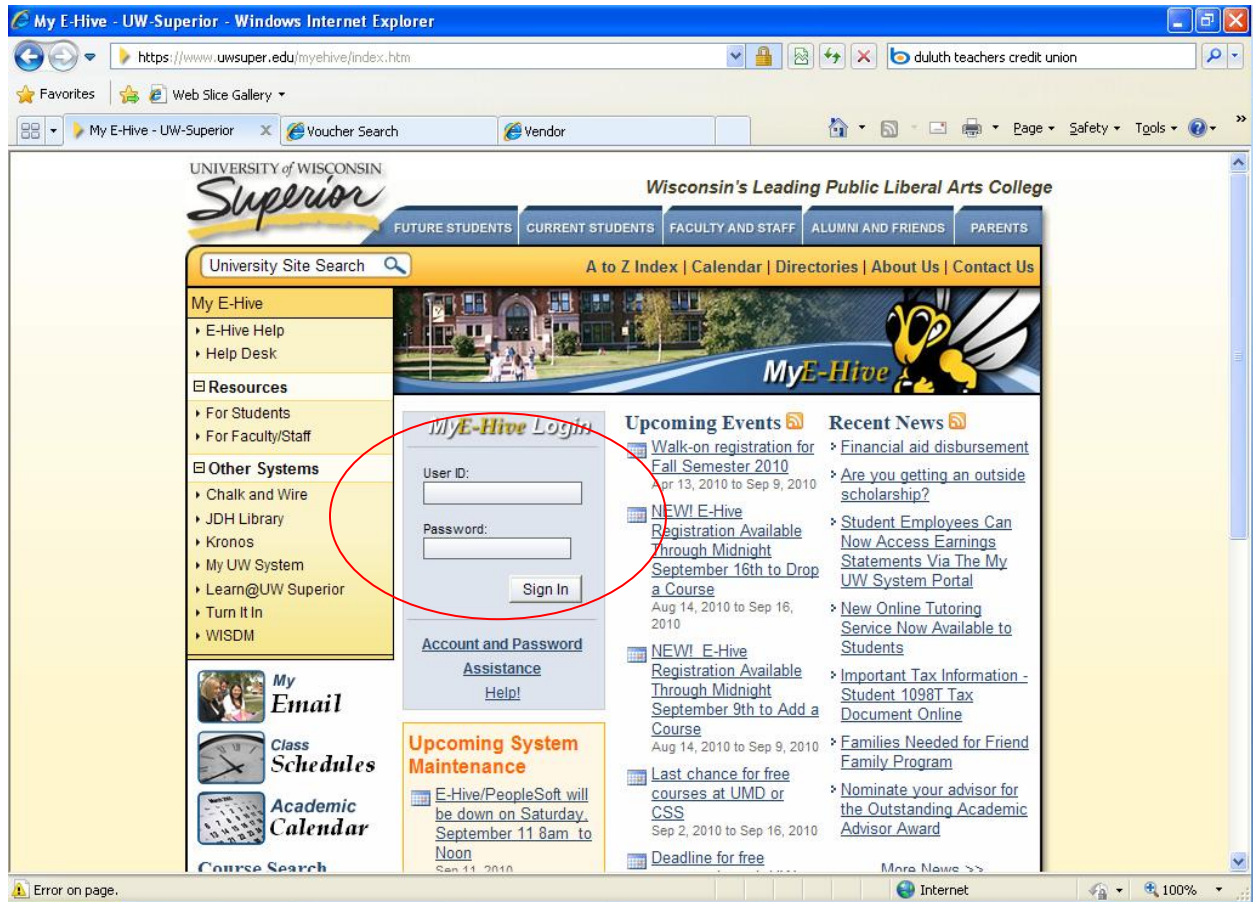


Copy paper purchases are completed through UWS stores as follows:

Go to: <https://www.uwsuper.edu/myehive/index.htm>

Enter your user ID and password to sign in.



Choose "Place Stores Order".

The screenshot shows a Windows Internet Explorer browser window displaying the MyE-Hive portal. The browser's address bar shows the URL <https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/h/?tab=DEFAULT>. The page features a navigation bar with a search box and links for Home, Add to Favorites, and Sign out. Below the navigation bar, there are three main sections: a welcome message for Mr. Robert Waksdahl, an Earnings Statement Link, and a Utilities menu. The Utilities menu is highlighted with a red circle and contains the following items: Change Password, Place Stores Order, Place Field Order, View Field Orders, Request Work Order Account, and Place Work Order. The status bar at the bottom of the browser indicates the Internet connection and a zoom level of 100%.

Employee-facing registry content - Windows Internet Explorer

<https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/h/?tab=DEFAULT>

Search: Home Add to Favorites Sign out

Welcome Mr Robert Waksdahl
You last logged in on 09/08/10 at 02:51 PM

Earnings Statement Link
Earning statements are now available on the UW-System portal at <http://my.wisconsin.edu>.

