

How to Place a Credit Card Order through Payless

The screenshot displays the Payless Office Products website interface. At the top, there is a navigation bar with links for Home, Quick Order, Ink And Toner, My Accounts, and Live Chat Online. The Payless logo is prominently featured on the left, with the tagline "Your Complete Office Solution". To the right of the logo, there is a customer support phone number: 1-800-200-6759. Below this, a search bar prompts users to "Enter keywords or item #" with a "Search" button. A shopping cart icon indicates "0 items : \$0.00". Social media icons for LinkedIn, Facebook, and Twitter are also present. A "Please Login" button and a "Register Me!" button are located near the cart.

A horizontal menu below the search bar lists categories: OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, FACILITY & BREAKROOM, SHOP ALL CATEGORIES, FEATURED ITEMS, and HON FURNITURE.

The main content area is titled "Login" and is divided into two sections:

- Registered Users:** This section contains two input fields: "*User Name:" and "*Password:". Below these fields are two buttons: "Login" and "Forgot Password?".
- New Users:** This section features a "Create Account" button followed by the text "I want to request that an account be set up by email."

Below the login section, there is a line of text: "If you have any questions, or would like help setting up a login for a new or existing account, please contact us at (402) 891-6210 or (515) 225-2025 or (913) 888-6778."

The footer of the page is dark blue and contains contact information for three locations: OMAHA, DES MOINES, and KANSAS CITY. Each location lists its address, email address, and phone numbers. To the right of the footer, there is a section titled "ACCEPTED PAYMENT" with logos for MasterCard, VISA, and AMERICAN EXPRESS.

Log on to the Payless office website by going to <http://www.paylessoffice.com> Contact the purchasing office for login information.

Home | Quick Order | Ink And Toner | Favorites | My Accounts | Live Chat Online

Pay-LESS OFFICE PRODUCTS, INC.
Your Complete Office Solution

Accct: 11667-AMES LABORATORY CC ACCT

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

CUSTOMER SUPPORT: 1-800-200-6759

Enter keywords or item #

Saved Orders: 0
1 items : \$16.56
View Cart | Checkout
Welcome back, Ames | Log Out

Don't Miss Out! Get The 2015 Catalog TODAY! | CREATE AN ACCOUNT | NEW GUIDE COMING SOON! | Pay-LESS Perks Rewards Program?

basyx by HON HVL402 EXECUTIVE CHAIR | A New Breed of Shredders

Once you are logged in you can search for the item you wish to purchase by entering a keyword or part number in the search box.

OFFICE PRODUCTS, INC. | Enter keywords or item # | 1 items : \$16.56
View Cart | Checkout
Welcome back, Ames | Log Out

Accct: 11667-AMES LABORATORY CC ACCT

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

Lanyards

Baumgartens
Baumgartens U-Clip Lanyard
x 36" Length - Black - Nylon

Item: BAU69409

Packaging: 24-Each/Box

Your Price: **\$0.69 / Each**

Quantity:

Also Consider

BAU67810 \$5.89 / Pack
Baumgartens ID Badge Holder

BAU67825 \$22.19 / Pack
Baumgartens Vinyl Punched ID Badge Holders

BAU67815 \$22.19 / Pack
Baumgartens Vinyl Punched ID Badge Holders

Product Details | Technical Specs | Similar Products | Accessories | Reviews

- Round braided-style lanyard made of durable, low-friction nylon for years of use
- Metal clip easily attaches to any ID card or badge holder for easy access
- Color: Black
- 1/8"W x 36"L
- Quantity: 1

Manufacturer: Baumgartens
Catalog: Full D-Force Catalog with SPR Branch Items
Catalog page: 266

When you have found the item(s) you would like to purchase, type the quantity and add it to the cart.

Home | Quick Order | Ink And Toner | Favorites | My Accounts | Live Chat Online

PayLESS OFFICE PRODUCTS, INC. **CUSTOMER SUPPORT: 1-800-200-6759** Saved Orders: 0

Enter keywords or item #

Acct: 11667-AMES LABORATORY CC ACCT Welcome back, Ames

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

Shopping Cart

Item Total: \$16.56

Blank Department 1 Items : \$16.56

Item #	Your Price	Quantity	Packaging	Ext Price	Remove
BAU69409	\$0.69 / Each	24	24-Each/Box	\$16.56	<input type="button" value="X"/>

Baumgartens U-Clip Lanyard
Comments:

Item Total: \$16.56

CUSTOMERS WHO BOUGHT THIS ITEM ALSO BOUGHT

Verify everything that is in the cart is what you would like to purchase, and click checkout.

