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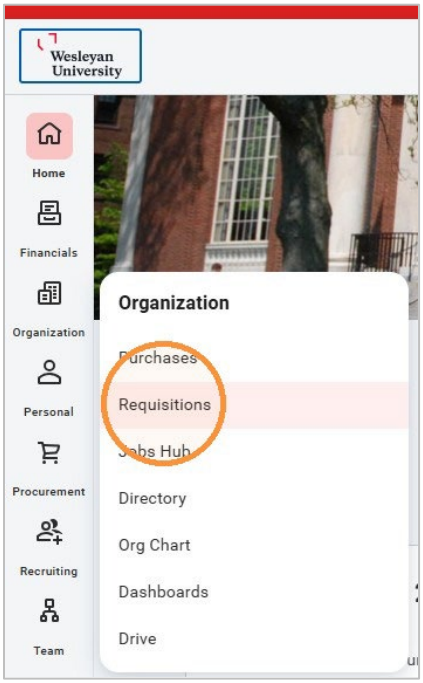
How to Order Free Office and Classroom Supplies via Workday

The Wesleyan Office Supply Free Store is open for shopping in Workday/OneSource and in person. The Office Supply Free Store is your first stop for all office and classroom supplies. Run by the Sustainability Office with support from the Purchasing Office and Facilities, all items are free. Please check here first before purchasing from other suppliers.

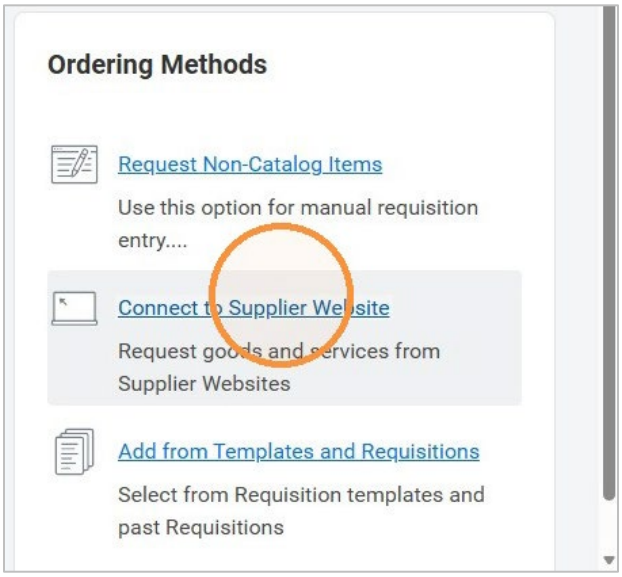
This guide shows you how to order items from the Wesleyan Office Supply Free Store through the Workday procurement portal, from connecting to the supplier website to finalizing your checkout.

Connect to Supplier

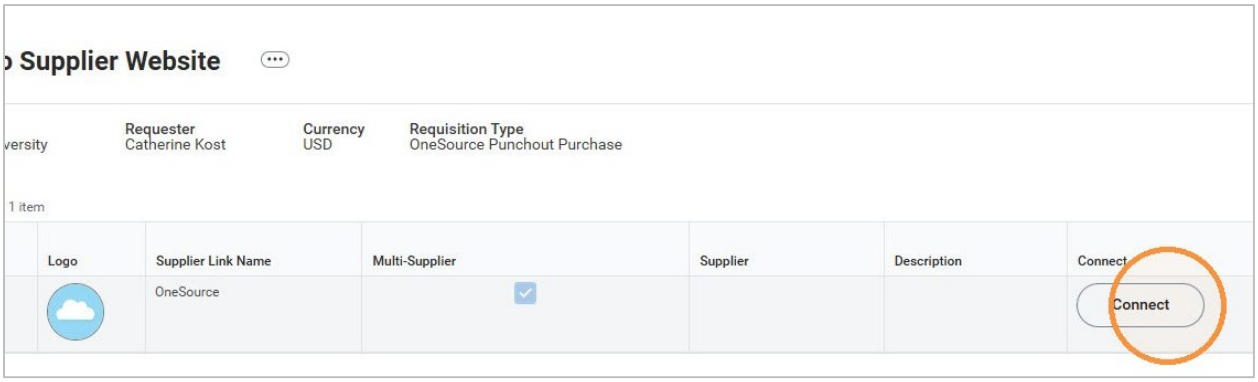
1. From the home screen, click **Requisitions** in the Organization menu.



