

ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCE



OFFICE PLUS

OFFICE SUPPLIES

ONLINE USER'S

GUIDE

1. Go to: <http://www.getofficeplus.com/>
2. Click on: Shop Now

Office Plus of Lake County

Shop Now

- Home
- About Us
- Our Guarantee
- What Customers Say
- ProductCenter
- Showroom Directions
- Request Online Ordering
- Service Center
- Partners in Excellence
- Credit Apps, RA form, etc
- Request Information
- Contact Us

WELCOME TO OFFICE PLUS OF LAKE COUNTY

- An Outstanding tradition of service and value for over 62 years
- Locally owned and operated
- Your one-stop shop for office supplies, office furniture, business machines, janitorial supplies and more!
- Lake County "Partners in Excellence" Award Winners seven years running!

Office Furniture

Office Equipment

Office Supplies

3. Type in your user name and password, click "Go."

Repeat User? Sign in below:

Username:

Password:

Forgotten your password?
We can email it to you right now.

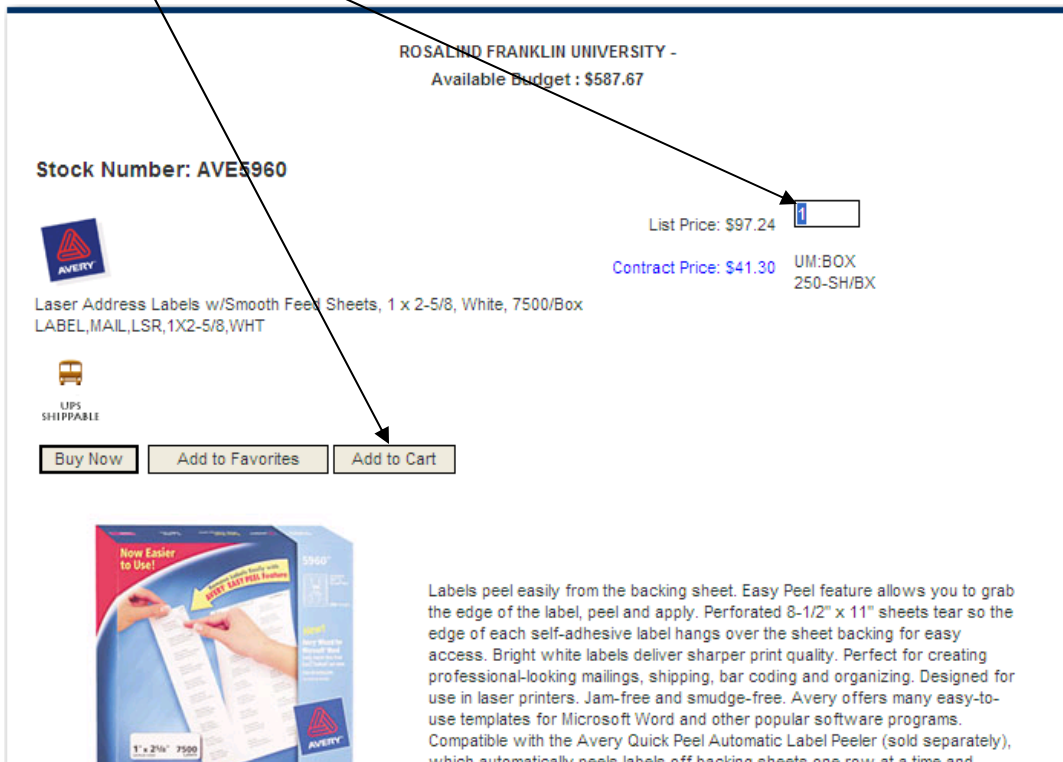
Username:

Questions?
[Email OPLC](#)

4. Enter the part number, without the dashes, of the item you want to order.



5. Enter the quantity of the item you want to order, and then click the “Add to Cart button.”



6. Repeat step 4 for all the items you need to purchase. When you are done entering all items wanted, click on “Check Out”, which is at the bottom of the list of items you just ordered.

WELCOME ROSALIND FRANKLIN Home About Us Contact Us Help

View Cart

ROSALIND FRANKLIN UNIVERSITY -
Available Budget : \$587.67

PREFIX:	ITEM #:	QTY:	COMMENTS:	
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="button" value="Add to Cart"/>

View Items in Streamline View

[Return to Catalog](#) [Hold Order](#) [Delete Order](#) [Check Out](#) [Print This Order](#)

YOUR SHOPPING CART

[Add Selected Items to Favorite List](#)

<input type="checkbox"/>	<p style="margin: 0;">AVE5960</p> <p style="margin: 0; font-size: small;">LABEL,MAIL,LSR,1X2-5/8,WHTLaser Address Labels w/Smooth Feed Sheets, 1 x 2-5/8, White, 7500/Box</p> <div style="text-align: center; margin: 5px 0;"> UPS SHIPPABLE</div> <p style="margin: 0;">Comments: <input type="text"/></p>	<p style="margin: 0;">List Price: <input type="text" value="1"/> \$97.24</p> <p style="margin: 0;">UM: BOX</p> <p style="margin: 0;">Contract Price: \$41.30</p> <p style="margin: 0;">250- SH/BX</p> <p style="margin: 0; font-weight: bold;">Sub-Total: \$41.30</p> <div style="text-align: right;"><input type="button" value="Delete"/></div>
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[Add Selected Items to Favorite List](#)

[Return to Catalog](#) [Hold Order](#) [Delete Order](#) [Check Out](#) [Print This Order](#)

[View Items in Streamline View](#)

7. Review order, when done click "Submit Order." A confirmation page will appear. Print this copy for your records.

Check Out

ROSALIND FRANKLIN UNIVERSITY -
Available Budget : \$587.67

Reference Number: 950437-0

<p>BILLING INFORMATION</p> <p>Company: ROSALIND FRANKLIN UNIVERSITY Suite: Addr: 3333 GREENBAY ROAD City: NORTH CHICAGO State: IL Zip: 60064</p> <p>P.O. #: <input type="text"/></p> <p>Phone: <input type="text"/> 847-578-8739 Ext.: <input type="text"/></p> <p>By: ROSALIND FRANKLIN MATERIALS MA Att'n Name: <input type="text"/></p>	<p>SHIPPING INFORMATION</p> <p>Company: MATERIALS MANAGEMENT Suite: ROOM L310 Addr: DESK TOP DELIVERY City: NORTH CHICAGO State: IL Zip: 60064</p> <p>Requisition #: <input type="text"/> (Long PO #): <input type="text"/></p>
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PAYMENT INFORMATION
Credit Card Info Secured

Payment / Credit Card Type:

Credit Card Number:

Expiration Date:

Name on Credit Card:

SKU:	Description:	Price:	Qty:	SubTotal:
Comments:				
AVE5960	LABEL,MAIL,LSR,1X2-5/8,WHT	\$41.30	1 BOX	\$41.30