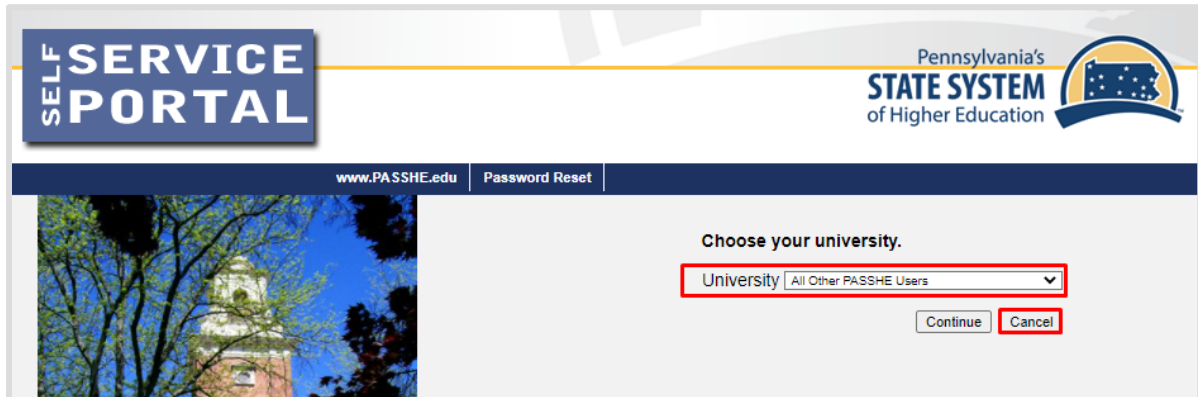


# Business Card Order Guide

Easy ordering with SourcePoint Staples Catalog

1. Open the Employee Self-Service Portal (ESS), select “All Other PASHE Users”, and click Continue:



SELF SERVICE PORTAL

Pennsylvania's STATE SYSTEM of Higher Education

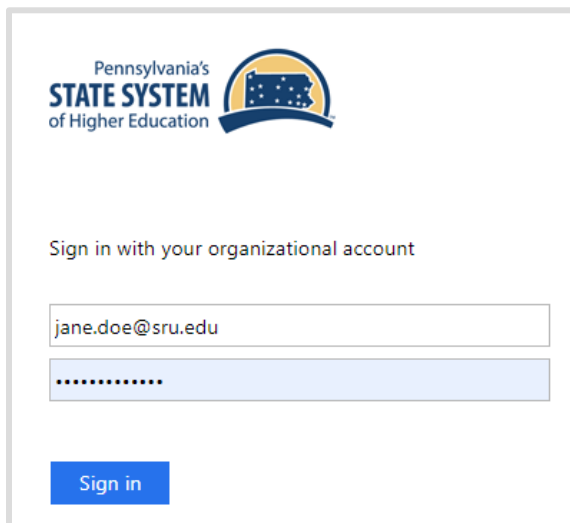
www.PASSHE.edu Password Reset

Choose your university.

University All Other PASSHE Users

Continue Cancel

2. Sign in with your organizational account:



Pennsylvania's STATE SYSTEM of Higher Education

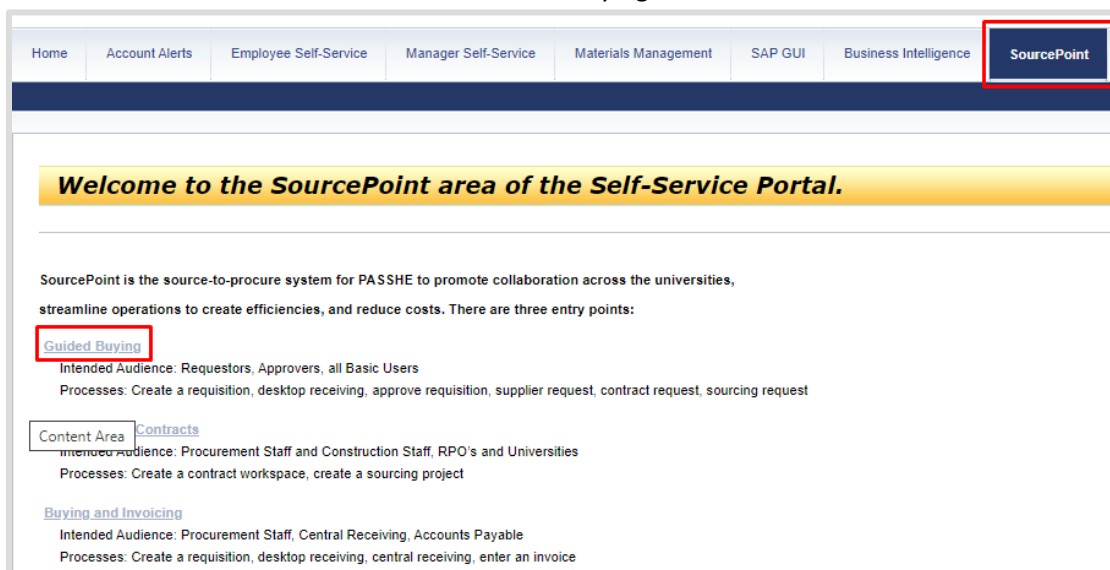
Sign in with your organizational account

jane.doe@sru.edu

.....

