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](http://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](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)

3. Click on Go to eBUY
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

![Image of shopping cart with GUY BROWN Diverse Business Solutions card]

- **My Cart**
  - Subtotal: $33.00
- **SUBTOTAL**
  - $33.00
- **TOTAL**
  - $33.00

7. Submit Order

![Image of checkout page]

- **SUBMIT ORDER**

8. Checkout

![Image of checkout process]

- **Your Cart Total is $33.00**
9. Save and Submit
Enter your PID and Activity Code, then submit

10. Confirmation Page
You will also receive a confirmation email

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.