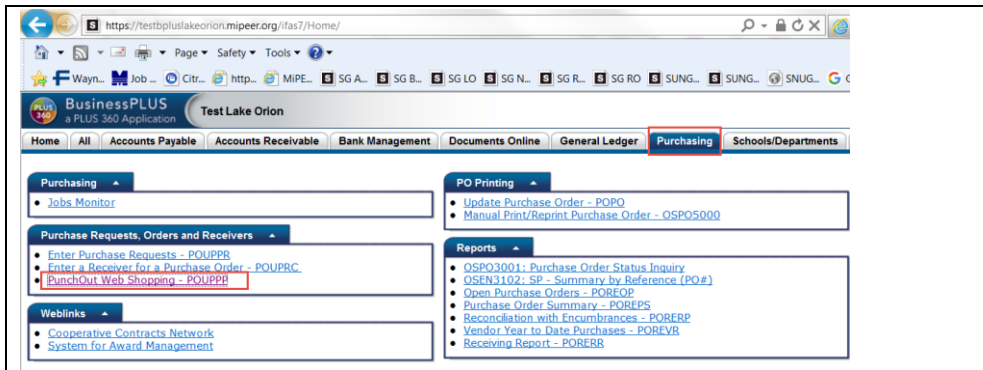


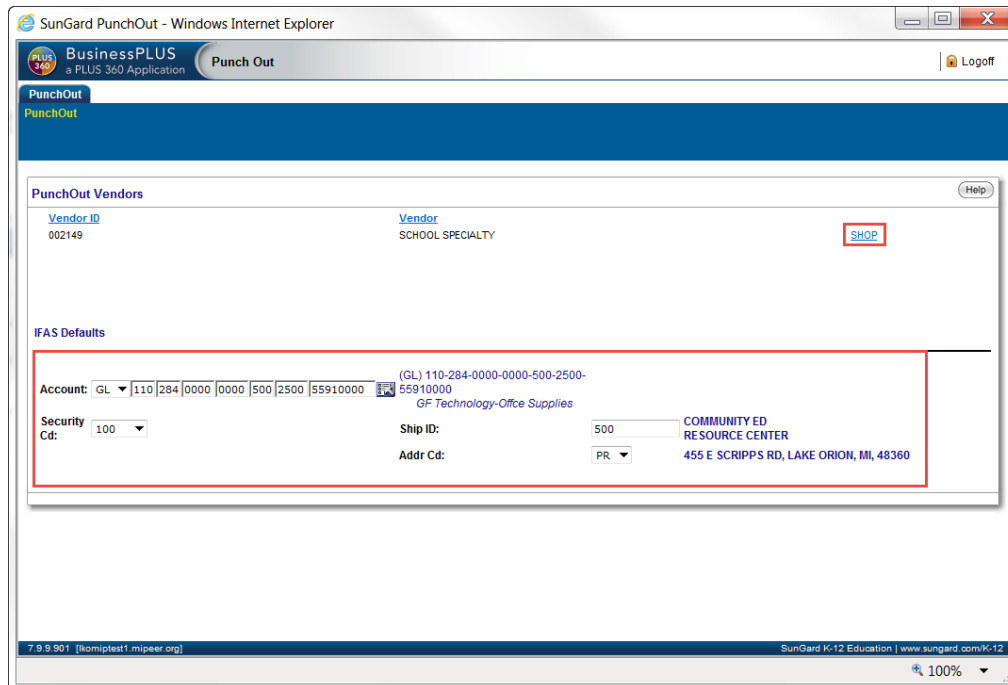
## PunchOut Web Shopping Instructions

**NOTE:** *These instructions display information for School Specialty, but these apply to any and all vendors that Punch Out is set up for. It is possible, however that the ordering steps within a vendor's website may vary.*

