

# Suburban Stationers PINfinity Online Ordering

## User Manual & Quick Tip Guide

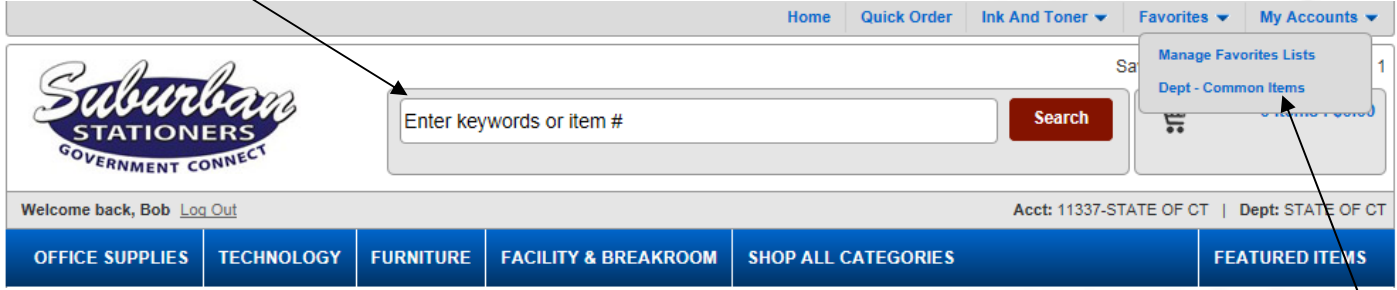
Suburban Stationers Online Ordering & Punchout platform has been designed specifically for the State of Connecticut.

The screenshot displays the website's header with navigation links: Home, Quick Order, Ink And Toner, Favorites, and My Accounts. The Suburban Stationers Government Connect logo is on the left, and a search bar with a 'Search' button is in the center. On the right, it shows 'Saved Orders: 0', 'Denied Orders: 0', and a shopping cart icon with '0 Items : \$0.00'. Below the header, a user greeting reads 'Welcome back, Bob' with a 'Log Out' link, and account information 'Acct: 11337-STATE OF CT | Dept: STATE OF CT' is shown. A blue navigation bar contains categories: OFFICE SUPPLIES, TECHNOLOGY, FACILITY & BREAKROOM, FURNITURE, SHOP ALL CATEGORIES, and FEATURED ITEMS. A customer support banner features a phone icon and the number '860-347-0299'. Below this is a large promotional banner for '2017 CATALOGS available now' with a 'CLICK HERE' button. The banner includes an image of a hand on a mouse, a coffee cup, glasses, and pencils. To the right is a '2017 Suburban Stationers Government Connect' catalog cover with the text 'Products for your Business' and 'Suburban Stationers Government Connect'. Further right is the 'State of Connecticut Small Business Certified Vendor' logo with the state seal and the motto 'QUI TRANSTULIT SUSTINET'. Below the banner are three images: the Connecticut State Capitol building, a woman holding a box of supplies, and students in a classroom. A text overlay reads 'A part of our community'. At the bottom, a black bar contains the text 'Get connected with Suburban Stationers: proud supplier for our government, schools, and nonprofits.' The footer has links for ABOUT US, CONTACT US, HELP, and PRIVACY POLICY.

# Four Ways to Shop...

**Keyword Search**

**Quick Order**  
If you know the item number and/or are having trouble searching for an item number.



**Browse Categories**

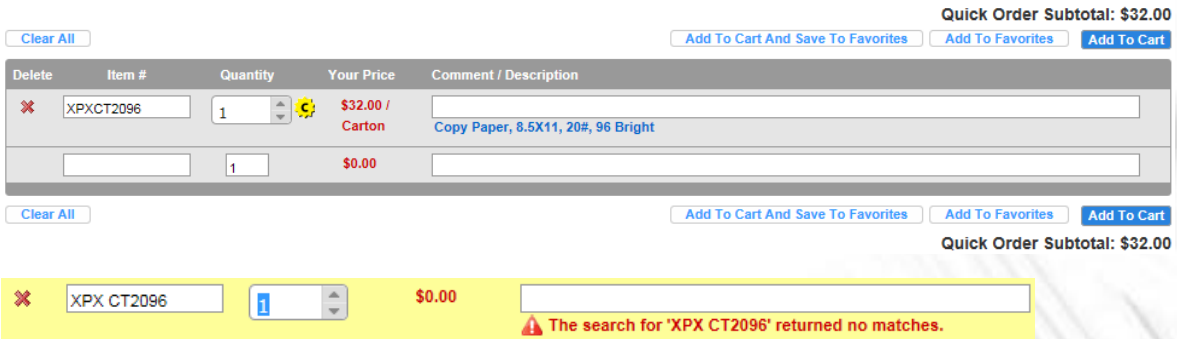
**Favorites List**  
Shop your Agency's Frequently Ordered Items

**Quick Order**

Enter the item number, adjust the quantity if necessary, then press the Enter key to add another line.