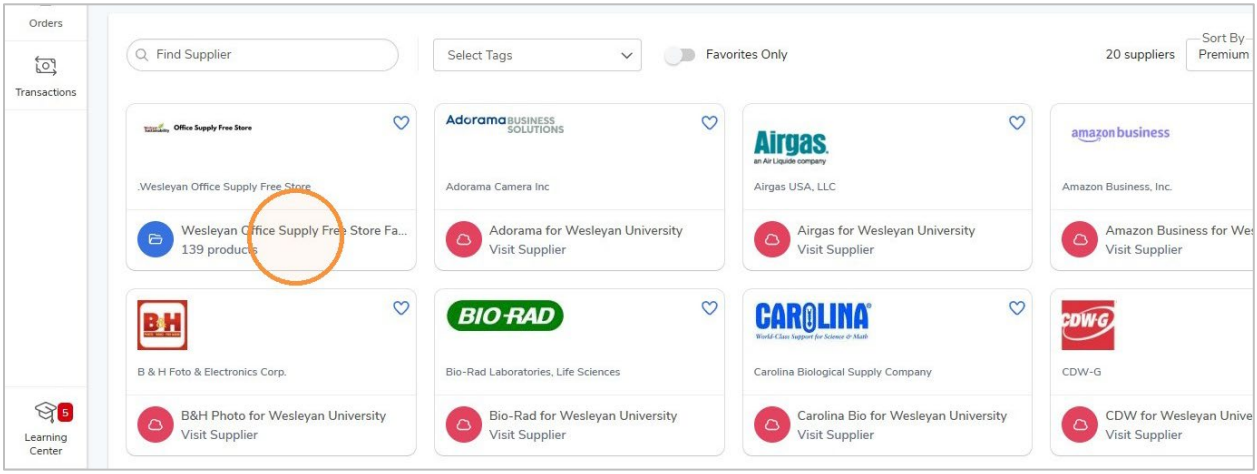
2. Click **Connect to Supplier Website** in the bottom right corner.



3. Click **Connect** for the OneSource supplier.



4. Select **Wesleyan Office Supply Free Store Fall 2026**. This store should appear first in your list of suppliers on the home page. Click the heart to favorite it.

