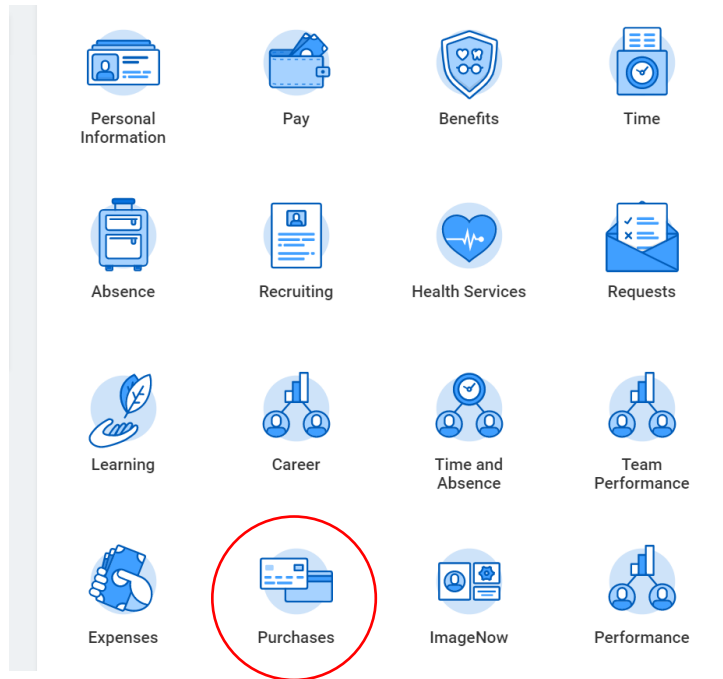
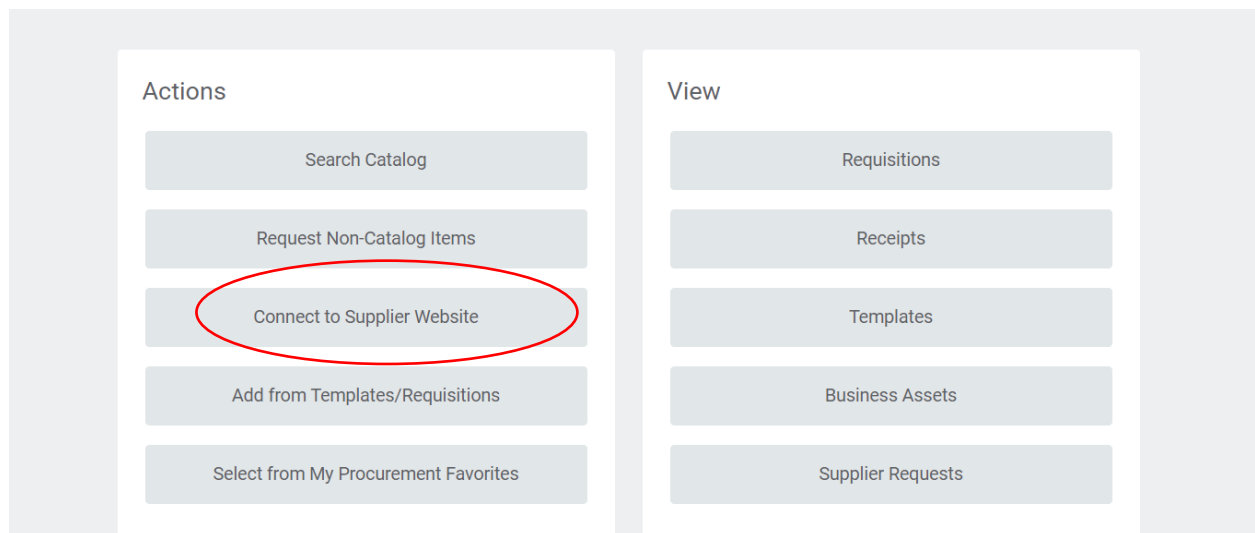


Stationary & Business Card Ordering Procedures

1. Open up your Workday page and select **Purchases**



2. Select **Connect To Supplier Website**



3. Confirm all required information (marked with an *****) prior to connecting. It will always default to your credentials. Select **OK** after reviewing.


