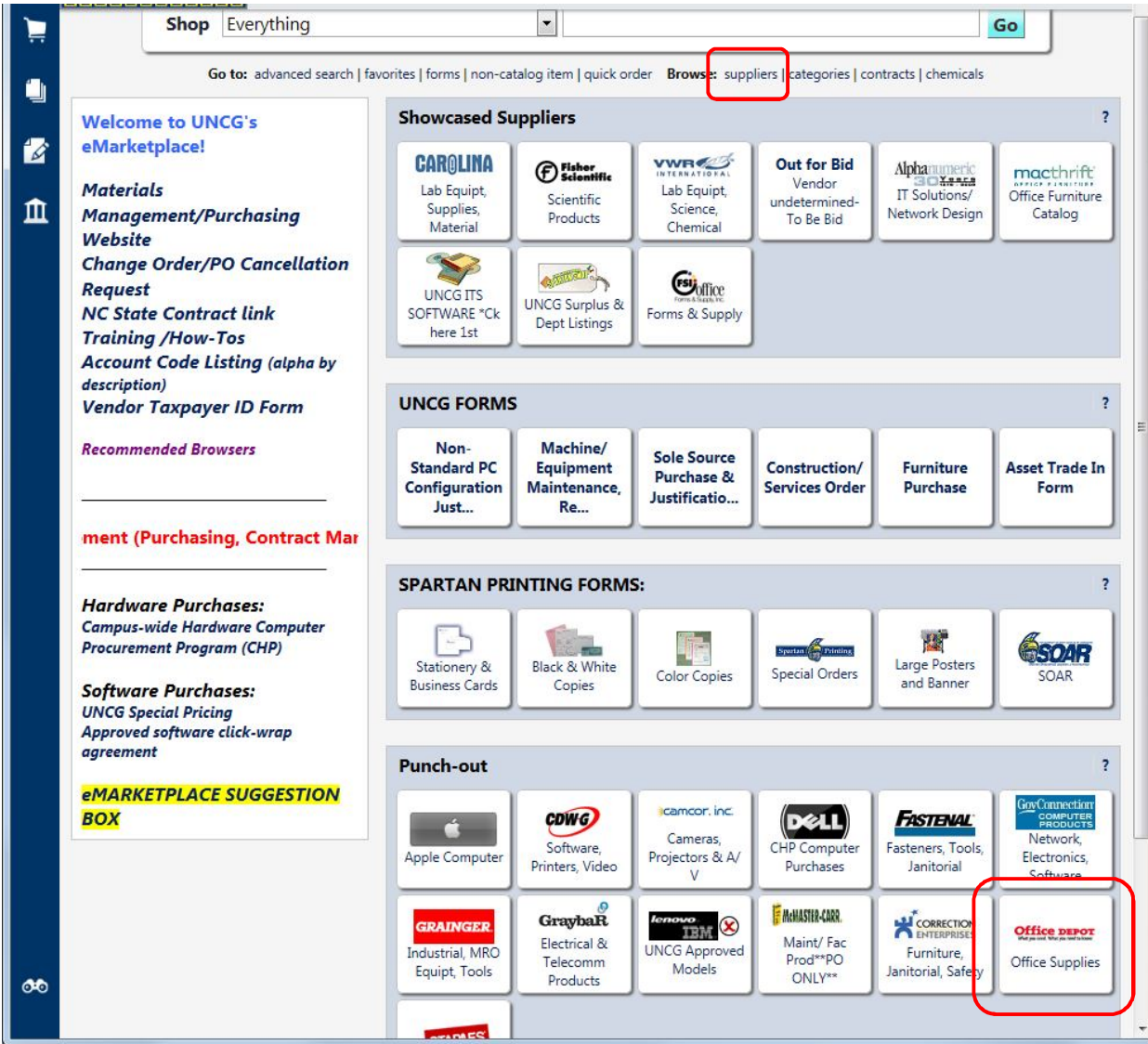


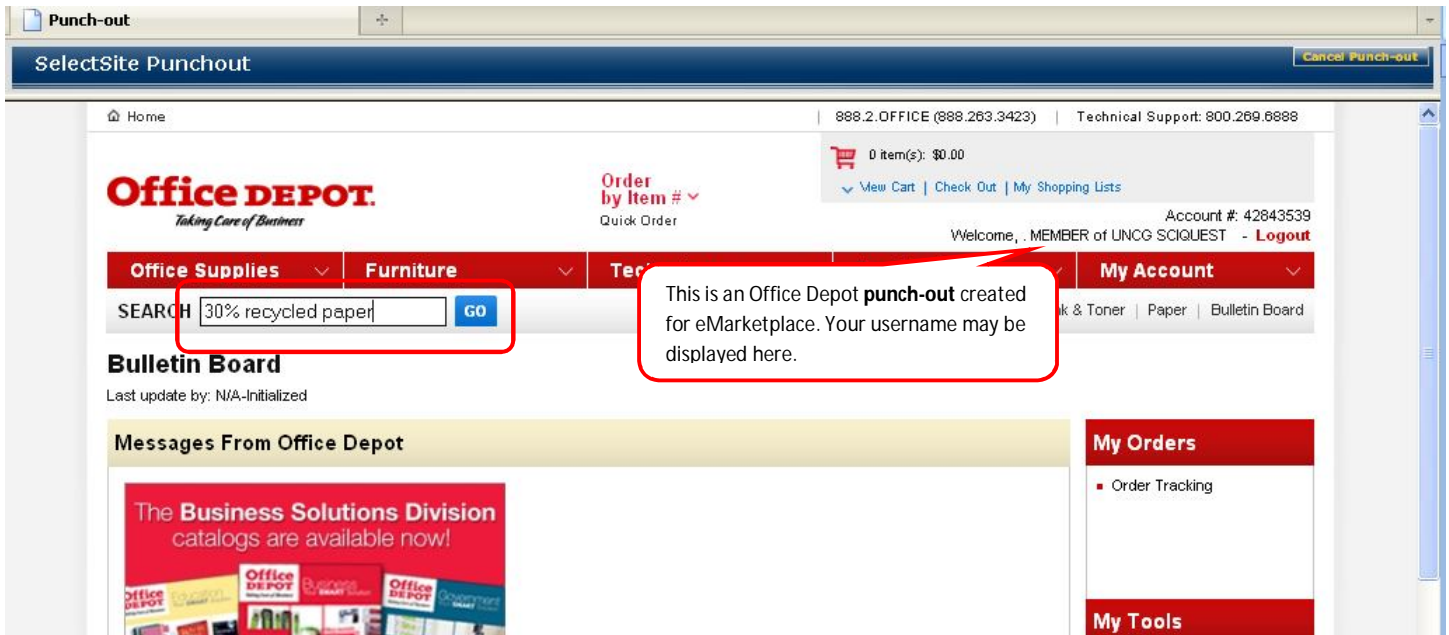
# Punch-out Orders

Punch-out shopping allows users to search an external supplier's web-based catalog to find items to purchase. Once selected, items are returned to the eMarketplace shopping cart for processing.

