

## Creating Carts in Impact

1. Go to <https://fcps.impactofficepro.com/login.aspx>
2. Enter username **FRDEPT (FR & School's Department ID; example FR1002 for Parkway Elementary)** and password **APLUS** (neither are case sensitive) and select **Log In**

n/login.aspx

Hanover PA Live Balcl Maryland Schools Lea

866-787-7534 | Carts on Hold | My Account  
View Cart | My Favorites | Quick Order  
Click here to join our email list.

0 item(s)

Username: \_\_\_\_\_  
Password: \_\_\_\_\_

Search by word or partial part number **Search** **Login** [Forgot password?](#)

[FCPS Catalog List](#) [FCPS Office Supplies](#) [FCPS Computer Supplies](#) [FCPS Classroom Supplies](#) [FCPS Paper](#) [Ink & Toner](#)

### Welcome

Returning Customers  
Please sign in to access your shopping lists, account information & order history.

Username:   
Password:  **Log In**

Forgot your [username](#) or [password](#)?

This section will display any information regarding site or company status

Still having trouble logging in? [Click here](#) to email us.  
Note: Please include your account number in your email.

### Welcome to our Updated Look!

#### What stayed the same?

- Your login information is still the same.
- All your Favorites lists are still here.
- All Approval Routing is still retained.
- Any existing and saved carts are still here.

#### So what is new?

- You can view the contents of your cart from any page.
- You can start to checkout from any page.
- You can log in or out from any page.
- You can change the layout of how items are displayed.
- You can compare up to 4 items at a time
- We have added informative buying guides to help you choose the right product for the task at hand.

You can get a quick look at these new features by clicking

**Resources**  
[Buying Guides](#)

**Requests**  
[Contact Us](#)

866-787-7534 © ImpactOffice 2017. All rights reserved.

- If you have access to an Impact catalog, enter the product ID # in the Search By word or partial part number search bar. If you don't have access to a catalog, put in a brief description such as manila folders. The system will provide you with the available options. Note that pricing can vary widely between different vendors.

FCPS  
Frederick County Public Schools

866-787-7534 | Carts on Hold | My Account  
View Cart | My Favorites | Quick Order  
Click here to join our email list.

Hello, 1002. [Log out](#)  
[Checkout](#)

0 item(s)

Search by word or partial part number

FCPS Catalog List | FCPS Office Supplies | FCPS Computer Supplies | FCPS Classroom Supplies | FCPS Paper | Ink & Toner

### My Favorites Lists

Name of New My Favorites List:

Below are your current my favorites lists

| Name  | Description | # Items |                                  |                        |                               |
|---|-------------|---------|----------------------------------|------------------------|-------------------------------|
| <a href="#">ball</a>                                  |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">binders</a>                               |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">colored paper</a>                         |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">crayons</a>                               |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">dry erase markers</a>                     |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">EXPO original dry erase board cleaner</a> |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">file folders</a>                          |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">flash cards</a>                           |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">glue sticks</a>                           |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |
| <a href="#">leis</a>                                  |             | 0       | <a href="#">Edit Description</a> | <a href="#">Delete</a> | <a href="#">View &gt;&gt;</a> |

1 2 3

### 1002 Parkway\_Elem's Shared Lists

| Name                                  | Description                       | # Items |                               |
|---------------------------------------|-----------------------------------|---------|-------------------------------|
| <a href="#">163332 - Catalog List</a> | <a href="#">FCPS Catalog List</a> | 486     | <a href="#">View &gt;&gt;</a> |

**Resources**  
[Buying Guides](#)

**Requests**  
[Contact Us](#)

866-787-7534 © ImpactOffice 2017. All rights reserved.

Enter item number or partial description

4. Once you locate an item you wish to purchase, enter the quantity and select **Add to Cart**.

Note: If you wish to see additional details about the product prior to selecting it, click on the hyperlink just below the vendor's name

The screenshot displays the FCPS (Frederick County Public Schools) online catalog interface. At the top, there is a navigation bar with the FCPS logo and contact information. Below this is a search bar with the text "Search by word or partial part number" and a "Search" button. The main content area is titled "manila folder" and shows a grid of product listings. On the left side, there is a sidebar with filters for "You Have Selected", "Refine Results By", and "Size". The product listings include details such as the vendor name "AbilityOne", product description, SKU, and price. The first product in the grid is highlighted with a red box.