Utilities

- Change Password
Create a new password.
- Place Stores Order
- Place Field Order
- View Field Orders
- Request Work Order Account
- Place Work Order

Internet 100%

Enter a cost center then click the eye glass to see available envelopes and paper products.

UWS Stores Order Entry - Windows Internet Explorer

https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/c/UWS_SYSTEM.UWS_SI_REQ.GBL?PORTALPA

duluth teachers credit union

Uws Stores Order Entry | Voucher Search | Vendor

MyE-Hive

Stores Order Request

UW Superior Stores Order System

Stores Request Number: NEW

*Cost Center:

Name: Waksdahl,Robert B

Instructions:

[1] Enter a valid cost center number (no spaces or dashes) [2] Enter item number or click Spyglass icon then Lookup button to view catalog. [3] Clicking on item number will enter it to order form. [4] Enter quantity for each item. [5] Use + and - icons to add or delete rows/items. [6] Click Save button to process order. (msg cat# 20001,1)

*Item Number	Description	Item Price	*Quantity	Total Amount
1	<input type="text"/>			

Please click Save to submit your request

Grand Total:

Save Add

Click the item(s) you would like to purchase from the list.

The screenshot shows a web browser window titled "Uws Stores Order Entry - Windows Internet Explorer". The address bar shows the URL: https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/c/UWS_SYSTEM.UWS_S1_REQ.GBL?PORTALPA. The browser's search bar contains "duluth teachers credit union".

The main content area of the browser displays the "MyE-Hive" logo and navigation links: "UW Superior Applications > UWS System > Use > Uws Stores Order Entry". There are also links for "New Window", "Help", and "Customize Page".

The "Stores Order Request" form is visible. It includes a "UW-Superior Stores Order System" section with a "*Cost Center:" field. Below this are "Instructions:" and a list of instructions: "[1] Enter a valid cost center number (no sp... Spyglass icon then Lookup button to view... order form. [4] Enter quantity for each item... rows/items. [6] Click Save button to proces...".

A "Look Up" popup window is open, displaying a table of items:

Item Number	Description	Quantity
LS1635	Envelope, Interdept, Small	Dozen
LS1640	Envelope, Lg, Interdept	Each
LS1663	Env, Wht, Bus, Rply, PPD, 500	Box
LS1664	Env, Wht, YlwBlk Logo, 500bx	Box
LS1670	Env, Krf 6x9 Clasp, 100bx	Box
LS1680	Env, Krf 9x12 Clsp, 100bx	Box
LS1711	Env, Krf 10x13 Clsp, 100bx	Box
LS1720	Env, Krf 10x15 Clsp,	Dozen
LS1725	Env, Krf 10x15 Gummed	Dozen
LS1727	Kraft 12x15 Clasp Envelope	Each
LS1730	Env, Krf Wndw Payroll, 500Bx	Box
LS1791	Env, Wht, Wndw, Blk Logo	Box
LS2640	Computer Paper, White, Std, Perf.	Box
LS2722	Paper, Ltrhd, YlwBlk Logo	Ream
LS2723	Watermark Bond Paper	Ream
LS2946	Paper, Copy, Wht, 8 1/2x11	Ream
LS2950	Paper, Copy, Wht, 8 1/2 x14	Ream
LS2955	Paper, Copy, Ivory	Ream
LS2960	Paper, Copy, Cream	Ream
LS2965	Paper, Copy, Blue	Ream
LS2970	Paper, Copy, Buff	Ream
LS2975	Paper, Copy, Salmon	Ream
LS2980	Paper, Copy, Chmn	Ream

The form also features a "Save" button and an "Add" button. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Enter a quantity and save to process your order.

UWS Stores Order Entry - Windows Internet Explorer

https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/c/UWS_SYSTEM.UWS_SI_REQ.GBL?PORTALPA... duluth teachers credit union

UWS Stores Order Entry Voucher Search Vendor

MyE-Hive Search: Home Add to Favorites Sign out

Favorites Main Menu > UW Superior Applications > UWS System > Use > Uws Stores Order Entry

New Window | Help | Customize Page |

Stores Order Request

UW-Superior Stores Order System Stores Request Number: NEW

*Cost Center: Name: Waksdahl,Robert B

Instructions:
[1] Enter a valid cost center number (no spaces or dashes) [2] Enter item number or click Spyglass icon then Lookup button to view catalog. [3] Clicking on item number will enter it to order form. [4] Enter quantity for each item. [5] Use + and - icons to add or delete rows/items. [6] Click Save button to process order. (msg cat # 20001,1)

*Item Number	Description	Item Price	*Quantity	Total Amount	
1	LS2946 Paper, Copy, Wht, 8 1/2x11	3.50	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Please click Save to submit your request Grand Total:

Internet 100%

You will receive an email confirmation of your order.