Sign in

3. Select the “SourcePoint” tab and then “Guided Buying”:



Home Account Alerts Employee Self-Service Manager Self-Service Materials Management SAP GUI Business Intelligence SourcePoint

**Welcome to the SourcePoint area of the Self-Service Portal.**

SourcePoint is the source-to-procure system for PASSHE to promote collaboration across the universities, streamline operations to create efficiencies, and reduce costs. There are three entry points:

**Guided Buying**  
Intended Audience: Requestors, Approvers, all Basic Users  
Processes: Create a requisition, desktop receiving, approve requisition, supplier request, contract request, sourcing request

**Contracts**  
Intended Audience: Procurement Staff and Construction Staff, RPO's and Universities  
Processes: Create a contract workspace, create a sourcing project

**Buying and Invoicing**  
Intended Audience: Procurement Staff, Central Receiving, Accounts Payable  
Processes: Create a requisition, desktop receiving, central receiving, enter an invoice

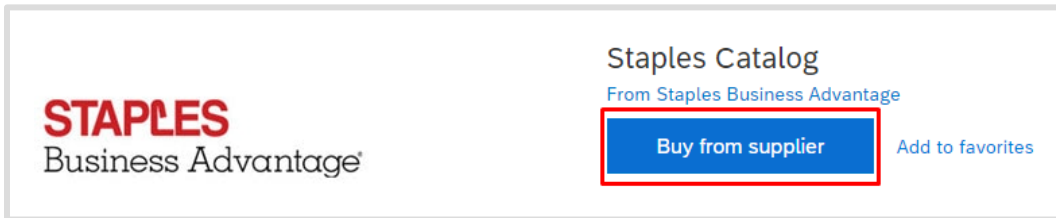
- 4. Click on "Shop Company Catalog":



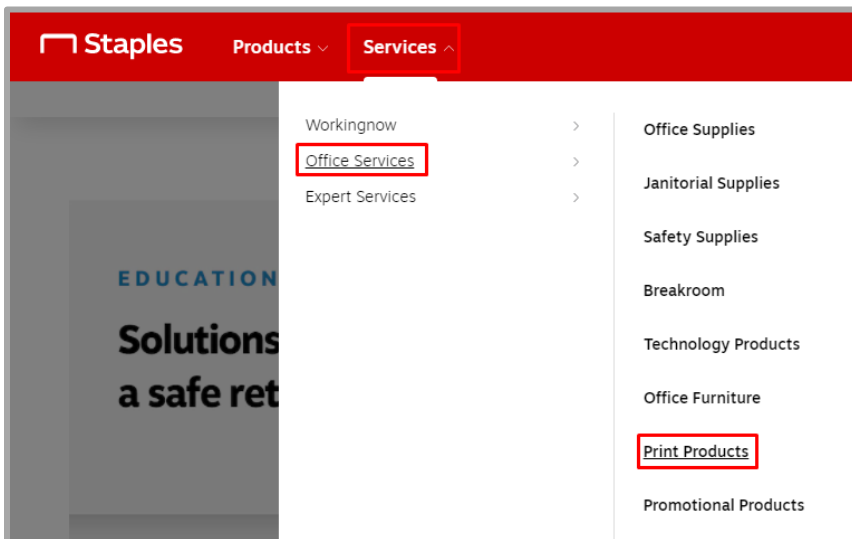
- 5. Click on "Staples Catalog":



