

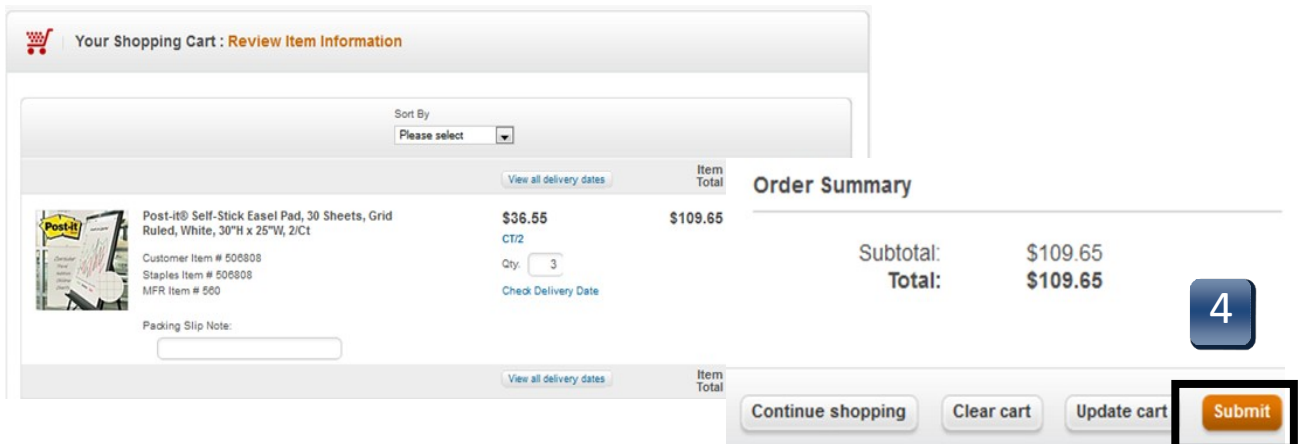
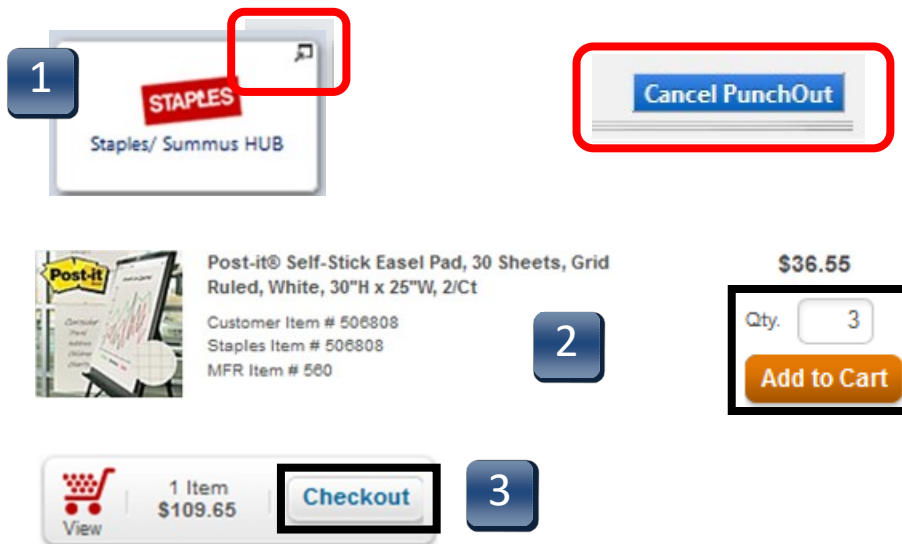
# Search & Order - Punch-Out Vendors

**STEP 1:** Click selected supplier's catalog button. You will be taken to the supplier's "punch-out" site. Navigation on each supplier's catalog will vary. All Punch-Outs have a small icon in the top right corner.  
\*\*To *cancel* a Punch-Out, select **Cancel Punch-Out** button at the top of the screen.

**STEP 2:** Select your items by entering **quantity** desired, then click **Add to Cart**.

**STEP 3:** Click **Checkout**.

**STEP 4:** Review order, then click **Submit**.



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**STEP 5:** Cart returns to **TSUS Marketplace**

**STEP 6:** Based on your assigned role, Select **Proceed to Checkout** or **Assign Cart**.

**BOBCATALOG**  
TEXAS STATE UNIVERSITY

Brittany Baker | Action Items | Notifications | 109.65 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Cart - Draft Requisition | Logout

Shopping Cart for Brittany Baker

Name this cart: 2013-02-05 BN857 01

3 Item(s) for a total of **109.65** USD  
subtotal: 109.65 USD  
estimated tax, shipping & handling: 0.00 USD

**Proceed to Checkout** or **Assign Cart**

Have you made changes?  |  |  |  | Perform an action on (0 items selected)... |

**STAPLES** Staples/Summus

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 12/17/2013 8:36:30 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Dec 17, 2013 <b>Post-it Self-Stick Easel Pad, 30 Sheets, Grid Ruled, White, 30"H x 25"W, 2/Ct</b>	36.55 USD	3	<b>109.65</b> USD
Part Number: 506808 Manufacturer Info: 560 - (3M Corporation) Commodity Code: Office Equipment and A	CT		