



Serving members in Minnesota, North Dakota, and South Dakota

# 2022 PAPER CATALOG

## Ways to order

- Online in  Express
- Email

### Order Deadlines:

**May 17**

*for delivery  
before June 30*

**June 15**

*for delivery  
after July 1*

### Questions?

Contact 888-739-3289 or  
[info@purchasingconnection.org](mailto:info@purchasingconnection.org)

[www.purchasingconnection.org](http://www.purchasingconnection.org)  
[www.ndesc.org](http://www.ndesc.org)

# Ordering Instructions

**Deadlines:**      **May 17, 2022** - for delivery before June 30  
                          **June 15, 2022** - for delivery after July 1

**Available Products** - The performance of all products in this catalog is fully guaranteed.

**White Paper – mix and match whites to meet the one pallet requirement**

- **Xerographic:** available in 1-39 cases and in 40 case increments (pallet)
  - **Sizes:** 8.5x11; 8.5x14; 11x17
- **Boise X9:** 8.5x11; available in 1-39 cases and in 40 case increments (pallet).
- **Three-hole punch:** 8.5x11

**MINIMUM ORDER OF 40 CASES (pallet) PER DELIVERY LOCATION IS REQUIRED.**

**Placing an Order for White Paper** – We offer two ways:

1. Online in Express – see the next page for more details; complete an order for **each** delivery location  
**OR**
2. Complete the order form on the following pages for **each** delivery location:

Email to Cooperative Purchasing Connection  
Attn: Lori Mittelstadt – [info@purchasingconnection.org](mailto:info@purchasingconnection.org)

A Purchase Order (PO) for **each** delivery location must also accompany each order form.  
POs can be made to:

Business Essentials  
44 Northern Stacks Dr., Suite 120, Fridley, MN 55421

**Please** Verify Business Essentials is a vendor in your finance system. For SMART Finance, the vendor code is 1000039. If you need a W-9 please reach out to us.

## **Receiving Your Order for White Paper**

- **NOTICE:** The driver will call 24-48 hours ahead of delivery.
- **DELIVERY:**
  - Any damage or shortage, **MUST** be noted on the packing slip at the time of delivery.
  - Need the paper brought to the ground? Request Liftgate to Ground on your order. No cost for liftgate.

## **New for 2022 - Colored Paper – by the ream through Innovative Office Solutions (IOS)**

- Click the link to see the Colored Paper options - <https://bit.ly/ColoredPaper2022>
- Pastel, Neon/Brights, Cover
- Does not qualify towards the white paper 40 cases/1 pallet minimum
- Order
  - On Express - <https://bit.ly/2022CPCPaper>
  - Directly with IOS. Need an IOS account? Contact DeAnn Player at 952-698-9239 or [dplayer@innovativeos.com](mailto:dplayer@innovativeos.com) and reference Contract #20.8-OFS

**Thank you for your order; we appreciate your support!**

**Questions or looking for something specific?**

Contact Lori Mittelstadt at 1-888-739-3289 or [info@purchasingconnection.org](mailto:info@purchasingconnection.org)

# Online ordering instructions

The Express Online Marketplace is a **FREE** service of Cooperative Purchasing Connection, built to simplify online shopping for schools, cities, counties, and nonprofits!

## New to Express? Start here:

### **If You Need An Express Account:**

- **MN and SD:** Visit [www.purchasingconnection.org](http://www.purchasingconnection.org). Click the blue “Register Now” button on the lower, right-hand side of the page.
- **ND:** Visit [www.ndesc.org](http://www.ndesc.org). Click on “Express Signin” in the top yellow menu bar. And then click “Register Now”.

### **To Register**

- Under agency, begin to type your member organization and select your organization when it appears.
- Fill in your email, name, phone number, and create a password. Your email address will be your username.
- Click submit.
- After you submit your registration, check your email for a verification email from [express@purchasingconnection.org](mailto:express@purchasingconnection.org) and single click the link. This may take a few minutes to arrive. Check your spam folder if the email doesn’t come directly to your inbox. Once you verify your account, you’ll receive either a confirmation email from [express@purchasingconnection.org](mailto:express@purchasingconnection.org), or an “Express Account Now Active!” email. Then you can begin to use Express.