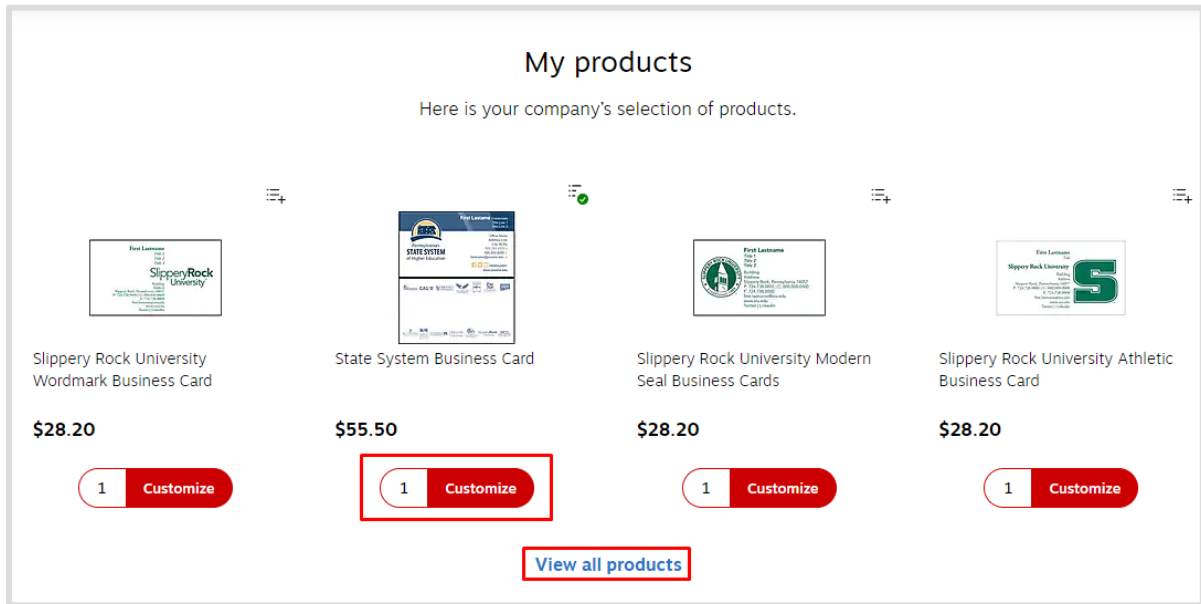
- 6. Select "Buy from supplier":



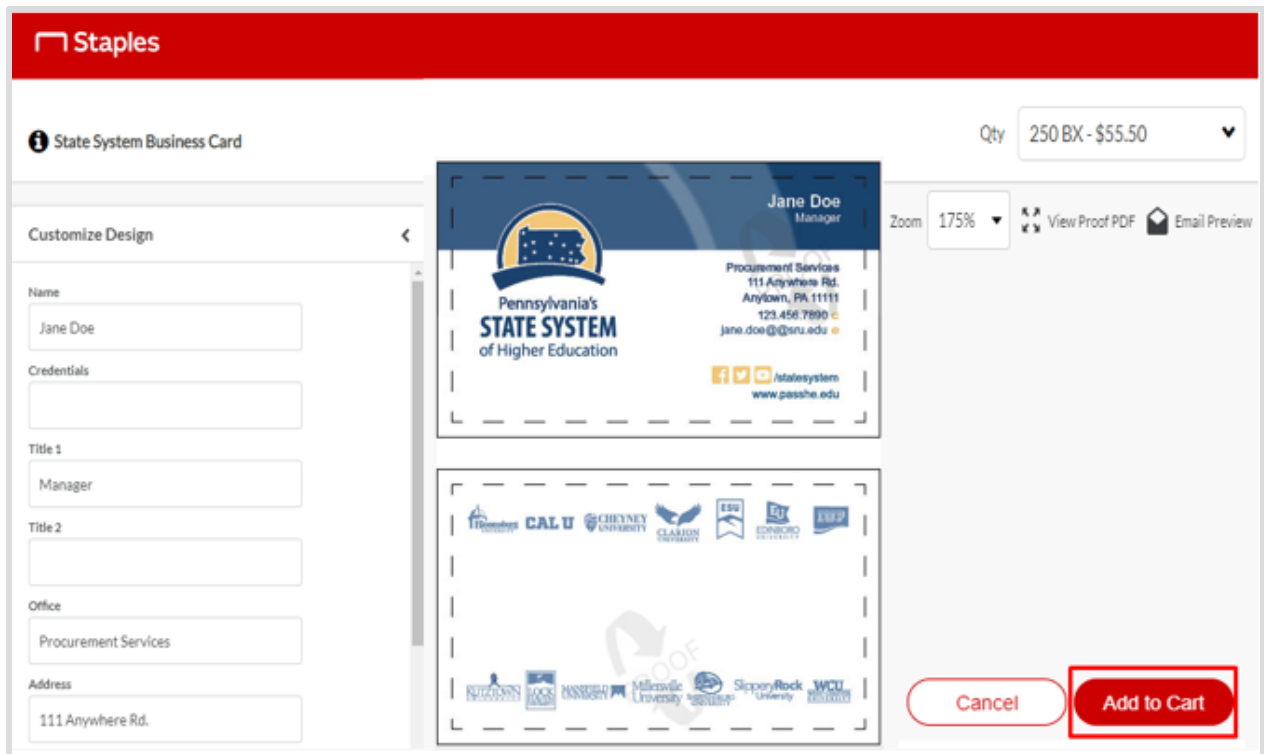
- 7. Click on "Services", choose "Office Services" in the dropdown menu, then "Print Products":



