How does your Agency order?	Possible Setup Specific to your Agency	
No P Card / CORE – CT Only	Generic, agency specific login for pricing only. Manually enter CORE PO's	*Option A: Ideal for agencies that each product/item is associated to a specific budget*
	Individual buyer logins. Approval setup optional – Purchasing as final approver or could follow Agency's internal approval process	*Option B: Ideal for agencies that each CORE order is associated to a specific budget See Setup A below*
Both P Card / CORE – CT	Individual buyer logins recommended Approval setup optional	*Combination of Setup A and B below*
P Card Only	Individual buyer logins recommended Approver setup recommended if buyers use P Cards assigned to others	*See Setup B below*

POSSIBLE New Ways…

A. **Step 1:** A user/requisitioner logs into www.pinfinity.net and begins creating an order by adding items to their shopping cart. Once their order is complete, the shopping cart can be saved as a PDF.

   Step 2: The user goes into CORE and attaches the PDF of the order they saved from pinfinity.net to a new requisition in CORE. A line item description can be used (ex: Office Supplies) with the total dollar amount of the order. The user/requisitioner then submits the CORE requisition. *****

   Step 3: The user then goes back to www.pinfinity.net, and places the order. The order is sent to Purchasing and will await their approval.

   * Once the order is submitted in CORE, the order will go through the agencies internal approval process. Purchasing is notified once the order has gone through final approval. At this point, Purchasing can login to www.pinfinity.net, add the newly created PO from CORE to the pinfinity.net order, and approve it for submission to Suburban Stationers.

B. *A*n agency that has buyers with their own P Cards can be setup individually, with their P Card attached to their account, or can enter it at the time of ordering on PINFINITY.net.

These are only a couple ways your agency can be setup.
The possibilities to meet the needs and requirements of your agency

Additional Benefits & Options…

- Online orders can be placed using a P Card <u>AND/OR</u> can be 'Charged to Account'. This can be setup based on the Agency's preference.

- Your agency's most frequently purchased items automatically displayed as a Favorites List.

- Does your Agency have multiple locations?
Setup a buyer at each location. When they order, the order could go to an individual for approval OR purchasing can place orders for different locations online

- Utilize the Approval Processes to control spending and budgets

- Template customizations by Agency:
Provides for flexibility, at the agency level, to control the selection of items available your agency's buyers. Access can be based on the user level, location level, or agency level.

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