



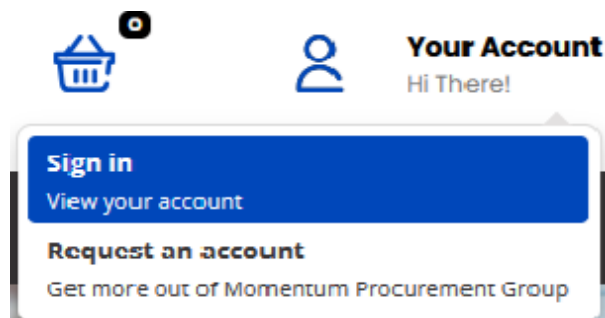
New Website User Guide - live on 04/01/2026

New site, same website address <https://mpg-us.net/>

We know we just did this last year, but this last year on the new system we put in place, has NOT been working. We are switching back to our old webpage provider, but we are moving to a newly upgraded, fully customizable site. We are so excited to proest our customers with this new site starting on Aproil 1st, 2026

User name: YOUR EMAIL ADDRESS (ALL users will know use your email as your user name)

First time password: A securely generated custom password will be emailed to each user by end of day on 03/31/2026



You will be prompted to create a new secure password

*Our new website features much better searching capabilities, the option to sort by price and also current available stock. Please keep in mind with the stock counts that are showing online; these are up to the minute updated with inventory **HOWEVER** it is accounting for the inventory count for several warehouses on the West Coast. You can be sure if a product you select shows available stock that your products will deliver in 1-4 business days but does not indicate next day delivery. If you would like to ensure a product is in stock for next business day delivery, please contact our office for a quick stock check.*

When you first log in you will be prompted to select a department:

Select Department

Please select the department to use below

Please Select Department

Search Account

17402 : BONNEVILLE POWER ADMIN

17402 - EW: BONNEVILLE POWER ADMIN, E - Environment, Fish & Wildli

17402 - F: BONNEVILLE POWER ADMIN, ORG CODE F

17402 - FULL: BONNEVILLE POWER ADMIN, FULL DEPARTMENT-NOAH APPROVES

If you select the stock or toner department you will be limited to ordering from the Stock or Toner Contract items. When in either department, you will not see our full product options. The site will bring you automatically to your dashboard and the upper right will say ‘CLICK HERE TO VIEW CONTRACT ITEMS’

[Click Here to View Contract Items](#)

Click the link and you will be brought to all items authorized to purchase under this department.

To switch departments click **'SWITCH ACCOUNTS'** in the upper right hand corner:

 Switch Accounts

When shopping in your non-stock department you will have full access to our entire product lineup.

STOCK AND TONER ACCOUNTING INFORMATION

Stock and Toner items ordered under those departments do **NOT** touch your **ORG's** budgets. You will see **PO** information already filled in upon checkout. Leave it there. Please input your **ORG** code into the **Short PO** field:

PO number
<input type="text" value="00134013-01-XMAA-OFC"/>
Short PO
<input type="text" value="NWP"/>


When shopping in your Non-Stock departments your purchase will be billed to your ORG. The billing is done through the PO information you input upon checkout. Your PO number needs to include: 8-digit work order number, 2-digit task, 4-letter ABM, followed by the letters OFC

**The Short PO field will be your ORG code. The final format for your PO number will look like this:
xxxxxxxx-xx-xxxx-OFC**

You will need to place separate orders between your stock, toner and non-stock departments.

SHOPPING

Add items to your shopping cart using the search option or create, add or shop from some company specific Quick Lists (previously Favorites Lists)

 Quick Lists

As you shop, or looking back at previous orders, you can create your own easy to shop from Quick Lists as you go.

