

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.

The screenshot shows a Windows Internet Explorer browser window displaying the My E-Hive login page for the University of Wisconsin Superior. The browser's address bar shows the URL <https://www.uwsuper.edu/myehive/index.htm>. The page header includes the university logo and navigation tabs for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FACULTY AND STAFF', 'ALUMNI AND FRIENDS', and 'PARENTS'. A search bar is located below the header. The main content area features a 'My E-Hive Login' section with a red circle around the 'User ID' and 'Password' input fields and the 'Sign In' button. To the right of the login section are 'Upcoming Events' and 'Recent News' sections. The 'Upcoming Events' section includes announcements such as 'Walk-on registration for Fall Semester 2010' and 'NEW! E-Hive Registration Available Through Midnight September 16th to Drop a Course'. The 'Recent News' section includes links like 'Financial aid disbursement' and 'Are you getting an outside scholarship?'. The left sidebar contains links for 'My E-Hive Help', 'Resources', and 'Other Systems'. The bottom of the page shows a status bar with an 'Error on page.' message and a 100% zoom level.

Choose "Place Stores Order".

The screenshot shows a Windows Internet Explorer browser window displaying the MyE-Hive portal. The address bar shows the URL: <https://psweb.uwsuper.edu/psprod/EMPLOYEE/HRMS/h/?tab=DEFAULT>. The browser's search bar contains the text "duluth teachers credit union". The page header includes the MyE-Hive logo and a search bar. Below the header, there are three main sections: a welcome message, an earnings statement link, and a utilities menu. The welcome message reads: "Welcome Mr Robert Waksdahl! You last logged in on 09/08/10 at 02:51 PM". The earnings statement link reads: "Earnings Statement Link. Earning statements are now available on the UW-System portal at <http://my.wisconsin.edu>". The utilities menu is titled "Utilities" and contains the following links: "Change Password" (Create a new password), "Place Stores Order" (circled in red), "Place Field Order", "View Field Orders", "Request Work Order Account", and "Place Work Order". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

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"/> <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_SI_REQ.GBL?PORTALPA. The browser has several tabs open: "Uws Stores Order Entry", "Voucher Search", and "Vendor".

The main content area displays the "Stores Order Request" form. On the left, there is a section for "UW-Superior Stores Order System" with a "*Cost Center:" field and "Instructions:" including: "[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...". Below the instructions is a table with columns for "Item Number" and "Description". The first row shows "1" in the "Item Number" column and a search icon in the "Description" column. At the bottom of the form, there is a "Please click Save to submit y" message and a "Save" button.

A "Look Up" popup window is open, displaying a list of items for purchase. The list has three columns: "Item Number", "Description", and "Quantity".

| 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 |

At the bottom right of the "Look Up" window, there is an "Add" button.

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

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

Please click Save to submit your request Grand Total:

Internet 100%

You will receive an email confirmation of your order.