

Order Berkeley Lab Business Cards on eBuy through Staples

eBuy is the Laboratory's online solution for ordering business cards.

You will need authorization, a Project ID (PID) and Activity Code to place your order.

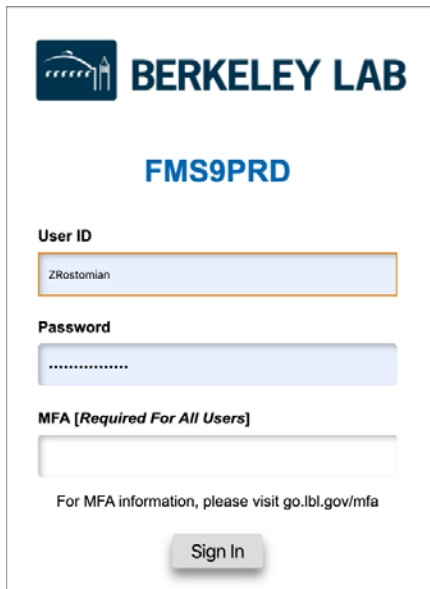
Note that Firefox is the recommended browser for using eBuy.

1. If you're onsite, link directly to ebuy.lbl.gov

If you're offsite, you will need to go through the Lab's Virtual Private Network (VPN)

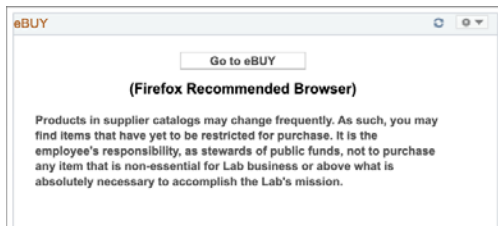
<https://commons.lbl.gov/display/itdivision/Virtual+Private+Networks+at+LBL>

2. Login with your LDAP password and multi-factor authentication (MFA, Google Authenticator, YubiKey)



The image shows a login form for Berkeley Lab. At the top left is the Berkeley Lab logo. To its right, the text "BERKELEY LAB" is displayed in a large, bold, blue font. Below this, the text "FMS9PRD" is shown in a smaller, blue font. The form contains three input fields: "User ID" with the value "ZRostomian", "Password" with a masked password ".....", and "MFA [Required For All Users]" which is currently empty. Below the MFA field, there is a link: "For MFA information, please visit go.lbl.gov/mfa". At the bottom of the form is a "Sign In" button.

3. Click on Go to eBUY



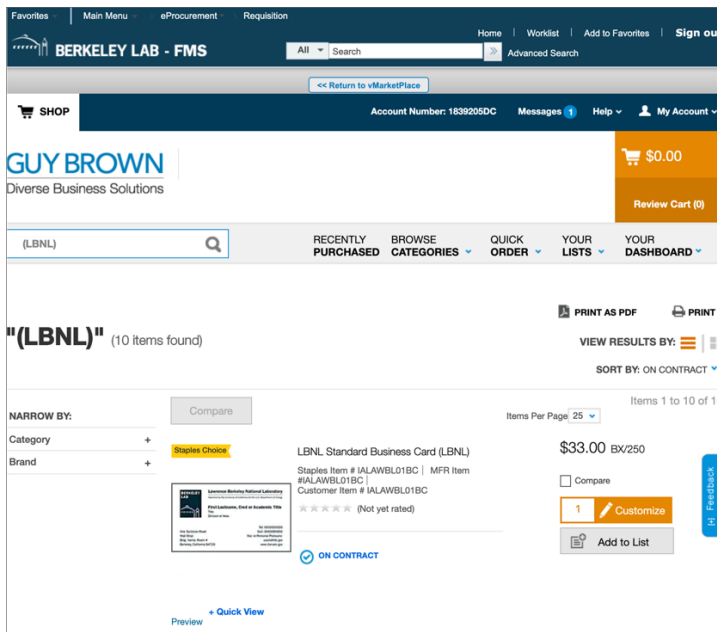
The image shows a browser window titled "eBUY". At the top center, there is a button labeled "Go to eBUY". Below the button, the text "(Firefox Recommended Browser)" is displayed. Underneath, there is a paragraph of text: "Products in supplier catalogs may change frequently. As such, you may find items that have yet to be restricted for purchase. It is the employee's responsibility, as stewards of public funds, not to purchase any item that is non-essential for Lab business or above what is absolutely necessary to accomplish the Lab's mission."

4. Click on Staples Advantage



5. Enter search term (LBNL). It is unique enough to show only the Lab's business cards. Choose your card from the 10 options and proceed to customize it.

