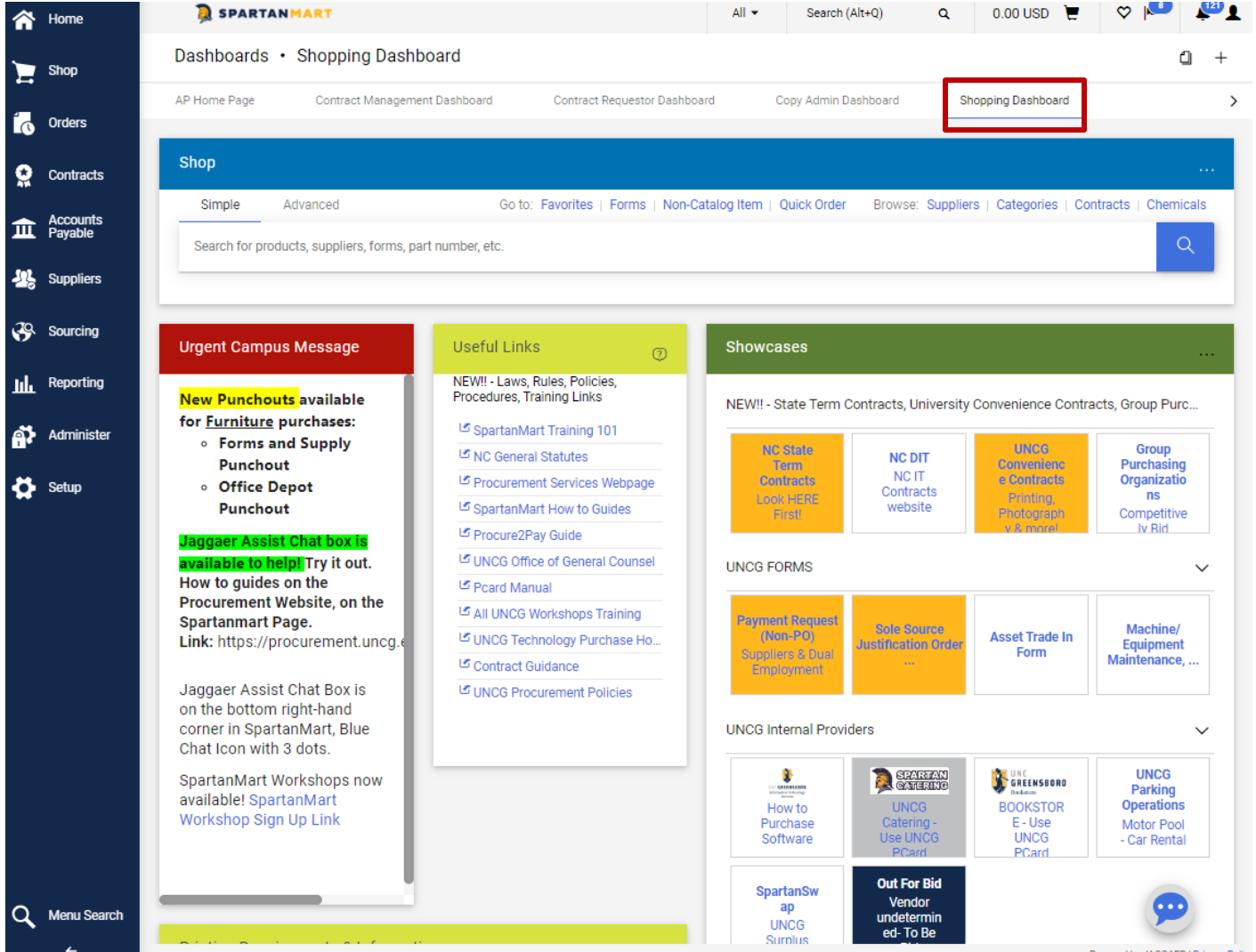


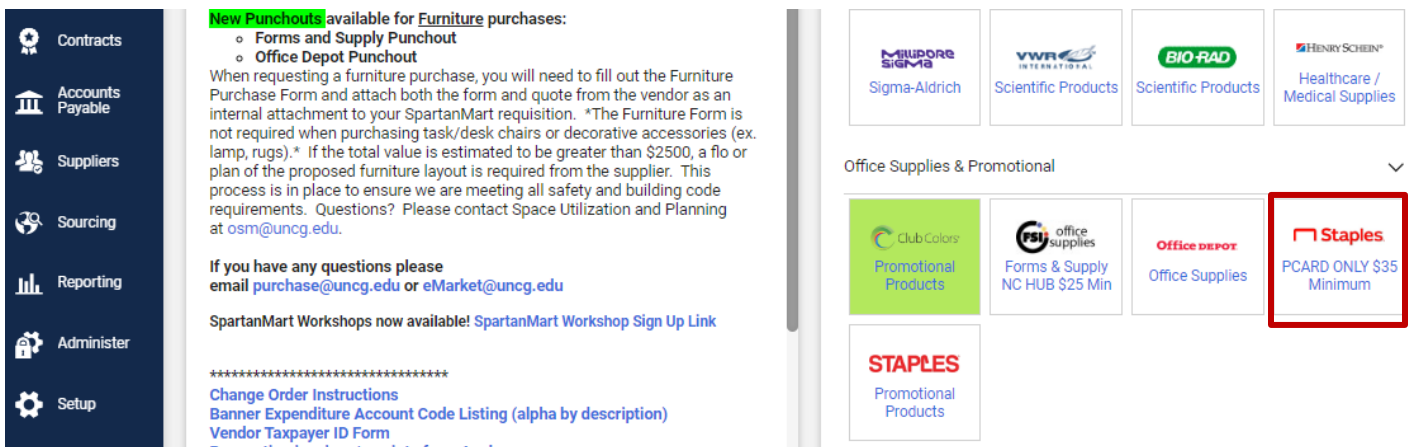
Order Business Cards from Staples Punchout

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 SpartanMart shopping cart for processing.

1. Go to SpartanMart, Make sure you are on the Shopping Dashboard/Home Page.



2. Click the Staples Punchout Showcase Button (Not the Promotional Button).



3. 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 SpartanMart, specifically for UNCG. You can order your items here just as you would from the standard website **but with State contract pricing**.

4. Click Continue button.

PunchOut Cancel PunchOut

Business Advantage Chat

Delivery ZIP code

Please enter the ZIP Code of your delivery location so we can provide accurate product availability.

For international orders, please enter '00000'.

ZIP code

Continue

Please note the estimations provided are based off the ZIP code entered, the SKU searched, and the day and time. Our inventories are constantly changing so if any of these variables change then the estimates may no longer be accurate.

