

STAPLES ORDERING INSTRUCTIONS

Log into ESS

Go to Source Point -Guided Buying

Select Shop Company Catalog

Select the Staples Catalog'

Please use the Staples catalog on Source Point

Click on Buy From Supplier and then continue



COPY PAPER - Select item number 461757

Enter number of cases (or reams) that you need.

Add to cart

Review and check out

Review & Checkout

 [Print Cart](#)  [Print Quote](#)

Order Summary	
Items (3)	\$122.04
Total	\$122.04

Delivery to: [undefined_PA_18301](#)

[Submit Order](#)

Go to view cart when reverted back to Source Point.

Once you submit your order you need to change the delivery destination.

Please enter your building and room number

Staples will deliver directly to your office.

Shipping ShipTo(Plant) (ADBuyer78144707 (Sharon Lee))


ShipTo(Plant) *
ADBuyer78144707 (Sharon Lee)
200 Prospect Street East Stroudsburg, PA 18301 United States

Deliver To *
Sharon Lee

Need-by Date ⓘ
February 9, 2024

Purchase Group
300 (East Stroudsburg)

You have **1 item** in your cart ✕

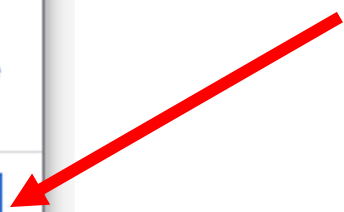


Staples 30% Recycled 8.5" x 11"...
Staples 30% Recycled 8.5" x 11" (US letter)...

\$41.94 USD × 10 Delete

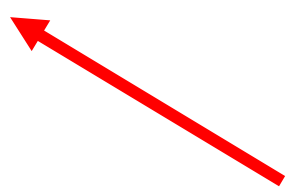
Total: \$419.40 USD

Check out



Ship to Manage locations

Receiving Dept
149 S Green St
East Stroudsburg, PA 18301
United States



30 (East Stroudsburg Univ)^

Clear selection PA

Sharon Lee

Sharon Lee

Browse all



IO: Please make sure the value in the "Deliver to" field on your requisition has the exact same value on ALL lines.

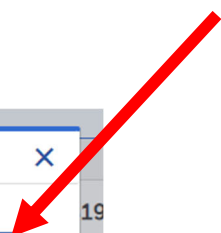
ShipTo(Plant)✕

ID ▾

Search for ShipTo(Plant)

Q

New



Add new address ✕

Name*	<input type="text" value="REQUESTERS NAME"/>	Street 1*	<input type="text" value="200 PROSPECT STREET"/>
Street 2	<input type="text" value="YOUR BUILDING NAME & # FROM MAP"/>	Street 3	<input type="text" value="YOUR ROOM NUMBER"/>
City*	<input type="text" value="EAST STROUDSBURG"/>	State/Province	<input type="text" value="PA"/>
Postal Code*	<input type="text" value="18301"/>	Country/Region*	<input type="text" value=""/>
Phone	<input type="text" value=""/>	Fax	<input type="text" value=""/>

⋮

EXAMPLE:

Name: Sharon Lee
Street 1: East Stroudsburg University
Street 2: Rosenkrans East
Street 3: Room 53
City: East Stroudsburg
State: PA
Zip: 18301

Approval process before order is submitted:

The screenshot shows a user interface for an approval process. At the top is an "Attachments" section with a text box for file uploads and a "Share with supplier" checkbox. Below is an "Approval Flow" diagram with three steps: "Request" (active), "Auto Approved", and "Approved". A "Continue shopping" link is at the bottom right.

After hitting submit for the order:

A success message dialog box is displayed over a shopping cart. The dialog has a title bar with a checkmark and the word "Success", and a close button (X). The main text reads "Your requisition has been sent for approval." At the bottom, there are two buttons: "Done" and "View requisition".

Item	Quantity	Price
Black Standard Yield Toner	1 each	\$85.72 USD

Submitted

Approval Flow Click on the line to add approvers

Comments

Write your comment...

