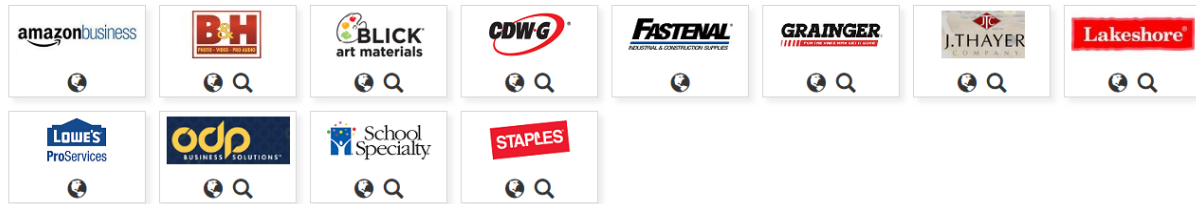


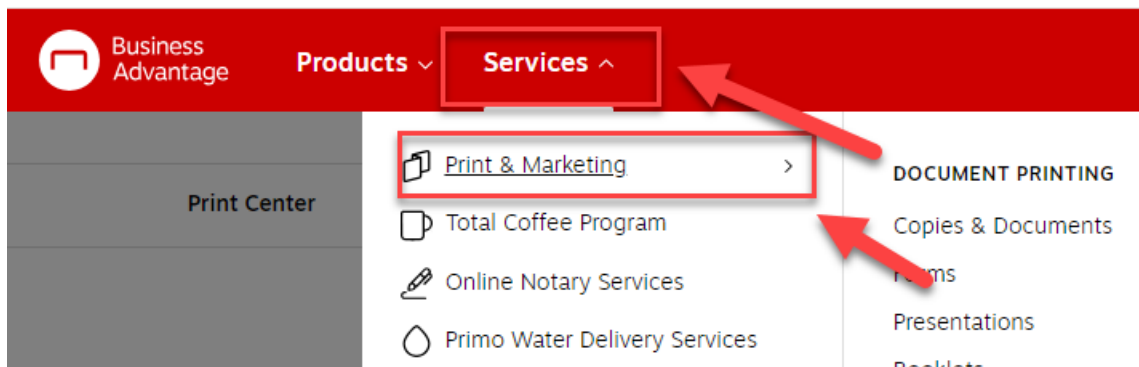
# Staples Print Services in Private Marketplace

1) Click on the Staples punchout link:

All Suppliers



2) Click on Services>Print & Marketing



3) Create your print job and add to your cart

4) Review your cart and "Submit Order"

## Review & Checkout

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

Order Summary		Delivery to: <a href="#">Portland, OR 97227</a> <a href="#">Submit Order</a>
Items (1)	\$100.97	
Total	\$100.97	

1 item in cart

5) Checkout, Finalize Checkout in Private Marketplace

Shopping Cart

Staples: Shipping Message: "new" orders under \$25 may be charged a \$5.99 fee. Please order \$25 or more to avoid this fee. If a product exceeds 70 lbs, and/or 110" in length/width, or is for furniture, a special handling charge may be applied to your order.

Displaying 1 - 1 of 1 results

Email Items Export PDF Export CSV

<input type="checkbox"/>	Item	Price	Quantity	Item Total
<input type="checkbox"/>	STA-139347SSNo descriptionSS1-Color Advertising Label, Circle, 3" , Qty 500, Line 1:No description Staples (Supplier Part # 1414289)	\$128.51 RO	1	\$128.51

Copy Selected Remove Selected

Total: \$128.51

Checkout

6) Verify Shipping Address, enter card information, and Place Order

checkout - 100425

Shipping Address

PPSS575 - Purchasing & Contracting

Browse

Purchasing & Contracting  
550 N Wheeler Pl Floor 2  
Portland, OR 97227

Name\*

Stephen Hirai

Phone\*

5039163314

Requested Delivery Date

Payment

Payment Method

Card

Name\*

Card #\*

Exp. Date\*

Staples

Item	Part #	Price	UOM	Quantity	Item Total
+ STA-139347SSNo descriptionSS1-Color Advertising Label, Circle, 3" , Qty 500, Line 1:No description	1414289	\$128.51	RO	1	\$128.51

- ☐ Add internal comments
- ☐ Add order comments
- ☐ Notify others of order
- ☐ Attach Files

Total: \$128.51

Place Order

Save Requisition