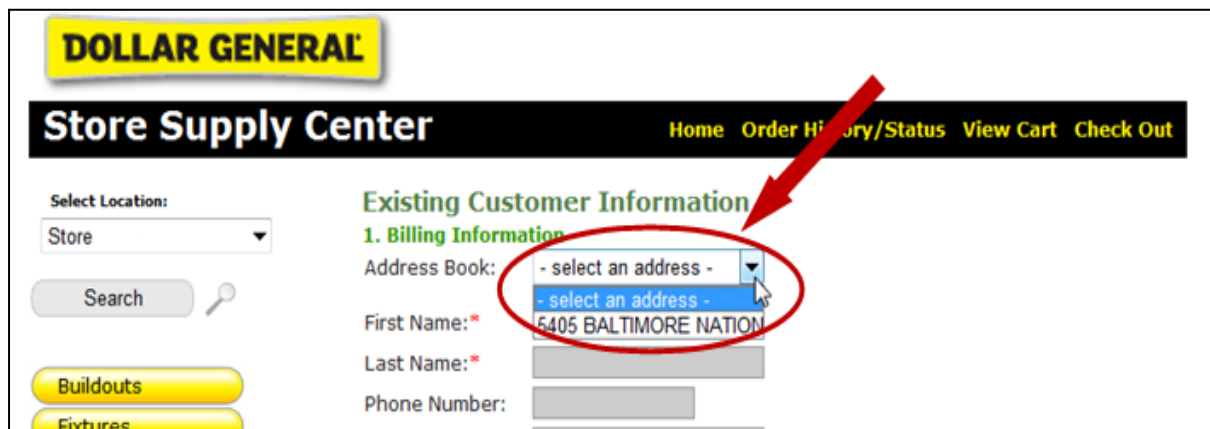
6. Click on the **Place Your Order** button after you have selected your store address.

7. You will be automatically directed to the **Order Summary** page once your order is placed.
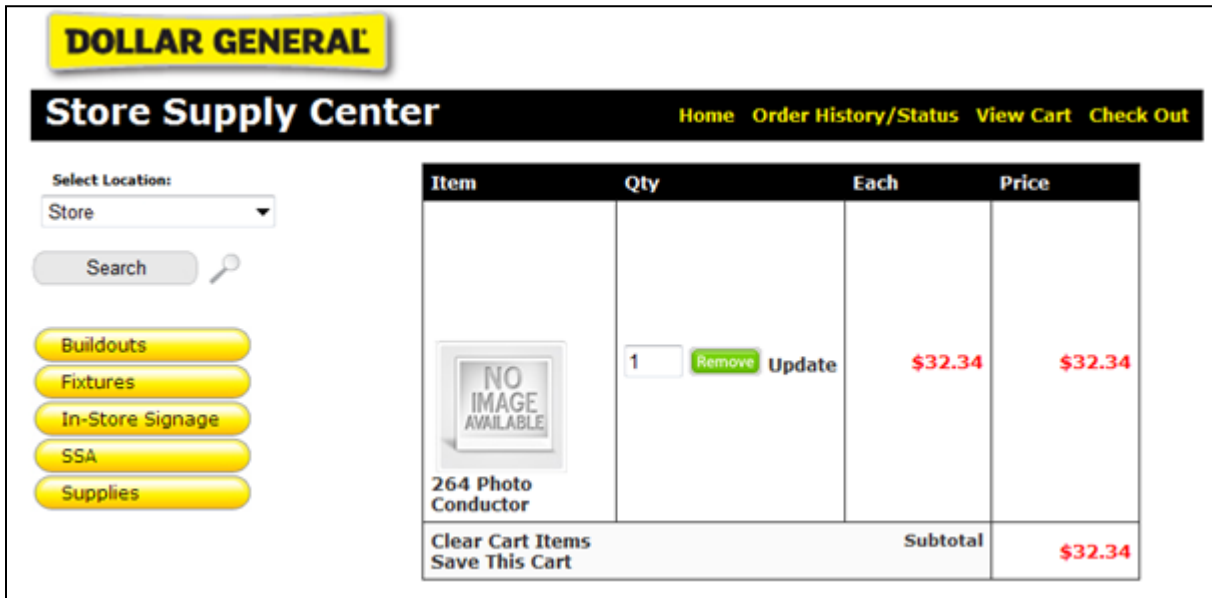
VIEWING ORDER HISTORY

