

Shredding Services

This form is used for a blanket / standing order for shredding services. This form has pre-populated fields by Purchasing: the UMDNJ contracted vendor and the correct commodity code.

1. Read the *General Information* area and complete the *Document destruction Services Form* (make sure you save the form before opening). To attach the form:
 - a. Select the *add attachment* link
 - b. Select *Browse* link
 - c. Find your document and select the item
 - d. Select the *Open* button
 - e. Select **Save**
2. Fill in *Quantity* with how much you want the blanket / standing order to be (do not use the \$)
3. Fill in *Amount* with **1**
4. *Packaging* and *Commodity Code* is already pre-populated
5. Select the **Go** button to add and go to Cart.
6. Then follow the steps in the cheat sheet **Finalizing The Cart**.

The screenshot shows the 'Shredding Services' form with several sections and an 'External Attachments' dialog box. Red dashed circles highlight the 'General Information' section, the 'Document Destruction Services Form' link, the 'External Attachments' section, and the 'Go' button in the top right. The 'Supplier Information' section lists 'Shred-It' at '81 Walsh Drive, Parsippany, NJ 07054 US' with phone '+1 (973) 244-7473'. The 'Order Information' section shows 'Quantity' as '700.00', 'Amount' as '1.00', 'Packaging' as 'EA - Each', and 'Commodity Code' as '80161508'. The 'Additional Information' section has an 'add attachment...' link. The 'External Attachments' dialog box is open, showing 'Attachment Type' as 'File', 'Attachment Details' with 'File Name' and 'File' fields, and 'Browse...' and 'Save' buttons.