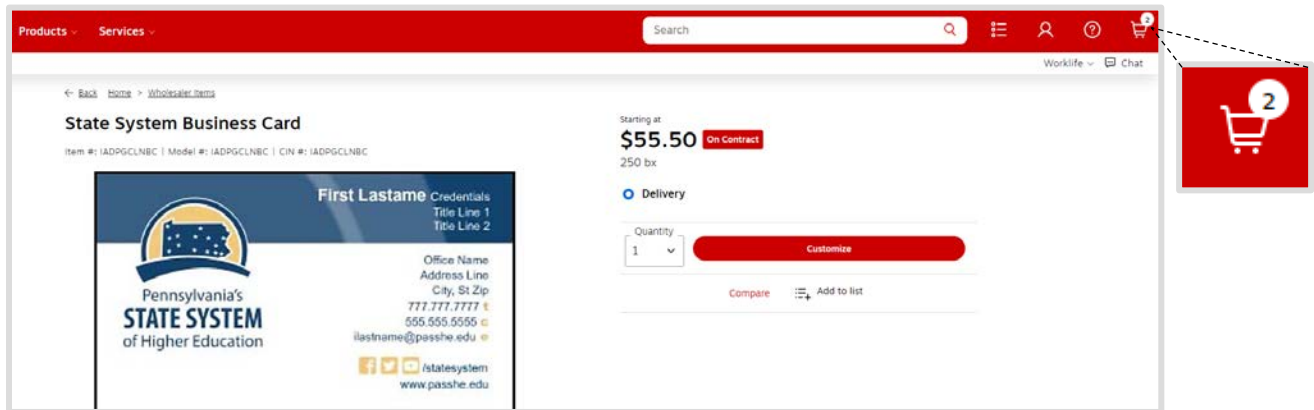
- You should now see a selection of business card products to choose from. Click on “Customize” to select the one you want, OR you can select “View All Products” to get a closer view and get a side-by-side comparison:



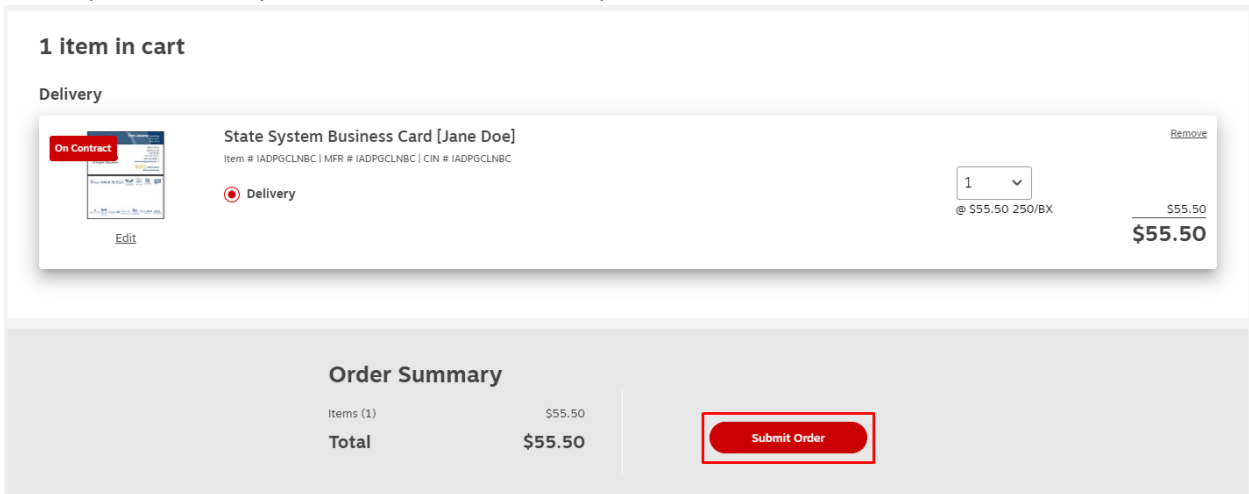
- Once you select “Customize”, you will be brought the Custom Design page. Enter all the details, and view the proof instantly. From here you can also select your quantity, view as a pdf, or email a proof preview. Once you are satisfied with your business card, select “Add to Cart”:



10. You will not be taken directly to the cart, instead it takes you back to the screen where you can customize a new business card if you would like to keep shopping. If you are done, click on your cart:



11. After you have reviewed your order, select the “Submit Order” button to return to SourcePoint where you can enter your fund center and delivery date info, and checkout:



Please contact [Tina Renaud](#) with any questions when ordering business cards