

CORPORATE EXPRESS/EWAY OFFICE SUPPLIES
ORDERING INSTRUCTIONS

Currently every office should have someone who has been trained to order office supplies through the e-way process. If not, please contact the procurement office at ext. 3123 or 3476 to receive training.

In addition to having one person who can actually place orders the site will also allow you to browse the catalog. To do this go to www.eway.com and the user ID is fscatalog and the password is catalog.

If you have any questions, please feel free to contact any procurement coordinator listed on our website.