



JANITORIAL SUPPLIES

DEES PAPER

QUICK STEPS FOR ORDERING JANITORIAL SUPPLIES

1. Click on the word “Dees” – Bid # 18-12 on the active contract list, then add the website to your favorites.
2. Choose school name or other location from the drop arrows.
3. Scroll down page to view items and enter the quantity for each item(s) you want to purchase.
4. Once you have completed entering all quantities click the “**Continue**” button at the bottom of the page. You will then see a listing of the items you added to your shopping list.
5. At this time you are given an opportunity to review all item and quantities. If you want to make any changes/corrections click the “**Return to Form**” button, and this will take you back to order list. **Note: If you go back to the order list everything will be deleted and you would have to start over with your complete order.** If you are ready to proceed and everything is correct **Print this page out** and click the “**Continue**” button. At this point, your order is complete. The order will be reviewed by Environmental Services and shipped promptly by Dees Paper.

DEES JANITORIAL ORDERS WILL ONLY BE PROCESSED ONCE A MONTH PER SCHOOL SITE.

WE ARE TRYING TO IMPROVE ON THE LOGISTICS AND ELIMATE MULTIPLE DELIVERIES TO EACH SCHOOL WITHIN THE SAME MONTH. THIS WILL KEEP OUR PRODUCT COST DOWN.