**NPN VENDOR ORDERING INSTRUCTION GUIDE**

**NPN Website address**: [www.natpurchasing.com](http://www.natpurchasing.com),

**Username: Your Email Address**

**Password: password, but can change when you first log in if you wish**

**Please note:**

**This is not an ordering website. To access the ordering instruction guide, follow these simple steps:**

**1. Go to: www.NatPurchasing.com.**

**2. Log into your NPN Member account by clicking “Member Login” in the upper-righthand corner.**

**3. Once logged in, please click on “Vendors and Ordering” in the main navigation, located at the top of the page.**

**4. On the Vendors and Ordering page, locate the “Ordering” section, containing information and a link to “Review Vendor Ordering Instructions.”**

**Entegra Website address:** [www.entegraPS.com](http://www.entegraPS.com)

* When a new property joins the NPN program, Terri Small or Jennifer Swauger will supply the property with instructions to set up their password on the Entegra Website and supply their Entegra number. Existing customers already have their Entegra number.
* Entegra’s website is informational and a resource, however it is not an ordering website. Properties should order directly from Entegra’s vendors. The Account number that is initially created by NPN and Entegra aligns the property to the national discounted pricing. The account number will be supplied to a property upon joining the NPN program once it is set up.

**NPN Vendor Ordering Instructions:**



1. **Guest Supply** (Guest Supply launched an updated website November 9, 2020)

**Website**: [www.guestsupply.com](http://www.guestsupply.com)

**New properties** Guest Supply will create property access to their ordering site and email log in instructions to the property contact. You should have received an activation email from [**eservice@guestsupply.com**](mailto:eservice@guestsupply.com)with instructions to login onto the Guest Supply website

**Current customers** should continue to access Guest Supply by clicking on [www.guestsupply.com](http://www.guestsupply.com).

**Guest Supply will email you instructions to set up a username and password.**



1. **SYSCO**

To place orders for SYSCO, go direct to SYSCO Shop:

**Website**: <https://shop.sysco.com/>

**New Properties**: You will receive an activation email from noreply@sysco.com where you will need to click the "create password" link. Please log into portal.sysco.com the first time you log in. You will be able to select "Go To Shop" from that site.

For any questions, please reach out to [nationalpurchasing@sysco.com](mailto:nationalpurchasing@sysco.com)

**Note:** Any Entegra contracted vendors will have a Green or Orange Dollar symbol by it  



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1. **Staples**

**Website:** [www.staplesadvantage.com](http://www.staplesadvantage.com)

Staples will create a user profile for the General Manager. The General Manager will then automatically receive a welcome email, which will have first time login instructions, account number and user ID. A link provided in the email will allow the General Manager to create their own password. If anyone else at the property would need to be setup, Marcy Bland at Staples would need to be provided with their name, email address, and phone number. **Marcy Bland** ([Marcy.bland@staples.com](mailto:Marcy.bland@staples.com))

 

1. **HD Supply, who now include Home Depot Pro**

**Website:** <https://hdsupplysolutions.com/>

**New Properties** just joining the NPN program, will need to create a username & password for the HD Supply site. When the property clicks on the company website link, the page will open, and you will see “New User Register Here”. Click on that, it will ask the property to submit their email address. Once that is done, an email will be sent so that the property can register. Click on the link in the email to proceed. When prompted, the property will be asked if it is a “New” or “Existing” account. The property will want to select “Existing” and use the new account number, which will be provided by NPN after created.

**Current customers** should continue to go to HD Supply’s website.



1. **Rentokil Pest Control**

**New properties** John Hampsey [john.hampsey@rentokil.com](mailto:john.hampsey@rentokil.com)  will coordinate a site visit, then generate a service agreement proposal. Once visited and approved by property RVP, an account will be created, and reoccurring pest service will be scheduled. For unscheduled service requests, call National Accounts Toll-Free - 877-764-0007.



