

Placing Orders With the OrderEasy System

1. Go to the NSC Minerals website at www.nscminerals.com
2. Click on the Customer Orders icon, found on the home page or in the bottom banner of every page
3. Enter your email address and password (case-sensitive) under “Client Log-In” and then click on “Go”
4. Choose the shipping location
5. Enter the purchase order number (if applicable)
6. Enter the quantity required and choose the appropriate unit of measure (truckloads, tonnes, tons, etc.)
7. Choose the product (if applicable)
8. Enter the required date for the shipment
9. If necessary change the order contact information. Note that the e-mail address shown here is the main address to where the order confirmation will be sent. This can be changed on a per-order basis but will not change the default information. Only one e-mail address is stored in this field, additional addresses can only be added or changed in the background by NSC.
10. Enter any special instructions for the shipment.
11. Click “Next”
12. If necessary, click “Edit” to go back to the previous page and edit the information already entered.
13. Select the correct truck type
14. If necessary change the delivery contact information
15. Click “Preview”
16. If information is all correct, click “Send Order” or click “Edit Order” to make corrections
17. To place another order click “NEW ORDER”
18. You should receive an e-mail confirmation of your order within a few minutes. If you do not receive an e-mail, then it is likely that NSC has not received your order either. In this instance, please call the order desk at 306-934-3930.