

CENTRAL SUPPLY

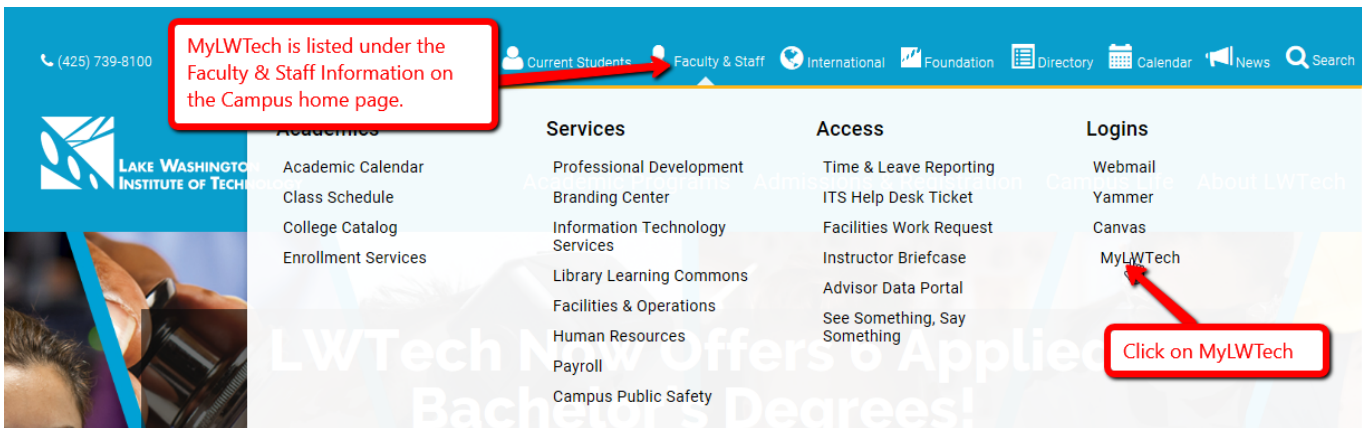
IN HOUSE ORDERING OF PAPER PRODUCTS

DAVIS, HEIDI

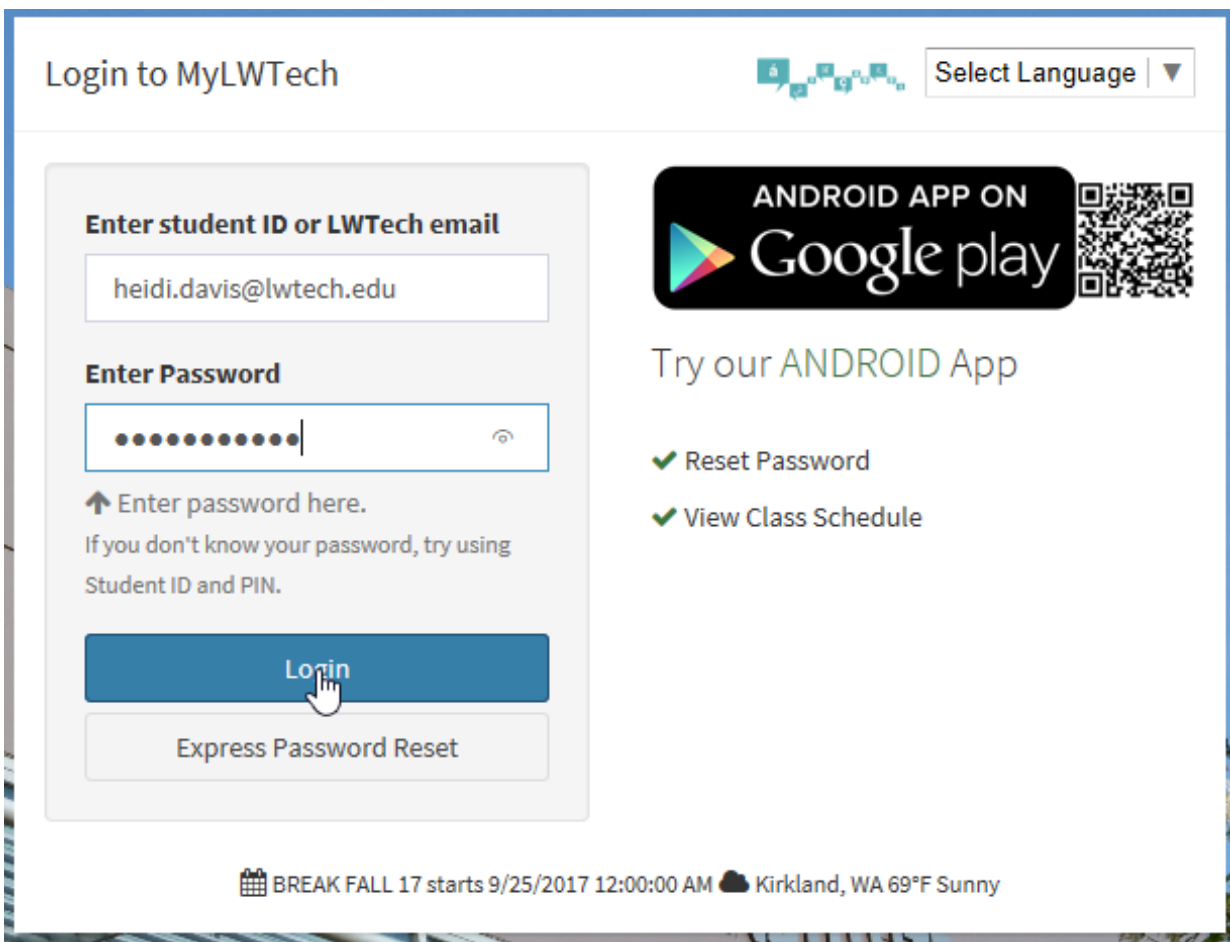
Use central Supply to order Items such as paper, letterhead, and envelopes.