1. Open Punch-Out in the Purchasing tab of BusinessPlus: PunchOut Web Shopping – POUPPP

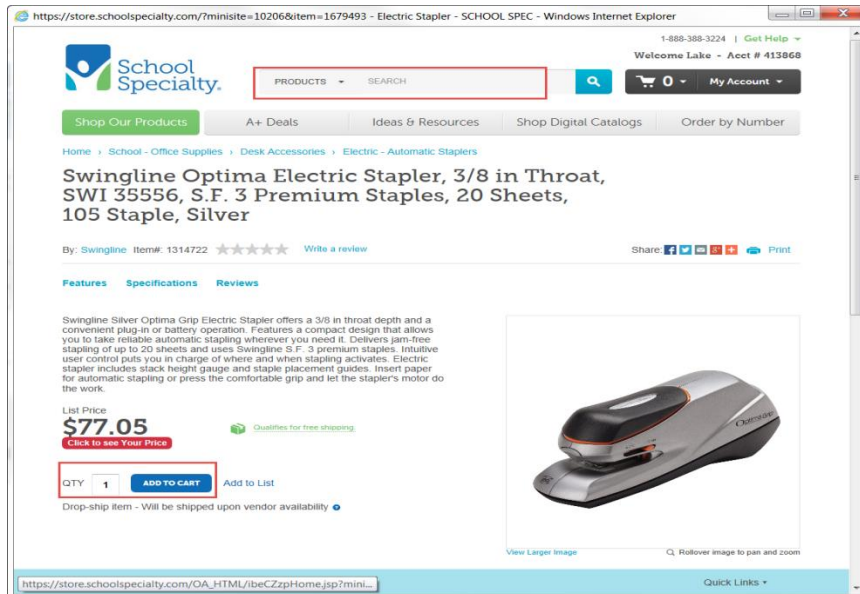
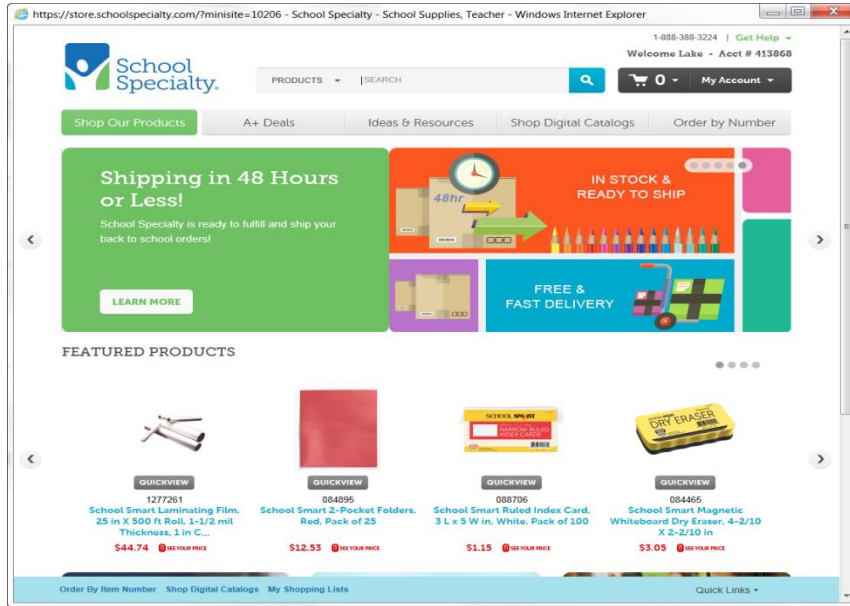


2. Enter the **account** number and **Ship To** location. You will have to know the full account number as there is not an account number look up like there is with a Purchase Request (PR).
3. Click on the **Shop** link.



User will be taken directly to the School Specialty's website to shop.

4. User shops, as usual, by selecting the items needed and **Adds** them to their Cart.



5. Click on **View Cart/Checkout**

1-888-388-3224 | Get Help  
Welcome Lake - Acct # 413868

View Cart / Checkout

**CART SUMMARY**  
Subtotal: **\$74.70**  
excluding shipping & tax

**ITEMS LAST ADDED**  
Item #1009678 - Qty 2  
Swingline S.F. 39 Chisel Point  
Item #1314722 - Qty 1  
Swingline Optima Electric Sta

Swingline heavy duty Staple of high quality has precision chisel point that delivers better piercing ability and less jamming. SF39 Chisel point staple of 1/2 in leg length with 1/2 in width crown while each strip includes 100 staples. Staple is used to punch through larger stacks of paper and delivers a secure fasten. Sold as 5000 per pack.

List Price  
**\$14.83**  
Click to see Your Price

QTY 1 **ADD TO CART** Add to List

Drop-ship item - Will be shipped upon vendor availability

6. Click on **Proceed to Checkout**

https://store.schoolspecialty.com/ - Your Shopping Cart - SCHOOL SPECIALTY MARKETPLACE - Windows Internet Explorer

1-888-388-3224 | Get Help  
Welcome Lake - Acct # 413868

Your Shopping Cart

Cart Number: 7779290780

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1314722	1314722	STAPLER ELECTRIC OPTIMA GRIP SILVER SWI48207	1	EA	Catalog: \$77.05 Disc: -\$23.11 Net: \$53.94	Catalog: \$77.05 Disc: -\$23.11 Net: \$53.94
2	<input type="checkbox"/>	1069678	1069678	STAPLES HEAVY-DUTY 1/2 SWI79392 PACK OF 5000	2	EA	Catalog: \$14.83 Disc: -\$4.45 Net: \$10.38	Catalog: \$29.66 Disc: -\$8.90 Net: \$20.76

Update Order Total | Subtotal: **\$74.70**  
Shipping and Tax have not been finalized. Click here to calculate

Return to Previous Page | My Shopping Lists | Order By Item Number **Proceed to Checkout**

7. Click on **Submit**

1-888-388-3224 | [Get Help](#) ▾  
Welcome Lake - Acct # 413868

PRODUCTS ▾ SEARCH

Shop Our Products | A+ Deals | Ideas & Resources | Shop Digital Catalogs | Order by Number

**Review**

Shopping Cart | Review | Confirmation

Cart Number: 7779290780 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) |

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	1314722	1314722	STAPLER ELECTRIC OPTIMA GRIP SILVER SWH48207	1	EA	Catalog: \$77.05 Disc: -\$23.11 Net: \$53.94	Catalog: \$77.05 Disc: -\$23.11 Net: \$53.94
2	1069678	1069678	STAPLES HEAVY-DUTY 1/2 SWH79392 PACK OF 5000	2	EA	Catalog: \$14.83 Disc: -\$4.45 Net: \$10.38	Catalog: \$29.66 Disc: -\$8.90 Net: \$20.76

Sub Total: \$74.70  
Shipping and Handling: \$0.00  
Sales Tax (0%): \$0.00  
Total: \$74.70

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) |

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8. Click on **Transfer**.

