



Contact your FriendsOffice account manager to set up your secure online account.

## Benefits of Online Ordering

EPC members can shop online for additional savings. Online ordering enables staff to place their orders quickly and efficiently.

- EPC Contracted Core Bid List of items easily accessible under the "My Contracts" dropdown menu
- Additional 40,000 items offered online at highly discounted pricing
- Secure, departmentalized logins are available
- Customized approval chain process creates secure workflows from requisition request through Purchase Order creation
- You control the requisition process from partial to full integration
- Purchase Order and Staff Budget Controls work to control spend levels and keep budgets on track
- Online tools help guide staff to the most cost-efficient items
- Favorites Lists help reduce time searching for items
- "Quick Order" function mirrors an excel spreadsheet and expedites the ordering process when entering a large amount of items during busy ordering season
- Consistency in products and prices throughout your organization