Web-store Cheat Sheet



Select a Customer **Quick Order Favorite Lists HON Furniture** Saved Carts Order History / Returns Customer / User Maintenance View Reports **Clearance Corner** Ink & Toner Finder My User Information Special Item Request **Change Ship To Begin New Order**

"My Account" Navigation Panel

Quick Order - Add items to your Shopping Cart by Item Number

Favorites List - Find your custom favorite lists and custom contract items here and start your order. Saved Carts - You started shopping and had to stop for any reason, you may save from your shopping cart until you can return to your order.

Order History/Returns - Check the status of your order, print the invoice from a past order, or make a return request on a previous order.

Clearance Corner - Deals!

My User Information - View or edit your personal account information including contact information and password.

Change Ship To Location - Select a different department or location for your order to be billed and shipped to.

Find products within 3 clicks by scrolling over the major product categories.

More

View the cart when you are ready to checkout.

Office Supplies
Technology
Furniture
Maintenance & Breakroom VIEW CART 0 Item(s) \$0.00 Enter Keyword SEARCH Ink & Toner Finde Search: office paper Search Showing 1 - 24 of 890 items Page: 12345678910> office paper Sort By Display Popularity 24 per page 🔻 All Words Any Word View: Add Checked Items To Cart Compare Checked Items Exact Phrase SKU # Only Check All Items Category Office Paper (552) Filter search Toilet Tissues (74) Cover Stock (59) results by product Roll Paper (32) Shredders (25) category, features, More Features popularity & price. Global Product Type (716) Post-Consumer Recycled Content Percent (700) Everyday Copy And Print Value Plus Copy Paper Universal® Copy Paper, 92 Everyday Copy And Print Paper, 95 Bright, 20lb, 8.5 x Paper, 92 Bright, 20lb, Letter - 8.50" x 11" - 20 lb Brightness, 20lb, 8-1/2 x 11, Total Recycled Content Percent (700) Pre-Consumer Recycled Content Percent (667) 11" Letter, White Letter, White Basis Weight - 92 White, 5000 Sheets/Carton Brightness - White SKU: 10578959 \$31.00/CS SKU: EOS00109 \$37.13/CS Size (564) SKU: VP000012 SKU: UNV21200 \$4.43/RM \$178.65/CT Paper Color(s) (562) Sheets Per Unit (549) Machine Compatibility (546) 1 Line Comment 1 Line Comment 1 Line Comment 1 Line Comment Paper Weight (545) 🚯 Add to C Compliance Standards (378)

Add multiple items to your shopping cart using the check boxes and click "Add checked items to cart" when finished.

View product specifications and larger product images by clicking on the item and click "Add to cart" when you are ready to buy.

Search for items by keywords, item numbers.