1. Click the vendor's icon listed in the Punch-out section or click Suppliers (See **Browse Suppliers** Instructions).

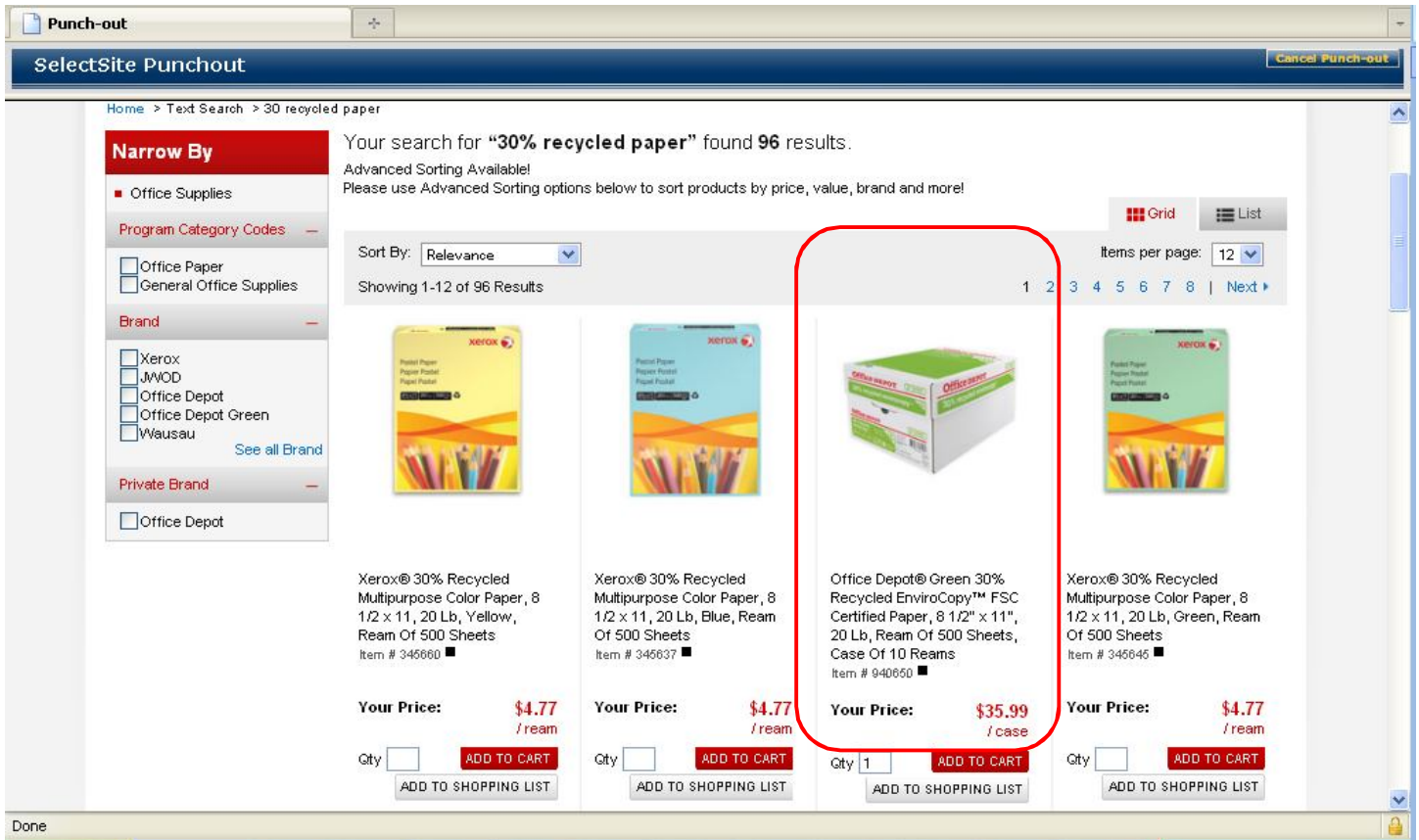


2. You are taken to that vendor's external website. \*\*\*PLEASE NOTE\*\*\*This is not the vendor's standard website that you would find when performing a Google search. This is a webpage created for eMarketplace, specifically for UNCG. You can order your items here just as you would from the standard website.



3. Follow the vendor's website instructions to order. In this example you:

- Select the items you want to order.



- Click 'Check Out'.

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

**Office DEPOT**  
Taking Care of Business

Order by Item #  
Quick Order

1 item(s): \$35.99  
View Cart | Check Out | My Shopping Lists

Account #: 42843539  
Welcome, MEMBER of UNCG SCIGUEST - Logout


Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH  GO


View All Products A-Z | Ink & Toner | Paper | Bulletin Board

Home > Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 <p>Office Depot® Green 30% Recycled EnviroCopy™ FSC Certified Paper, 8 1/2" x 11", 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams Item # 940650 Entered Item # 940650</p> <ul style="list-style-type: none"> <li>HUB</li> <li>BEST VALUE</li> <li>Contains Recycled Content</li> <li>Contract Items</li> </ul>	\$35.99 /case	1

Need Help?  
 Email Assistance  
 FAQs

don't forget your ink  
  
 SHOP NOW

Continue Shopping

SHOPPING CART CHECK OUT

- Click 'Continue'.

SelectSite Punchout Cancel Punch-out

**Office DEPOT**  
Taking Care of Business

Description	Price/unit	Qty.	Backorder	Total
 <p>Office Depot® Green 30% Recycled EnviroCopy™ FSC Certified Paper, 8 1/2" x 11", 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams Item # 940650 Entered Item # 940650</p>	\$35.99	1	0	\$35.99

CONTINUE

You are taken back to eMarketplace and the selected items are placed in your cart. Continue to finalize your order. (See **Order/Requisition** Instructions).