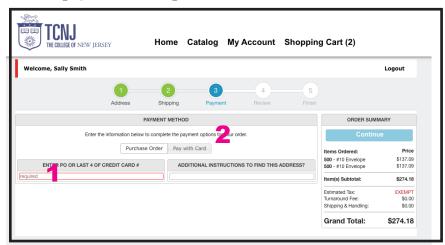
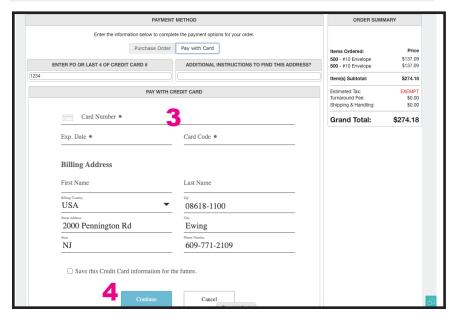
STATIONERY SYSTEM PAYMENT MODULE

For P-Card purchases

- 1. Put the last four digits of your p-card in the required field.
- 2. Click on Pay with Card.
- 3. Fill in your full card info on the payment page that opens.
- 4. Click on Continue to place order.
- 5. Your payment is complete. No further action needed.





For Purchase Order purchases

- 1. Put your purchase order number in the required field.
- 2. Click on Purchase Order.
- 3. Click on Continue to place order.
- 4. Check PO number on order confirmation.
- 5. Upon receipt of your invoice, process payment through Oracle.