1. **Vistar**

**Website**: <https://myvistar.vistar.com/CGI-BIN/lansaweb?webapp=WCLOGIN+webrtn=login+ml=LANSA:XHTML+partition=PRX+language=ENG>

**New Property:** Property will need to create a username & password for the Vistar site. When the property clicks on the company website link, the page will open and you will see “Register Here”, to set up their access. When prompted, the property will be asked for account #. The property will want to enter their new account number, which will be provided by NPN after created.

**Current users:** continue ordering as you have been.

Kathy Robertson National Account Rep [kathy.Robertson@pfgc.com](mailto:kathy.Robertson@pfgc.com) will set up new properties with ordering instructions and email the property with directions.



**Deluxe USFI for key cards and printed materials**

**Deluxe for key cards and printed materials**

**For first order contact Mutz, Eric** [eric.mutz@deluxe.com](mailto:eric.mutz@deluxe.com)

**Website / Order link:**  <https://clients.deluxebrand.com>

**New properties**: NPN and Deluxe will set up an account # for a new property. Once you log on, New Users will need to select their Hotel Brand Flag. If you do not see your flag listed below or if you are an independent property; please give us a call at: 214-673-4475, Deluxe will walk you through the set-up process and help set up your username and password.

**Current users:** click on the order link, enter your username and password to order.



1. **Imprint Plus**

**New and Existing Property Ordering:** NPN and Imprint Plus will set up an account # for a new property. Following set up a Customer Service rep will contact and review brand ordering guide and log-in instructions with the property contact.

**To place an order Imprint - Customer Service** [**customerservice@imprintplus.com**](mailto:customerservice@imprintplus.com)



1. Supplies on the Fly

**Website:** Log onto <https://npn.suppliesonthefly.com/>  (copy and paste into your browser if the link doesn’t work)

**New User**: (First time users create a username and password by clicking on “activate your account” area once you open the link, then complete form, your Sysco account number is your Supplies on the Fly account #)

**Current users:** Go to website and sign on to <https://npn.suppliesonthefly.com/>  (copy and paste into your browser if the link doesn’t work) site using your username and password

**To request a bid**: email [npn@suppliesonthefly.com](mailto:npn@suppliesonthefly.com), supply your SYSCO account number the name of the SYSCO Opco that services your property.

**Customer Service:** email [customerservice@suppliesonthefly.com](mailto:customerservice@suppliesonthefly.com)



1. **ESAM Jones**

**Website:** [www.esamjones.com](http://www.esamjones.com)

**New property** users NPN and Esam Jones will set up and account # for the property. Property will need to create a username and password by clicking on Login portion filling out the form.

**Current Customer ordering:** Please click on Esam Jones website, Login and begin shopping. With the constant & many changes in lighting, new part #’s, new generation of items, it’s always suggested that the property email for quotes to Lyn Greatrex [lgreatrex@esamjones.com](mailto:lgreatrex@esamjones.com), Gretchen Brown [gbrown@esamjones.com](mailto:gbrown@esamjones.com), or Julie Moss [jmoss@esamjones.com](mailto:jmoss@esamjones.com).



1. **UVM Soda/ Snack Vending and Guest Laundry**

**Set Up**: Mark Gazitano [MGazitano@uvmweb.com](mailto:MGazitano@uvmweb.com) Or Melonie Marano [mmarano@uvmweb.com](mailto:mmarano@uvmweb.com) will ask the property to complete a survey and coordinate set up with the property contact.

 **through Szabo**

1. **Szabo Kenwood radios**

**Website / Ordering:** E-mail purchase orders, pick sheet, etc. to [orders@szabosales.com](mailto:orders@szabosales.com)

Account number will be the property name.