Solutions

- Work from Anywhere
- In Office or Returning Soon
- Remote or Hybrid

5. Click Custom Print Items

PunchOut Cancel PunchOut

Business Advantage Products ▾ Services ▾

Worklife ▾ Chat Deliver to: Greensboro, NC

Orders View all

Find by order number

You don't have any recent orders to display.

Lists (8) View all

- Contact Disinfectant
1 item >
- UNCG Green Buying Guide
36 items >
- Custom Print Items**
3 items >

[Create a new list](#)

6. You will see **UNCG Brand approved Printing templates for Business Cards, Envelopes, and Letterhead.**
For this example, we will select **Business Cards.**



PunchOut Cancel PunchOut



[View all lists](#) Print

★ Custom Print Items 3 Items / Shared



Search for items Categories Product availability Sort By
Tags 0-9/A-Z

Add to cart 0 Items
\$0.00

 **Business Cards**
Item #: IAUNCGR01BC | Model #: IAUNCGR01BC | CIN #: IAUNCGR01BC
Added to list on 1/4/2024 
\$24.45
250/BX


 **#10 Envelopes**
Item #: IAUNCGR0110EN | Model #: IAUNCGR0110EN | CIN #: IAUNCGR0110EN
Added to list on 1/4/2024 
\$114.47
1000/BX

