

CORPORATE EXPRESS ORDERING INSTRUCTIONS

Note: ALL pricing on website is already discounted

Method #1 – Item numbers have been taken from catalog:

- 1. Enter website address (www.eway.com) then hit enter key.**
- 2. Enter user I.D. (lpsb) and Password (school)**
- 3. Click on “Shopping Cart Items”.**
- 4. Enter Quantity & Item # - press tab after each entry.**
- 5. Once all items are entered, scroll back to top of page. (Total \$ of order will show at bottom of page).**
- 6. In upper right area, click “Printable Version”.**
- 7. Click “Print”.**

Method # 2 – Browse online catalog:

- 1. Enter website address (www.eway.com) then hit enter key.**
- 2. Enter user I.D. (lpsb) and Password (school).**
- 3. At top of screen, enter information in “Description/Keyword Search”.**
- 4. Click “Go”.**
- 5. Select the item you wish to order.**
- 6. Enter Quantity.**
- 7. Click “Add to Cart”.**
- 8. Once all items are entered, scroll back to top of page. (Total \$ of order will show at bottom of page).**
- 9. In upper right area, click “Printable Version”.**
- 10. Click “Print”.**

Here you can do another order or just hit the “Log Out” button to get out of the program.

NOTE: REGARDLESS OF THE “SHIP TO” ADDRESS ON THE PRICE LIST, YOUR ORDER WILL BE DELIVERED TO THE “SHIP TO” ADDRESS ON YOUR PURCHASE ORDER.

UNITY EDUCATION ORDERING INSTRUCTIONS

Note: ALL pricing on website is already discounted

- 1. Enter website address (www.unityeducate.com) then hit enter key**
- 2. Enter account code (1916) and password (LPSS)**
- 3. Click on Search**
- 4. Enter search terms/item description then hit search button**
- 5. Enter Quantity**
- 6. Click on Add to Cart**
- 7. Click on View Cart (left side of screen)**
- 8. If you know item #, you can enter item # in View Cart screen then hit enter key**
- 9. Enter Quantity**
- 10. Click on Add**
- 11. Click on Click Here for Printable Order**
- 12. Log Off**

****ONLY USE IF CORPORATE EXPRESS
DOES NOT HAVE ITEM(S)****

**OFFICE DEPOT
ORDERING INSTRUCTIONS**

Note: ALL pricing on website is already discounted

- 1. Enter website address (bsdnet.officedepot.com) then hit enter key.**
- 2. Enter user I.D. (3372366800) and Password (school)**
- 3. Click on “Start Shopping”.**
- 4. To browse catalog for products, follow arrows.**
- 5. Click on “Continue”.**
- 6. Click on the type of item you are searching for.**
- 7. Click on “View as Image”.**
- 8. Select your item of choice by clicking on its description. (Here you add to cart or go back to group picture by clicking on “Category”.)**
- 9. Click “Add to Cart” for all items you wish to purchase.**
- 10. Click “Go to Cart”. (This will show all items in the cart.)**
- 11. Click “Print Page”.**
- 12. Click “Empty Cart”. (This will clear your shopping cart.)**

Here you can do another order or just hit the “Log Out” button to get out of the program.

****ONLY USE IF UNITY EDUCATION
DOES NOT HAVE ITEM(S)****

JUNE BOX ORDERING INSTRUCTIONS

**Use this system when you are getting pricing for
School Specialty, Beckley Cardy, Classroom Direct, Sax Arts & Craft,
Frey Scientific, Brodhead Garrett, Sax Family & Consumer Sciences and
J. L. Hammett**

Note: ALL pricing on website is already discounted

- 1. Enter website address (www.junebox.com) then hit enter key**
- 2. Enter user ID(Lafayette) and Password (schools)**
- 3. Click on Classroom supplies/furniture**
- 4. Click on “start a new order”**
- 5. Add items by part number and quantity**
- 6. Click on “add to cart” at bottom of page**
- 7. Click on “save and exit” at bottom of page**
- 8. Click on “continue your last created number”**
- 9. Click “print” on above tool bar**
- 10. Save and exit**
- 11. Log out**