

Finding Green Products at

**Central Stores**

E-way Online Ordering

[www.eway.com](http://www.eway.com)

# Instructions will cover:

- Locating Montana's 'core' products
- A different procedure for finding all "green products" that are available

# It's Easy to Buy Green!

- The E-way Online Store identifies “green” products with symbols:



[www.eway.com](http://www.eway.com)



# Central Stores Online

## [www.eway.com](http://www.eway.com)

Staples™ Retail Stores manages the Central Stores E-Way online ordering system.

Many sustainable products are available for purchase.

We have state term contracts for some products.



= products with the most value at the lowest prices; these items are on Montana's 'core' contract.



# Montana “Core” Products

1) On the E-Way home page, leave the “Search” field blank, and click on it.

2) Under “Category,” select “Promotional Products.”

3) Under “Manufacturer,” select “**CEXP Rocky Mountain.**”

\* Item numbers for MT products start with the prefix, **Z49MT.**

[www.eway.com](http://www.eway.com)



# All “Green” Products

[www.eway.com](http://www.eway.com)

On the E-Way home page,

1. Find top row button: “Products”
2. Find left column: “EcoOffice”
3. Choose and click on one of five ‘green’ categories
  - Environmentally Preferable
  - EPA
  - Green Seal
  - Other
  - Recycled

# This is the Central Stores Home Page (www.eway.com)

Corporate Express E-Way - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.eway.com/ce/eway/ui>

Google  Go  95 blocked

Central Stores Online Ordering System

Home | My Profile | Support | Log Off

Cart  \$1.28  
Items: 1  
Order #: NOT SAVED

Keyword  Item Number     Long. Pins, M, S.

Products | Toner & Ink | Order Status | Shopping Lists | Approvals

mt.gov  
Montana's Official State Website

Central Stores Online Ordering System

**General Information:**

- Central Stores Eway Home
- Contact Info
- New Eway User Application
- Frequently Asked Questions
- Excluded Items
- Optional Purchase Items
- Custom Stamp Order Form

Central Stores Shopping Lists are available from Eway Shopping List area above.

Important Notes..

\* IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CENTR

On this online ordering site, products stocked by Central Stores all start with Z49MT followed by the State's 8 digit stock number without the dash in the middle. For example, 8.5X11 recycled copy paper is listed as Z49MT77060050.

Please note that can liners with the State's numbers are only available if you order on the semi-annual requisition that we issue in April and October each year.

About the program...

Welcome to the State of Montana's On-line Ordering System. Central Stores customers now have the ability to:

- Use an easy on-line ordering system to browse for over 14,000 products, including office supplies, janitorial products, copy paper, and food service paper products.
- Submit orders with a click of a mouse.
- Access order information online.

Unknown Zone (Mixed)

start Corporate Express E-... Microsoft PowerPoint ... 12:31 PM

# Narrowing the search

Find the Ecooffice category on the left side of the screen by scrolling down the page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Corporate Express E-Way website. The address bar shows the URL <http://www.eway.com/ce/eway/ui>. The website header includes navigation links for Home, My Profile, Support, and Log Off, along with a shopping cart icon showing 1 item for \$1.26. The main navigation bar includes Products, Toner & Ink, Order Status, Shopping Lists, and Approvals. The left sidebar is expanded to show the Ecooffice category, which includes sub-categories like Environmentally Preferable, Green Seal, Recycled, and Minority-Owned. The main content area displays a list of products, including Saftco pens, Morton salt/pepper shakers, Office Snax, Phone Message Book, and Rubbermaid scraper tools. Each product listing includes a small image, a description, a price, and buttons for 'Add to Cart' and 'Add to List'.

Corporate Express E-Way - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.eway.com/ce/eway/ui>

Google

Central Stores Online Ordering System

Home | My Profile | Support | Log Off

Cart \$1.26  
Items: 1  
Order #: NOT SAVED

Keyword  Item Number  Search

Set Default Shopping List  
Long. Pins, MT, C... View

Products | Toner & Ink | Order Status | Shopping Lists | Approvals

**Ecooffice**

- Environmentally Preferable (1181)
- EPA (2514)
- Green Seal (143)
- Other (636)
- Recycled (7640)

**Minority-Owned**

- Disabled (85)
- JWOD (68)
- Minority (515)
- Small Business (51)
- Veteran (7)
- Women (2227)

**Saftco - SAF3953** \$315.53 / EA  
 Compare

**Morton Salt/Pepper Shakers, 3/4" x 1", Salt/1.2 oz, Pepper/1.5 oz, 3/Salt, 3/Pepper, 6 Per Pack** Qty  \$5.10 / BX (1 PK)  
 Compare

