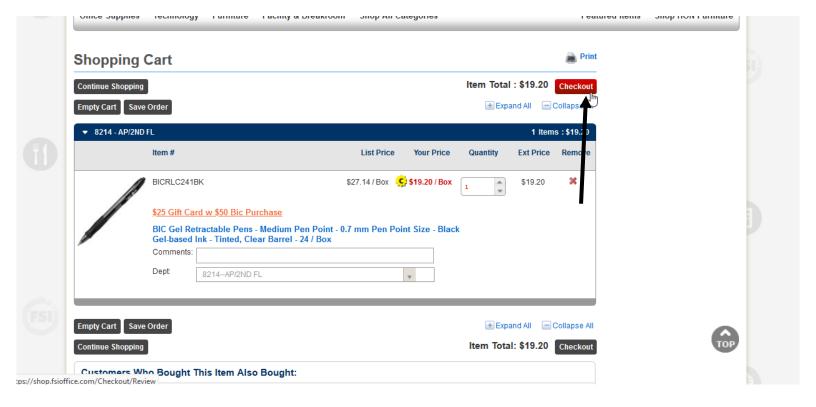
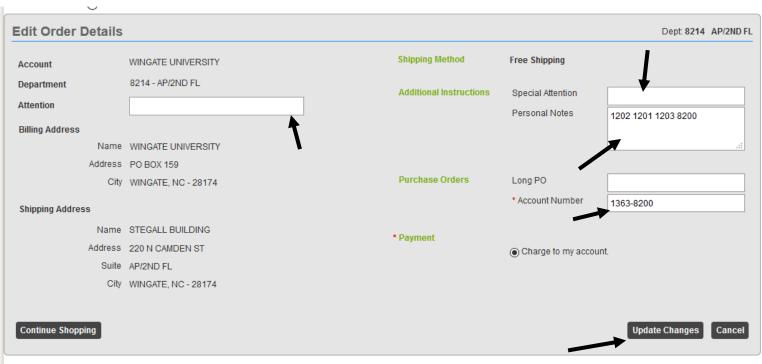
## Ordering with Forms and Supply

- 1. You will need to log into FSI with your credentials that the FSI representative forwarded to you in an email. Follow this link <a href="https://www.fsioffice.com/">https://www.fsioffice.com/</a>.
- 2. Place your items that you need in your cart and select to Checkout.

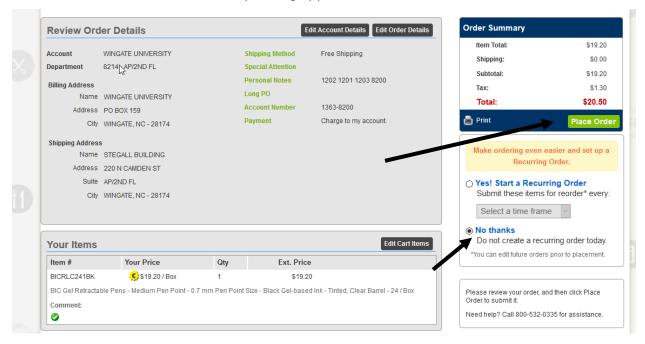


- 3. On your edit order details page please make sure:
  - a. If you order requires attention to, special attention to, or personal notes about the order or delivery that you insert those in the instructed fields.
  - b. Please also make sure that you insert the budget account number that the order will be charged to into the Account Number field, like below. If you are ordering for multiple departments, please insert the codes like below in the account code section and in personal notes section.
  - c. Once you are finished you click update changes to proceed.



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- 4. Make sure on the last page that you review your order to ensure proper delivery.
  - a. Make sure that Recurring Order is selected as NO, thanks.
  - b. Click Place Order (In Green)
  - c. Once you submit your order you will receive a confirmation email that it has been submitted, but pending approval from the Business Office.



5. Once you submit the order you will receive an email confirmation. All orders for FSI will come to the Business Office for approval. Once the Business Office approves your order, you will receive a confirmation email that the order has been approved.

If you have any questions or concerns, please contact

Jenny Walden

704-233-8214

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