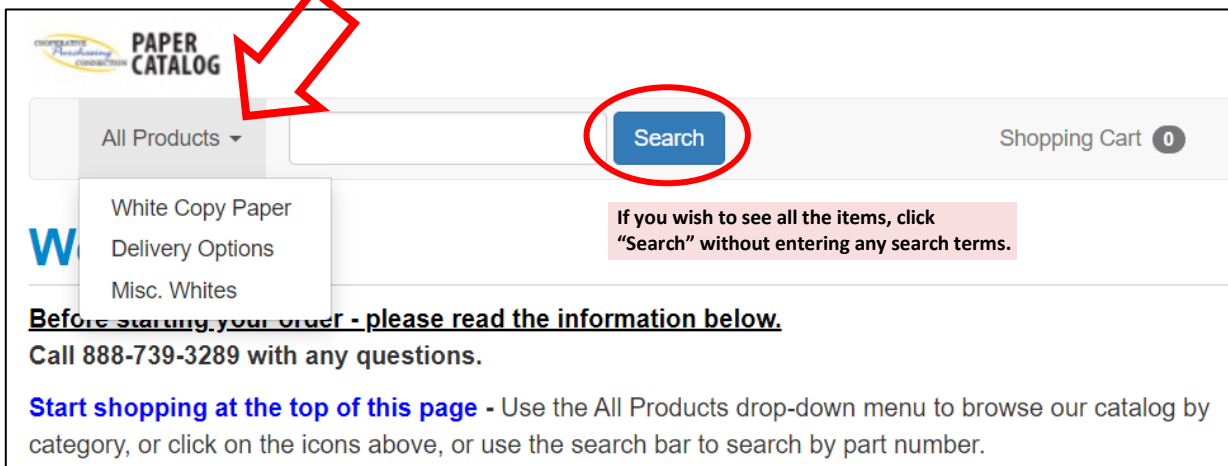
## Already have an Express account? Start here:

### **Create An Order**

- **MN and SD:** Log into your account: through your Finance System or go to [www.purchasingconnection.org](http://www.purchasingconnection.org) and use the login box on the right-hand side of the page.
- **ND:** go to [www.ndesc.org](http://www.ndesc.org) and click on “Express Signin” in the top yellow menu bar.

### **After you are logged in**

- Click on the Paper Catalog on the right-hand side of the home page to access the paper catalog.
- Use the All Products drop-down menu to browse our catalog by category.
- Use the search bar to search by part number or description.



**Before starting your order - please read the information below.**  
Call 888-739-3289 with any questions.  
**Start shopping at the top of this page** - Use the All Products drop-down menu to browse our catalog by category, or click on the icons above, or use the search bar to search by part number.

### **NOTES:**

- To complete an order – you **MUST** add the required delivery options (Part # 06-JUNE or 07-JULY) to your order under the Delivery Options Menu. **The minimum order is 40 cases (pallet).**
- If you access Express through your finance system, all orders need to be approved and placed by the dates listed on the previous page of this catalog.



# 2022 SUMMER PAPER ORDER FORM



**Bill To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**PO #:** \_\_\_\_\_  
**Summer Contact:** \_\_\_\_\_  
(if different than listed)  
**Summer Phone:** \_\_\_\_\_

**Ship To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Receiving Contact:** \_\_\_\_\_  
**Receiving Phone:** \_\_\_\_\_  
**Bus. Manager:** \_\_\_\_\_  
**Bus. Manager Phone:** \_\_\_\_\_  
**Bus. Manager Email:** \_\_\_\_\_  
**Email for invoicing:** \_\_\_\_\_

Does your delivery location have a loading dock? \_\_\_\_\_

Preferred Delivery Day? (Circle the days of the week available)    **M**    **T**    **W**    **H**    \_\_\_\_\_

**Delivery Requested:** Before **June 30, 2022** \_\_\_\_\_ or between **July 1 and August 11, 2022** \_\_\_\_\_.  
 Please note, if you need liftgate to ground service, it **MUST** be noted on each individual purchase order for each ship-to location. See the last page of this order form for additional delivery information.

