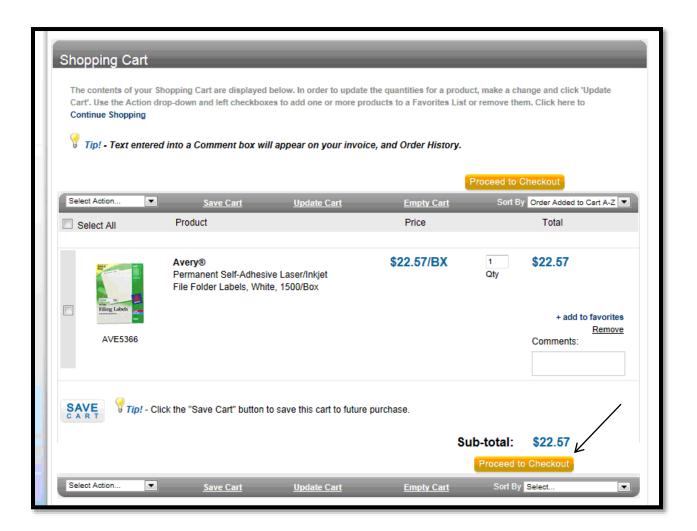
# Independent Stationers Process for Order Submission

Call Purchasing with any questions X 2300

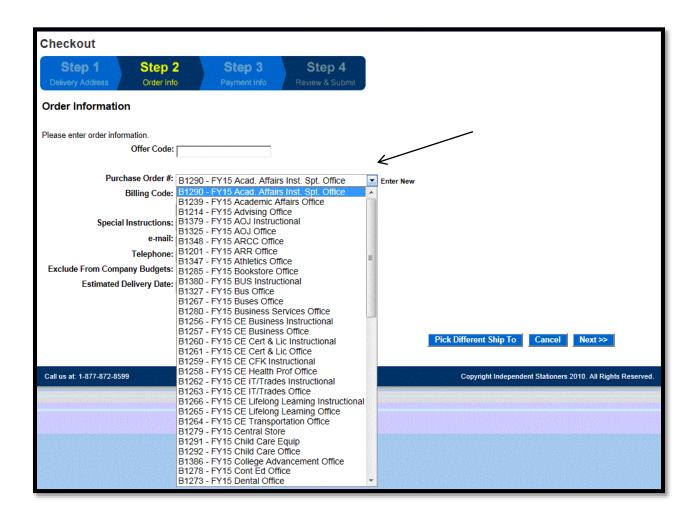
### **Step 1: Review Your Shopping Cart**

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.



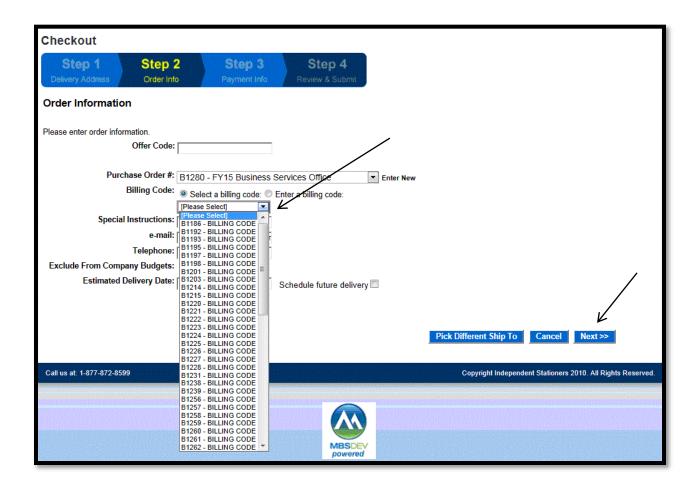
#### Step 2: Select Your Blanket PO Number

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.



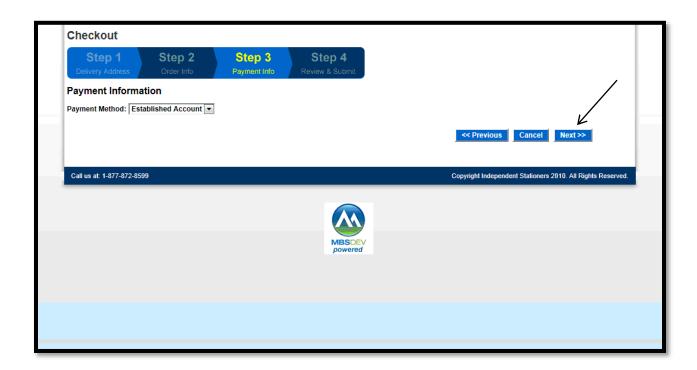
### **Step 3: Select Your Billing Code**

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.



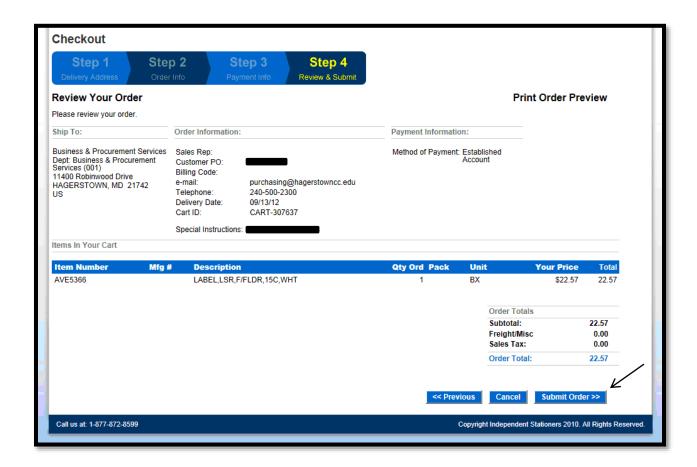
## **Step 4: Select Payment Method**

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



### **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.



### **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.