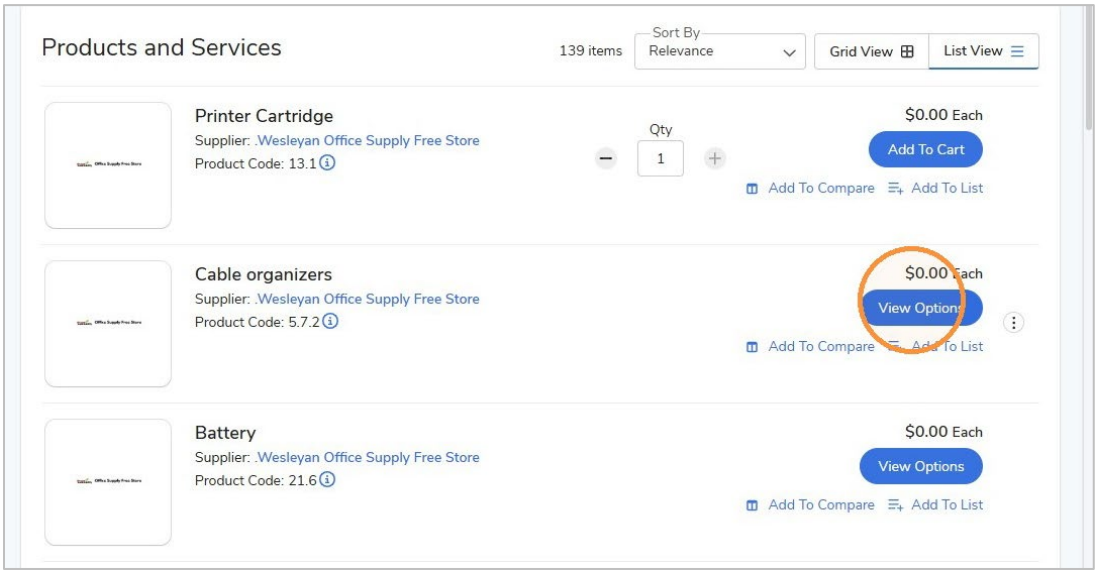


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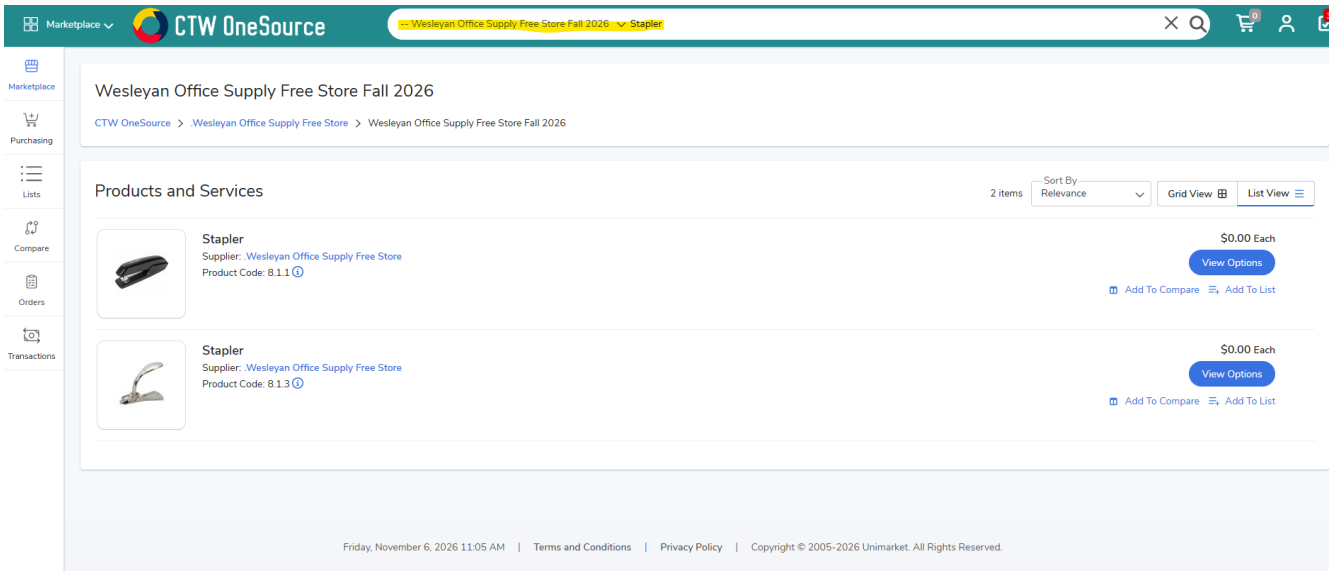
Select a Product

Each listed item in the catalog includes a description and image. Because all items in the store are donated, each item ordered may not match the item pictured exactly. The catalog is updated monthly.