1.aspx?D1=manila-folder&sc=BM&fi=1&fr=1&ps=0&av=0&cct=SS&cts=0&sasr=true&Keyword=manila%20folder&Brand=2960

er PA Live Balcl Maryland Schools Les

866-787-7534 | Carts on Hold | My Account Hello, 1002. Log out  
View Cart | My Favorites | Quick Order Checkout  
Click here to join our email list.

1 item(s) \$6.12

Search by word or partial part number Search

FCPS Catalog List FCPS Office Supplies FCPS Computer Supplies FCPS Classroom Supplies FCPS Paper Ink & Toner

**You Have Selected**  
Brand  
AbilityOne® X  
Keyword  
manila folder X

**Refine Results By**  
Keyword  
Search within results: Go  
Size  
Letter (9)  
Legal (1)  
Folder Material  
11 pt Stock (5)  
Paper (5)  
Tab Cut  
1/3 (3)  
1/3 Cut (3)  
Straight (2)  
1/2 (1)  
1/5 (1)  
Tab Position  
Assorted (5)  
1st Position (1)  
2nd Position (1)  
3rd Position (1)

**manila folder**  
Showing items 1 to 8 of 10 Sort by: Select...  
Compare Results per page 8 View as: Grid Detail  
Actions Menu

**Product 1 (highlighted):**  
AbilityOne®  
7530002822507  
Light-Duty File  
Folder, 1/3 Cut,  
Letter, Manila.  
SKU: NSN2822507  
Your Price  
**\$12.51 / BX**  
Qty: 1 Add to Cart  
+ add to favorites

**Product 2:**  
AbilityOne®  
7530016458091  
Single Tab File  
Folder, 1/3 Cut, 3rd  
Pos. Letter, Manila.  
SKU: NSN6458091  
Your Price  
**\$12.13 / BX**  
Qty: Add to Cart  
+ add to favorites

**Product 3:**  
AbilityOne®  
7530016458093  
Single Tab File  
Folder, 1/3 Cut, 1st  
Pos. Letter, Manila.  
SKU: NSN6458093  
Your Price  
**\$12.13 / BX**  
Qty: Add to Cart  
+ add to favorites

**Product 4:**  
AbilityOne®  
7530016458096  
Single Tab File  
Folder, 1/3 Cut, 2nd  
Pos. Letter, Manila.  
SKU: NSN6458096  
Your Price  
**\$12.13 / BX**  
Qty: Add to Cart  
+ add to favorites

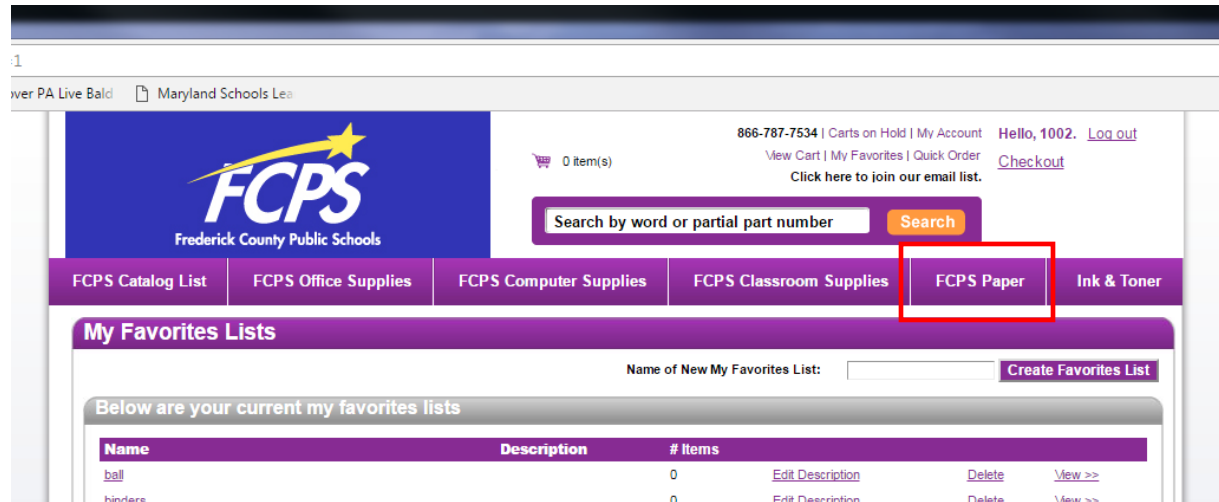
**Product 5:**  
AbilityOne®  
7530002815941  
Light-Duty File  
Folder, 1/5 Cut,  
Letter, Manila.  
SKU: NSN2815941  
Your Price  
**\$12.51 / BX**  
Qty: Add to Cart  
+ add to favorites

