


Ordering Ink and Toner via a Shopping Cart

When following Weekly Briefing # 17389 regarding toner and ink ordering, please make sure you are using PRODUCT CATEGORY **20772 PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS TRACTORS**, when identifying each line of your order. All lines in your shopping cart for toner or ink must use **20772 PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS TRACTORS**.

Using this product category code will allow a toner or ink order to be placed without producing the error message regarding the use of P-Card or the value being less than \$3000.00 shown below.

 Use P-Card for total shopping cart value less than \$3000

STEP 1

SELECT THE “...” ELLIPSES IN THE “CATEGORY” FIELD DROP-DOWN MENU TO FIND THE CORRECT CATEGORY

Describe Requirement

You can describe your requirement if you are unable to find it in the catalog.

Description

Internal Note

Quantity/unit

Price/Currency

Category

Required on

STEP 2

In the CATEGORY ID field type 20772 and click the START button.

Then, click on the found category description "PRINTER ACCESSORIES AND..." to select it and return to the shopping cart.

Find

Find Product Category

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Category Description

Category ID

Logical system

Maximum No. of Hits

Search Result: 1 Entry

<u>Category Description</u>	
PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS TRACTORS,	20772

STEP 3

Complete the creation of the shopping cart line.

NOTE: Make sure the shopping cart is used only to purchase ink or toner and that all lines specify the same category.

Describe Requirement

You can describe your requirement if you are unable to find it in the catalog.

Description

Internal Note

Quantity/unit

Price/Currency

Category

Required on 