

Employee Tools-Supply Order Form

- ✚ Log into **My Siena**.
- ✚ In the **My Tools** area under **Employee Tools**, click the **Supply Order Form** link.
- ✚ The **Accounts Payable** page will display.
- ✚ In the **Supply Order Form** portlet:
 - ★ Click the list arrows under **Items** to select each of the items that are to be ordered (see illustration below).
 - ★ In the **Quantity** column, select the number of each supply that is to be ordered.

| Supply Categories | Items | Quantity |
|---|----------------------|----------|
| Sharp Copier Supplies <i>For copiers only; paper by the case</i> | <input type="text"/> | 0 |
| Printer Paper <i>by the case</i> | <input type="text"/> | 0 |
| Special Paper <i>by the ream</i> | <input type="text"/> | 0 |
| Intra-Office Envelopes/Rubber Bands | <input type="text"/> | 0 |
| Laser Cartridges | <input type="text"/> | 0 |
| HP InkJet Cartridges | <input type="text"/> | 0 |
| Dell Ink Cartridges | <input type="text"/> | 0 |
| Adrian Letter Head <i>by the ream</i> | <input type="text"/> | 0 |
| Adrian Letter Head Envelopes <i>box of 500</i> | <input type="text"/> | 0 |
| Department Letter Head <i>Note quantity to be ordered in instructions</i> | <input type="text"/> | 0 |
| Department Envelopes <i>Note quantity to be ordered</i> | <input type="text"/> | 0 |
| Off Campus Letter Head <i>Note quantity to be ordered</i> | <input type="text"/> | 0 |
| Off Campus Envelopes <i>Note quantity to be ordered</i> | <input type="text"/> | 0 |

- ✚ Click the **Add to Order** button.
- ✚ The supplies you have selected will appear under the **Your Order** portlet (see illustration below).

| Item | Quantity |
|--|----------|
| Adrian Letter Head: First Sheet (8.5 x 11) | 1 |

Department:

Contact Phone:

Account Number:

Special Instructions:

- ✚ In the **Your Order** portlet, input the information as shown in the illustration above.
- ✚ Click the **Delete** button next to an item to remove it from the **Item** list.

- ✦ Click the **Submit Order** button to order the supplies.
- ✦ Click the **Clear Order** button to remove the items from the **Item** list under **Your Order**.