Text

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1. **Electric City Sweets**

**To Order, please email:** [support@electriccitysweets.com](mailto:support@electriccitysweets.com)

**Website:** [www.electriccitysweets.com](http://www.electriccitysweets.com)

**Product questions, Contact:** Michele Polito <[michele.polito@electriccitysweets.com](mailto:michele.polito@electriccitysweets.com)>

**Phone:** 570-430-8999

[Logo](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.granitenet.com%2F&data=05%7C01%7Cvdaria%40granitenet.com%7C77341c6e544347df858008db293d9b56%7C8dea12a79a1f434b8a568dd7fde58c4a%7C1%7C0%7C638149116817223503%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p%2FuWrsECCoyEYY1%2FtBnb%2F4g6eMDZFSp%2FLL6lY3ZoiYE%3D&reserved=0)

1. **Granite**

**To Order, please email:** [vdaria@granitenet.com](mailto:vdaria@granitenet.com)

**Website:** [www.granitenet.com](http://www.granitenet.com)

**Product questions, Contact:** Vincent D’ Aria [vdaria@granitenet.com](mailto:vdaria@granitenet.com)

**Phone:** 561-213-8993

Logo, company name

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1. **Scent Air**

* To sign up for service the property would visit <https://scentair.com/request-your-consultation>.
* From there a local representative will reach out to schedule a meeting.
* Brochure Link: <https://ebooks.scentair.com/view/408191481/>
* Once a property signs up to begin service. Scent Air AR depart will check credit references.

**Contact information**

General questions- Customer Care 704-654-8277

Corporate contacts- Raina Akers [rakers@scentair.com](mailto:rakers@scentair.com)

                                    Alex Almond [aalmond@scentair.com](mailto:aalmond@scentair.com)

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1. SONIFI is the leader in providing enterprise grade technology solutions to the hospitality industry. SONIFI is focused on enabling properties to deliver an improved guest experience that is ready for your demanding guests needs – now and in the future. Key technology solutions include Interactive TV, Streaming Services, Guest and Conference-space Internet, Free-to-Guest live TV Programming and more.
   1. SONIFI can service and support Marriott, Hyatt, Wyndham, Choice, IHG and Hilton (Sonifi is only set up for Free to Guest, on IHG and Hilton), branded properties as well as Independents, Extended Stay, Resorts and Casino properties
   2. **To get started**, reach out to NPN to request a quote from SONIFI.

Delon Gaspar | Corporate Sales Manager

SONIFI Solutions | 3900 West Innovation St | Sioux Falls, SD 57107

O: 605-988-1640 | M: 605-403-0787 | E: [dgaspar@sonifi.com](mailto:dgaspar@sonifi.com)

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1. **Mini Melts**

**To get set up, please email:** Ricky Trujillo [rtrujillominimelts@gmail.com](mailto:rtrujillominimelts@gmail.com) to request set up.

Ricky will email the property a DocuSign agreement to complete.

**Rep’s Phone:** 860-705-6170

**To order:** once a property is set up, ordering would go through corporate office 860-889-7300 or [orders@minimelts.com](mailto:orders@minimelts.com%20%20%20%20%20%20%20)

**Equipment or product questions: corporate office 860-889-7300 or Ricky Trujillo 860-705-6170** [rtrujillominimelts@gmail.com](mailto:rtrujillominimelts@gmail.com)

**Entegra Frequently Utilized vendor ordering instruction:**

**(NPN will provide your property with an Entegra #, which will be necessary to align your property to the Entegra discounted vendor pricing)**

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1. **Edward Don**

**Website:** <https://www.don.com/>

**New Properties** just joining the NPN program must go on to [www.don.com](http://www.don.com) and register; enter the account number (provided by NPN once created) and then fill in the requested information, including a username and password (that the property creates). The link to register is right next to the red Login button on the left side of the home page [www.don.com](http://www.don.com).

**Current customers:** should continue to go to Edward Don’s website.



1. **Cintas**

* **Direct Purchase Uniforms** - Once you have your Account#, visit **Shop.MyCintas.com** and use your account number to REGISTER for a login to shop online. For personalized help with your apparel collection call 1-800-UNIFORM or email [EntegraCustomer@cintas.com](mailto:EntegraCustomer@cintas.com).
* **Rental Apparel, Facility Service (Mats, Mops, Towels), First Aid & Safety, and Fire Protection** – For more information for these Cintas services, please dial 1-800-Cintas-1 to be connected with your local Cintas servicing location or email [EntegraCustomer@cintas.com](mailto:EntegraCustomer@cintas.com).