Free delivery

 **Letterhead**
Item #: IAUNCGR01LH | Model #: IAUNCGR01LH | CIN #: IAUNCGR01LH
Added to list on 1/4/2024 
\$196.22
1000/CT

7. Fill out the information you would like to include on your business card. The proof will populate:

PunchOut Cancel PunchOut

Business Advantage 

Customize Business Cards Qty Total \$24.45

Name

Alum. Years


Credentials

Pronouns

Title 1

Title 2

Department Name



UNC GREENSBORO

Spartan Employee
Title 1, Title 2

Procurement Services
840 Neal Street
Greensboro, NC 27412
Phone: 336.555-5555
emarket@uncg.edu procurement.uncg.edu/spartanmart/

8. Choose the QTY option that you would like to purchase.

A screenshot of a web interface showing a quantity selection dropdown. The dropdown is open, displaying three options: 250 BX, 500 BX, and 1000 BX. The 500 BX option is highlighted with a red border. Above the dropdown, the current quantity is 250 and the total price is \$24.45. A 'Next' button is visible to the right of the dropdown.

Qty	Total	Price/ea
250 BX	\$24.45	\$0.10/ea
500 BX	\$29.38	\$0.06/ea
1000 BX	\$33.90	\$0.03/ea

9. Select an approval option, either Email proof or click view PDF Proof.

A screenshot of a web interface showing a product approval page. The page displays a 'Product Summary' for 'Business Cards' with a total price of \$29.38. Below the summary, there is a table with quantity and price options. The 500 BX option is selected. Under the 'Approval' section, there are two buttons: 'Email Proof' and 'View PDF Proof', both of which are highlighted with a red border. There is also a checkbox for 'I accept & approve my artwork' and an 'Approve' button.

Product Summary

Business Cards \$29.38

SKU: IAUNCGR01BC

Total \$29.38

Select desired quantity from grid below.

Qty	Price	Price/ea
250 BX	\$24.45	\$0.10/ea
500 BX	\$29.38	\$0.06/ea
1000 BX	\$33.90	\$0.03/ea

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

Email Proof View PDF Proof

I accept & approve my artwork.

Approve

10. A proof will appear, and you can choose to download or print it for a close look if needed. Click Back when finished.

A screenshot of a PDF proof viewer. The viewer shows a business card for 'UNC GREENSBORO' with contact information for 'Allysa Robinson, Business System Analyst, eProcurement Administrator'. The viewer includes a 'Back' button in the top left corner, which is highlighted with a red border. The viewer also shows a navigation bar with a back arrow, a 'View Proof' label, and a 'Back' button. The PDF content includes the UNC Greensboro logo and contact details.

Business Advantage

< Back View Proof

01d4bd47-556c-4a92-af6d-eb080696c53f 1 / 1 94%

UNC GREENSBORO


Allysa Robinson
Business System Analyst, eProcurement Administrator
Procurement Services
840 Neal Street
Greensboro, NC 27412
Phone: 336-334-4873
awbirche@uncg.edu procurement.uncg.edu/spartanmart/

11. Click the **check box** (I accept & approve my artwork). Click **Approve** button.

PunchOut Cancel PunchOut

Business Advantage 🛒

Back Preview Summary Zoom



UNC GREENSBORO

Allysa Robinson
Business System Analyst, eProcurement Administrator
Procurement Services
840 Neal Street
Greensboro, NC 27412
Phone: 336.334.4673
awbirche@uncg.edu procurement.uncg.edu/spartanmart/

Product Summary

Business Cards \$29.38

SKU: IAUNCGR01BC

Total \$29.38

Select desired quantity from grid below.

Qty	Price	
250 BX	\$24.45	\$0.10/ea
500 BX	\$29.38	\$0.06/ea
1000 BX	\$33.90	\$0.03/ea

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

[Email Proof](#) [View PDF Proof](#)

I accept & approve my artwork.

Approve

12. You will see that your business cards have been added to your punchout cart. Click View cart.

PunchOut Cancel PunchOut

Business Advantage Products Services

Search 🛒 1

Worklife Chat Deliver to: Greensboro

✔ 1 item has been added to your cart.

