

# Step by Step Guide for: Creating an online Toner order from The Tree House, Inc. using a Pcard

## Overview

There are five main steps to ordering toner with a Pcard:

1. Log On
2. Shop for Items: searching for the correct product
3. Placing the Order
4. Paying for the Order
5. Delivery of the Toner

This document will step you through these five main steps in detail.

## Step One: Log In to The Tree House, Inc. at: [www.thetreehouseinc.net](http://www.thetreehouseinc.net)

The screenshot displays the homepage of The Tree House, Inc. At the top right, there are links for "Home | Create Account | Logon" and a shopping cart icon with "my cart (0): \$0.00". The main header features a silhouette of a tree on the left and the company name "The Tree House, Inc." in large black font. Below the name is the address "22 Tocci Path, Newton, MA 02459", phone number "Ph: (800) 223-TREE Fx: (781) 278-0706", website "www.thetreehouseinc.net", and email "thetreehouseinc1@aol.com". A navigation bar below the header contains "Home", "About Us", "Orders", "My Lists", "Specialty Product Finders", and "Search". A search bar is located to the right of the navigation bar. On the left side, there is a login form with fields for "Login:" and "Password:", a "Forgot Login?" link, a "Remember Login" checkbox, and a "Sign In" button. A video player is embedded in the center, showing a woman speaking, with a play button and an HP Platinum Supplier Partner 2016 logo. Red arrows point from the "Sign In" button to the "Login:" and "Password:" fields.

- a. Log In: **user's first initial and last name**
- b. Password: **BEARS18** (all uppercase, 2-digit number = 18)
- c. Click on "Sign In"
- d. The first time you log in you will be prompted to update your information.
  - i. Change Email: users must change this email from the default to your own KU email
  - ii. Change Password:
    - a) users must enter your initial password BEARS18
    - b) users must create a new password (5 – 50 characters, alpha numeric only)



# The Tree House, Inc.

22 Tocci Path  
Newton, MA 02459  
Ph: (800) 223-TREE Fx: (781) 278-0706  
www.thetreehouseinc.net  
thetreehouseinc1@aol.com

Welcome Kutztown University! | [Home](#) | [Manage My Account](#) | [Logout](#) | [my There](#)

[Home](#) | [About Us](#) | [Orders](#) | [My Lists](#) | [Specialty Product Finders](#) | [Search](#) | [NEW HP Supplies Finder](#)

Change Email

Change Password  
Enter Current Password:   
Enter New Password:   
Confirm New Password:

\* AlphaNumeric characters only.

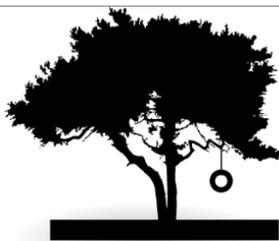
Change Hint Question and Answer  
Set a Hint Question: [Select a Question] v  
Hint Answer:

version: 5.22.41



## Step Two: Shop for your Toner Items:

- You can either search by:
  - entering the Manufacturers Part number in the Search Bar in the upper right corner of the screenOR
  - clicking on "My Lists" button on the menu bar appearing across the page
- Select "Company Lists" to see the list of all the items awarded on this bid.



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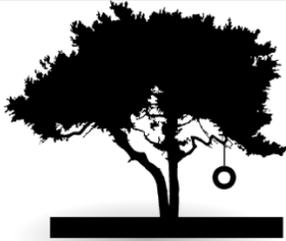
Welcome Kutztown University! | Home | Logout | my cart (0): \$0.0

SEARCH

[Home](#) | [About Us](#) | [Orders](#) | [My Lists](#) | [Specialty Product Finders](#) | [Search](#) | [NEW HP Supplies Finder](#)



OR:



# The Tree House, Inc.

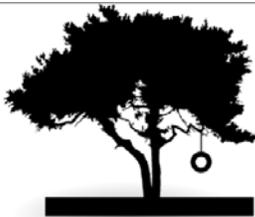
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- Home
- About Us
- Orders
- My Lists
- Specialty Product Finders
- Search
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Save up to **35%**  
with HP high-capacity TONER CARTRIDGES

b. This will show all the items and parts and reflects both the MSRP and the discounted prices.



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[Favorites List](#) [Company Lists](#) [Recent Items](#)



Select List:

No Items Found

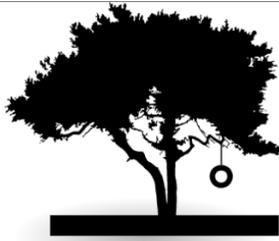
[Add Items to Lists using Text Entry](#)

[Manage Lists](#)



Image	S No.	Item #	Description	UOM	List Price	Your Price	Qty	<input type="checkbox"/>
	1	HEWC2P05AN	HP 62XL (C2P05AN) HIGH YIELD B	EA	48.59	<b>Contract</b> \$27.10	1	<input type="checkbox"/>
	2	HEWC2P23AN	HP 934XL (C2P23AN) High Yield	EA	42.28	<b>Contract</b> \$23.50	1	<input type="checkbox"/>
	3	HEWC6656AN	HP 56 (C6656AN) BLACK ORIGINAL	EA	43.00	<b>Contract</b> \$22.60	1	<input type="checkbox"/>
	4	HEWC8721WN	HP 02 (C8721WN) BLACK ORIGINAL	EA	37.02	<b>Contract</b> \$19.25	1	<input type="checkbox"/>
	5	HEWC8767WN	HP 96 (C8767WN) BLACK ORIGINAL	EA	59.68	<b>Contract</b> \$31.20	1	<input type="checkbox"/>
	6	HEWC8772WN	HP 02 (C8772WN) MAGENTA ORIGIN	EA	18.15	<b>Contract</b> \$10.90	1	<input type="checkbox"/>

- c. To add items to your cart from this list, select the line item, change the quantity, and click on “Add to” with “My Cart” from the drop down.
- d. Entering in the Manufacturers Part number in the Search bar will bring up the item if it has been awarded to The Tree House, Inc. along with the applicable discounted price.
- e. An orange bar with the word “Contract” will signify the contract pricing has been applied.
- f. To make future ordering easier, you can add specific items to “My List” by selecting the check box next to each item, clicking on “Add to” and selecting “My List” from the drop down menu.