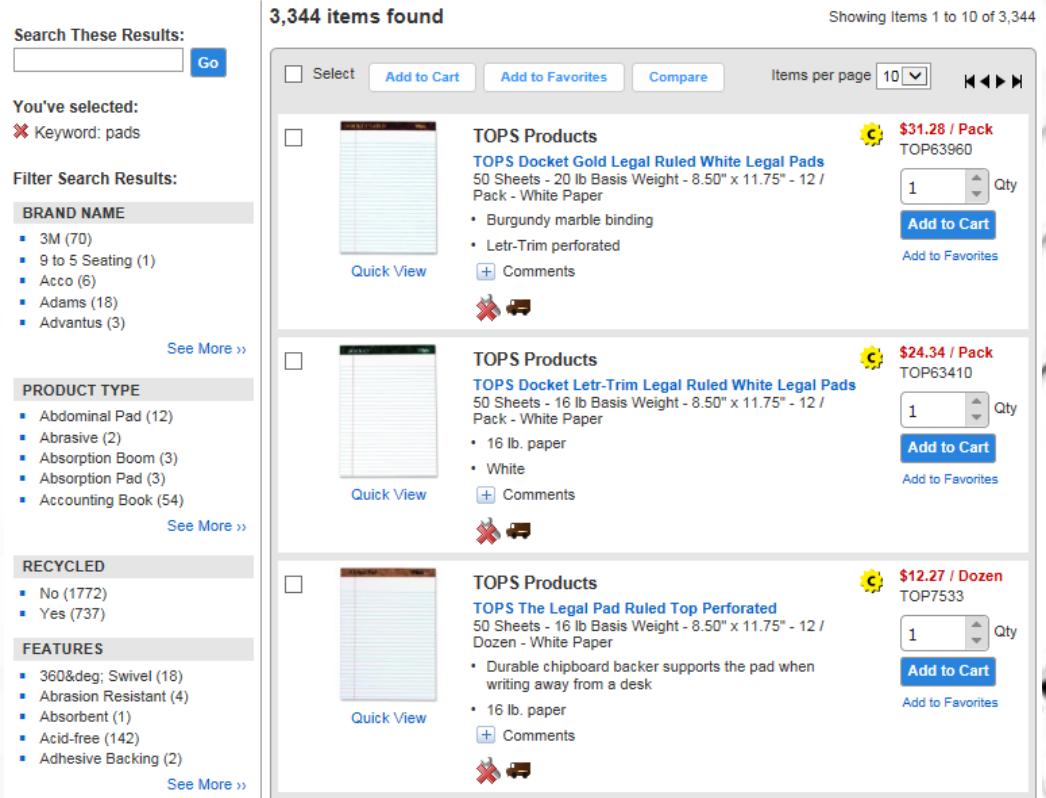
Continue adding items and once done, click Add to Cart

If an item is entered incorrectly, an error message will appear.



**Category & Keyword Search**

You can limit your searches using the filters on the left. Note the Recycled attribute.



# Adding Items to Your Cart...

Suburban Stationers  
GOVERNMENT CONNECT

CT2096

Saved Orders: 0 Denied Orders: 1  0 items : \$0.00

Welcome back, Bob [Log Out](#) Acct: 11337-STATE OF CT | Dept: STATE OF CT

OFFICE SUPPLIES TECHNOLOGY FURNITURE FACILITY & BREAKROOM SHOP ALL CATEGORIES FEATURED ITEMS

[View more Miscellaneous](#)

**Suburban Stationers**  
**Copy Paper, 8.5X11, 20#, 96 Bright**  
Multi-use Copy Paper, Letter Size, 96 Bright

Item: XPXCT2096  
Packaging: 10-Ream/Carton  
Your Price: **\$32.00 / Carton**    
Quantity:

**Items Recently Viewed**

- 
- 

Item: XPXCT2096  
Packaging: 10-Ream/Carton  
Your Price: **\$32.00 / Carton**  
Quantity:

**Adding to cart...**

**Cart Quick View**

1 items : \$32.00

**Recently Added:**

- XPXCT2096  
**\$32.00 / Carton**  
Qty: 1

## View Cart

Print will open up a PDF in a new window. That PDF can be saved and used to attach to your requisition (If applicable).

**Shopping Cart**

Item Total: **\$32.00**

**DO NOT PLACE ORDERS UNDER THIS** 1 Items : \$32.00

Item #	Your Price	Quantity	Packaging	Ext Price	Remove
XPXCT2096 Copy Paper, 8.5X11, 20#, 96 Bright Comments: <input type="text"/>	<b>\$32.00 / Carton</b>	<input type="text" value="1"/>	10-Ream/Carton	\$32.00	<input type="button" value="X"/>


Item Total: **\$32.00**

Adjust Quantities, delete items, add comments, etc.

