

# **Independent Stationers Process for Order Submission**

**Call Purchasing with any questions  
X 2300**

## Step 1: Review Your Shopping Cart


At this point, make sure that all items in your cart are correct. You may change quantities, add to favorites lists, remove items that you do not wish to order, or save your cart for a later time. Once you have reviewed your cart, select the button “Proceed to Checkout” in the lower right hand corner.

### Shopping Cart

The contents of your Shopping Cart are displayed below. In order to update the quantities for a product, make a change and click 'Update Cart'. Use the Action drop-down and left checkboxes to add one or more products to a Favorites List or remove them. Click [here to Continue Shopping](#)

**Tip!** - Text entered into a Comment box will appear on your invoice, and Order History.

[Proceed to Checkout](#)

Select Action...	<a href="#">Save Cart</a>	<a href="#">Update Cart</a>	<a href="#">Empty Cart</a>	Sort By	<a href="#">Order Added to Cart A-Z</a>
<input type="checkbox"/> Select All	Product	Price		Total	
<input type="checkbox"/>	<div><p><b>Avery®</b> Permanent Self-Adhesive Laser/Inkjet File Folder Labels, White, 1500/Box</p><p>AVE5366</p></div>	<b>\$22.57/BX</b>	<input type="text" value="1"/> Qty	<b>\$22.57</b>	<div><a href="#">+ add to favorites</a> <a href="#">Remove</a></div> <div>Comments: <input type="text"/></div>

**SAVE**  
CART

**Tip!** - Click the "Save Cart" button to save this cart to future purchase.

**Sub-total: \$22.57**

[Proceed to Checkout](#)

Select Action...	<a href="#">Save Cart</a>	<a href="#">Update Cart</a>	<a href="#">Empty Cart</a>	Sort By	<a href="#">Select...</a>
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## Step 2: Select Your Blanket PO Number

Select your Blanket PO Number from the dropdown menu labeled “Purchase Order #.” You may use the “Special Instructions” field for your own use, if you choose to do so. Anything in that field will appear on the outer shipping label when your items arrive.

**Checkout**

Step 1  
Delivery Address

Step 2  
Order Info

Step 3  
Payment Info

Step 4  
Review & Submit

**Order Information**

Please enter order information.

Offer Code:

Purchase Order #:

B1290 - FY15 Acad. Affairs Inst. Spt. Office

Enter New

Billing Code:

B1290 - FY15 Acad. Affairs Inst. Spt. Office

Special Instructions:

B1239 - FY15 Academic Affairs Office

e-mail:

B1214 - FY15 Advising Office

Telephone:

B1379 - FY15 AOJ Instructional

Exclude From Company Budgets:

B1325 - FY15 AOJ Office

Estimated Delivery Date:

B1348 - FY15 ARCC Office

B1201 - FY15 ARR Office

B1347 - FY15 Athletics Office

B1285 - FY15 Bookstore Office

B1380 - FY15 BUS Instructional

B1327 - FY15 Bus Office

B1267 - FY15 Buses Office

B1280 - FY15 Business Services Office

B1256 - FY15 CE Business Instructional

B1257 - FY15 CE Business Office

B1260 - FY15 CE Cert & Lic Instructional

B1261 - FY15 CE Cert & Lic Office

B1259 - FY15 CE CFK Instructional

B1258 - FY15 CE Health Prof Office

B1262 - FY15 CE IT/Trades Instructional

B1263 - FY15 CE IT/Trades Office

B1266 - FY15 CE Lifelong Learning Instructional

B1265 - FY15 CE Lifelong Learning Office

B1264 - FY15 CE Transportation Office

B1279 - FY15 Central Store

B1291 - FY15 Child Care Equip

B1292 - FY15 Child Care Office

B1386 - FY15 College Advancement Office

B1278 - FY15 Cont Ed Office

B1273 - FY15 Dental Office

Pick Different Ship To

Cancel

Next >>

Call us at: 1-877-872-8599

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### Step 3: Select Your Billing Code

Select the Billing code from the dropdown menu labeled “Billing Code” that corresponds to your blanket purchase order number. Once this is completed, select the button “Next” in the lower right hand corner.

**Checkout**

**Step 1**  
Delivery Address

**Step 2**  
Order Info

**Step 3**  
Payment Info

**Step 4**  
Review & Submit

#### Order Information

Please enter order information.