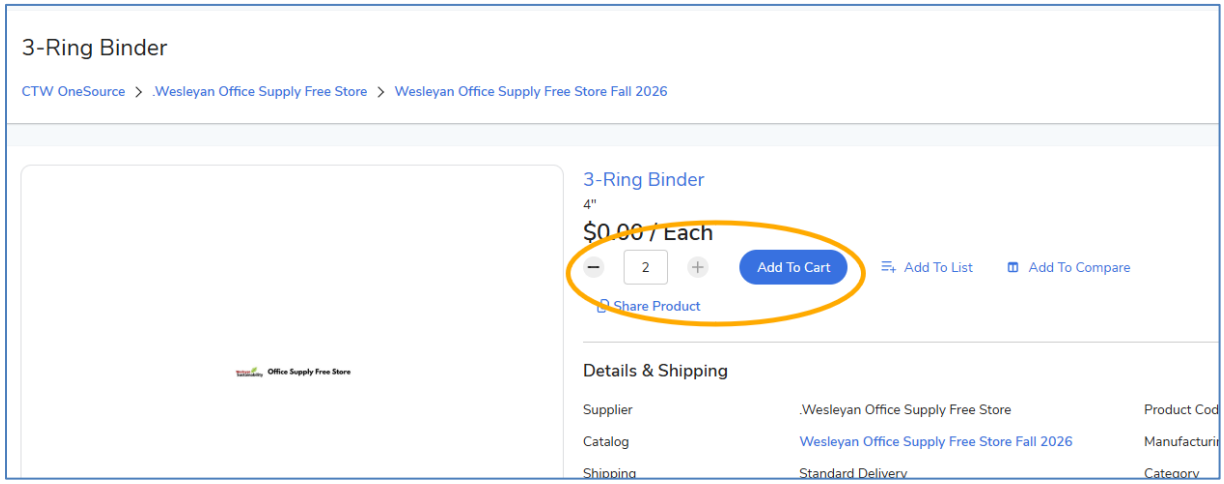
5. Click **View Options** for the product you'd like to order.



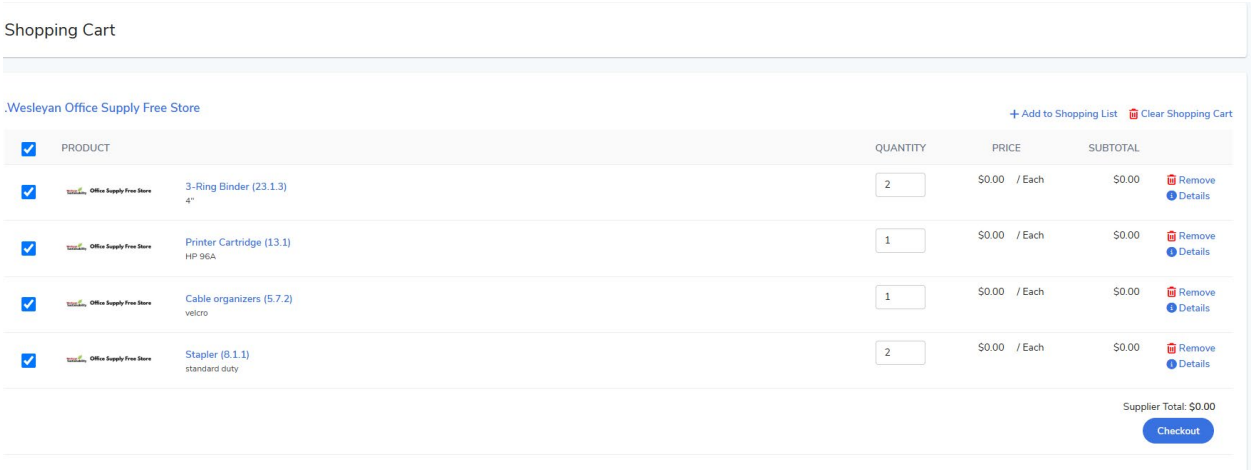
If you know the name of the item you are looking for, you can also use the search feature at the top of the page.



