

# Suburban Stationers PINfinity Online Ordering

## User Manual & Quick Tip Guide

Suburban Stationers has designed a website specifically for the State of Connecticut. Login through the following website:

**www.pinfinity.net**

Suburban Stationers **government connect CT**

Phone: (860) 347-0299  
Fax: (860) 347-5051

HOME CONTRACTS PRODUCTS COMMUNITY CONTACT

**PINfinity**  
ONLINE ORDERING

Username  
Password

Forgot password?  
Register Me!

GO

View Contracts

**FEDERAL**

**STATE**  
Small Business Certified Set-Aside Vendor

**EDUCATION**

Home Quick Order Ink And Toner Favorites My Accounts

Suburban STATIONERS GOVERNMENT CONNECT

Enter keywords or item # Search

Saved Orders: 0 Denied Orders: 1  
0 items : \$0.00

Welcome back, Bob Log Out Acct: 11337-STATE OF CT Dept: STATE OF CT

OFFICE SUPPLIES TECHNOLOGY FURNITURE FACILITY & BREAKROOM SHOP ALL CATEGORIES FEATURED ITEMS

**PINfinity**  
online ordering

The State's Connection for ALL THINGS OFFICE

**2016**  
**CALENDAR FLYERS**  
available now!

**CLICK HERE TO GET YOURS - CALENDAR ORDER FORM INCLUDED!**

2016 CALENDARS AT-A-GLANCE

Monthly Desk Pad

Post-it DRY ERASE SURFACE  
Unroll. Peel. Stick.  
LEARN MORE

HON Ignition

ABOUT US CONTACT US HELP PRIVACY POLICY

# Four Ways to Shop...

**Keyword Search**

**Quick Order**  
If you know the item number and/or are having trouble searching for an item number.

**Browse Categories**

**Favorites List**  
Shop your Agency's Frequently Ordered Items

**Quick Order**

Enter the item number, adjust the quantity if necessary, then press the Enter key to add another line.

Continue adding items and once done, click Add to Cart

If an item is entered incorrectly, an error message will appear.

Search These Results:  [Go](#)

You've selected:  
✗ Keyword: pads

Filter Search Results:

**BRAND NAME**

- 3M (70)
- 9 to 5 Seating (1)
- Acco (6)
- Adams (18)
- Advantus (3)

[See More >>](#)

**PRODUCT TYPE**

- Abdominal Pad (12)
- Abrasive (2)
- Absorption Boom (3)
- Absorption Pad (3)
- Accounting Book (54)

[See More >>](#)

**RECYCLED**

- No (1772)
- Yes (737)



**FEATURES**



- 360&deg; Swivel (18)
- Abrasion Resistant (4)
- Absorbent (1)
- Acid-free (142)
- Adhesive Backing (2)



[See More >>](#)

3,344 items found Showing Items 1 to 10 of 3,344

Select [Add to Cart](#) [Add to Favorites](#) [Compare](#) Items per page 10

 **TOPS Products**  **\$31.28 / Pack**  
**TOPS Docket Gold Legal Ruled White Legal Pads**  
 50 Sheets - 20 lb Basis Weight - 8.50" x 11.75" - 12 / Pack - White Paper  
 • Burgundy marble binding  
 • Letr-Trim perforated  
[+ Comments](#)  
Qty:  [Add to Cart](#)  
[Add to Favorites](#)

 **TOPS Products**  **\$24.34 / Pack**  
**TOPS Docket Letr-Trim Legal Ruled White Legal Pads**  
 50 Sheets - 16 lb Basis Weight - 8.50" x 11.75" - 12 / Pack - White Paper  
 • 16 lb. paper  
 • White  
[+ Comments](#)  
Qty:  [Add to Cart](#)  
[Add to Favorites](#)

 **TOPS Products**  **\$12.27 / Dozen**  
**TOPS The Legal Pad Ruled Top Perforated**  
 50 Sheets - 16 lb Basis Weight - 8.50" x 11.75" - 12 / Dozen - White Paper  
 • Durable chipboard backer supports the pad when writing away from a desk  
 • 16 lb. paper  
[+ Comments](#)  
Qty:  [Add to Cart](#)  
[Add to Favorites](#)

**Keyword Search**

You can limit your searches using the filters on the left. Note the Recycled attribute.

