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Online Ordering Home Page - The home page will display important messages and/or provide links to quick resources to help make the online shopping experience efficient and enjoyable.

There are several searching tools within the menu bar to allow you to quickly find the items you are wanting to purchase.
**Best Value Items List** - an efficient method of searching for the best value contracted items.

Search a list of over 400 items that are on the University's best value contract. Easily narrow your search by using the categories to the left of the screen. You can also re-sort this list to accommodate your needs. See the Value Added items noted by the icon 🔄.
Quick Order - If you know the item numbers you would like to order use Quick Order to enter those items and quantity then add to the cart for seamless checkout.
**Ink and Toner quick search** - allows you to use your printer attributes to quickly find a list of compatible inks or toners.

You can save your searches so next time you can just select machine from list. The name can be whatever is easiest for you to remember.
**Keyword item searches** - You can use keywords in the search bar to search any type of item. You can also use the item number in that search field rather than keyword.

Then use the expanded categories on the left hand side of the screen to narrow down your search using specific attributes about the item.
**Advanced Search** - You will also have the ability to do an advance search from that keyword tool bar. The advanced search allows you to search by item attributes and keywords combined.

You can even create your own favorite list(s) of items. Quickly add items to your favorite list(s) from any search option. Find your favorites list(s) through the top menu bar.

Any of the search options will allow you to quickly add items to your cart and submit your order for processing.

You will have the ability to update and make changes even if your items are in your cart prior to submitting your order.
Shopping Cart - submitting order - From the shopping cart, review your order, make changes, quickly go back and continue shopping. You can print a copy of your order.

Keep in mind, if you do not submit your order your cart will be cleared out every 24 hours.