

Ordering Paper

University departments are required to purchase and use recycled copy paper with at least 30% post-consumer content. Purchase of recycled paper through the **University's Stores Department** is required to streamline the procurement process, lower costs by aggregating enterprise-wide purchases, and ensure environmental standards are met.

This is only available to Columbus Campus offices. If you are off campus order through the **Staples** contract on eStores.

If you require more colors than are available from OSU's internal warehouse, you may purchase that paper from another eStores vendor.

Link to the Purchasing page with: <http://osustores.osu.edu/prodservices/officesupplies.aspx>

- Stores Recycled Paper item numbers and the
- University Recycled Paper Policy

Step one: Create a new request

1. Log into eRequest and create a new request
2. Click the eStores button to create a new shopping cart

Step two: Order your paper *first* through the internal supplier catalog

1. Search for the item number of the paper you need (item numbers listed in link above) from the internal supplier tab in eStores
2. Adjust the quantity and click "add to cart"
3. If you are finished with your order you may click "checkout" and proceed to step 4. If you have additional items to purchase from other suppliers (ex. Staples, GovConnection) proceed to step three.

Note: You must place your paper order in the internal catalog first before proceeding to a punch-out site. You cannot return to the internal catalog once you enter a punch-out site.

Step three: Order from additional suppliers (if needed)

1. Follow the typical procedure for ordering from external supplier punch-out sites.
2. Add your items to your cart and proceed to checkout.

Step four: Complete your eRequest

1. Enter your shipping information, business purpose, Chartfield and click "submit for approval"
2. Paper account number is 61340

