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:

SERVICE Bortal		Pennsylvania's STATE SYSTEM of Higher Education
www.PASSHE.edu	Password Reset	Choose your university. University All Other PASSHE Users

2. Sign in with your organizational account:

Sign in with your organizational account jane.doe@sru.edu
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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		
W	elcome to	the SourcePo	oint area of t	he Self-Servic	e Porta	1.			
Source	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:									
Guideo	d Buying								
Inter	nded Audience: Requ	estors, Approvers, all Basic	Users						
Proc	esses: Create a requ	uisition, desktop receiving, ap	prove requisition, supplier r	equest, contract request, sour	cing request				
Conten	t Area Contracts								
Inter	Internets Audience: Procurement Staff and Construction Staff, RPO's and Universities								
Proc	Processes: Create a contract workspace, create a sourcing project								
Buying	and Invoicing								
Inter	nded Audience: Proc	urement Staff, Central Receiv	ving, Accounts Payable						
Proc	esses: Create a requ	uisition, desktop receiving, ce	ntral receiving, enter an invo	oice					

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":



8. 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 sideby-side comparison:



9. 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":

Staples			
State System Business Card		Qty	250 BX - \$55.50 ¥
Customize Design	Jane Doe Manager	Zoom 175% 🔻	View Proof PDF 🔓 Email Preview
Name Jane Doe	Prozumeneri Sevices 111 Agranese Rd. Pennsylvania's Anylow, Pk 1111 STATE SYSTEM lane dol Bisnuda e		
Credentials	of Higher Education		
Title 1			
Manager Title 2			
Otfice			
Procurement Services			
111 Anywhere Rd.		Cance	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:

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Y Ext: Notestate: text: State System Business Cards Card and and and and and and and and and an	Starting at \$55.50 On Contract 250 bx Olivery Quantity 1 Customize Compare Add to list	-	Worklife ~	Chat

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:

1 item in cart Delivery					
On Contract	State System Business Card [Jane Doe] Item # IADPGCLNBC MFR # IADPGCLNBC CIN # IADPGCLNBC Delivery			1 V @ \$55.50 250/BX	80000 \$55.50 \$55.50
	Order Summary Items (1) Total	\$55.50 \$55.50	Submit Order		

Please contact **<u>Tina Renaud</u>** with any questions when ordering business cards