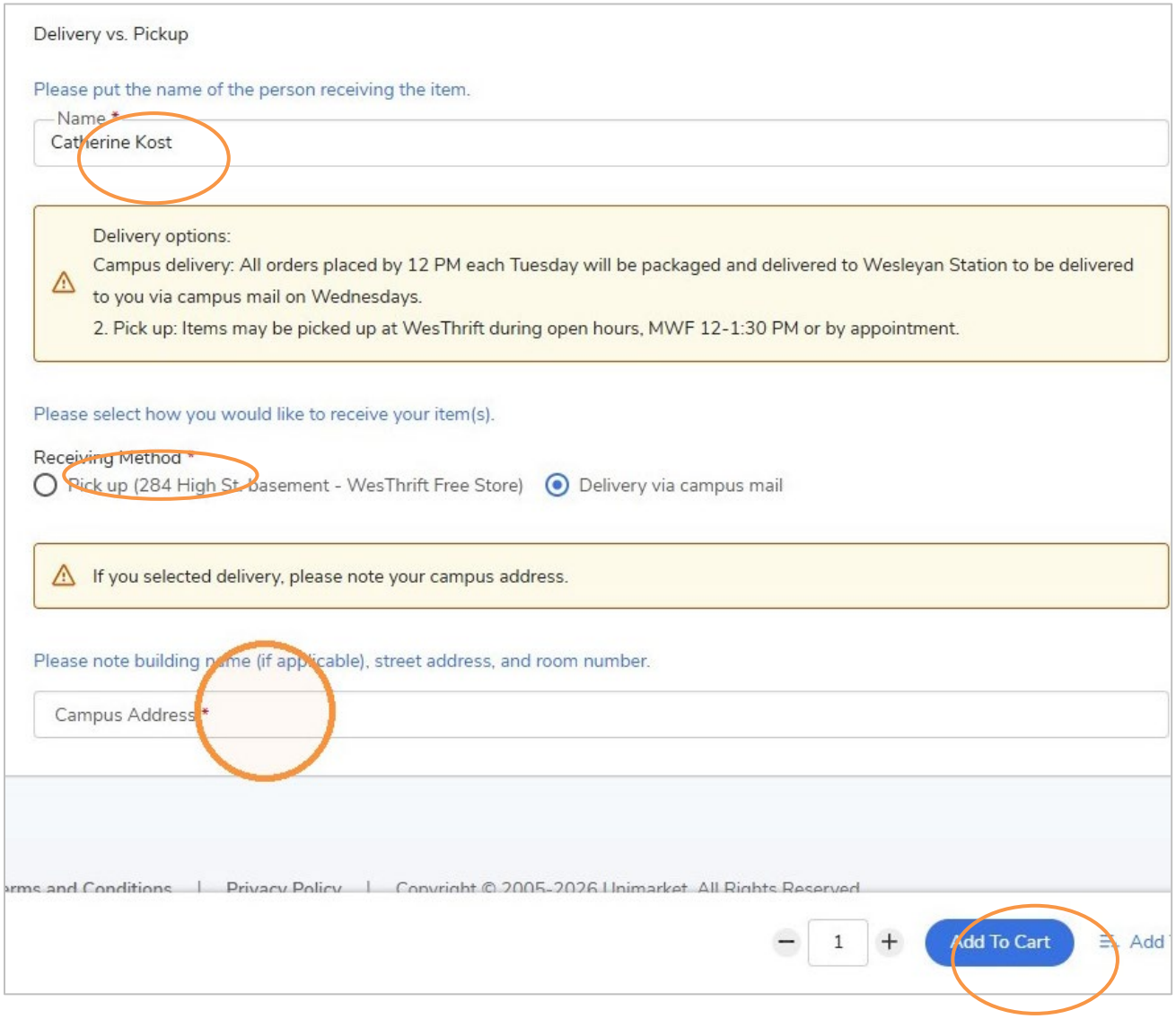
6. Select the number of that item you'd like to order. The store will only allow you to select as many of that item as are in stock.



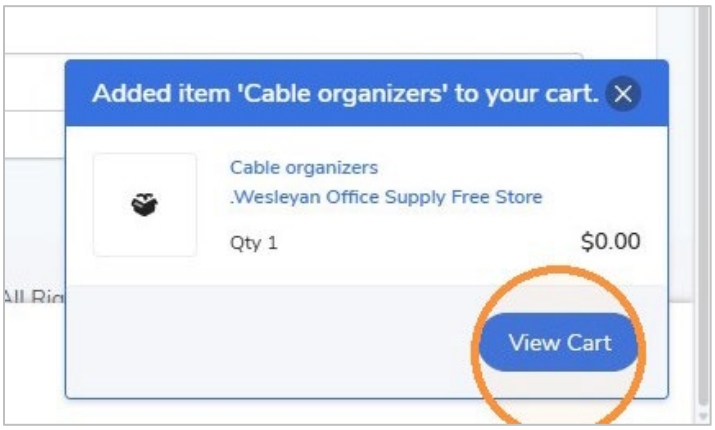
7. You may also order multiple items in one order.