Connect to Supplier Website

Company *	<input type="text" value="Search"/>
Requester *	<input type="text" value="Search"/>
Currency *	<input type="text" value="Search"/>
Deliver-To	<input type="text" value="Search"/>
Ship-To *	<input type="text" value="Search"/>
Cost Center	<input type="text"/>
Location	<input type="text"/>

OK Cancel

4. Select TSG and click **Connect**

Supplier Websites 4 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	The Sourcing Group PunchOut		THE SOURCING GROUP LLC		Connect

5. Click on **Stationary** to load the catalog.

In Your Shopping Cart: 0

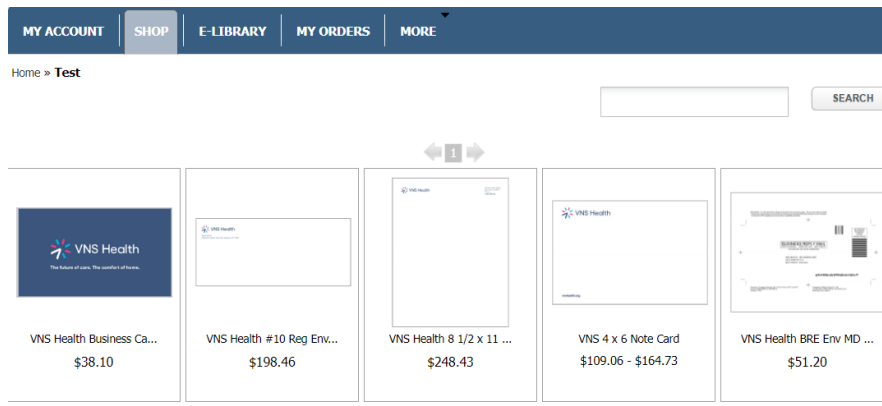
MY ACCOUNTSHOPE-LIBRARYMY ORDERSMORE

Click on a catalog or category to view the items

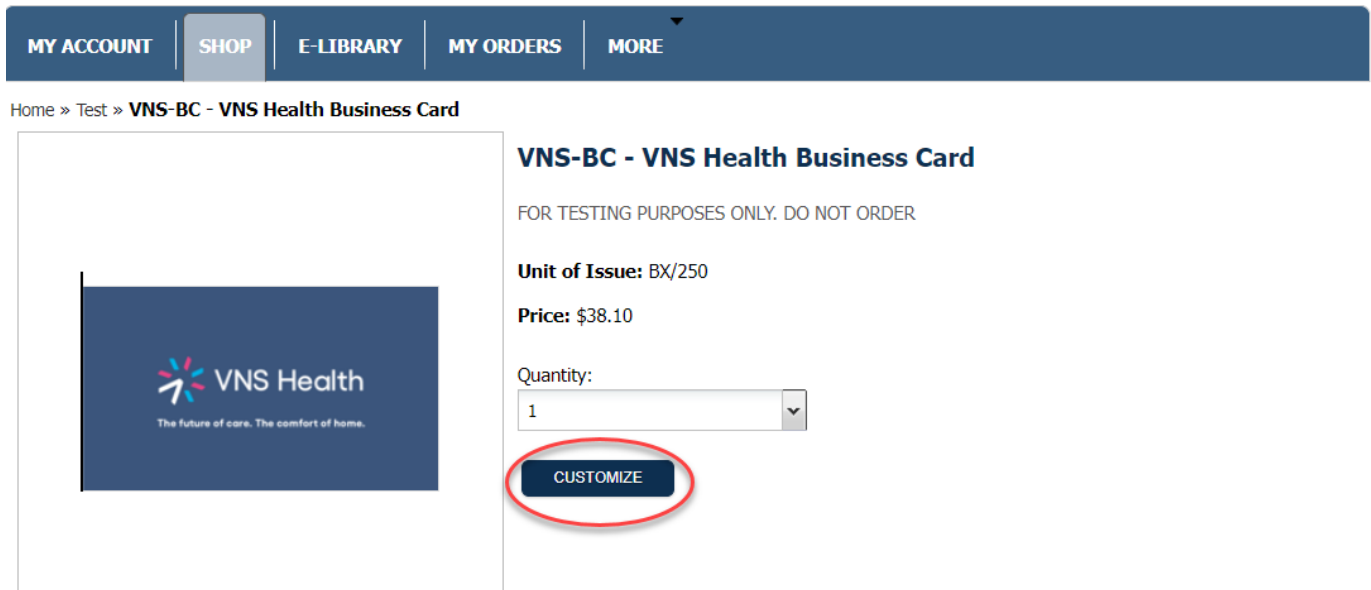
← 1 →


Stationary

6. When the catalog loads, the **Shop** tab will open. Select the brand identity card that you want.

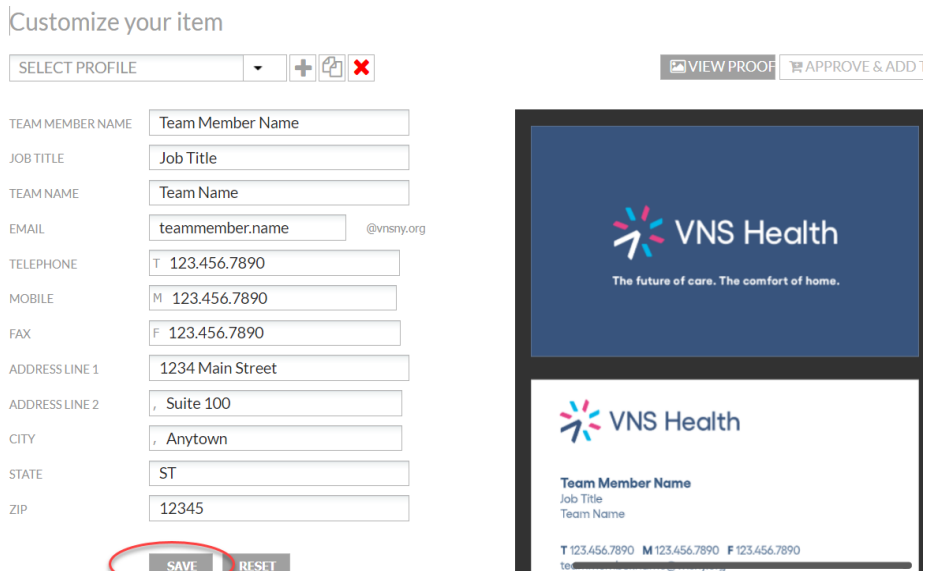


7. Click on **Customize**

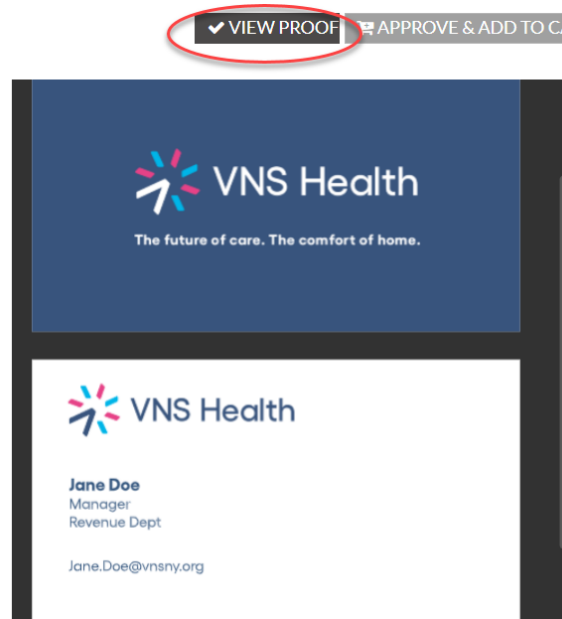


8. Enter all information to populate the pertinent fields on the business card. This will include your name, title, department, address, email, and phone numbers.