[Continue shopping](#) View cart

13. You might be able to click the check delivery date button.

Delivery

New at Staples

Business Cards [Allysa Robinson]

Item #: IAUNCGR01BC | MFR #: IAUNCGR01BC | CIN #: IAUNCGR01BC

Delivery [Check delivery date](#)

14. Once you are ready to check out Click the 'Check Out' button or the 'Submit Cart' Button.

Review & Checkout

[Print Cart](#) [Print Quote](#)

Order Summary


Items (1)	\$29.38
Total	\$29.38

Delivery to: Greensboro, NC 27402

Submit Order

1 item in cart

Delivery

 **New at Staples**

Business Cards [Allysa Robinson]

Item #: IAUNCGR01BC | MFR #: IAUNCGR01BC | CIN #: IAUNCGR01BC

Delivery [Check delivery date](#)

1 \$29.38 500/BX \$29.38

[Proof](#) [Edit](#) [Remove](#)

Minimum Order amount (\$35) is not in effect for Custom print items if that is the only item in your cart/order. If you add other items to your order, you will need to continue to have at least \$35 minimum order amount.

15. You Staples punchout cart will now return you to Jaggaer also known as SpartanMart. It should return you to SpartanMart to your Cart and the selected items are placed in your cart. Continue to finalize your order. (See **Punchout Purchase order Instructions**). (**Staples you must add your Pcard to the billing section in your SpartanMart Cart**)

SPARTANMART Search (Alt+Q) 29.38 USD [Assign Cart](#) [Proceed To Checkout](#)

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2024-01-26 AWBIRCHE 01

Description:

Priority: Normal

Freight/Handling Pre-approved?

Bankwire

Summary

Details

For: Allysa Robinson

Total (29.38 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	29.38
Shipping	0.00
Handling	0.00
Total *	29.38

1 Item

Staples Business Advantage · 1 Item · 29.38 USD

SUPPLIER DETAILS \$ **Staples_Sourcwell** PO Number To Be Assigned

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/26/2024 2:15:43 PM

- 0019460157SSAllysa RobinsonSSBusiness Cards, Line 1:Allysa Robinson

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 0019460157SSAllysa RobinsonSSBusiness Cards, Line 1:Allysa Robinson	IAUNCGR01BC	BX	29.38	1 BX	29.38

ITEM DETAILS

Manufacturer Part Number: IAUNCGR01BC Contract: [Staples_Sourcwell](#) Internal Note:

Supplier Part Auxiliary ID: IAUNCGR01BCSS0019460157 Commodity Code: 44120000 Office supplies External Note:

Restricted Item Flag: No Value

16. You will receive an email with the confirmation of your order.

Yesterday
 External POR_ACK@Staples.com 152540764 Staples Inc has received your order. Please review the details below and fee

***Your confirmation will have the expected delivery date listed, the PO#, and the delivery address.

152540764

POR_ACK@Staples.com <POR_ACK@Staples.com>

Thu 2/1/2024 4:34 PM

To: Allysa Robinson <AWBIRCHE@UNCG.EDU>

Staples Inc has received your order. Please review the details below and feel free to contact us at 877-826-7755 or email scchalifax@staples.com with any questions or concerns.

PO Number: 152540764

Order Number: 0215381054

Order Date: 20240201

Ship To Info:

UNCG-PROCUREMENT SERVICES

840 NEAL ST

GREENSBORO, NC 27403

ALLYSA ROBINSON, RM 203G

ORDERED ITEM(S):

ITEM ORDERED: 000000 ITEM SHIPPED: IAUNCGR01BC

PRICE: \$24.45

ITEM DESC: BUSINESS CARDS, LINE 1:ALLYSA

QTY ORDERED: 1

QTY SHIPPED: 1

QUANTITY CANCELLED: 0

QTY BACKORDERED: 0

EXPECTED DELIVERY DATE: 20240208

17. Once you receive your custom print job, please create a receipt in SpartanMart. (See **Create a QTY Receipt** for guided help).