1. Log into BuyWays
2. From the BuyWays homepage and under the Purchasing Categories section, select the **Office Supplies and Services** option.

3. In the Preferred Supplier section, select the **SupplyLogic** catalog.

4. Choose what you would like to order from the stationery or quote and question form option.

   - **Stationery** – Order items such as business cards, letterhead, envelopes, and notecards
   - **Collateral** – Items such as invitations, postcards, posters, flyers, etc. will be **coming soon**
   - **Quote & Question Form** – This option will open a new tab outside of BuyWays where you can request a quote or ask a question about items not listed in the catalog and custom projects
   - **Promotional Items** – Items such as tote bags, web cam covers, charging cables, etc. will be **coming soon**