

Elizabethtown College
OFFICE SUPPLIER CONTRACT
July 2013-2014

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INTRODUCTION

Purchasing is pleased to announce a new simple, streamlined and cost saving partnership with Guernsey Office Supplies, our primary supplier for office products and toner. This Program will provide you with an all-inclusive purchasing experience.

PHILLIPS GUARANTEE

- No Minimum Order Size
- Next Day, Desktop, Delivery, Monday – Friday
- Annual Lunch & Learn
- Designated Support Team
- 2 hour Response Time

ONLINE ORDERING

- Orders placed before **3 PM** guarantee a next day delivery, with the exception of backordered items
- Users with multiple departments can place orders under the same log on
- Personalized Shopping Lists
- Robust Search Capabilities
- Video Tutorials
- On-Line Order History and Tracking

RECYCLING EMPTY BOXES

Guernsey will collect empty boxes. Break down empty boxes and return them to the driver the next time he delivers a new supply order. Otherwise, recycle the boxes by means of Facilities Management.

CONTACT INFORMATION

Guernsey Office Supplies - Support Team

Email or call with questions regarding a product or website assistance.

wecanhelp@buyphillips.com

800-538-7500, extension 5238

Elizabethtown College

Tiffany Wells, extension 1575

wellst@etown.edu

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LOG IN TO EZ ORDER

1. Access EZ Order via the internet at www.buyphillips.com
2. Select "Shop EZ Order" on the top right-hand side of the page
3. Enter your "Username" and "Password" (lower-case)
4. Select "Login"
5. Select the correct department (If you have access to multiple departments)



EZorder Log in

Username:

Password:

Login

[Forgot Password?](#) [Sign up for an Account](#)

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NAVIGATE THE WEBSITE

The EZ Order Home Screen, before Log In, displays:

- EZ Order Video Tutorials
- Grouped Categories such as Green Products and Coffee
- Featured Items
- Pre-defined, searchable categories.
 - Technology
 - Office Supplies
 - Maintenance & Breakroom
- Promotional, Sale and Rebate Offers (to be redeemed for college-related business only)

MONDAY MUNCHIES!

Friday orders exceeding \$150 are eligible for FREE office munchies offered that week. Munchies can be canisters of popcorn, pretzels, etc.



MY ACCOUNT

Use the categories under "My Account" to spend less time searching, creating or processing an order.

- Quick Order
- Lists (Custom & Favorite)
 - * Take advantage of the Custom or a Favorite List to manage and place orders efficiently
- Saved Carts
- Order History/Process Returns
- Ink/Toner Finder
- Clearance Items
- User Information
 - * Update your name, email, phone or change your password

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CUSTOM LIST

The Custom List is a group of aggressively priced items most often ordered by the College. This list is read-only, and cannot be changed.

Favorite Lists

Add New Favorites List Personal

Click on list or function below:

Sort By Personal, Department, Company Filter By Show All

Name	Type			
Mail Services (2 found)	Personal	Copy List	Add All Favorites to Cart	Delete List
Purchasing Office Supplies (3 found)	Personal	Copy List	Add All Favorites to Cart	Delete List
Custom List (288 found) (read-only)	Company	Copy List	Add All Favorites to Cart	
INK/TONER (222 found)	Company	Copy List	Add All Favorites to Cart	

FAVORITE LIST

The Favorite list is created by a user that can be changed.

Create a Favorite List

1. Under "My Account", click "Favorites List"
2. Click in the text box next to "Add New Favorites List"
3. Enter the Name you would like to give your Favorites List
4. Click "Add List"
5. The screen will refresh and display your List Name

Add Items to a Favorite List

Items can be added to your Personal Favorites List anywhere on the site where  Add To Favorites is displayed.

1. Search the item
2. Find the item of interest
3. Click "Add to Favorites"
4. Change the quantity, *if necessary*
5. Select from the available Lists (If you have multiple lists, a pop up window will appear and allow you to select the appropriate list.)
6. Click "Add"

Add Items by Item Number

1. Under "Add/Update Favorites List" enter the Item Number, Qty and Line Comment
2. Select "Submit"
3. After the item appears, click "Add to Favorites"

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Sort & Search an Existing Favorite List

1. Select the List Name
2. Search And Sort Options
 - Search criteria by **Item Number** or **Description**
 - Sort by **Category, Item Number** or **Name**
 - Filter by **Category**

BUILD AN ORDER

Search for items and build an order using one of the following methods.

- Contract Price List/Custom List or Personal Favorites
- Quick Order
- Catalog by Product Categories
- Catalog by Keyword, Manufacturer or Item Number

Contract Price List (Custom List)

Use Custom List to take advantage of Elizabethtown College's contract pricing.

1. Click "Favorite List", under My Account
2. Select "Custom List"
3. To order a single item, adjust the "Qty"
4. To order multiple items, adjust the "Qty" for each item to be ordered
5. Tab to the "Line Comment" field to enter a comment (This is optional - for personal reference only)
6. Check the box to the left of the item picture
7. When finished selecting items, click "Add Checked Items to Cart"
8. **Select one of the following:**
 - a. Save Cart – Enter a cart name in the "Cart Name " field, then click "Save Cart"
 - b. Delete Cart
 - c. Update Cart – Save changes
 - d. Checkout – Submit order

Personal Favorite List

Use Favorite List to create personal lists that include frequently ordered items, such as toner or your favorite pens.

1. Click on "Favorite List", under My Account
2. Select the personalized list
3. Proceed to follow steps 3 through 8 above

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Quick Order

Use Quick Order for any item you have a product number for.