**NOTE:** This step automatically transfers the order back to the Sungard – BusinessPlus application).

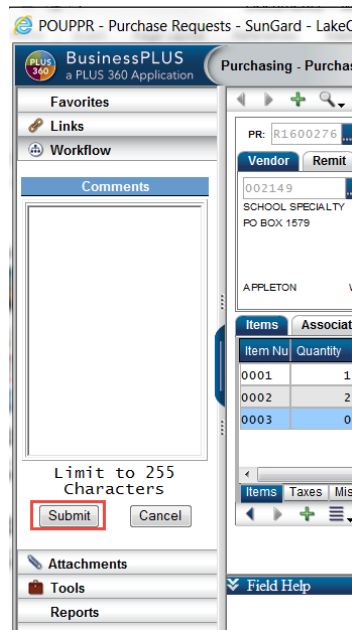
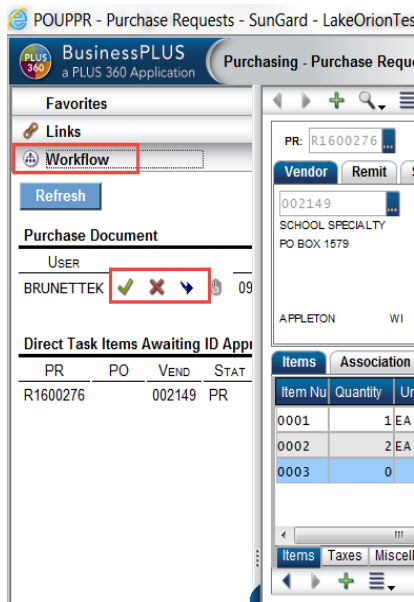
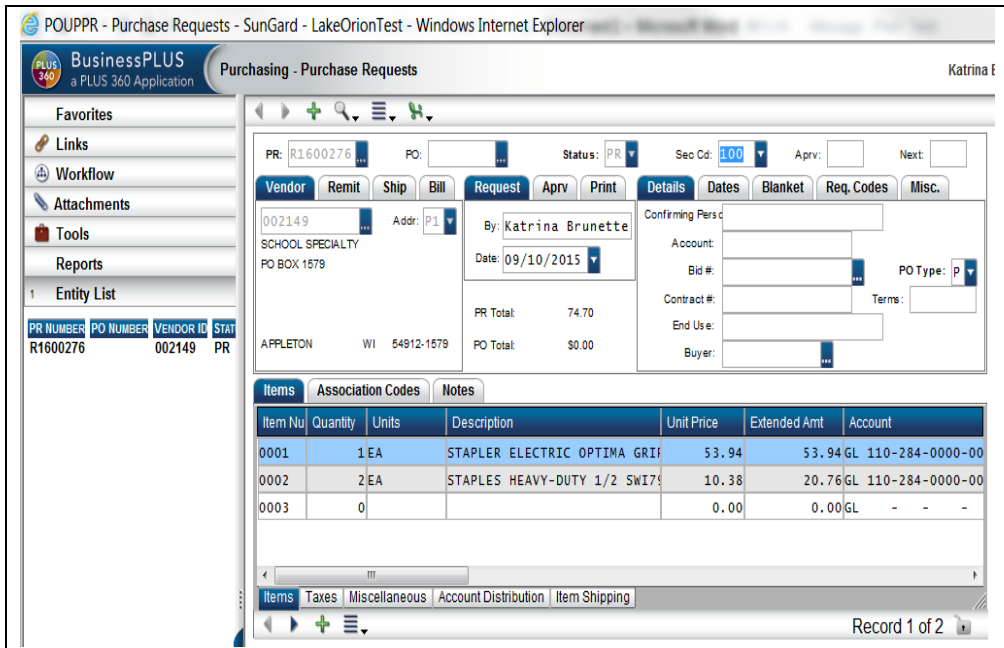
n/?action=checkout&sessionId=2698993&salt=8715af67&minisiteId=1 - Windows Internet Explorer

**School Specialty.**

**Thank You for Shopping With School Specialty!**

Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.

- A PR (Purchase Request) will automatically be created with the items that were selected and the requester will 'approve' the PR (like all other PRs).



- Once the PR has routed through workflow AND received final approval by the Business Office, the order will be electronically transmitted (not emailed) back to School Specialty for order placement and processing.