**Product 6:**  
AbilityOne®  
7530002815945  
Light-Duty File  
Folder, 1/2 Cut,  
Letter, Manila.  
SKU: NSN2815945  
Your Price  
**\$12.51 / BX**  
Qty: Add to Cart  
+ add to favorites

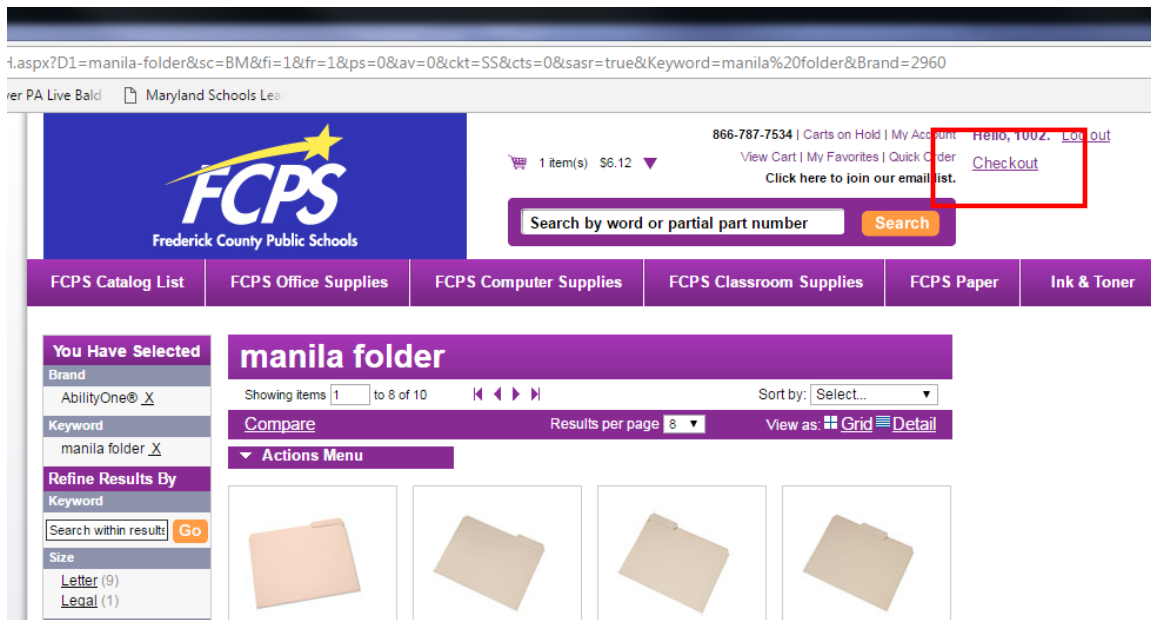
**Product 7:**  
AbilityOne®  
7530002822508  
Light-Duty File  
Folder, 1/3 Cut,  
Letter, Manila.  
SKU: NSN2822508  
Your Price  
**\$12.51 / BX**  
Qty: Add to Cart  
+ add to favorites

**Product 8:**  
AbilityOne®  
7530002910098  
Light-Duty File  
Folder, Straight Cut,  
Letter, Manila.  
SKU: NSN2910098  
Your Price  
**\$12.51 / BX**  
Qty: Add to Cart  
+ add to favorites

5. Select the purple tab **FCPS Paper** to order white/colored copy paper.



6. Once you have selected all items you wish to order, click on the hyperlink **Checkout**.



7. Select Parkway Elementary School.

D\_ShipTo.aspx  
PA Live Bald | Maryland Schools Lea

866-787-7534 | Carts on Hold | My Account Hello, 1002. [Log out](#)  
View Cart | My Favorites | Quick Order [Checkout](#)  
Click here to join our email list.

1 item(s) \$6.12

Search by word or partial part number [Search](#)

FCPS Catalog List | FCPS Office Supplies | FCPS Computer Supplies | FCPS Classroom Supplies | FCPS Paper | Ink & Toner

Checkout

Step 1 Delivery Address | Step 2 Order Info | Step 3 Review & Submit

Ship To Address

Please select your ship to address: [Override Address](#)

| Account                               | Address                   |
|---------------------------------------|---------------------------|
| <a href="#">Select</a>                | Parkway Elementary School |
| Frederick County Public Schools       | 1002 Parkway Elem         |
| Acct# 103332                          | 300 Carroll Parkway       |
| Dept Parkway Elementary School (1002) | Frederick, MD 21701 US    |

Filter Ship To's:  
Dept:   
Address Name:   
Address:

[Clear Filter](#) [Apply Filter](#)

8. Enter **NA** for Purchase Order #

9. Enter grade level (**PreK, K, 1-5**) or department (i.e., **Art, PE, Music, Math, Language Arts, etc.**) along with your name for the field Billing Code.

