

## Ordering with Forms and Supply

1. You will need to log into FSI with your credentials that the FSI representative forwarded to you in an email. Follow this link <https://www.fsioffice.com/>.
2. Place your items that you need in your cart and select to Checkout.

The screenshot displays the FSI Shopping Cart interface. At the top, there is a navigation bar with categories like 'Office Supplies', 'Technology', 'Furniture', 'Facility & Breakroom', and 'Shop All Categories'. Below this, the 'Shopping Cart' title is followed by a 'Print' icon. The cart contains one item: 'BIC RLC241BK', which is a BIC Gel Retractable Pen. The item details show a list price of \$27.14/Box and a current price of \$19.20/Box. A promotional message states '\$25 Gift Card w \$50 Bic Purchase'. The quantity is set to 1, resulting in an extended price of \$19.20. A red 'Checkout' button is prominently displayed next to the item total of \$19.20. Other buttons include 'Continue Shopping', 'Empty Cart', and 'Save Order'. At the bottom, there is a section for 'Customers Who Bought This Item Also Bought:' and a 'TOP' button.

Item #	List Price	Your Price	Quantity	Ext Price	Remove
BICRLC241BK	\$27.14 / Box	\$19.20 / Box	1	\$19.20	X

**Item Total : \$19.20** [Checkout](#)

3. On your edit order details page please make sure:
  - a. If your order requires attention to, special attention to, or personal notes about the order or delivery that you insert those in the instructed fields.
  - b. Please also make sure that you insert the budget account number that the order will be charged to into the Account Number field, like below. If you are ordering for multiple departments, please insert the codes like below in the account code section and in personal notes section.
  - c. Once you are finished you click update changes to proceed.

**Edit Order Details** Dept: 8214 AP/2ND FL

<b>Account</b> WINGATE UNIVERSITY	<b>Shipping Method</b>	<b>Free Shipping</b>
<b>Department</b> 8214 - AP/2ND FL	<b>Additional Instructions</b>	Special Attention
<b>Attention</b> <input type="text"/>		Personal Notes
<b>Billing Address</b>		1202 1201 1203 8200
Name WINGATE UNIVERSITY	<b>Purchase Orders</b>	Long PO
Address PO BOX 159		* Account Number
City WINGATE, NC - 28174	<b>* Payment</b>	1363-8200
<b>Shipping Address</b>		<input type="radio"/> Charge to my account.
Name STEGALL BUILDING		
Address 220 N CAMDEN ST		
Suite AP/2ND FL		
City WINGATE, NC - 28174		

4. Make sure on the last page that you review your order to ensure proper delivery.
  - a. Make sure that Recurring Order is selected as NO, thanks.
  - b. Click Place Order (In Green)
  - c. Once you submit your order you will receive a confirmation email that it has been submitted, but pending approval from the Business Office.

**Review Order Details** Edit Account Details Edit Order Details

Account WINGATE UNIVERSITY **Shipping Method** Free Shipping  
Department 8214 NAP/2ND FL **Special Attention**  
**Billing Address** **Personal Notes** 1202 1201 1203 8200  
Name WINGATE UNIVERSITY **Long PO**  
Address PO BOX 159 **Account Number** 1363-8200  
City WINGATE, NC - 28174 **Payment** Charge to my account.

**Shipping Address**  
Name STEGALL BUILDING  
Address 220 N CAMDEN ST  
Suite AP/2ND FL  
City WINGATE, NC - 28174

**Your Items** Edit Cart Items

Item #	Your Price	Qty	Ext. Price
BICRLC241BK	\$19.20 / Box	1	\$19.20
BIC Gel Retractable Pens - Medium Pen Point - 0.7 mm Pen Point Size - Black Gel-based Ink - Tinted, Clear Barrel - 24 / Box			
Comment: ✓			

**Order Summary**

Item Total: \$19.20  
Shipping: \$0.00  
Subtotal: \$19.20  
Tax: \$1.30  
**Total: \$20.50**

Print **Place Order**

Make ordering even easier and set up a Recurring Order.

**Yes! Start a Recurring Order**  
Submit these items for reorder\* every:

**No thanks**  
Do not create a recurring order today.  
\*You can edit future orders prior to placement.

Please review your order, and then click Place Order to submit it.  
Need help? Call 800-532-0335 for assistance.

5. Once you submit the order you will receive an email confirmation. All orders for FSI will come to the Business Office for approval. Once the Business Office approves your order, you will receive a confirmation email that the order has been approved.

If you have any questions or concerns, please contact

Jenny Walden

704-233-8214

[j.walden@wingate.edu](mailto:j.walden@wingate.edu)