# Adding Items to Your Cart...

Suburban Stationers  
GOVERNMENT CONNECT

CT2096

Saved Orders: 0 Denied Orders: 1

Welcome back, Bob [Log Out](#) Acct: 11337-STATE OF CT | Dept: STATE OF CT

OFFICE SUPPLIES TECHNOLOGY FURNITURE FACILITY & BREAKROOM SHOP ALL CATEGORIES FEATURED ITEMS

[View more Miscellaneous](#) [Email](#) [Print](#)

**Suburban Stationers**  
**Copy Paper, 8.5X11, 20#, 96 Bright**  
Multi-use Copy Paper, Letter Size, 96 Bright

Item: XPXCT2096  
Packaging: 10-Ream/Carton  
Your Price: **\$32.00 / Carton**   
Quantity:   [Add to Favorites](#)

**Items Recently Viewed**

- Copy Paper, 8.5X11, 20#, 96 ...
- Smead 67158 Gray AlphaZ NCC ...

Item: XPXCT2096  
Packaging: 10-Ream/Carton  
Your Price: **\$32.00 / Carton**   
Quantity:   [Add to Favorites](#)

**Adding to cart...**

**Cart Quick View**

**Recently Added:**

- Copy Paper, 8.5X11, 20#, 96 Bright**  
XPXCT2096  
**\$32.00 / Carton**  
Qty: 1  
[update](#)

## View Cart

**Shopping Cart** [Print](#)

**Item Total: \$32.00**

**DO NOT PLACE ORDERS UNDER THIS** 1 Items : \$32.00

Item #	Your Price	Quantity	Packaging	Ext Price	Remove
XPXCT2096 <b>Copy Paper, 8.5X11, 20#, 96 Bright</b> Comments: <input type="text"/>	<b>\$32.00 / Carton</b>	<input type="text" value="1"/>	10-Ream/Carton	\$32.00	<input type="button" value="X"/>

**Item Total: \$32.00**

Adjust Quantities, delete items, add comments, etc.

Then click **Checkout**

# Checkout



Checkout - Order Review

**Tip:** Your order requires approval. Dept: STATE OF CT  
The order will be submitted for approval to: [State Approver](#)

**Tip:** This will only display if your agency has an approval group

### Order Summary

Item Total:	\$32.00
Shipping:	\$0.00
Subtotal:	\$32.00
Tax:	\$0.00
<b>Total:</b>	<b>\$32.00</b>

[Print](#) [Place Order](#)

Please review your order, and then click Place Order to submit it.  
Need help? Call 860-347-0299 for assistance.

[Save Order](#) [Continue Shopping](#)

**QuickTip**  
Checkout settings depend upon your agency's particular setup.  
  
i.e. Approval settings, Payment method, Department change, etc.

### Review Order Details

[Edit Account Details](#) [Edit Order Details](#)

<b>Account</b>	STATE OF CT	<b>Shipping Method</b>	Free Shipping
<b>Department</b>	STATE OF CT	<b>Shipping Instructions</b>	
<b>Billing Address</b>		<b>Special Instructions</b>	
Name	SHULMAN, BOB		
Address	693 HIGH STREET		
City	MIDDLETOWN, CT - 06457	<b>Payment</b>	Charge to Account
<b>Shipping Address</b>			
Name	BOB SHULMAN		
Address	693 HIGH ST		
City	MIDDLETOWN, CT - 06457		

### Your Items

[Edit Cart Items](#)

Item #	Your Price	Packaging	Qty	Ext. Price
XPXCT2096	\$32.00 / Carton	10-Ream/Carton	1	\$32.00
Copy Paper, 8.5X11, 20#, 96 Bright				
Comment:				

### Review Order Details

[Edit Account Details](#) [Edit Order Details](#)

#### Edit Account Details

- If Applicable to your account*
- Change Department/Location
  - Change Attention (P Card users)

#### Edit Order Details

- If Applicable to your account*
- Change Payment Method
  - Enter a Purchase Order #
  - Edit Shipping Address

**NOTE:** If you are setup to pay by credit card, but do not have a default credit card setup in our system, you will be brought to this page first. Here you can enter your credit card information.