8. Note the name of the person who is receiving the item and decide if you prefer **Delivery** or **Pickup**. If you select delivery via campus mail, enter the campus delivery address.
   When finished with selections, click **Add to Cart**.



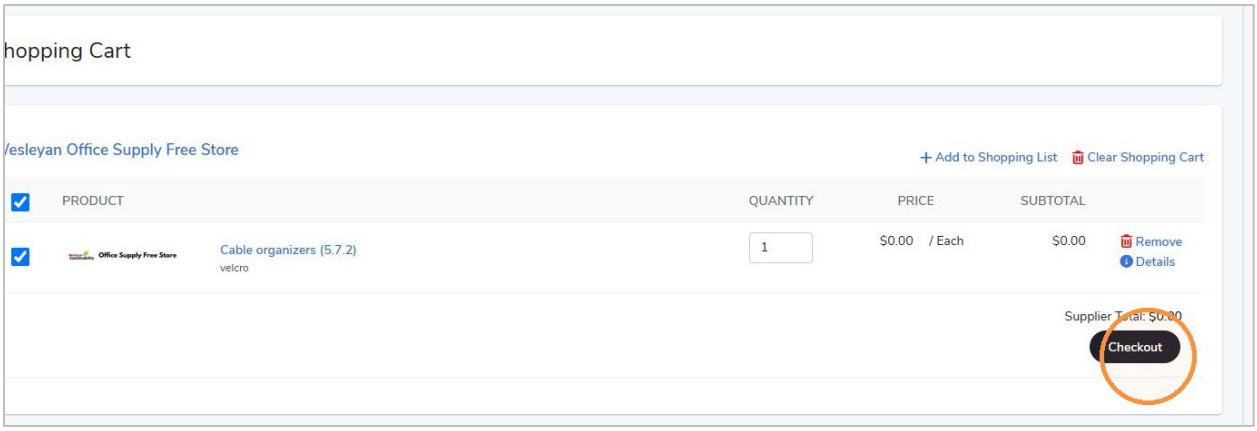
9. Click **View Cart**.



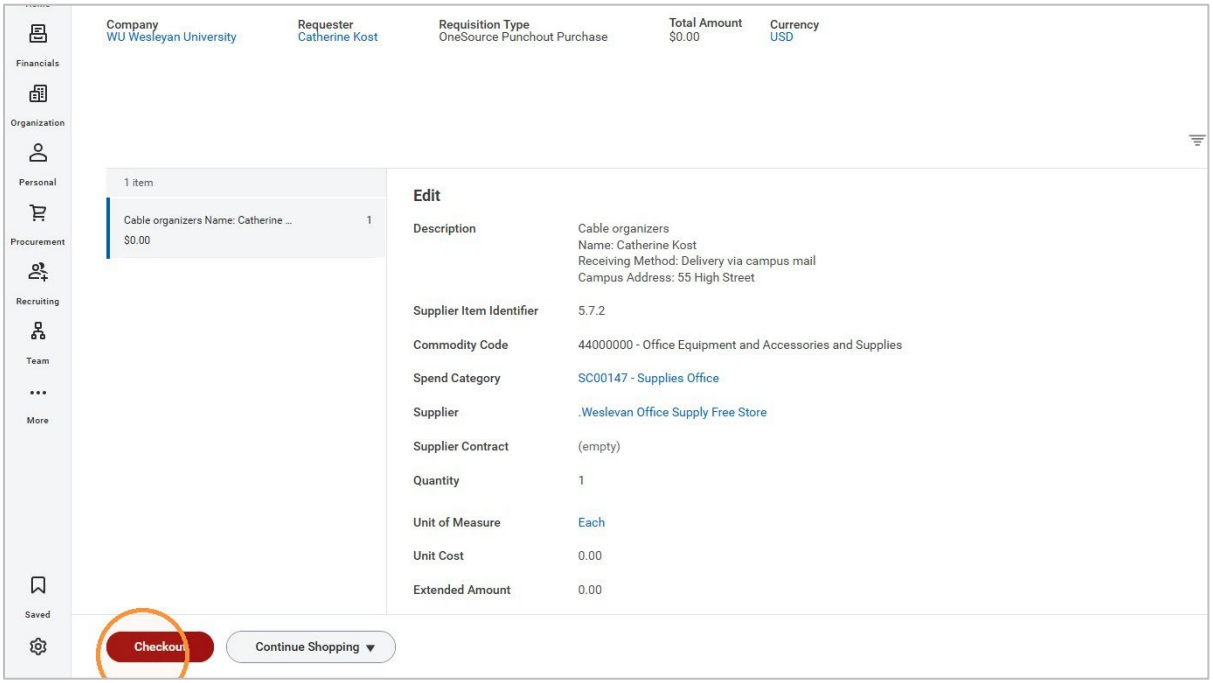
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Complete Checkout