 Compare

 Add to quick list

***If you had a Favorites List created on the old site, we are working hard to get them all transferred over to each user and those should be accessible by April 1st when we go live**

When you click on your shopping cart, you will notice there is an option under each product that says 'Add Line Reference' :


 [Add Line Reference](#)

Use the 'add line reference' when viewing your cart to list any information you would like to print on your packing slip. The reference line is for internal info ONLY. Our office and drivers will NOT see this information so please only use for information you want to see on your packing slip

Export cart

Print cart

Save cart

 Proceed to checkout

When on the cart page there are a few options available to use:

- You can Export your shopping cart to an Excel form which the site will then email you.
- You can print your shopping cart
- You can save your cart - you can have multiple saved shopping carts. You can come back and add, edit or delete any shopping carts.
- You can checkout

On the checkout page, you will select your shipping address (if multiple addresses are available) if you need an address added to your account please contact your account manager Jessica Millican

Shipping Details

Shipping Attention

Specify Attention

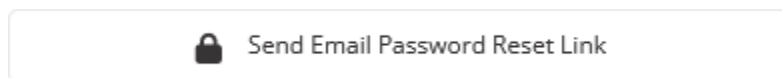
<h4>Shipping Address</h4> <p>Saved Addresses</p> <input type="text" value="Select an Address"/>	<h4>Billing Address</h4> <div><p>BONNEVILLE POWER ADMIN Contract #BPA-22-C-90573, PO BOX 3621 PORTLAND, OR, 972083621 US</p></div>
<div><p>BONNEVILLE POWER ADMIN HAZ BLDG Z-1255, 5411 NE HWY 99 VANCOUVER, WA, 98665 US</p></div>	

You also have the option to send your order to someone else's attention. When you input here will print on your packing label.

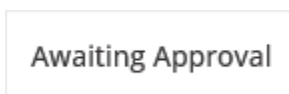
All stock and toner orders will send to OfficeSuppliesNWP@bpa.gov for approval and if your non-stock orders require approval, once you click PLACE ORDER you will get a message letting you know your order has been sent for approval. You will get an email letting your know your order has been sent for approval and a second email once it has been approved. If you are at HQ, Van-Mall or Ross as long as your orders are approved before 4:59pm they will arrive the next business day. We deliver direct to your mailstops, you will not received a email notification from your mailroom. If there is a delay on delivery (ie. Item our of stock, backordered, special orders, ect) you should receive an email the day of delivery letting you know the status and ETA. If an item is not received next business day and you did not receive an email, please contact you Account Manager Jessica Millican or MPG directly. If you are outside this local area, your orders ship via UPS and the cut off time for next day delivery is 1:59pm.

NEW site fun facts:




You can FINALLY reset your own password if needed directly online! To do so click on your profile from My Account in the upper right and below your profile image option you will see this link:



You can view orders awaiting approval easily! Click on My Account – Orders – upper left there is an AWAITING APPROVAL link:



When shopping in your non-stock department you can easily see what items are orderable under the stock or toner contract. You'll see a highlighted 'ON CONTRACT' for all eligible items:

 <p>46 In Stock</p> <p><small>WESTCOTT</small></p> <p>Westcott Stainless Steel Rulers - 15" Length x 1" Width - 1/16, 1/32 Graduations - Metric, Imperial Measuring System - S...</p> <p>ITEM CODE: ACM10416</p> <p>Category Rulers</p> <p>\$10.36</p>	 <p>On Contract</p>  <p>393 In Stock</p> <p><small>WESTCOTT</small></p> <p>Westcott Stainless Steel Rulers - 18" Length x 1" Width - 1/16, 1/32 Graduations - Metric, Imperial Measuring System - S...</p> <p>ITEM CODE: ACM10417</p> <p>Category Rulers</p> <p>\$10.48</p>
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To go to the main homepage from any other page on the site, just click on the MPG logo in the upper left hand corner of the site.

New 'Quote Me' option:

[Quote Me](#)

You'll see this within all the products. If you are making large quantity purchases or large dollar purchases, please use the QUOTE ME feature for

additional price discounts when available. When adding items to a quote, you'll get this in the bottom

right:  click to create quote



We are sorry to change things again so quickly, but this will be the last time. We are so impressed with this new site and backend system there is no way we will ever be changing again! If you have any questions, problems, comments please do not hesitate to reach out. We know you are going to love this new site just as much as we do! Thank you for your continued understanding and support.

**Questions? Need changes to your account? Call, text or email your Account Manager
-Jessica Millican (971) 998-2544
jessicam@mpg-us.com**