Share with supplier

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier

Once the paper is received:

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Order ID: 4500731255 Date: Fri, 24 May, 2024

Order Title: Staples 30% Recycled 8.5" x 11" (US letter) ... Processing Status: Receiving

Print Receipt: Yes No

Receipt Type:

My Labels:

Line Items - Receive by Quantity

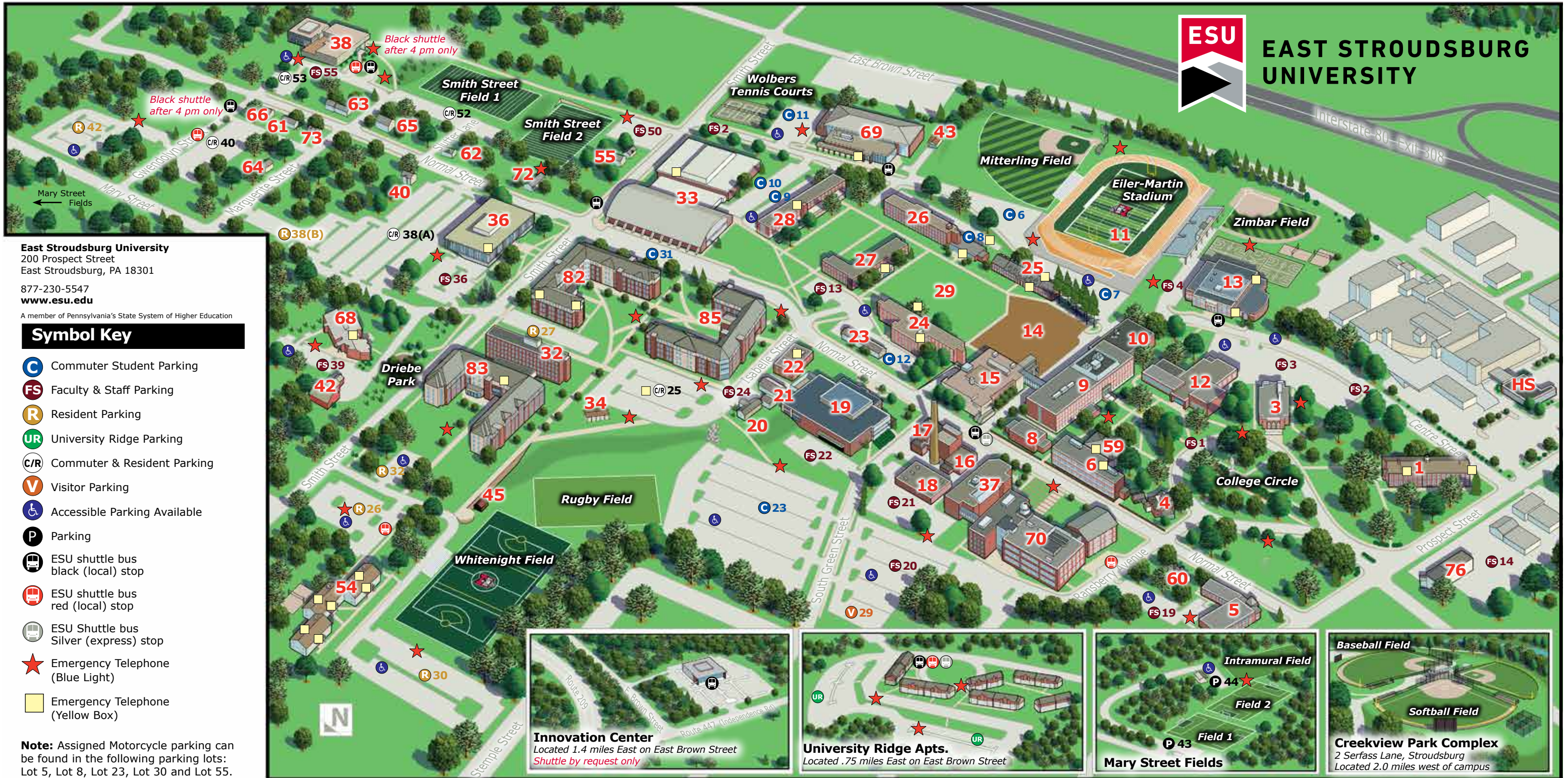
No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	2	Staples 30% Recycled 8.5" x 11" (US letter) Copy Paper, 20 lbs., 92 Brightness, 5000/Carton (112350/461757)	carton	492072	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	Fri, 24 May, 2024