The Central supply order form is under MyLWTech on the campus home page of LWTech.edu

- Hoover over Faculty and Staff
- From the Pop up Window Click on MyLWTech (Fourth Column under Logins)



- Next you will see the MyLWTech Login page (should look like the picture below)



- Login using your email address and windows/computer password

You should now have your MyLWTech Dashboard on the screen

Account Info

Username: Heidi.Davis

Student ID: 885084655

Email: Heidi.Davis@lwtech.edu

User Type: Employee

Change Password

Account is unlocked.

PRINT USAGE

CURRENTLY ON BREAK

FALL 17 starts 9/25/2017 12:00:00 AM

Want to update profile photo?

Profile photo is the picture assigned to your LWTech ID Card. Visit information desk if you wish to update photo ID.

ENROLLMENT BREAK

View Data Dashboard

- Under the Administrative Services drop down menu select Central Supply Ordering

Administrative Services Central Supply Ordering

Catalogue

QTY	OD ITEM #	Units	Stock	Description	Price EA	Ext Amt
BEST SELLERS						
0	3681581	bx (10)	In Stock (17)	Paper, 8-1/2" x 11" Copy Bond White Box of 10 Reams	0.00	\$ 0.00
0	2000	bx (5000)	Out of Stock	Sharp Copier Staples	0.00	\$ 0.00
2	368158	rm (100)	In Stock (370)	Paper, 8-1/2" x 11" Copy Bond White Ream of 100	0.00	\$ 0.00
0	526799	bx (500)	In Stock (2)	Envelope #10, White General, Window, Black Letterhead	29.24	\$ 0.00
0	526763	bx (500)	In Stock (10)	Envelope #10, White General, Black Letter Head	25.83	\$ 0.00
0	2001	bx (500)	In Stock (11)	Window Envelope #10, Enrollment Services	58.71	\$ 0.00
0	2002	bx (500)	In Stock (15)	Window Envelope #10, High School Programs	58.71	\$ 0.00
0	2003	bx (500)	In Stock (15)	Window Envelope #10, Dental	58.71	\$ 0.00
0	2004	bx (500)	In Stock (15)	Window Envelope #10, Financial Aid	58.71	\$ 0.00
0	2005	bx (500)	In Stock (15)	Window Envelope #10, Finance Office	58.71	\$ 0.00
0	1001	rm (500)	In Stock (10)	Paper, Letterhead, Black/White	49.52	\$ 0.00
TYPICALLY IN STOCK						
0	345637	rm (500)	In Stock (38)	Paper, 8-1/2" x 11" Copy Bond Blue	13.37	\$ 0.00
0	345660	rm (500)	In Stock (41)	Paper, 8-1/2" x 11" Copy Bond Yellow	13.99	\$ 0.00
0	345686	rm (500)	In Stock (38)	Paper, 8-1/2" x 11" Copy Bond Gold	13.37	\$ 0.00
0	345645	rm (500)	In Stock (36)	Paper, 8-1/2" x 11" Copy Bond Green	13.37	\$ 0.00
0	345694	rm (500)	In Stock (36)	Paper, 8-1/2" x 11" Copy Bond Ivory	13.37	\$ 0.00
0	345652	rm (500)	In Stock (23)	Paper, 8-1/2" x 11" Copy Bond Pink	13.37	\$ 0.00
0	790197	rm (500)	In Stock (18)	Paper, 8-1/2" x 11" 3 Hole White	4.79	\$ 0.00
0	790278	rm (500)	In Stock (35)	Paper, 8-1/2" x 14" Copy Bond White	5.71	\$ 0.00

- Find the item you need, From the dropdown box select the quantity you need

- At the bottom of the page you will need to fill in the following information.

Delivery Information

Building: East Room: E199G Ext #: 8218

Name: Heidi Davis Department: Facilities Budget: 149 - 085 - 1Z30 [?]

Check to confirm signature authority.

Place Order

Please make sure to fill in ALL Fields such as Building, Room, Ext #, and Budget.
* Dont forget to check the "Check to confirm signature authority" box

- Click Place Order

YOUR ORDER IS PLACED!

Order Sent

Your order has been placed and is now being reviewed. You will get a confirmation email containing your order details.

[Click here to return to MyLWTech.](#)

You will receive an order confirmation via email.

 Supply Delivery | Davis, Heidi 10:15 AM
Heidi Davis - Central Supply Order ▼

Your order has been sent to Central Supply. You will be notified by email when your order is received and processed for delivery. The following is a summary of your order. Please examine it and make sure that it reflects the items, prices, and quantities that you ordered.

2 rm 03 - Paper, 8-1/2" x 11" Copy Bond White Ream of 100 \$0.00ea \$0

Order Total \$0

Building: East
Room: E199G
Ext: 8218
Budget: 149-085-1Z30

If you notice an error exists please reply to this email letting us know.

Your order will normally be delivered within 24-48 hours from the time the order was placed.