

Bloomsburg Purchasing Account Setup and Ordering Instructions

Please follow the instructions below for setting up your account on the integraONE shopping site and for placing orders with integraONE.

- ▶ Go to www.integra1.net and click on “Shop integraONE” located on top of web page or type this link into your browser: <http://www.integra1.net/shop>.
- ▶ Complete New Customer information. Please type “BLOOMSBURG UNIVERSITY” in the company name field of the form.
- ▶ You will receive instant access to our standard pricing as well as a welcome e-mail. However, access to the Bloomsburg Catalog and products list will be sent via e-mail within 24 hours.
- ▶ Once you have received the e-mail with the account access, you can log back into the site and you will see the Bloomsburg Catalog listed under the product catalogs on the left column.
- ▶ Directly below the Price Book option is an option to browse by Category. Under this option, select “systems” then select “notebooks” or “desktops”. This will populate the screen with the system configurations available.
- ▶ By clicking on the item description you can access the item to view the included components as well as selectable options.
- ▶ Once you have decided on the model, choose your options and add to cart. This will populate your shopping cart with items selected, unit price, configuration subtotal, tax, shipping, and final total.
- ▶ When you are satisfied with your order, follow these instructions to complete your order:
 - ▶ Click on “check out”
 - ▶ Enter payment information and click “next”
 - ▶ Confirm billing and shipping information, click “next”
 - ▶ Review and accept Terms and Conditions, click “agree”
- ▶ You will then receive an order number. Click “print preview”, and then print a copy of your order confirmation for your records.
- ▶ Your order will ship typically within 3-5 business days based on stock availability and will ship to the address you provided.



Questions?

If you have any questions about the ordering or account setup process, please contact Beverly Berger at integraONE at bberger@integra1.net. If you have a question about a particular system or accessory, please contact Chrissy Rex at crex@integra1.net.