

## INSTRUCTIONS FOR ORDERING

Welcome to the paper ordering system! This is easy!

Log on to Employee Self-Service.  
Click on **Materials Management** tab.

Click on **Warehouse Reservation**

Create Reservation - Continue.

Fill in your Cost Center.

**Additional Info:** Your name.

Material numbers are on the following page. Once you feel more comfortable you can search for something you want.

**Quantity:** we are ordering by reams  
(there are 10 reams per case of 20lb paper).

**Goods Recipient:** Add your department name.

**Unloading Point:** Building Name and Room Number.

Choose the date you would like to receive your order.

Once you are finished, click save.

You can choose more materials by clicking "Add A Line".

Once complete, click "Save Warehouse Reservation".

Scroll down, reservation number is on the bottom left.

Copy the document number for future reference.

I will check daily for the orders and fill them.

The Labor Crew will bring your order to you.

Feel free to call Ext. 3627 with any questions.

Thanks for your patience.

*Sharon Lee*

Printing & Duplicating Services

ITEM #	DESCRIPTION
20611	REGULAR COPY PAPER-RECYCLED 20LB WHITE (8½ X 11)
18137	GENERIC LETTERHEAD
17987	GENERIC #10 ENVELOPES
17986	GENERIC #10 WINDOW ENVELOPES
17984	#9 BUSINESS REPLY ENVELOPES
18185	20LB WHITE PAPER, (8½ X 14)
18174	20LB BLUE (8½ X 11)
18176	20LB CANARY (8½ X 11)
18178	20LB GREEN (8½ X 11)
18182	20LB PINK (8½ X 11)
18183	20LB SALMON (8½ X 11)
18175	20LB BUFF (8½ X 11)
18180	60LB LILAC (8½ X 11)
18177	60LB CHERRY (8½ X 11)
18181	60LB PEACH (8½ X 11)
18170	60LB FUCHSIA (8½ X 11)
18168	60LB ELECTRIC GREEN (8½ X 11)
18169	60LB ELECTRIC YELLOW (8½ X 11)
18172	60LB ULTRA LAVA (8½ X 11)
18167	60LB COACHLIGHT (8½ X 11)
18166	60LB BRITANNIA BLUE (8½ X 11)
18171	60LB SPRING GREEN (8½ X 11)
22562	65LB GREEN (8½ X 11) - CARD STOCK
22564	65LB IVORY (8½ X 11) - CARD STOCK
22567	65LB WHITE (8½ X 11) - CARD STOCK
22565	65LB SUN YELLOW (8 X 11) - CARD STOCK
22548	65LB BLUE (8½ X 11) - CARD STOCK
22566	65LB ULTRA LIME (8½ X 11) - CARD STOCK
22561	65LB CANARY (8½ X 11) - CARD STOCK
22572	70LB YELLOW (8½ X 11)
17940	70LB LIGHT PINK (8½ X 11)
22568	70LB IVORY (8½ X 11)
22569	70LB LIGHT GREEN (8½ X 11)
22573	70LB LIGHT (RESTFUL) BLUE (8½ X 11)
22570	70LB SEA SPRAY (8½ X 11)
18157	While You Were Out Pads - 4¼ x 5½
20620	Things To Do Pads
17918	BLUE BOOKS