10. Click **Checkout** in the shopping cart.

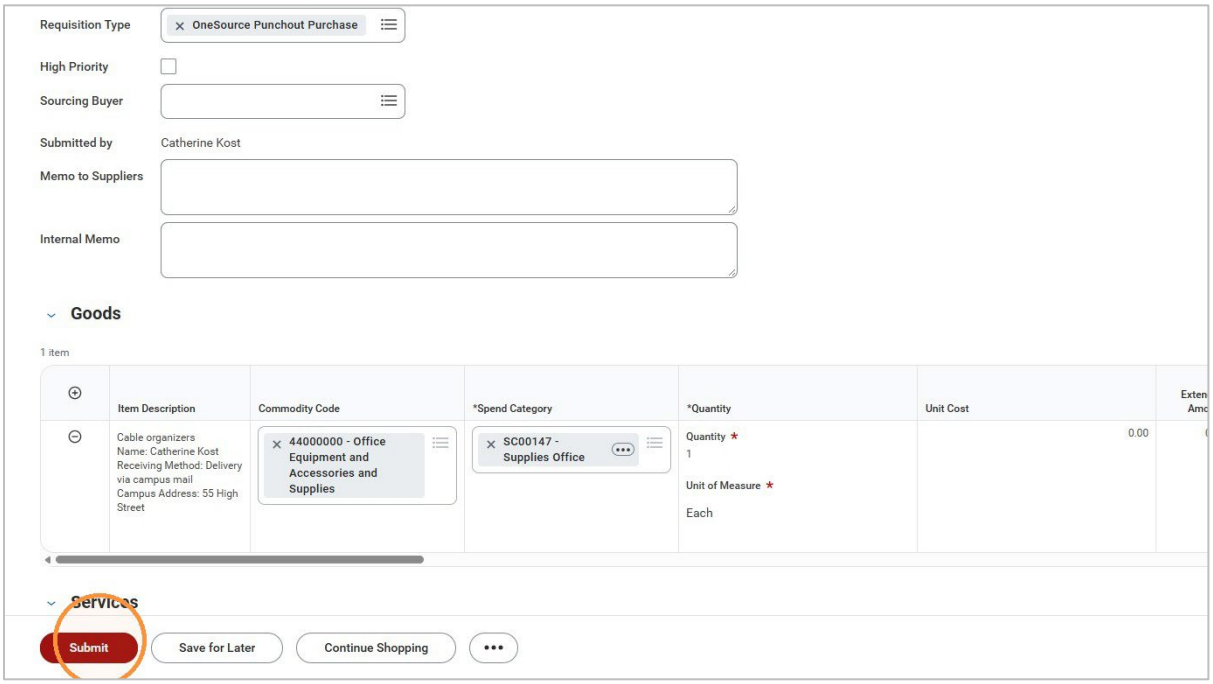


11. Click **Checkout** in Workday.



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12. Click **Submit** to place the order.



Receive Your Items

Campus delivery: If you select campus delivery and place your order by Tuesday morning, items will go out in the weekly WesStation mail delivery on Wednesdays during the academic year. During the summer, items can be picked up from WesStation.

Pickup: If you select pickup, items can be picked up during WesThrift Free Store open hours, Mondays, Wednesdays, or Fridays, 12:00–1:30 PM, during the academic year. If you are unavailable during that time, contact the Sustainability Office.

Questions? Visit https://www.wesleyan.edu/sustainability/resources/officesupplystore.html or email Sustainability Director Jen Kleindienst at jkleindienst@wesleyan.edu.