Update total received

Then submit



EAST STROUDSBURG UNIVERSITY



East Stroudsburg University
 200 Prospect Street
 East Stroudsburg, PA 18301
 877-230-5547
www.esu.edu
 A member of Pennsylvania's State System of Higher Education

Symbol Key

- Commuter Student Parking
- Faculty & Staff Parking
- Resident Parking
- University Ridge Parking
- Commuter & Resident Parking
- Visitor Parking
- Accessible Parking Available
- Parking
- ESU shuttle bus black (local) stop
- ESU shuttle bus red (local) stop
- ESU Shuttle bus Silver (express) stop
- Emergency Telephone (Blue Light)
- Emergency Telephone (Yellow Box)

Note: Assigned Motorcycle parking can be found in the following parking lots: Lot 5, Lot 8, Lot 23, Lot 30 and Lot 55.

Innovation Center
 Located 1.4 miles East on East Brown Street
 Shuttle by request only

University Ridge Apts.
 Located .75 miles East on East Brown Street

Mary Street Fields

Creekview Park Complex
 2 Serfass Lane, Stroudsburg
 Located 2.0 miles west of campus

- | | | | | | |
|-------------------------------------------|----------------------------------------|-------------------------------------|-----------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------|
| 1. DeNike Center for Human Services | 16. Facilities Management Complex | 28. Linden Residence Hall | 54. University Apartments | 69. Mattioli Recreation Center | 82. Hemlock Suites |
| 3. Abeloff Center for the Performing Arts | 17. Utility Plant | 29. Main Quad | 55. 216 Smith Street | 70. Warren E. '55 & Sandra Hoeffner Science and Technology Center | [Campus Police, Residence Life] |
| 4. President's Residence | 18. Institutional Storeroom and Garage | 32. Lenape Residence Hall | 59. Joseph H. & Mildred E. Beers Lecture Hall | 72. Conference Services | 83. Hawthorn Suites |
| 5. Reibman Administration Building | 19. Dansbury Commons | 33. Koehler Fieldhouse & Natatorium | 60. Office of Multicultural Affairs | [403 Normal Street] | [Fitness Center] |
| 6. Gessner Science Hall | 20. D.G.S. Field Office | 34. Dave Carlyon Pavilion | [96 Normal Street] | 73. Philosophy & Religious Studies | 85. Sycamore Suites |
| 8. Computing Center | 21. Facilities Management Annex | 36. Kemp Library | 61. 434 Normal Street | [428 Normal Street] | [Health & Wellness, Title IX, Student Conduct & Community Standards] |
| 9. Stroud Hall | 22. Flagler-Metzgar Center | 37. Moore Biology Hall | 62. 411 Normal Street | 76. 145 Ridgeway | HS ESU Health Services at Lehigh Valley Hospital - Pocono |
| 10. McGarry Communications Center | 23. Upward Bound Center | 38. Fine and Performing Arts Center | 63. ROTC [427 Normal Street] | 80. ESU Innovation Center | UR University Ridge Apartments |
| 11. Eiler-Martin Stadium | [285 Normal Street] | 40. 420 Normal Street | 64. Facilities General Services | [Dr. Jane Huffman Wildlife Genetics Institute | |
| 12. Rosenkrans Hall | 24. Laurel Residence Hall | 42. Spangenburg Farm Barn & Storage | [162 Marguerite Street] | 562 Independence Road] | |
| 13. Zimbar-Liljenstein Hall | 25. Monroe Hall | [106 Smith Street] | 65. 417 Normal Street | | |
| 14. University Center Construction Site | 26. Minsi Residence Hall | 43. Mitterling Field Storage | 66. 432 Normal Street | | |
| 15. University Center | 27. Shawnee Residence Hall | 45. Whitenight Field Locker Room | 68. Henry A. Ahnert Jr. Alumni Center | | |