#### Edit Order Details

<b>Account</b>	STATE OF CT	<b>Shipping Method</b>	Free Shipping
<b>Department</b>	STATE OF CT	<b>Additional Instructions</b>	Shipping Instructions Special Instructions
<b>Attention</b>	<input type="text"/>	<b>Purchase Orders</b>	Short PO <input type="text"/>
<b>Billing Address</b>	Name SHULMAN, BOB Address 693 HIGH STREET City MIDDLETOWN, CT - 06457	<b>* Payment</b>	<input checked="" type="radio"/> Enter credit card information
<b>Shipping Address</b>	Name <input type="text" value="BOB SHULMAN"/> Address <input type="text" value="693 HIGH ST"/> Suite <input type="text"/> City <input type="text" value="MIDDLETOWN"/> <input type="text" value="CT"/> <input type="text" value="06457"/> (00000-00000)	<b>Card Type</b>	AmericanExpress <input type="text"/>
		<b>Number</b>	<input type="text"/>
		<b>Expiration</b>	1 / 2015 <input type="text"/>

[Continue Shopping](#) [Update Changes](#) [Cancel](#)

**Please note:** These features are dependent upon your individual setup and may be different from what is below.

### Edit Account Details

#### Choose Account

<b>Current Account/Department</b> Account: 34219 - DO NOT PLACE ORDERS Department: DO NOT PLACE ORDERS UNDER Attention: Blank Attention	<b>Select Different Account/Department</b> Account: 34219 - DO NOT PLACE ORDERS Department: 10A--HARTFORD - OFFICE SUPP... Attention: Blank Attention
--	--

Once the down arrow is clicked, pressing the SPACE bar will display all available selections.  
Make your selection, then click Continue.

Department: 10A--HARTFORD - OFFICE SUPP...  
Attention:

Please enter 1 or more characters or "Space" to view all

Department: 10A--HARTFORD - OFFICE SUPP...  
Attention:

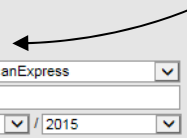
10A--HARTFORD - OFFICE SUPPLIES  
10B--HARTFORD - COFFEE/KITCHEN



### Edit Order Details

<b>Account</b> DO NOT PLACE ORDERS UNDER THIS	<b>Shipping Method</b> Free Shipping
<b>Department</b> DO NOT PLACE ORDERS UNDER THIS	<b>Additional Instructions</b> Shipping Instructions Special Instructions
<b>Attention</b> <input type="text"/>	<b>Purchase Orders</b> Long PO Short PO
<b>Billing Address</b> Name: STATE OF CONNECTICUT Address: DO NOT PLACE ORDERS Suite: CONTRACT PRICING ONLY City: DO NOT PLACE ORDERS, CT - 06457	<b>* Payment</b> <input checked="" type="radio"/> Charge to my account. <input type="radio"/> Enter credit card information
<b>Shipping Address</b> Name: DO NOT PLACE ORDERS Address: STATE PRICING ONLY!!! Suite: UNDER THIS ACCOUNT City: ***** PRICING ONL	Card Type: AmericanExpress Number: <input type="text"/> Expiration: 1 / 2015

**NOTE:** If you are changing your payment method you must select the button next to your chosen payment method.  
Then enter the required information if applicable, and click Update Changes



# Other Features...

## Saved Orders

Your Orders Awaiting Approval: 4 Saved Orders: 9 Denied Orders: 1

### Saved Orders

Need Help

Expand Search Description

	Description	Department	Created	Items	Total Price	Move	Copy	Delete
+	SIM-8/14/2014		8/14/2015	8	\$151.74			
+	communications		8/14/2015	6	\$225.63			

**Note:** If you have items in your cart already, and you Move or Copy items from a Saved Order, then will be added to your cart.

**Move** – Will move the items on the saved order into your cart and will remove the saved order from the system.  
**Copy** – Will copy the items from the saved order into your cart but will not remove the saved order from

## Order History

Your Orders Awaiting Approval: 4 Saved Orders: 9 Denied Orders: 1

### My Orders

You can check delivery status, easily reorder items you need frequently, and copy orders to Favorites lists here. To begin, use the search form to retrieve the order you want.

Search **History**

Clicking the **Print** button produces an Adobe Acrobat document. You will need Adobe Reader (a free download) to view this document.

Expand Print Add To Favorites Show Legend Add To Cart

	View	Order #	Dept	Total	Status	PO	Order Date	Invoice Date	Ordered By	Attention
<input type="checkbox"/>	+		C3870585-0	-\$5.73		TEST	9/9/2015	9/9/2015		
<input type="checkbox"/>	+		3870585-0	\$5.73		TEST	9/8/2015	9/9/2015		
<input type="checkbox"/>	+		6000001-0	\$8.99		C CARD	12/24/2014	12/24/2014		
<input type="checkbox"/>	+		3850966-0	\$39.87		1	12/15/2014	12/15/2014		
<input type="checkbox"/>	+		C3850966-0	-\$39.87		1	12/15/2014	12/15/2014		

Expand Print Add To Favorites Add To Cart

My Accounts

- Order History
- Saved Orders
- Order Approval
- Choose Account
- Edit Profile

