

## 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>




Go to view cart when reverted back to Source Point.

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) 	Sharon Lee
200 Prospect Street East Stroudsburg, PA 18301 United States	
Need-by Date ⓘ	Purchase Group
February 9, 2024 	300 (East Stroudsburg) 

### Approval process before order is submitted:

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier

Approval Flow Click on the line to add approvers

Request — Auto Approved — Approved

[Continue shopping](#)

### After hitting submit for the order:

GE Account (000000319 (Lab Supplies)) - 1 item

Success ✕

Your requisition has been sent for approval.

Item	Quantity	Price
Black Standard Yield Toner	1 each	\$85.72 USD

## Submitted

Approval Flow Click on the line to add approvers

Request Nieves Gruneiro-Road... Approved

Comments

Write your comment...

Share with supplier

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier

## Once the paper is received:

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Order ID: 4500731255 Date: Fri, 24 May, 2024

Order Title: Staples 30% Recycled 8.5" x 11" (US letter) ... Processing Status: Receiving

Print Receipt:  Yes  No

Receipt Type:

My Labels:

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	2	Staples 30% Recycled 8.5" x 11" (US letter) Copy Paper, 20 lbs., 92 Brightness, 5000/Carton (112350/461757)	carton	492072	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="Fri, 24 May, 2024"/>

**Update total received**

**Then submit**