Offer Code:

Purchase Order #:

Billing Code: ☒ Select a billing code: ☐ Enter a billing code:

Special Instructions:  
e-mail:  
Telephone:  
Exclude From Company Budgets:  
Estimated Delivery Date:


[Please Select]

B1186 - BILLING CODE  
B1192 - BILLING CODE  
B1193 - BILLING CODE  
B1195 - BILLING CODE  
B1197 - BILLING CODE  
B1198 - BILLING CODE  
B1201 - BILLING CODE  
B1203 - BILLING CODE  
B1214 - BILLING CODE  
B1215 - BILLING CODE  
B1220 - BILLING CODE  
B1221 - BILLING CODE  
B1222 - BILLING CODE  
B1223 - BILLING CODE  
B1224 - BILLING CODE  
B1225 - BILLING CODE  
B1226 - BILLING CODE  
B1227 - BILLING CODE  
B1228 - BILLING CODE  
B1231 - BILLING CODE  
B1238 - BILLING CODE  
B1239 - BILLING CODE  
B1256 - BILLING CODE  
B1257 - BILLING CODE  
B1258 - BILLING CODE  
B1259 - BILLING CODE  
B1260 - BILLING CODE  
B1261 - BILLING CODE  
B1262 - BILLING CODE

Schedule future delivery ☐

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#### Step 4: Select Payment Method

You will always use the “Established Account” option. Click the button “Next” in the lower right hand corner.

The screenshot shows a checkout interface with a progress bar at the top indicating four steps: Step 1 (Delivery Address), Step 2 (Order Info), Step 3 (Payment Info), and Step 4 (Review & Submit). Step 3 is currently active. Below the progress bar, the section is titled "Payment Information". Under this title, there is a label "Payment Method:" followed by a dropdown menu showing "Established Account". To the right of the dropdown, there are three buttons: "<< Previous", "Cancel", and "Next >>". An arrow points to the "Next >>" button. At the bottom of the form, there is a dark blue footer bar containing the text "Call us at: 1-877-872-8599" on the left and "Copyright Independent Stationers 2010. All Rights Reserved." on the right. Below the footer bar, there is a logo for "MBSDEV powered" featuring a stylized 'M' inside a circle.

Checkout

Step 1 Step 2 Step 3 Step 4  
Delivery Address Order Info Payment Info Review & Submit

Payment Information

Payment Method:

<< Previous Cancel Next >>

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## Step 5: Review Your Order

This is your final chance to review your order. Make sure that the Blanket PO Number, items, quantities, and purchase amount are as they should be. If everything is correct, click the button “Submit Order” in the lower right hand corner. Once you submit your order, it will be sent to the Procurement Office for review, editing if necessary, and approval.

**Checkout**

**Step 1**  
Delivery Address

**Step 2**  
Order Info

**Step 3**  
Payment Info

**Step 4**  
Review & Submit

**Review Your Order**

Print Order Preview

Please review your order.

**Ship To:**  
  
Business & Procurement Services  
Dept: Business & Procurement  
Services (001)  
11400 Robinwood Drive  
HAGERSTOWN, MD 21742  
US

**Order Information:**  
  
Sales Rep:  
Customer PO:   
Billing Code:  
e-mail: purchasing@hagerstowncc.edu  
Telephone: 240-500-2300  
Delivery Date: 09/13/12  
Cart ID: CART-307637  
  
Special Instructions:

**Payment Information:**  
  
Method of Payment: Established  
Account

Items In Your Cart

Item Number	Mfg #	Description	Qty	Ord	Pack	Unit	Your Price	Total
AVE5366		LABEL,LSR,F/FLDR,15C,WHT	1			BX	\$22.57	22.57

Order Totals

Subtotal: 22.57

Freight/Misc 0.00

Sales Tax: 0.00

Order Total: 22.57

<< Previous

Cancel

Submit Order >>

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## Step 6: Order Confirmation Screen

This screen is your order confirmation. You will see your Sales Order Number in the upper left hand corner. You will need to reference this number for any questions regarding shipping, delivery, or returns with Customer Service. You may also print a hard copy of this receipt for your records. Select the words "Print Receipt" in the upper right hand corner for a printer-friendly version. You will then receive a series of 3 emails from Independent Stationers: one for confirmation of your order, one for the fulfillment of your order, and one with your invoice. Independent Stationers will send a copy of the invoice directly to finance, so you do not need to forward your copy.

**Thank You For Your Order!**

[Your Sales Order Number Is:SO-000221004](#)

Below is a receipt of your order. You may print it for your records.

[Print Receipt](#)

**Order ID: SO-000221004**

<b>Bill To:</b>	<b>Status:</b>	<b>Payment Information:</b>
Acct #: 520945289 Hagerstown Community College 11400 Robinwood Drive Attn: Finance Dept HAGERSTOWN , MD 21742 US	Order Date: 9/12/2012 Sales Rep: Name: Business & Procurement Services Contact Person: Dan Taylor Purchase Order: Currency: USD Order Type: Sales Order Sales Pool Billing Code: Delivery Date: 9/13/2012 Special Instructions:	Method of Payment: On Account  Shipment Tracking #:  Tracking information not available.

**Ship To:**

Acct #: 520945289  
Business & Procurement  
Services  
Dept: 001  
11400 Robinwood Drive  
HAGERSTOWN, MD 21742  
US

Item	Mfg #	Description	Order Qty	Pack	Unit	Your Price	Total
AVE5366		LABEL,LSR,F/FLDR,15C,WHT	1		BX	\$22.57	\$22.57

**Order Totals**

Subtotal:	22.57
Freight/Misc	0.00
Tax:	0.00
<b>Order Total:</b>	<b>22.57</b>

Call us at: 1-877-872-8599

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