10. Select Next

koutD\_OrderInformation.aspx  
over PA Live Bald | Maryland Schools Lea

866-787-7534 | Carts on Hold | My Account Hello, 1002. [Log out](#)  
View Cart | My Favorites | Quick Order [Checkout](#)  
Click here to join our email list.

1 item(s) \$6.12

Search by word or partial part number [Search](#)

FCPS Catalog List | FCPS Office Supplies | FCPS Computer Supplies | FCPS Classroom Supplies | FCPS Paper | Ink & Toner

Checkout

Step 1 Delivery Address | Step 2 Order Info | Step 3 Review & Submit

Order Information

Please enter order information.

Enter your promo or coupon code:

[Sign Up for eDeals for our latest coupon codes.](#)

Delivery Contact: 1002 Parkway Elem

Purchase Order #: **NA**

Billing Code: **Art**

Special Instructions:

e-mail: Cathy.Menzel@fcps.org

Telephone:

Delivery Date: 8/10/2017  Schedule future delivery

[Pick Different Ship To](#) [Cancel](#) [Next >>](#)

Include your name in the field Billing Code

11. Select Submit Order to submit your cart for approval and processing.

ckoutD\_Review.aspx

nover PA Live Bald Maryland Schools Le

866-787-7534 | Carts on Hold | My Account Hello, 1002. Log out  
View Cart | My Favorites | Quick Order Checkout  
Click here to join our email list.

1 item(s) \$6.12

Search by word or partial part number Search

FCPS Catalog List FCPS Office Supplies FCPS Computer Supplies FCPS Classroom Supplies FCPS Paper Ink & Toner

**Checkout**

Step 1 Delivery Address Step 2 Order Info Step 3 Review & Submit

**Review Your Order**

Please review your order. Don't forget to hit "submit".

Print Order Preview  
<< Previous Cancel Submit Order >>

| Ship To:  | Order Information:  | Payment Information:  |
|---|---|---|
| 1002 Parkway Elem<br>Dept Parkway Elementary<br>School (1002)<br>300 Carroll Parkway<br>Frederick, MD 21701<br>US | Sales Rep: FCPS - Bruce Levin<br>Customer PO: NA<br>Billing Code: Art<br>e-mail: Cathy.Menzel@fcps.org<br>Telephone:<br>Delivery Date: 08/10/17<br>Cart ID: CART11538948<br>Special Instructions: | Method of Payment: Credit Card<br>Card Type: MCVisa<br>Card Number:<br>Exp. Date: 0 / 0 |

Items In Your Cart

| Item Number | Description  | Qty | Ord | Pack | Unit | Your Price* | Total |
|-------------|--|-----|-----|------|------|-------------|-------|
| FCPS001714  | PAPER,8.5X11-60,WHITE OPAQUE,500/RM<br>Billing code: Art | 1   |     |      | RM   | \$6.12      | 6.12  |

Order Totals

|              |      |
|--------------|------|
| Subtotal:    | 6.12 |
| Freight/Misc | 0.00 |
| Sales Tax:   | 0.00 |
| Order Total: | 6.12 |

\* If our price on this site is found to be incorrect, we reserve the right to correct this order after contacting you.

<< Previous Cancel Submit Order >>

Resources: Buying Guides Requests: Contact Us

12. If you wish to print out a copy of your order, select **View Carts On Hold** and select your cart.

tOrderPendingApproval.aspx

rer PA Live Bald Maryland Schools Le

866-787-7534 | Carts on Hold | My Account Hello, 1002. Log out  
View Cart | My Favorites | Quick Order Checkout  
Click here to join our email list.

0 item(s)

Search by word or partial part number Search

FCPS Catalog List FCPS Office Supplies FCPS Computer Supplies FCPS Classroom Supplies FCPS Paper Ink & Toner

**Sales Order On Hold**

View Carts On Hold >>

Your sales order has been placed on hold.

Your cart has been saved for approval by your designated approver.  
Thank you for your order.

Resources: Requests