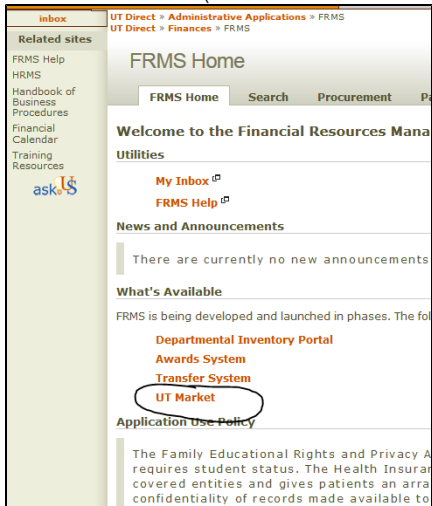


Ordering Office Supplies

These are the steps that must be followed to view Today's Business Solutions Online Catalog:

1. Go to [FRMS](#).

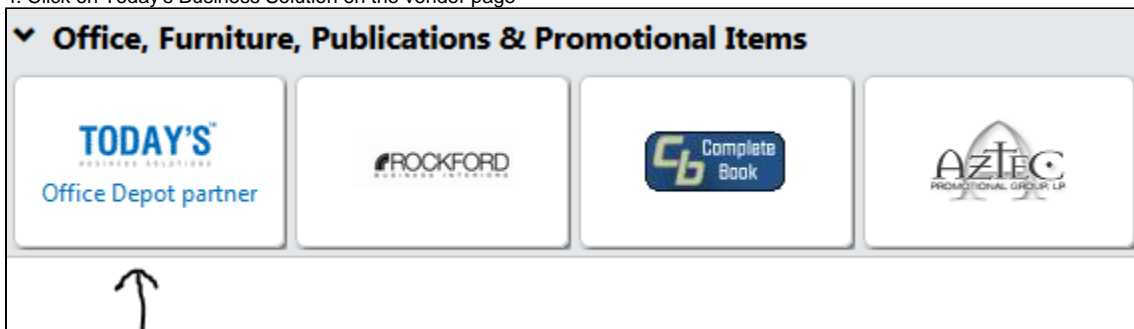
2. Click on UT Market (beneath What's Available)



3. Click on the UT Market icon



4. Click on Today's Business Solution on the vendor page



You may need to complete the Certify Page (you only need to complete this once). When it asks what is your PIN number, check the box that says you don't have one. Then submit. You have now reached the online catalog.

5. Create New Office Product list (located on Navigation menu)

6. Select the items you want and assign them to a cart