

## **INSTRUCTIONS FOR ORDERING HP PRINTERS AND COMPUTER SUPPLIES ONLINE**

1. Go to ePlus Procurement web link: <http://procurePlus4.ePlusonline.com/Montclair>
2. **First time users must click on “[User Registration](#)” in the upper right corner.**
3. Fill out all fields marked with an asterisk (\*). Click on “[Create](#)”. You will receive an email with your user name and password within a few minutes.
4. To log in, enter your user name and password on the ePlus Procurement website; click on the “[Log In](#)” button.
5. You will be taken to **Procure+** website.
6. To start placing your orders, click on “[Catalogs](#)” (menu on the left hand side of the screen). Then click on “[MSU Standard Catalog](#)”. You will have two options:
  - *MSU Accessories Catalog* which consists of computer accessories.
  - *MSU HP Catalog* which consists of all the MSU approved HP printers and printer accessories.
7. All items in the Standard Catalog have real time pricing and availability. You may also view the technical specifications for each item.
8. Once all the items are added to your “[Cart](#)”, you may click on “[Check Out](#)” and then “[Submit](#)” the order to ePlus for processing.
9. At “[Check Out](#)” you will have two payment options:
  - *Purchase Order*
  - *P-Card.*

### **P-Card**

Click on “[P-Card Submit](#)”. P-Card users will be required to enter the last 4 digits of their P-Card. **The first time a p-card order is placed, the card holder will be contacted by an ePlus Customer Service Representative to obtain the rest of the card number.**

**When using a p-card, make sure that the order amount is within your transaction limit.** All fields must be filled out for the order to be processed. All “[Bill To](#)” information must be identical to “[Bill To](#)” information of the P-Card.

### **Purchase Order**

Click on “[PO Submit](#)”. Enter the full PO number in the field. Enter your contact information (name, phone number and address). Click on “[Submit](#)” to send your order to ePlus for processing.

10. Repeat users will be able to bring up their “**Bill To**” and “**Ship To**” information by clicking on “**Display Detailed List**” buttons.
11. Orders are shipped via UPS Ground. There is no charge for shipping. Average delivery time is 48-72 hours from time of order.
12. All returns must be made within 30 days from the invoice date. Return instructions can be found on **Procure+** website.
13. To check the status of your order, go to **Procure+** website. Click on “**Requisitions**” on the left hand side.
14. **For statuses, returns, or order changes contact:**  
Leigh Masters  
ePlus, Inside Sales  
Phone: 609-584-4919  
Email: [lmasters@ePlus.com](mailto:lmasters@ePlus.com)
15. **For all purchasing questions contact:**  
Klavdiya Hammond, x 7858, email: [hammondkl@mail.montclair.edu](mailto:hammondkl@mail.montclair.edu)  
John Goscinski, x 7468, email: [goscinski@mail.montclair.edu](mailto:goscinski@mail.montclair.edu)
16. If you would like to make a personal purchase, please contact Leigh Masters at 609-584-4919 or [lmasters@ePlus.com](mailto:lmasters@ePlus.com).