Live Chat Online | Log Out

PayLESS OFFICE PRODUCTS, INC. **Checkout - Edit Order Details**

Edit Order Details

Account: AMES LABORATORY CC ACCT Shipping Method: Default

Department: Blank Department

* Attention:

Additional Instructions: Shipping Instructions:
Special Instructions:

Billing Address: Name: AMES LABORATORY CC ACCT Address: 224 TASF City: AMES, IA - 50011

Shipping Address: Name: USDOE WAREHOUSE Address: 2405 KOOSER DR Suite: ISU CAMPUS City: AMES, IA - 50011-3020

Purchase Orders: Long PO: Short PO:

* Payment: Enter credit card information
Card Type: AmericanExpress
Number:
Expiration: 1 / 2015

ABOUT US | CONTACT US | HELP | PRIVACY POLICY

In the attention to line type in your name and CC order (Your Name-cc order).

In the purchase orders section you may type CC order for the long and short PO.

Fill in your credit card information in the card type, number and expiration field.

Click update changes. You will be able to view your entire order on the next screen.

Live Chat Online | Log Out

PayLESS
OFFICE PRODUCTS, INC.
Your Complete Office Solution

Enter Promotion Code [Apply](#)

Review Order Details

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

Account	AMES LABORATORY CC ACCT	Shipping Method	Default
Department	Blank Department	Shipping Instructions	
Attention	Chris Kinley-CC Order	Special Instructions	
Billing Address		Long PO	CC Order
Name	AMES LABORATORY CC ACCT	Short PO	CC Order
Address	224 TASF	Payment	Visa (ending in 4007)
City	AMES, IA - 50011		
Shipping Address			
Name	USDOE WAREHOUSE		
Address	2405 KOOSER DR		
Suite	ISU CAMPUS		
City	AMES, IA - 50011-3020		

Your Items

[Edit Cart Items](#)

Item #	Your Price	Packaging	Qty	Ext. Price
BAU69409	\$0.69 / Each	24-Each/Box	24	\$16.56
Baumgartens U-Clip Lanyard				
Comment:				

Order Summary

Item Total:	\$16.56
Shipping:	\$0.00
Subtotal:	\$16.56
Tax:	\$0.00
Total:	\$16.56

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

Please review your order, and then click Place Order to submit it.
Need help? Call 402-891-6210 for assistance.

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

ABOUT US | CONTACT US | HELP | PRIVACY POLICY

Once you have reviewed your order, click "place order".



Your Complete Office Solution

Thank you for your order!

[Continue Shopping](#)

Reference Number: 2590029-0. Submitted.

Order Details

Account	AMES LABORATORY CC ACCT	Shipping Method	Default
Department	Blank Department	Shipping Instructions	
Attention	Chris Kinley-CC Order	Special Instructions	
Billing Address		Long PO	CC Order
Name	AMES LABORATORY CC ACCT	Short PO	CC Order
Address	224 TASF	Payment	Visa (ending in 4007)
City	AMES, IA - 50011		
Shipping Address			
Name	USDOE WAREHOUSE		
Address	2405 KOOSER DR		
Suite	ISU CAMPUS		
City	AMES, IA - 50011-3020		

Order Summary

Item Total:	\$16.56
Shipping:	\$0.00
Subtotal:	\$16.56
Tax:	\$0.00
Total:	\$16.56

 [Print](#)

Need help? Call 402-891-6210 for assistance.

Your Items

Item #	Your Price	Packaging	Qty	Ext. Price
BAU69409	\$0.69 / Each	24-Each/Box	24	\$16.56
Baumgartens U-Clip Lanyard				
Comment:				

[Continue Shopping](#)

[ABOUT US](#)

[CONTACT US](#)

[HELP](#)

[PRIVACY POLICY](#)

To print your receipt, click the print option under the order summary. A new tab will open and you will be able to print.