***NOTE:** Some fields are prefilled, e.g., address lines. Some link endings for emails and websites are also pre-filled, e.g.: @lbl.gov, @berkeley.edu, .lbl.gov, and .berkeley.edu. **Check that you don't duplicate pre-filled fields.**



6. Add to Cart/Review & Checkout

The screenshot shows the Guy Brown website interface. At the top, there's a navigation bar with 'SHOP', 'Account Number...', 'Help', and 'My Account'. The main header features the 'GUY BROWN' logo and 'Diverse Business Solutions'. A shopping cart icon in the top right shows '\$33.00'. Below the header, there are navigation tabs for 'RECENTLY PURCHASED' and 'BROWSE CATEGORIES'. The main content area displays the product 'LBNL Standard Business Card (LBNL)' with its price and a 'My Cart' overlay. The cart overlay shows the item name, price (\$33.00), quantity (1), and a 'REVIEW & CHECKOUT' button. A note at the bottom of the cart overlay states: 'Note: You can also edit quantities or remove items from your cart after clicking Review & Checkout.'

7. Submit Order

The screenshot shows the 'My Cart' page. At the top, there's a navigation bar with 'Return to vMarketPlace', 'RECENTLY PURCHASED', 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', 'YOUR DASHBOARD', and a shopping cart icon showing '\$33.00'. The main content area displays the 'My Cart' title and a 'Print as PDF' button. Below this, there's a summary of the cart: 'Subtotal \$33.00' and 'TOTAL \$33.00'. A red notification icon with the text 'CONSOLIDATE SMALL ORDERS AND SAVE TIME, ENERGY AND MONEY.' is present, along with a note: 'To keep costs low, be sure to place orders with a subtotal of \$50.00 or more.' and a 'View more' link. At the bottom, there's a large orange 'SUBMIT ORDER' button.

8. Checkout

The screenshot shows the checkout page. At the top, there's a navigation bar with 'Order Type', 'vModules', and a shopping cart icon. Below this, there are tabs for 'Simple Search', 'My Suppliers', 'All Suppliers', and 'e-Forms'. A search bar is present with 'All Categories' and a 'Search' button. Below the search bar, there are buttons for 'Save Cart', 'Compare', 'Export', 'Remove All', 'Continue Shopping', 'Update Cart', and 'Checkout'. The main content area displays a table with the following columns: 'Product', 'Price', 'Update Cart', and 'Extended Total'. The table contains one row for the product 'LBNL Standard Business Card (LBNL), Line 1: Zosia Rostomian' with a price of \$33.00 and a quantity of 1. The total is \$33.00. Below the table, there's a 'Remove' button for the product. At the bottom, there's a 'Your Cart Total is \$33.00' label.

9. Save and Submit

Enter your PID and Activity Code, then submit

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: LBNL Lawrence Berkeley National Lab Requisition Name: _____

*Requester: ZRSTOMAN Rostoman,Zofia T *Deliver To Location: 0509-1232

*Currency: USD *Shipping Method: Standard Overnight applies to ALL Req items. Click to Learn More

Cart Summary: Total Amount 33.00 USD

Expand lines to review shipping and accounting details Copy Line 1 Project(s) and Activity(s) to All Lines Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Delete
1	0003465448\$Zonia Rostoman\$S		GLY BROWN MANAGEMENT LLC	1	Box	33.00	33.00	

Shipping Line 1 *Ship To: 069-0150 Quantity: 1 Price: 33.00

Address: UC LAWRENCE BERKELEY LAB FOR THE US DEPT OF ENERGY ONE CYCLOTRON ROAD, BLDG. 6# BERKELEY, CA 94720

Attention To: Rostoman,Zofia T

Accounting Lines

*Distribute By: City *Liquidate By: Amt

Accounting Lines

Quantity	PC Bus Unit	Project	Activity	Percent
1	LBNL			100.0000

Select lines to: Add to Favorites Add to Template(s) Delete Selected

Total Amount 33.00 USD

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Comments to Approver

Enter approval justification for this requisition

Check Budget

Save & submit Save for Later Add More Items Preview Approvals

10. Confirmation Page

You will also receive a confirmation email

Confirmation

Your requisition has been submitted.

Requested For	Youngquist,Caitlin	Number of Lines	1
Requisition Name	Business Card Caitlin Youngqui	Total Amount	33.00 USD
Requisition ID	1000299092		
Business Unit	LBNL		
Status	Approved		
Budget Status	Not Checked		

View printable version Edit This Requisition Check Budget Pre-Check Budget

No approvals required

Create New Requisition Manage Requisitions

NOTES:

- If you need a business card that is not an option on the Staples site, e.g., foreign translation, please submit a request to Creative Services [here](#).
- If you need help with ordering or paying for your card, please contact Procurement [here](#).