The Central Services Storeroom is located in room 010 Morrison Hall. Students, faculty and staff may purchase school and office supplies for personal or departmental use. If we do not have what you need, we can get it for you by placing a special order from the special order supply catalog.

Most major credit cards accepted for personal purchases.

Supply Services
010 Morrison Hall
Campus Box 64

Phone: 978-3545
Fax: 978-3091
Email: supplies@wichita.edu
www.wichita.edu/centralservices

Central Services
At Your Service
Shopping Cart
Quick Start
Instructions

www.wichita.edu/centralservices

From the Central Services home page, click on “Order Supplies” to get to the on-line catalog and shopping cart or type www.wsucentralservices.com directly into the web address bar. Save this site as a Favorite for future orders.

On-Line Orders

First time users must register before an order can be processed. Registration from the old website will not transfer. From the Shopping Cart Home, click on the “My Account/Order Status” link at the top of the page before you begin shopping. Fill out the registration form and click the “Submit Registration” button. Now you are ready to start shopping!

How to Find Your Supplies

Supply Categories:
Supply choices have been divided into several categories. Clicking on a category will bring up any sub categories in that group and/or a list and a picture of each item in that category. Click on the picture or description for an item and you will get a larger picture and a more detailed description of the item.

Search Box:
Type a description into the search box and press enter or click on the arrow at the end of the search box. It is best to use a specific description in order to narrow your search. You wouldn’t want to type in the word paper - the search would bring up 8 pages of paper. To find a print cartridge for a specific printer, type the printer number, such as a HP 3015, in the search box. Results will display the related cartridge.

Add Supplies to Your Shopping Cart

Once you have found the items you wish to purchase, enter the quantity you want and click on the “Add to Cart” button. A screen will pop up that says “Added to Cart” and will show all the items currently in your shopping cart. From this screen you will have the choice of checking out or continuing to shop. To change the quantity of an item or delete an item from your cart, click on the “View Cart/Checkout” link at the top of the page and you will be able to make changes and deletions from within your cart. When changing the quantity, you must click on the “Recalculate” button to achieve the change. You may continue adding items to your cart by using the search box or the “Categories” link. When you have finished putting items in your cart, you are ready for checkout. Please note: Items on this site are stocked at the Central Services store. Please see the Special Order instructions for items not stocked in the store.

Special Orders

Special orders for supplies and printer cartridges not carried in our stock may be made using the shopping cart. Click the Special Order Supply Catalog icon on the Shopping Cart home page and add it to your cart. For special order toner and ink cartridges, click the picture of an ink and toner cartridge and add that to your cart. A text box labeled “Special Orders” will appear where you can include the catalog item number, the page number, and the quantity for each item requested. Repeat the process for additional special orders. If you would like a price quote, please email supplies@wichita.edu to request a quote and someone will contact you with the information prior to our placing the order.

Checkout

Step One, click the “View Cart/Checkout” link at the top of the page and you will be redirected to your cart. From here you can change the quantity ordered, delete an item, or empty the entire cart if you change your mind. When you are satisfied with the items in your cart and are ready to checkout, click the “Proceed to Checkout” button.

On Step Two of the checkout process you will enter your billing information. If you saved your information on a previous visit you can simply choose “My Saved Billing Addresses”, select the saved address and the fields will automatically populate with the saved information. Next, in the additional information section enter your organization and fund number (use 9000 for cash purchases), then choose your shipping method from the drop down box: Will Pickup, or Delivery. Keep in mind that copy paper deliveries are made on Wednesday mornings for orders received by noon on the previous Monday. Finally, select your payment method. The comment box should be used for any special instructions for your order or other information you want us to know. When you have entered the required information, click the “Place Order” button and you will be taken to a page with your order number and a short message.

Step Three you will receive an order confirmation email with all of the order information. If you do not receive the confirmation email, we did not receive the order. We will notify you via email as soon as your order is ready.

Tracking Your Order

This site will track each order from receipt to delivery allowing you to track any backordered items. Click on “My Account/Order Status” link at the top of the page. Click on “Review Orders”. Chose a time period in the “Order History” drop-down box. Click GO. Click on the order you wish to track. The status will read “Delivered” when the order is complete. If you need a copy of the order for your file, click on the “Need a copy of the order?” link.

Delivery Orders

Main Campus (within 21st Street and 17th Street borders): Supply deliveries are made on a daily basis with the exception of copy paper, which is delivered by the Physical Plant on Wednesdays for orders received by noon on the previous Monday.

Metropolitan Complex, AEGD, Fairmount Towers, Child Development Center, Brennan Hall and the Garvey International Center: All supply and paper deliveries are made by the Physical Plant on Wednesdays for orders received by noon on the previous Monday.

CCSR and Physical Therapy (Downtown), South Campus (Derby) and West Campus (Maize): Deliveries are made via our office supply vendor. Smaller supply orders may be delivered on Wednesdays by the campus Post Office.