**Office Snax - OSX1013**  Compare

**Phone Message Book, Side Spiral, 2-part carbonless, pink and canary, Notes section on back, 400 sets, 11" x 8-1/4"** Qty  \$7.78 / EA  
 Compare

**Tops Business Forms - TOP4009**  Compare

**1.5" Scraper Tool, Carbon Steel Blade, Contoured Red Handle** Qty  \$5.41 / EA  
 Compare

**Sharpie® Flip Chart Marker, Permanent, Bullet Tip, Broad Point, Assorted Color, 8/Set** \$5.21 / ST

**Motivational Print with "Teamwork" Message, 25-1/2"x2"x31-1/2", Black Frame** \$62.66 / EA

# The Ecooffice category contains a list of GREEN products

## office

Environmentally Preferable (1181)  
EPA (2514)  
Green Seal (143)  
Other (636)  
Recycled (7640)

## minority-Owned

Disabled (85)  
JWOD (68)  
Minority (515)  
Small Business (51)  
Veteran (7)  
Women (2227)



# Finding your Green product

Click on one of the 5 listed categories of Ecooffice products that you desire.

The screenshot shows the Corporate Express E-Way website interface. The top navigation bar includes links for Home, My Profile, Support, and Log Off. A search bar is present with options for Keyword and Item Number. The main content area is divided into several sections:

- Products:** Pens, Porous Point (4), Pens, Roller Ball (28)
- Ecooffice:**
  - Environmentally Preferable (1181)
    - EPA (2514)
    - Green Seal (143)
    - Other (636)
    - Recycled (7640)
  - Minority-Owned
    - Disabled (85)
    - JWOD (88)
    - Minority (615)
    - Small Business (51)
    - Veteran (7)
    - Women (2227)
- Product List:**
  - Morton Salt/Pepper Shakers, 3/4" x 1", Salt/1.2 oz, Pepper/1.5 oz, 3/Salt, 3/Pepper, 6 Per Pack**  
Office Snax - OSX1013  
Price: \$5.10 / BX (1 PK)
  - Phone Message Book, Side Spiral, 2-part carbonless, pink and canary. Notes section on back, 400 sets, 11" x 8-1/4"**  
Tops Business Forms - TOP4009  
Price: \$7.78 / EA
  - 1.5" Scraper Tool, Carbon Steel Blade, Contoured Red Handle**  
Rubbermaid - RUB9H16  
Price: \$5.41 / EA
- Product Detail (Right):**
  - Sharpie® Flip Chart Marker, Permanent, Bullet Tip, Broad Point, Assorted Color, 8/Set**  
Price: \$5.21 / ST
  - Motivational Print with "Teamwork" Message, 25-1/2"x2"x31-1/2", Black Frame**  
Price: \$62.66 / EA

# Refine your search by using sort by menu.

The screenshot shows the Corporate Express E-Way website interface. The browser title is "Corporate Express E-Way - Microsoft Internet Explorer". The address bar shows the URL: [http://www.eway.com/ce/eway/ui?i=shopping\\_list.p\\_show\\_list?i\\_list\\_id=241085894](http://www.eway.com/ce/eway/ui?i=shopping_list.p_show_list?i_list_id=241085894). The page features a navigation bar with "Home", "My Profile", "Support", and "Log Off" links, along with a "Cart" icon showing 0 items. Below the navigation bar are tabs for "Products", "Toner & Ink", "Order Status", "Shopping Lists", and "Approvals".

The main content area displays "Showing 1 to 25 of 1,163 items". A "Sort by" dropdown menu is open, showing options: "Top Sellers", "Item Number, A - Z", "Item Number, Z - A", "Price, Low to High", "Price, High to Low", "Manufacturer, A - Z", and "Manufacturer, Z - A". The "Top Sellers" option is selected.

The search results list includes the following items:

- Uni-Ball® Power Tank Retractable Ballpoint Pen, Blue Ink, Dozen**  
Sanford - SAN42071  
Price: \$21.84 / DZ (12 EA)  
Buttons: Compare, Add to Cart, Add To List
- Sharpie® Accent Inspire Highlighter, Comfort Grip, Broad Point, Smear Guard Ink, Fluorescent Pink**  
Sanford - SAN21809  
Price: \$11.40 / DZ (12 EA)  
Buttons: Compare, Add to Cart, Add To List
- Washable Markers, Classpack, Water Based, Conical Tip, 8-Color, Assorted, 200/Box**  
Binney & Smith - BIN588200  
Price: \$94.70 / BX (1 EA)  
Buttons: Add to Cart, Add To List

On the right side, there is a "New!" section featuring:

- Dr. Grip™ Center of Gravity Mechanical Pencil, Refillable, Top Lead Advance, .7mm Lead, Charcoal Barrel**  
Price: \$6.71 / EA
- SE99 Graffiti Remover, meets EPA Design for the Environment (DfE) and EPP criteria.**  
Price: \$14.33 / QT

The bottom of the screen shows the Windows taskbar with the "start" button, several open applications (APPX - 1044, Corporate Express E-...), and the system clock showing 7:46 AM.

