Materials Distribution
Online Ordering System
Login into Materials Distribution’s Online Ordering System at http://mdoos.syr.edu/, type in your User ID (the part of your email address that is before the “@syr.edu”) and the password “orange”. You will be prompted to change your password and verify your email address.

To begin shopping you can search for an item using various means. The search feature, designated in gray, allows you to search by keyword, manufacturer or stock number. You can also search using the Category List.
If you choose to search using the category list, select a category and then choose from a subcategory. (You may also select an option from the menu bar on the left)

For example, if you choose the category Office Supply and then choose the subcategory “Name Badge” the system will display the name badges currently offered by Materials Distribution.
To order an item, type the quantity desired in the appropriate box and click "Add to Cart" or click on the item description for more detailed product information (if an item is currently out of stock an email message will be sent to the requester notifying them).

If you choose to add an item to your cart using the category list, the system will display a message in red stating what you have ordered and the quantity next to the "Add to Cart" button.
If you choose to click on an item for more detailed product information, you can add the item to your cart by typing the quantity desired in the box and click “Add to Cart”.

If you wish to add more items to your cart, scroll down the page if necessary, click “Continue to Order” and the system will take you back to the category list.
Once you have added item(s) to your cart, you can view your cart contents by clicking on "View Shopping Cart". After viewing your cart you may continue to order or proceed to checkout.

You may also add a non-inventory item to your cart by selecting "Order Non-Inventory Item" from the menu. Type in the appropriate information and click “Add Request”. (You are required to enter the manufacturer name and item number)
The system will display a message in red stating what non-inventory item you have added to your cart.

Once you have added a non-inventory item to your cart, you can continue to order or proceed to checkout. If you choose to proceed to checkout the system will display the following.
From this panel you can edit your cart by removing items or updating quantities.

In the same panel you will be required to complete the following customer information.
Choose the account number and object code to be charged using the drop down boxes and enter the shipping information. You may type a comment which can be viewed by the requester, approver and Materials Distribution staff.

Once the information has been entered click “Continue”. If you are not authorized on the account selected the system will prompt you to choose an approver. You may still edit your cart or complete it by clicking “Place Order”.

Summary of Order Number, placed on 11/29/2002

Customer Information:
Requested by: Melissa Yandon
Charge Account: 263001(MATERIALS DISTRIBUTION - OPERATING)
Object Code: 70210(Supplies-Office)

Shipping Address:
Address: Materials Distribution
Hawkins Building
1000 Jamesville Avenue
City: Syracuse
State: NY
Zip: 13244

Comments:
Please pick up empty toner cartridge when you deliver the order!
When the order is complete, the system will display the following screen indicating the order number and will send an email message to the approver notifying them that an order has been submitted for approval.