1. Click on **Order History/Status** at the top of the page.
2. Next, click on the word **Orders** in the center of the page.
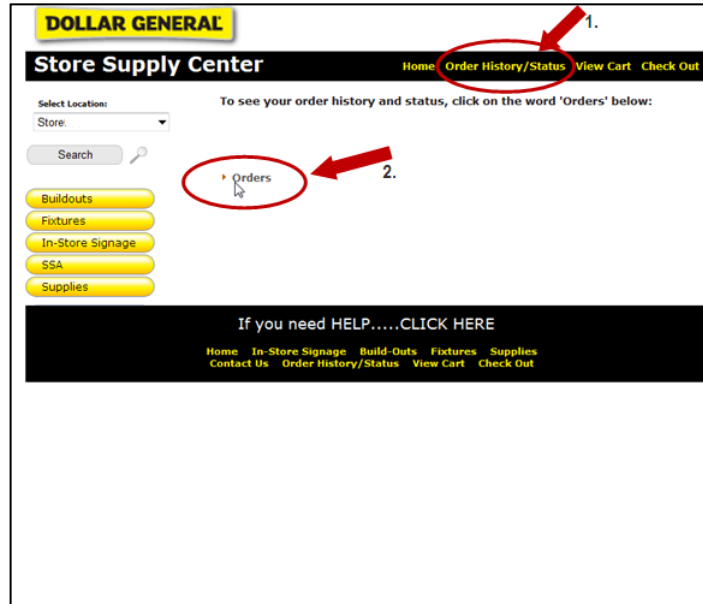
3. Click on **Reorder** to view a previously placed order.
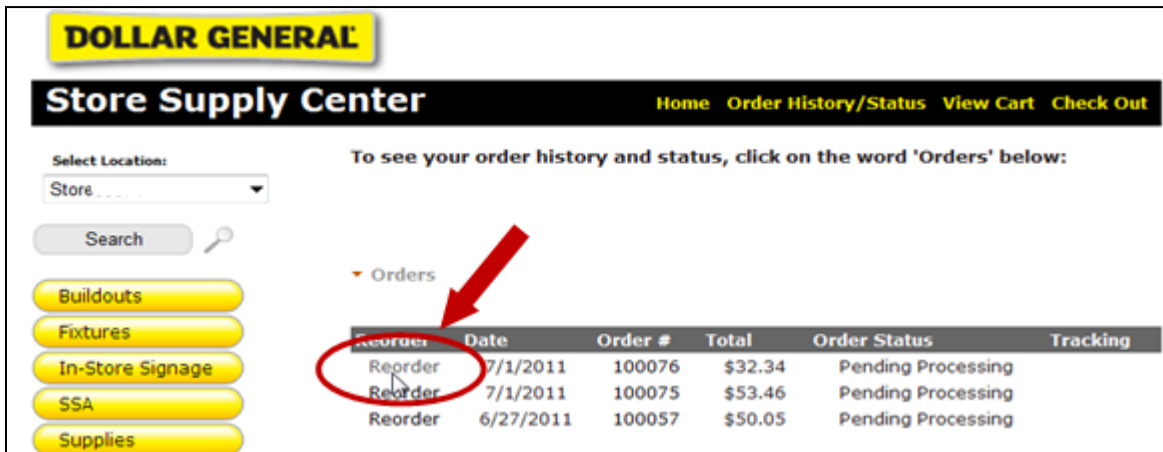
4. You will be automatically directed to the **Shopping Cart** page to see the contents of the order.


Products Requiring Additional Information

Some products require additional information to make sure the correct product is sent to you. For this example, when ordering a Panic Bar, the length of the door is needed to ensure the panic bar will fit properly.

1. Click the **Add to Cart** button to add this item to your shopping cart.

2. You will see a message screen asking you to fill in the personalization options. Click **OK** to proceed.
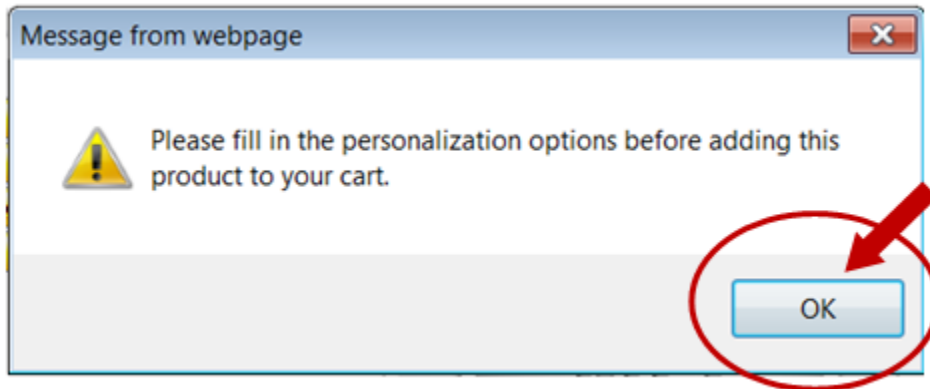
3. You will be automatically directed to the next screen. Enter the required information.
4. Next, click the **Add to Cart** button.

Limits on Order Quantity

There are limits on the quantity of an item that can be ordered.

1. For example, if you tried to add 2 of the "Sylvania Light Tube T8" to your cart, you would receive an error message. A similar error message is shown for all items with quantity limits.

2. Change the number in the **Qty** field to the maximum quantity (or less) as indicated in the error message.
3. Click **Update** and the error message will be cleared.