## White Copy Paper Products

### Xerographic, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W101	1-39 Cases	\$ 38.19		\$ -

Part #	Description	Price/Pallet(s)	Quantity	Total Price
W102	1 Pallet (40 Cases)	\$ 1,446.00		\$ -
W103	2 Pallets (80 Cases)	\$ 2,892.00		\$ -
W104	3 Pallets (120 Cases)	\$ 4,338.00		\$ -
W105	4 Pallets (160 Cases)	\$ 5,784.00		\$ -
W106	5 Pallets (200 Cases)	\$ 7,230.00		\$ -
W107	6 Pallets (240 Cases)	\$ 8,676.00		\$ -
W108	7 Pallets (280 Cases)	\$ 10,122.00		\$ -
W109	8 Pallets (320 Cases)	\$ 11,568.00		\$ -
W110	9 Pallets (360 Cases)	\$ 13,014.00		\$ -
W111	10 Pallets (400 Cases)	\$ 14,460.00		\$ -
W112	11 Pallets (440 Cases)	\$ 15,906.00		\$ -
W113	12 Pallets (480 Cases)	\$ 17,352.00		\$ -
W114	13 Pallets (520 Cases)	\$ 18,798.00		\$ -
W115	14 Pallets (560 Cases)	\$ 20,244.00		\$ -
W116	15 Pallets (600 Cases)	\$ 21,690.00		\$ -
W117	16 Pallets (640 Cases)	\$ 23,136.00		\$ -
W118	17 Pallets (680 Cases)	\$ 24,582.00		\$ -
W119	18 Pallets (720 Cases)	\$ 26,028.00		\$ -
W120	19 Pallets (760 Cases)	\$ 27,474.00		\$ -
W121	20 Pallets (800 Cases)	\$ 28,920.00		\$ -
W122	Full Truckload (21 Pallets) <b>12 week lead time</b>	\$ 28,652.40		\$ -

**Please ensure your order meets the 40 cases (1 pallet) minimum.**

## White Copy Paper Products continued

### Boise X9, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W401	1-39 Cases	\$ 40.23		\$ -

Part #	Description	Price/Pallet(s)	Quantity	Total Price
W402	1 Pallet (40 Cases)	\$ 1,527.60		\$ -
W403	2 Pallets (80 Cases)	\$ 3,055.20		\$ -
W404	3 Pallets (120 Cases)	\$ 4,582.80		\$ -
W405	4 Pallets (160 Cases)	\$ 6,110.40		\$ -
W406	5 Pallets (200 Cases)	\$ 7,638.00		\$ -
W407	6 Pallets (240 Cases)	\$ 9,165.60		\$ -
W408	7 Pallets (280 Cases)	\$ 10,693.20		\$ -
W409	8 Pallets (320 Cases)	\$ 12,220.80		\$ -
W410	9 Pallets (360 Cases)	\$ 13,748.40		\$ -
W411	10 Pallets (400 Cases)	\$ 15,276.00		\$ -
W412	11 Pallets (440 Cases)	\$ 16,803.60		\$ -
W413	12 Pallets (480 Cases)	\$ 18,331.20		\$ -
W414	13 Pallets (520 Cases)	\$ 19,858.80		\$ -
W415	14 Pallets (560 Cases)	\$ 21,386.40		\$ -
W416	15 Pallets (600 Cases)	\$ 22,914.00		\$ -
W417	16 Pallets (640 Cases)	\$ 24,441.60		\$ -
W418	17 Pallets (680 Cases)	\$ 25,969.20		\$ -
W419	18 Pallets (720 Cases)	\$ 27,496.80		\$ -
W420	19 Pallets (760 Cases)	\$ 29,024.40		\$ -
W421	20 Pallets (800 Cases)	\$ 30,552.00		\$ -
W422	Full Truckload (21 Pallets) <b>12 week lead time</b>	\$ 30,366.00		\$ -

### 3-Hole Punched, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
W300	WHITE	\$ 42.16		\$ -

### Xerographic, 8.5 x 14, 20#, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
C200	WHITE	\$ 50.08		\$ -

### Xerographic, 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)

Part #	Description	Price/Case	Quantity	Total Price
C300	WHITE	\$ 42.16		\$ -

## Delivery

**Liftgate To Ground Service** - The driver will use a hydraulic lift to lower paper to the ground or loading dock.

Part #	Description	Place an X below if liftgate is needed
LIFT	Liftgate to Ground Service	

**TOTAL PAPER ORDER \$ -**

**GUARANTEE: The performance of all cut paper products listed in this catalog is fully guaranteed.**

**Thank you for your order, we appreciate your support  
of the Cooperative Purchasing Connection's Summer Paper Program.**

**Questions? Contact Lori Mittelstadt**  
1-888-739-3289 or info@purchasingconnection.org

**Please ensure your order meets the 40 cases (1 pallet) minimum.**