# 2023-24 SALT ORDERING INSTRUCTIONS

**Vendor**: Morton Salt
**Contact**: Theresa Szatkowski
313-488-1918
tszatkowski@detroitsalt.com

For webshopassistance (online registration): webshop@mortonsalt.com

**Cost**: $73/ton Plant $73.87/ton Delivered

## *PLACING AN ORDER*

If you have ordered ONLINE with Morton in the past, you will already be registered for Webshop, the online ordering portal. If you do not remember your password, you can reset it by clicking the 'did you forget your password' link on the log in screen.

**There are several methods available for ordering:**

1. **ONLINE** - www.mymortonsalt.com/login.

   *If you have an account from previous years*, this link will take you to where you can log in and/or reset your password.
   - Make sure if you are participating in multiple contracts (e.g., CapCOG and CoStars) that you select the CapCOG contract when placing your order. If you don't, you will not receive CapCOG pricing.

   *If you have not ordered online with Morton previously*, you will need to register using the registration link: https://www.mymortonsalt.com/public/register

   - Provide your Ship-to (Customer) number, name, email, phone number (everything required in the registration form). A list of customer numbers is included with these instructions if you need to find your ship-to/customer number.
   - Morton will then activate your account and you will be able to sign in to place an order. It will automatically link to the CapCOG contract. Please be patient as it may take up to 48 hours to receive the appropriate emails and have full access.

2. EMAIL - buyroadsalt@mortonsalt.com.

3. TELEPHONE - Call Morton customer service at 855-665-4540

   **PLEASE NOTE:** *When placing an order, or checking the status of an order, the customer service agent will require your individual customer number to find the account details in the system.*

# Morton Customer Numbers

Below is a list of all the participating contract members and their Ship-to/Customer numbers for your reference.  They are permanently assigned numbers for each customer delivery point.

| Ship-To # | Ship-To Name | Ship-To # | Ship-To Name |
|---|---|---|---|
| 3681132 | BORO CARLISLE-PA | 3720850 | HARRISBURG CITY-PA |
| 3681138 | TWP SOUTH MIDDLETON-PA | 3730360 | WEST SHORE SCHOOL DIST |
| 3681139 | TWP DERRY-PA | 3746004 | CUMBERLAND CTY-PA RITNER |
| 3681141 | TWP EAST HANOVER-PA | 3746054 | BORO DAUPHIN-ELIZABETH PA |
| 3681143 | BORO HUMMELSTOWN-PA | 3746322 | EAST PENNBORO SD-PA |
| 3681144 | TWP LONDONDERRY-PA | | |
| 3681145 | TWP LOWER PAXTON-PA LOCUST LN | | |
| 3681146 | TWP LOWER SWATARA-PA | | |
| 3681147 | BOROUGH PENBROOK-PA | | |
| 3681148 | TWP SWATARA-PA | | |
| 3681151 | TWP WEST HANOVER-PA | | |
| 3681209 | BOROUGH MARYSVILLE-PA | | |
| 3681226 | BORO MIDDLETOWN-PA | | |
| 3681292 | TWP MONAGHAN-PA | | |
| 3681403 | TWP SOUTH HANOVER-PA | | |
| 3681476 | TWP MIDDLE PAXTON-PA | | |
| 3681794 | TWP SUSQUEHANNA-PA | | |
| 3681917 | BORO CAMP HILL-PA | | |
| 3681920 | TWP EAST PENNSBORO-PA TOWER | | |
| 3681924 | BORO LEMOYNE-PA | | |
| 3681925 | TWP LOWER ALLEN-PA | | |
| 3681927 | BOROUGH MECHANICSBURG-PA | | |
| 3681930 | BOROUGH NEW CUMBERLAND-PA | | |
| 3681933 | TWP SILVER SPRING-PA | | |
| 3681935 | TWP UPPER ALLEN-PA | | |
| 3681937 | BORO WORMLEYSBURG-PA | | |
| 3682967 | TWP LOWER PAXTON-PA LARUE ST | | |
| 3683445 | SUSQUEHANNA AREA-PA | | |
| 3683446 | BOROUGH STEELTON-PA | | |
| 3683481 | TWP FAIRVIEW-PA NEW CUMBERLAND | | |
| 3683522 | BORO DILLSBURG-PA | | |
| 3683523 | TWP CONEWAGO-PA OLD HERSHEY | | |
| 3683999 | BOROUGH HIGHSPIRE-PA | | |
| 3684575 | TWP HAMPDEN-PA TECH | | |
| 3684683 | TWP CARROLL-PA | | |
| 3684928 | BOROUGH ROYALTON-PA | | |
| 3685355 | CUMBERLAND VALLEY-PA | | |
| 3686029 | BORO DAUPHIN-PA | | |
| 3687065 | CUMBERLAND CTY-PA | | |
| 3687067 | STEELTON-HIGHSPIRE SCHOOL-PA | | |
| 3697061 | BOROUGH GOLDSBORO-PA | | |
| 3697062 | NORRN YORK SCHOOL DISTR-PA | | |

## *BILLING-RELATED QUESTIONS*

1. Your billing number is required when inquiring about billing issues.
2. The contact for ALL billing related questions will be @Dayanara Goicoechea (dgoicoechea@mortonsalt.com)
3. Dayanara also has the ability to sign your account up for electronic invoicing.  Should this be something you are interested in, please reach out to her directly with your Billing number.