

## NEW PAPER ORDERING INSTRUCTIONS

Log into ESS

Go to Source Point -Guided Buying

Select Shop Company Catalog

Select the Staples Catalog'

Please use the Staples catalog on Source Point

Click on Buy From Supplier and then continue

Select item number 461757

Enter number of cases (or reams) that you need.

Add to cart

Review and check out

### Review & Checkout

[Print Cart](#) [Print Quote](#)

<b>Order Summary</b>		Delivery to: <u>undefined_PA_18301</u>
Items (3)	\$122.04	
<b>Total</b>	<b>\$122.04</b>	<a href="#">Submit Order</a>

Once you submit your order you need to change the delivery destination.

Please enter your building and room number

Staples will deliver directly to your office.

Shipping ShipTo(Plant) (ADBuyer78144707 (Sharon Lee))

ShipTo(Plant) *	Deliver To *
ADBuyer78144707 (Sharon Lee) <input type="text"/>	Sharon Lee <input type="text"/>
200 Prospect Street East Stroudsburg, PA 18301 United States	
Need-by Date ⓘ	Purchase Group
February 9, 2024 <input type="text"/>	300 (East Stroudsburg) <input type="text"/>