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g. Hewlett Packard provides a link to their HP Supplies Finder app. This link is located in the gray bar at the top of the page as well. You can enter your printer model number in the “Enter your device model” and search to find the correct manufacturers part number to use in your search. Again, if you have any trouble, please feel free to contact us.

h. If you are having trouble locating a particular item or don’t know what part number your particular printer takes, you can contact Katie at (800) 595-6651 or by email at [thetreehouseinc1@aol.com](mailto:thetreehouseinc1@aol.com).

## Step Three: Placing your order for Toner Items:

a. Once you’ve finished shopping, click on the “My Cart” icon at the top right of the page, then select the “View My Cart” button.

Welcome Kutztown University! | Home | Logout | my cart (1): \$27.10

Qty.	Item	Exd Price
1	HEWC2P05AN	\$27.10
<b>Subtotal</b>		<b>\$27.10</b>

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My Cart Company Lists Recent Items

following items were added to cart: HEWC2P05AN

Company List: COMPANY LIST

Items per page: 10

Image	S No.	Item #	Description	UOM	List Price	Your Price	Qty
	1	HEWC2P05AN	HP 62XL (C2P05AN) HIGH YIELD B	EA	48.59	Contract \$27.10	1

b. Here you will see a summary of your order.

- c. Now you can either “Park Current Order” (if you want to come back later and add more or revise it), “Discard Current Order”, or “Check Out”.

Welcome Kutztown University! | Home | Logoff | my cart (1): \$27.10

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Item Number Ordering Open Orders Expanded Cart View

Order Number : Temp.0002146 Start Date : 1/10/2018 Add to MY LIST

S.No	Item	Description	UOM	Qty	Price	Ext Price
1	HEWC2P05AN	HP 62XL (C9P05AN) HIGH YIELD B	EA	1	\$27.10	\$27.10

Page 1

Subtotal \$ 27.10  
Tax \$ Zero  
Total \$ 27.10

Add Order Notes

Park Current Order Print Order PDF Print Order Text Entry Mode Discard Current Order View Order History **Check out**

- d. Click on “Check Out”
- e. The “Ship To Address” and “Email Address” fields on the “Check Out” screen have been populated based on your user profile.
1. “PO/Name” field: you must enter your name as it appears on your credit card.
  2. Click on “Pay By Credit Card”.

Welcome Kutztown University! | Home | Logoff | my cart (1): \$27.10

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**Check Out for Kutztown U of PA-B Reitz**

Ship To Address  
Name (required) Kutztown U of PA-B Reitz  
Street Address Maintenance Building  
425 Baldy Rd  
City, State and Zip Code Kutztown PA 19530  
Telephone (610)683-4132 Fax  
Email Address reitz@kutztown.edu  
2nd Email Address (Optional)  
PO/Name

Bill To Address  
Name (required) Kutztown Univ  
Street Address Stratton Admin Bldg 223  
15200 Kutztown Rd  
City, State and Zip Code Kutztown PA 19530-9335  
Telephone Fax

**Order Totals**

Subtotal	\$ 27.10
Shipping	\$ Free
Tax	\$ Zero
<b>Total</b>	<b>\$ 27.10</b>

Pay By Credit Card using our Secure Server  
Return To Order Entry

## Step Four: Paying for your Toner Items:

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Enter or edit information below to complete the transaction.  
Name and address information must match the billing address on record for the credit card.

Card Type:    
Card Number:  Please enter the card number without spaces or dashes. Enter Valid Card Number   
Expiration Date:     
Name on Card:    
Billing Address Line 1:    
Billing Address Line 2:  (Optional)   
City:    
State:    
Zip Code:     
Phone Number:    
Email Address:

Note:  
Thank you for your order. Once your items and prices are verified, and your credit card processed, you will be emailed a paid invoice receipt for your records.  
The credit card information is encrypted with SSL technology (Secure Sockets Layer) in secure databases protected by a firewall. SSL technology (Secure Sockets Layer) is the Standard for encrypted data transmission on the Internet between a Web server and a client (browser).

.com/P1529/portal/alias\_thetreehouse/tabID\_65117/DesktopDefault.aspx

- Fill in **ONLY** the following fields on the Payment screen with the appropriate information:
  - Card Type: select MasterCard from the drop down
  - Card Number: enter the 16 digit card number without dashes or spaces
  - Expiration Date: select the month and year from the drop downs
  - Name on Card: enter the cardholder's name as it appears on the card
  - The **Billing Address information should not be modified**. It defaults to the correct bank information when the order is processed.
- Click on the "Pay Now" button
- You will receive a confirmation email with an order number. If you do not receive an email, please check your SPAM filter because it could have been caught there.
- This order number can be used when contacting The Tree House Inc if you have any questions regarding your order.

## Step Five: Delivery of your Toner Items:

- All toner products ordered from The Tree House, Inc. with a Pcard will be delivered through the KU Storeroom during their regular delivery schedule.