# Refine search by Category, Manufacturer, or Custom Filter

The screenshot shows a Microsoft Internet Explorer browser window displaying the Corporate Express E-Way website. The address bar shows the URL: [http://www.eway.com/ce/eway/ui?i=shopping\\_list.p\\_show\\_list?i\\_list\\_id=241085894](http://www.eway.com/ce/eway/ui?i=shopping_list.p_show_list?i_list_id=241085894). The website header includes navigation links for Home, My Profile, Support, and Log Off, along with a shopping cart icon showing 0 items. The main content area is divided into three sections: Custom Filters, Product Listings, and a New! section.

**Custom Filters**

- Ordered Before
- My Company Ordered Before

**Category**

- Art & Drafting Supplies (1)
- Calendars & Organizers (1)
- Filing & Record Storage (1)
- Janitorial Supplies (67)
- Mailroom & Shipping Supplies (10)
- Paper, Pads & Rolls (71)
- Promotional Products (4)

**Manufacturer**

- Corporate Express Brands (7)
- Smead (2)
- Sustainable Earth Brand (25)
- American Paper Converting (12)
- Betco (1)
- CEXP Rocky Mountain (Z49) (2)
- Franklin Cleaning Tech (1)
- GOJO Industries (7)
- Johnson Diversey (17)
- Neehan Paper (3)
- NISH (1)
- Simple Green (4)
- Wausau Papers (73)

**Showing 1 to 25 of 155 items**

Sort by: Price, Low to High

Product	Qty	Price	Actions
<b>Tissue, Facial, 100/Bx</b> CEXP Rocky Mountain (Z49) - Z49MT93000200	<input type="text"/>	\$0.71 / BX	<input type="checkbox"/> Compare <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/>
<b>Towel, Kitchen, 2Ply</b> CEXP Rocky Mountain (Z49) - Z49MT93010300	<input type="text"/>	\$0.77 / RL	<input type="checkbox"/> Compare <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/>
<b>Astroparche® Paper, Recycled, #10 Envelopes, 24-lb., Blue, 50 Sheets/Pack</b> Wausau Papers - WAU27145	<input type="text"/>	\$2.76 / PK	<input type="checkbox"/> Compare <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/>

**New!**

- Steamette Carpet Cleaner, Extraction, Green Seal Certified, Wool Safe, 1:320 Dilution, Fresh Fragrance, 1 Gallon/4/CTN**  
\$49.98 / CT
- RTD® ALL-IN-ONE H2O2 Cleaner, Multipurpose, Hydrogen Peroxide, Green Seal Cert, 1:16-1:128 Dil, RTD, Citrus, 1.5 LTR**  
\$68.67 / CT

# Questions?

## Contact Information

Central Stores Program Manager: Brenda Job; (406) 495-6004

Central Stores Billing and User ID's Lori Carroll; (406) 495-6005

Product Information and Returns: Tom Hastings; (406) 495-6014

Delivery and Shipping questions: Wayne Spiroff; (406) 495-6011

Fax Order Number: (406) 495-6001

# What are green products?

- Products that:
  - Contain recycled-content
  - Contain fewer hazardous chemicals
  - Conserve energy and/or water
  - Minimize waste
  - Are manufactured with sustainability in mind
  - Have reduced impacts upon the environment

# Products you may consider:

- The following slides show just a few examples of the many types of products that are available with recycled-content.
- The products are not identified because ordering information may change at any time.
- The slides may still give you suggestions on products to look for.

# Better “Green” Products

Buy This:  
70% recycled content



Instead of this:



## Typical:



Package of 50

CD-R, 80 Minutes, 700MB, 52X

## Better:



Package of 100

CD-R, 80 Minute, 700MB, 48X

Contains 10% - 20% recycled content.

**Typical:**

Not refillable,  
Not recyclable



**Better:**  
Refillable

**Better:**  
Over 80% recycled content!  
But not refillable.

**Best:**  
50% post-consumer  
content!  
Acid-free ink!  
Refillable!



# Buy This:

Better:

- ✓ Rechargeable
- ✓ Recyclable
- ✓ On core contract



# Instead of This:

Typical:

- Not rechargeable
- Not recyclable



# Buy This:

## Better:

- ✓ 30% recycled-content
- ✓ 100 Sheets/Pad
- ✓ On core contract



# Instead of this:



Sticky Notes  
Typical: No recycled-content

# Thank You

[deq.mt.gov](http://deq.mt.gov)

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