1. **American Hotel Register Company**

**Website:** [www.americanhotel.com](http://www.americanhotel.com)

**New property 1st time** **ordering:** After an account is set up,

**Setting up username and password: Contact our toll free #800-323-5686 to receive a login/username.**

Once you have a username/login, go to the site above and log in.

Once logged in, go to the top blue bar and look to the right and click on “Order Guides”.

Locate the needed order guide from the display on the left (either your brand guide or Entegra) & click to view.

Locate your item by searching the different categories on the left or by entering the name/description or sku in the search box on the left.

Once located, select “Add to Cart” button.

After shopping is complete, click on the cart icon button in top righthand corner of screen.

A pop-up box will appear, click “View Cart” button.

Review your cart/order and click on the green “Checkout” button to proceed to checkout.

For assistance or to learn additional navigation tips, go to the bottom of the home page screen under “Quick Links” and click on “Customer Service” various short how-to videos will appear – click to view.

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1. **Sherwin Williams**

**New property ordering:** once Entegra / NPN set the property up with an account number, the property can go to any local Sherwin Williams store to place an order. The property can google the nearest store to your hotel. When the property places their order, just use the customer account number created for the property.

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1. Tennant Floor Care
2. **Tennant Company**

**Website:** [**www.tennantco.com**](http://www.tennantco.com)

To sign up, go to the Tennant website listed directly above and click on the orange box at the top right-hand corner of the page. You will need your email address and 7-digit customer account number to set up your online account.

Visit the new “My Account” portal at [www.tennantco.com](http://www.tennantco.com) and access key information, resources and purchase Tennant True OEM Parts. Your customized customer profile provides access to resources like:

* Order Status
* Invoices
* Parts & Consumables Ordering
* Systems Access to Warranty

Important Phone Numbers & Email Addresses:

* Order Entry & Tracking
  + Phone: 800-804-5414
  + Email: [strategicaccounts@tennantco.com](mailto:strategicaccounts@tennantco.com)
* TennantTrue Parts & Service
  + Phone: 800-804-5414
  + Parts Email: [csparts@tennantco.com](mailto:csparts@tennantco.com)
  + Service Email: [service@tennantco.com](mailto:service@tennantco.com)

You will be asked for the following:

* Model/Serial Number
* Description of the issue
* Contact name & phone number
* Location of Equipment
* Technical Support
  + Phone: 800-553-8033 ext. 2667



1. **Grainger**

**Website/ Register your account:** [www.grainger.com/entegra](http://www.grainger.com/entegra)

**New property** ordering, once your account is set up by Entegra/NPN:

To start saving online ~ register your account on Grainger.com.

Register your account number today, and you can start placing orders today:

Here are the steps to follow to register online:

Go to [www.grainger.com/entegra](http://www.grainger.com/entegra), Upper right-hand corner is a link to #Register Now#, Click on that link and follow the prompts

Use this Grainger account number (the account number will be provided by NPN/Entegra) when registering.

**Please note:** You must log in with your username and password to view your Entegra contract prices. Download the Grainger mobile app today! The Grainger mobile app makes it easy for you to get the products and services you need no matter what device you use or where your work takes you.

<https://www.grainger.com/content/help-mobile-solutions-mobile-overview>

Grainger.com Support available at 888-361-8649 (M-F, 7 AM # 7 PM CST)

Logo

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1. **Windsor/ Karcher Vacuums/ Floor Care- (no longer extending credit terms) see Tennant below.**

**New property ordering:** once Entegra / NPN set the property up with an account number, the property can place the order verbally by calling: 1-800-456-6649. Or submit directly to: [Windsor.Orders@karcherna.com](mailto:Windsor.Orders@karcherna.com). A Hard copy order form can be requested by emailing Kinder, Steven [Steven.Kinder@karcherna.com](mailto:Steven.Kinder@karcherna.com) .