1. Click on "Quick Order", under "My Account"
2. Enter the 1st item in the "Item No" field using the Manufacturer code and number
Example: AVE5160
3. Tab to "Qty" field and enter a quantity (Do not add units of measure)
4. Tab to "Line Comment", enter a comment or description (This is optional and for personal reference only)
5. When finished, click "Add to cart"

Catalog by Product Categories

1. Select on one of the categories located at the top of the page
2. Select a category on the left side of the screen
3. Refine your search by selecting and clicking on a listing under "Category". (Repeat this step as often as needed.)
4. To order a single item, adjust the "Qty", then click "Add to Cart"
5. To order multiple items, adjust the "Qty" for each item to be ordered, then check the box to the right of the description
6. When finished, click "Add Checked Items to Cart"



Catalog by Keyword, Manufacturer, or Item Number

1. Click in the "Search" field (top of the screen)
2. Type in search information and click "Search"
Examples:
 - Keyword: Label
 - Manufacturer: AVE or Avery
 - Item Number: AVE5160 or 5160
3. Continue to refine your search by selecting and clicking on a listing on the left-hand side menu
4. "Category", "Features", "Brands", or "Price" (Repeat this step as often as needed)
5. Follow steps 4 through 6 above

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PROCESS AND SUBMIT AN ORDER

After items have been added to a cart, follow the steps below to complete and submit an order.

1. Access the saved or newly created cart
2. Verify the items in the cart are correct
3. Verify the "Bill To" and "Ship To" information is correct
4. Tab to "Payment Method" (All payments will be made using a PCard)
 - Note: First-time orders require you enter your credit card number**
 - Enter "Cardholder Name" and "Card Number"
 - Select "Card Type" (Visa)
 - Enter the "Expiration Date"
5. Check **"Save this Card"** (Card information will be saved for future orders)
6. Enter a "Promotional Code" and select the apply coupon button (Optional)
 - *Note: Monday Munchies Code must be entered here**
7. Enter "Order Comments" (Optional field used for specific instruction to the delivery drivers)
8. Click "Next" to proceed in the checkout process
9. Verify the order and shipping information is correct
10. Click "Submit"
11. The page will refresh and show your "Confirmation Number"
12. If incorrect, click the "Back" button to make appropriate changes
13. Print a copy of your order (this is an acceptable receipt for the PCard)
 - *Note: Statements or invoice copies will NOT be mailed**

[Next](#)

Bill To	Ship To 1
Company Name: Elizabethtown College	Company Name: Elizabethtown College
Company Name 2:	Company Name 2: Campus Services
First Name:	Contact Name*: Tiffany Wells
Last Name:	Address: 1 Alpha Drive
Address: 1 Alpha Drive	Address 2: Zug Building Room 211B
Address 2:	City: Elizabethtown
City: Elizabethtown	State/Province: PA
State/Province: PA	Zip/Postal Code: 17022
Zip/Postal Code: 17022-0704	Country:
Country:	Phone Number: 717-361-1575
Phone Number: 717-361-1000	Email Address:
Email Address:	

<p>Payment Method</p> <p><input type="radio"/> On Account</p> <p><input type="radio"/> By Credit Card 2</p> <p><input checked="" type="checkbox"/> New Credit Card</p> <p>P.O. Number: <input type="text"/></p> <p>Department No. CAMPUS SERVICES</p>	<p>Credit Card Information 3</p> <p>Card Holder Name*: <input type="text"/></p> <p>Credit Card Number*: <input type="text"/></p> <p>Credit Card Type*: <input type="text" value="Select Card"/></p> <p>Expiration*: 7 / 2012</p> <p><input checked="" type="checkbox"/> Save This Card 4</p>
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Promotional Coupon Code: **MONDAY MUNCHIES** 5 [Apply Coupon](#)

[Update Cart](#)

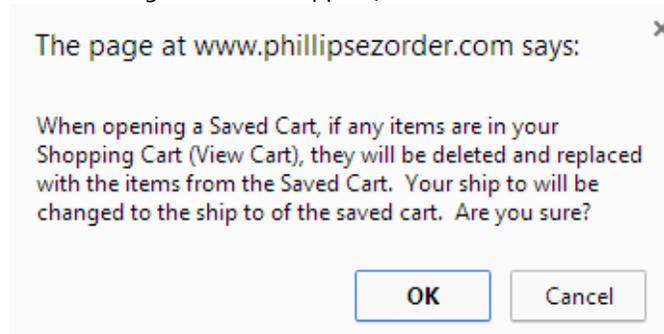
Delete	Product ID	Name	Price	Qty	Amount	Line Comment
<input type="checkbox"/>	UNV14121	Universal Hanging File Folders, 1/5 Tab, 11 Point, Letter, Assorted Colors, 25/Box	\$11.49/BX	1	\$11.49	

Subtotal: \$11.49
Tax: \$0.00
Shipping fee: \$0.00
Total: \$11.49

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ACCESS A SAVED ORDER

1. Click on "Saved Carts"
2. Click "View" button to look at a Saved Cart
3. To move order to your shopping cart, click the "Use" button, then "OK"
4. Click "Use"  button to move the Saved Cart to your Shopping Cart
5. The following window will appear, click "OK"



6. Select one of the following options.



SHOPPING CART OPTIONS

View

1. Click "View Cart"
2. You can edit or delete items in the cart
3. Change quantity in the "Qty" field and click "Update Cart"
4. Delete items by clicking the "x" to the right of the item
5. Click "Continue Shopping" to return to the main screen

Save

1. Click on "Save Cart"
2. Click in the field to the left of the "Saved Cart" button and enter a name for your cart
3. Names can be – Dates, Numbers, Names, Letters, or a combination
4. Multiple carts can be saved, but each cart must have a unique name
5. Click "Save"

Delete

1. Click "Delete Cart" to remove all items from your Shopping Cart
2. Click "OK"
3. Click "Checkout" to start the submission process