To access multiple departments, follow steps (1) - (2) & (3).

1. Choose Account
2. Select Different Account/Department
3. Hit your Spacebar

Creating Multiple Orders in One Session

Quick Order

- ITG21200
- UNV12113
- UNV95223

Department:
- 0000-ADMINISTRATION
- 0001-ACCOUNTING
- 0002-MARKETING

Department:
- Copy Paper, 96 Bright, 20lb, 11x17, 1/2 x 11
- File Folders, 1/3 Cut Tabbed, One-Ply Top Tab, Letter, Manila, 100/Box
- Economy Storage Box, Lift-Off Lid, Letter/LEGAL, White, 12/Ct

Quick Order Subtotal: [Price]