

Print Center –Stock Items – Ordering Process

Use this link: mainwebtest.eiu.edu/busoffapps/apps/ppcc/pcotc/pcotcidx.php

- Click New Order

 Eastern Illinois University

DashboardHi, Elizabeth A. ReederLog

**Panther Print & Copy Center**
Eastern Illinois University

Dashboard

Current OrdersMy Approvals

New Order

- Select either Class Packets or Paper Stock

**Panther Print & Copy Center**
Eastern Illinois University

1 Select Item2 View Cart Detail3 Billing Info and Checkout4 Invoice and Payment

Class PacketsPaper Stock

Show 15 entriesSearch:

Item Description	Price	Add
Standard Book	\$18.89	Add to Cart
CHM 1415 - Chemistry	\$11.08	Add to Cart
CHM 1040 - Chemistry	\$6.92	Add to Cart
CHM 1315 - Chemistry	\$9.92	Add to Cart
CHM 2435 - Chemistry	\$6.31	Add to Cart
CHM 2445 - Chemistry	\$5.52	Add to Cart
CHM 2730 - Chemistry	\$4.69	Add to Cart
CHM 2845 - Chemistry	\$4.59	Add to Cart

Your Cart

View Cart (0) Clear Cart

Mini Cart Preview

Your cart is empty.

Cart Total: \$0.00

- Click Add to Cart

2- ways to REVIEW CART

Your Cart

View Cart (2) Clear Cart

Mini Cart Preview

- 8.5x11 White Text 60 lb - REAM/500 sheets x 1 = \$9.79
- 8.5x17 White Text 70 lb- REAM/500 sheets x 1 = \$35.46

Cart Total: \$45.25

Item Description	Price	Add
Standard Book	\$18.89	Add to Cart
CHM 1415 - Chemistry	\$11.08	Add to Cart
CHM 1040 - Chemistry	\$6.92	Add to Cart
CHM 1315 - Chemistry	\$9.92	Add to Cart
CHM 2435 - Chemistry	\$6.31	Add to Cart
CHM 2445 - Chemistry	\$5.52	Add to Cart
CHM 2730 - Chemistry	\$4.69	Add to Cart
CHM 2845 - Chemistry	\$4.59	Add to Cart
CDS 2200 - Laurel Teller	\$8.27	Add to Cart
NTR 1120.1190 - Russe Ann Weber	\$3.39	Add to Cart
KSR 4440 - C. Kattenbracker	\$3.40	Add to Cart
KSR 4450 - Carly Wahl	\$2.75	Add to Cart
KSR 5250 - Stacey Ruhoff	\$9.03	Add to Cart
HIS 2175 - Kammerling	\$12.21	Add to Cart
ELE 4100 - Alexis Jones	\$4.27	Add to Cart

Showing 1 to 15 of 16 entries

1 2

[Back to Dashboard](#)[Review Cart](#)

- **Your Cart Review**



Panther Print & Copy Center
 Eastern Illinois University

1

Select Items

2

View Cart Detail

3

Billing Info and Checkout

4

Invoice and Final

Your Cart

Show entries

Search:

Item Description	Price	Quantity	Line Total	
8.5x11 White Text 60 lb - REAM/500 sheets	\$9.79	1	\$9.79	
8.5x17 White Text 70 lb- REAM/500 sheets	\$35.46	1	\$35.46	

Showing 1 to 2 of 2 entries

Previous Next

Back to Items

Order Total: \$45.25

Select Payment Method

☐ Online Payment
☐ In-Store Payment
☐ Bill to Department

Checkout

- Once order is ready, Click Payment Method and then Checkout



Panther Print & Copy Center
 Eastern Illinois University

1

Select Items

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Your Cart

Show entries

Search:

Item Description	Price	Quantity	Line Total	
8.5x11 White Text 60 lb - REAM/500 sheets	\$9.79	1	\$9.79	
8.5x17 White Text 70 lb- REAM/500 sheets	\$35.46	1	\$35.46	

Showing 1 to 2 of 2 entries

Previous Next

Back to Items

Order Total: \$45.25

Select Payment Method

☐ Online Payment
☐ In-Store Payment
☐ Bill to Department

Checkout

Payment Methods

Online Payment

**Panther Print & Copy Center**
Eastern Illinois University

1
Select Items

2
View Cart Detail

3
Billing Info and Checkout

4
Invoice and Final

Contact Information

Name *

Select Contact E# and Name

Email *

Customer E-Mail Id

Order Total:

Order Amount:

\$45.25

Sales Tax (8.25%):

\$3.73

Total Amount Due:

\$48.98

Note: A 2.95% credit card service fee is automatically added to your total payment by the credit card processing company.

Payment Details

Amount to Pay *

\$ 48.98

Amount cannot be modified

Accepted Payment Methods:



Your payment information is secure and encrypted. We never store full credit card details on our servers.

← Back

Proceed to Payment

Your Cart

- 8.5x11 White Text 60 lb - REAM/500 sheets x 1 = \$9.79
- 8.5x17 White Text 70 lb- REAM/500 sheets x 1 = \$35.46

Cart Total: \$45.25

Once information is collected, you will be redirected to cashnet to put in your credit card information.



Step 1 of 2: Payment method

1 2

How would you like to pay?

Payment amount

\$48.98

* Payment method

New credit or debit card



* Card number

① Card number required

* Expiration date

MM / YY

* Security code ①

* Zip/Postal code

61920

International cardholders may input "N/A"

Bethany Hutchinson

Description	Amount
Duplicating Income	\$45.25
PPCA Sales Tax	\$3.73
Subtotal	\$48.98
Total	\$48.98

Secure encrypted payment

Cancel

Continue

In-Store Payment

Contact Information

Name: *

Select Contact E# and Name

Email: *

Customer E-Mail Id

Order Total:

Order Amount:	\$138.81
Sales Tax (8.25%):	\$11.45
Total Amount Due:	\$150.26

In-Store Payment Info

- ☐ I certify that I will visit the Panther Print Center to make payment by cash or card. I understand that checks are not accepted.
- ☐ I acknowledge that my items cannot be collected until payment has been completed.

← Back

Confirm & Place Order

Your Cart

- 8.5x17 White Text 20 lb- REAM/500 sheets x 1 = \$40.95
- 8.5x11 White Text 60 lb - Case 5000 sheets x 1 = \$97.86

Cart Total: \$138.81

- Start typing your name and select from the auto-populated list
- Email automatically shows up. (you can change this if you would like)
- Check the boxes acknowledging payment before order is processed.
- Click Confirm & Place Order

Bill to Department

****NOTE: Paper Stock can only be paid through Department Transfer. Any class packets will have to be paid online payment or in-store payment.**

Contact Information

Name: *

E12694202-Elizabeth A. Reeder

Email: *

eareeder@eiu.edu

Order Total:

Order Amount:	\$57.99
Total Amount Due:	\$57.99

Department Billing Info

Department: *

Institutional Research and Business

Billing Org Number: *

132000-Institutional Research

- ☒ I confirm that I have reviewed the details above and am submitting this order.
- ☒ I acknowledge that I will collect my items from the Panther Print Center in a timely manner.

← Back

Confirm & Place Order

Your Cart

- 8.5x17 White Text 20 lb- REAM/500 sheets x 1 = \$40.95
- 8.5x11 White Text 70 lb- REAM/500 sheets x 1 = \$17.04

Cart Total: \$57.99

- Start typing your name and select from the auto-populated list
- Email automatically shows up. (you can change this if you would like)
- Type in the Department Name and Billing Org Number
- Check the boxes acknowledging payment before order is processed.
- Click Confirm & Place Order