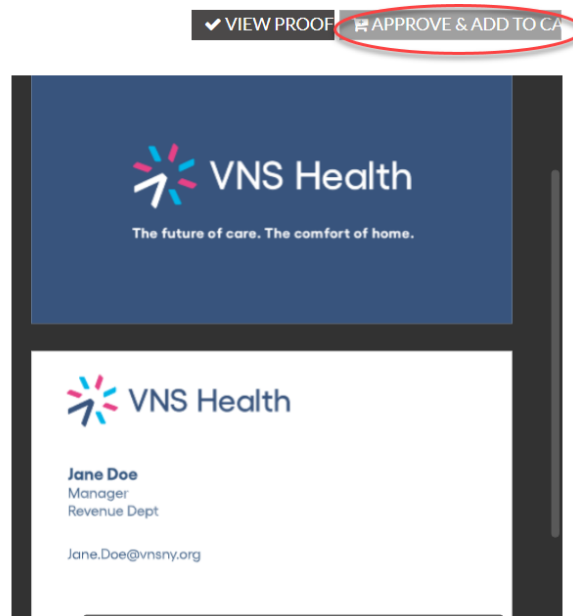
When completed, click on **Save**.



9. On the upper right hand of the screen, click on **View Proof** and a PDF of the card will be downloaded to view the card preview.



10. If satisfied, click on **Approve & Add To Cart**



11. Click on **Checkout.**



In Your Shopping Cart: 1 **CHECKOUT**



Click on a catalog or category to view the items

12. Your cart will now be in full view. Click on **Proceed To Checkout**

SHOPPING CART

You have 1 item(s) in your shopping cart.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
BC-02	VNSNY Business Card 2	No	1	BX/250	250	\$31.90	\$31.90	Edit Remove

UPDATE QUANTITIES

Subtotal: \$31.90
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$31.90

CANCEL

PROCEED TO CHECKOUT

13. You will now be redirected to Workday. Click on **Checkout**

1 item	
VNSNY Business Card 2 [BX/250]	1
\$31.90	

Edit

Description VNSNY Business Card 2 [BX/250]

Supplier Item Identifier BC-02

Spend Category [Printing](#)

Supplier [THE SOURCING GROUP LLC](#)

Supplier Contract (empty)

Quantity 1

Unit of Measure Box

Unit Cost 31.90

Checkout Continue Shopping ▾

14. If all information, including shipping address is correct, click on **Submit**.

Shipping Address

Deliver-To 220 East 42nd Street > Floor 6

Ship-To Address 220 East 42nd Street
New York, NY 10017-5803
United States of America

Requisition Information

Request Date * 06/24/2021

Currency * x USD ...

Credit Card

High Priority

Sourcing Buyer Submitted by John Bonanno

Submit Save for Later Continue Shopping ...

15. If you want to change the ship to address, click on the “twinkie” option to **Edit Address**.

Requisition Information

Request Date * 06/24/2021

Currency * x USD ...

Submit Save for Later Continue Shopping ...

Edit Address
Cancel

16. Select the **Alternate Address** box and click **Add**

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To x 220 East 42nd Street > Floor 6 ...

Ship-To Address (empty)

Use Alternate Address

Add

17. Enter the address and all required information and click **Apply**

Effective Date * 06/24/2021

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Apply

18. When finished hit **Submit**

Submit

BC-02 (5).pdf

19. You have now completed the process. The requisition has been submitted for the approval workflow.

You have submitted Requisition: REQ-011567

Once all of the workflow approvals have been completed, you will receive an email indicating that the order has been processed.

Stationary will take up to five business days to be processed, shipped and received.

If you have any questions regarding ordering stationary, please feel free to contact ProcurementContractMgt@VNSNY.org