

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.

The screenshot shows the 'Payment Method' step of the checkout process. A progress bar at the top indicates the current step is 'Payment' (3). The 'PAYMENT METHOD' section has two tabs: 'Purchase Order' and 'Pay with Card'. The 'Pay with Card' tab is selected. Below it, there is a field labeled 'ENTER PO OR LAST 4 OF CREDIT CARD #' with a red border and a 'required' label. To the right is a field for 'ADDITIONAL INSTRUCTIONS TO FIND THIS ADDRESS?'. The 'ORDER SUMMARY' on the right lists items ordered (500 - #10 Envelope), subtotal (\$274.18), and grand total (\$274.18). A 'Continue' button is visible.

The screenshot shows the 'Pay with Credit Card' step. The 'PAY WITH CREDIT CARD' section has fields for 'Card Number', 'Exp. Date', and 'Card Code'. Below these is the 'Billing Address' section with fields for 'First Name', 'Last Name', 'Billing Country' (USA), 'Street Address' (2000 Pennington Rd), 'State' (NJ), and 'Phone Number' (609-771-2109). A checkbox 'Save this Credit Card information for the future.' is at the bottom. The 'ORDER SUMMARY' on the right is the same as the previous step. A 'Continue' button is at the bottom.

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.

The screenshot shows the 'Payment Method' step. The 'Purchase Order' tab is selected. The 'ENTER PO OR LAST 4 OF CREDIT CARD #' field is highlighted with a red border and a 'required' label. The 'ORDER SUMMARY' on the right is the same as the previous step. A 'Continue' button is visible.

The screenshot shows the 'Shipping and Payment Information' step. The 'SHIPPING DETAILS' section has fields for 'Shipping Address' and 'Shipping Method'. The 'PAYMENT INFORMATION' section has fields for 'Billing Address' and 'Payment Type'. The 'ORDER SUMMARY' on the right is the same as the previous step. A 'Place Your Order' button is at the bottom.