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

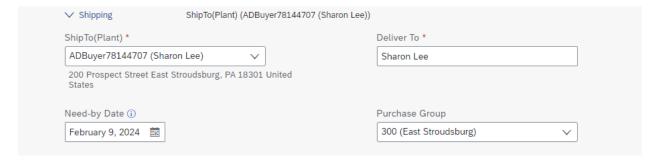
Review & Checkout Order Summary tems (3) S122.04 Delivery to: undefined_PA 18301 Submit Order Submit Order

Go to view cart when reverted back to Source Point.

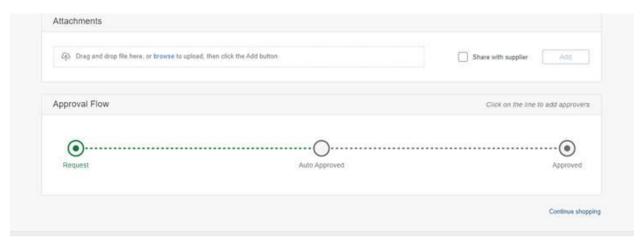
Once you submit your order you need to change the delivery destination.

Please enter your building and room number

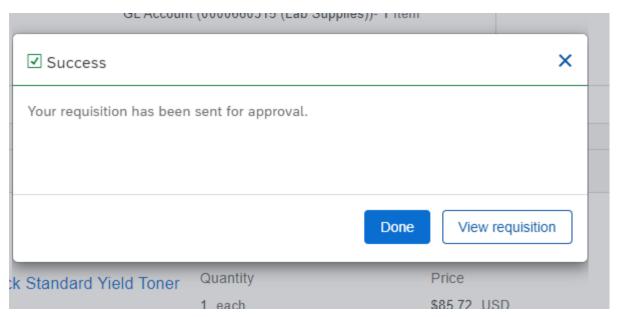
Staples will deliver directly to your office.

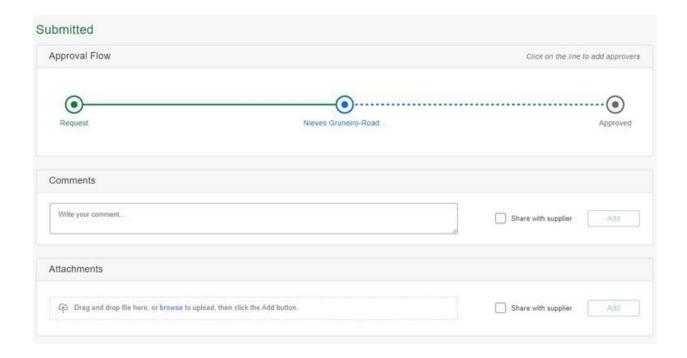


Approval process before order is submitted:

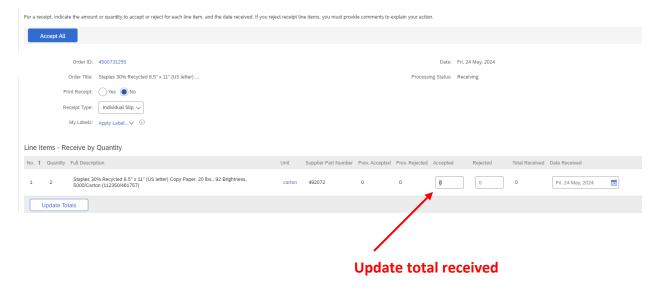


After hitting submit for the order:





Once the paper is received:



Then submit