[Description: signature_1572389324](https://urldefense.proofpoint.com/v2/url?u=https-3A__urldefense.com_v3_-5F-5Fhttps-3A_lesliespool.com_home-5F-5F-3B-21-21P5FZM7ryyeY-21SstKM-2DHGslFY0FiOQdZZD8genWfp-2DBa-2D4ULRQkM1jbjUpxGjwof-2Dy-2DO0MOY5saebZyzPU9qJL6DzHJmmhpn04tX7Vg-24&d=DwMF_g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=XObZV4IrqTe0YR-YOoExP0AJr9jwywxytS8da8X8dx4&m=gTzHviI2JD_eE5txzZLLZxH5e0xYxFxmEJgmXFiAaZs&s=e9vfp2BPTxHN-rDrc0HHpQJ9ozhLPWEGtuFepxiT3gw&e=)

1. **Leslie Pools**

**In Store ordering only available currently.**

**To see if there is a store near you:** [https://lesliespool.com/stores](https://urldefense.proofpoint.com/v2/url?u=https-3A__urldefense.com_v3_-5F-5Fhttps-3A_lesliespool.com_stores-5F-5F-3B-21-21P5FZM7ryyeY-21SstKM-2DHGslFY0FiOQdZZD8genWfp-2DBa-2D4ULRQkM1jbjUpxGjwof-2Dy-2DO0MOY5saebZyzPU9qJL6DzHJmmhpm0HDcs-5Fw-24&d=DwMF_g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=XObZV4IrqTe0YR-YOoExP0AJr9jwywxytS8da8X8dx4&m=gTzHviI2JD_eE5txzZLLZxH5e0xYxFxmEJgmXFiAaZs&s=RYCjxMRFZ_M0x4xzhH074MUMhJH_riEpXEO75ks4rwU&e=)

**Byron Miracle** [bmiracle@lesl.com](mailto:bmiracle@lesl.com) - 469-859-4734 or [rcamariotes@lesl.com](mailto:rcamariotes@lesl.com)

(Customers can also reach Byron this way: [nationalaccounts@lesl.com](mailto:nationalaccounts@lesl.com))



1. **Loomis Money Carriers (property will need their Entegra #)**

**Set up instructions:**

Please email [tanya.barrera@us.loomis.com](mailto:tanya.barrera@us.loomis.com).

Tanya Barrera will need the following provided by the property:

|  |  |
| --- | --- |
| **Legal Name of Business** | **HOTEL INFORMATION:** |
| **DUNS#** | Legal Entity Name: |
| **Property Name** | Hotel Name: |
| **Street Address** | **INNCODE:** |
| **City, State, Zip** | Hotel Address: |
| **Phone/Fax** | City: |
| **AP Contact & Title** | State: |
| **AP Contact Email/Phone** | Zip: |
| **Type of Business** | Phone # |
| **Email Address to send Invoices** | Contact: |
| **What bank do you use currently for your deposits and change orders** | Contact Phone # |
| **HOTEL PRINCIPAL CORRESPONDENT INFORMATION:** | Contact Cell # |
| Principal Correspondent Name: | Contact Email Address: |
| Company Name: | Dunn & Bradstreet #: |
| Company Address: |  |
| City: | **Please provide billing information:** |
| State: | Invoice To: |
| Zip: | Address: |
| Phone # | City, ST, ZIP |
| Contact: | Phone # |
| Contact Phone # | Contact Name: |
| Fax # | Contact Phone #: |
| Contact Email Address: | Contact Email Address: |
| Dunn & Bradstreet #: | **FEMA #** |

**Other Hospitality Resources Available to your Facility:**



**Can assist with:** FF&E-Mattresses and Box Springs, TVs, Case goods, Carpeting, PTAC units, Wall Vinyl, design/ redesign of areas, etc



**Can assist with:** Marketing, promo collateral, signage collateral, Business cards



**Can assist with:** IT Technology (email issues, computer purchases, etc)



**Can assist with** maximizing your revenue, improving your ADR, analyzing your competitors, etc.