Then click **Checkout**

# Other Features

Favorites



Home Quick Order Ink And Toner Favorites My Accounts

Enter keywords or item #

Manage Favorites Lists  
Dept - Common Items  
Core Inventory Items  
View Cart Checkout



XPX  
**Copy Paper, 8.5X11, 3 Hole Punch, 20#, 92 Bright**  
PAPER, 8.5X11, 20#, 92 BR, 3 HOLE PUNCH

Item: XPX1211

Packaging: 10 Ream/Carton

Your Price: **\$3.60 / Ream**

Quantity:   [Add to Favorites](#)

10 in cart

When viewing an item, Click **Add to Favorites**

## Add Items to Favorites List

Add items in the Favorites list shown below to an existing list or create a new list.

Add to:	Favorites List Name	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Dept - Common Items	

Create a new favorites list, and/or Select a Favorites List to add the item to Then Click Add to Favorites List(s)

Home Quick Order Ink And Toner Favorites Contracts My Accounts

Your Orders Awaiting Approval: 4 Saved Orders: 9 Denied Orders: 1

### Manage Favorites

#### Shop Favorites Lists

##### MY LISTS

- Dept - Common Items

##### SHARED LISTS

- Core Inventory Items

##### CATEGORY

- Miscellaneous Items (5)
- Paper & Pads (1)





### Dept - Common Items

Detailed View Summary View

Showing Items 1 to 6 of 6

Sort by Item # Ascending - Default

Select

	<b>Officemate International Corp.</b> OIC Binder Clip - Medium - 1.3" Width - 0.62" Size Capacity - 12 Pack - Black • Durable clips offer wire handles for upright hanging • Ideal for temporary binding or fold flat for everyday use <a href="#">Comments</a>	<b>\$0.58 / Box</b> OIC99050	<input type="text" value="1"/> Qty <input type="button" value="Add to Cart"/>
	<b>Officemate International Corp.</b> OIC Paper Clip - No. 1 - 1000 / Pack - Silver - Steel • Paper clips are made from the highest quality steel • Feature a bright, corrosion-resistant finish <a href="#">Comments</a>	<b>\$0.15 / Box</b> OIC99911	<input type="text" value="1"/> Qty <input type="button" value="Add to Cart"/>
	<b>Officemate International Corp.</b> OIC Giant-size Paper Clips - Giant - 1000 / Pack - Silver - Steel • Paper clips are made from the highest quality steel • Feature a bright, corrosion-resistant finish <a href="#">Comments</a>	<b>\$0.43 / Box</b> OIC99914	<input type="text" value="1"/> Qty <input type="button" value="Add to Cart"/>
	<b>XPX</b> Copy Paper, 8.5X11, 3 Hole Punch, 20#, 92 Bright <a href="#">Comments</a>	<b>\$3.60 / Ream</b> XPX1211	<input type="text" value="1"/> Qty <input type="button" value="Add to Cart"/> 10 in cart

Shopping from Favorites Lists



# Other Features...

## Saved Orders

Your Orders Awaiting Approval: 4 Saved Orders: 9 Denied Orders: 1

### Saved Orders

Need Help

Expand Search Description

	Description	Department	Created	Items	Total Price	Move	Copy	Delete
+	SIM-8/14/2014		8/14/2015	8	\$151.74			
+	communications		8/14/2015	6	\$225.63			

**Note:** If you have items in your cart already, and you Move or Copy items from a Saved Order, then will be added to your cart.

**Move** – Will move the items on the saved order into your cart and will remove the saved order from the system.  
**Copy** – Will copy the items from the saved order into your cart but will not remove the saved order from

## Order History

Your Orders Awaiting Approval: 4 Saved Orders: 9 Denied Orders: 1

### My Orders

You can check delivery status, easily reorder items you need frequently, and copy orders to Favorites lists here. To begin, use the search form to retrieve the order you want.

Search **History**

Clicking the **Print** button produces an Adobe Acrobat document. You will need Adobe Reader (a free download) to view this document.

Expand Print Add To Favorites Get Adobe Reader Show Legend Add To Cart

	View	Order #	Dept	Total	Status	PO	Order Date	Invoice Date	Ordered By	Attention
<input type="checkbox"/>	+		C3870585-0	-\$5.73		TEST	9/9/2015	9/9/2015		
<input type="checkbox"/>	+		3870585-0	\$5.73		TEST	9/8/2015	9/9/2015		
<input type="checkbox"/>	+		6000001-0	\$8.99		C CARD	12/24/2014	12/24/2014		
<input type="checkbox"/>	+		3850966-0	\$39.87		1	12/15/2014	12/15/2014		
<input type="checkbox"/>	+		C3850966-0	-\$39.87		1	12/15/2014	12/15/2014		

Expand Print Add To Favorites Add To Cart

My Accounts

- Order History
- Saved Orders
- Order Approval
- Choose Account
- Edit Profile

