INTRODUCTION

What is a Punch-Out catalog?

The punch-out catalog through Arizona BuyWays (Shop Catalogs) takes users directly into the West Press website and allows them to shop while logged into UAccess Financials.

Benefits of ordering from a Punch-Out catalog

All browsing, shopping, real-time inventory lookup and pricing are done from the vendor’s website.

West Press provides most business cards and other stationery products and is available through their punch-out site on Arizona BuyWays (Shop Catalogs).
On the Landing Page, you can access the product catalog, view a current or saved shopping cart, and view contact information.
TO BEGIN SHOPPING

Click on one of the item categories located on the left hand column or click on the folder located in the center of the landing page. The categories available are Stationery, Envelopes, Miscellaneous, or Athletics Department. Please note – to place a business card or letterhead order, please click on Stationery.
BROWSING THE CATALOG

After selecting a product category, the search results will display available products. Click on the product name to order or click Customize.
PLACING AN ORDER

When placing your first business card order you will need to completely fill out all the information on the form.

Once you have completed your order you will have the opportunity to save the form information for future orders.
PLACING AN ORDER, CONT.

First, click **Update** to display the product image.

Next, click on **Open PDF** to review and confirm your order.
PLACING AN ORDER, CONT.

After clicking on **Open PDF**, an image of your business card will appear in a pop-up window. Verify all information is correct and then close the window. *Saving a copy of the PDF is recommended.*

If the information is incorrect, close the window, update the data, click **UPDATE** and **Open PDF** until the desired results are displayed correctly.

Dwight Schrute  
Assistant Regional Manager  
Dunder Mifflin

202  
1725 Slough Ave.  
Scranton, PA 18501  
Tel: (570) 555-5555
If the business card information is correct, you may wish to save the content for future orders.

Clicking on **Save Autofill Content** will allow you to save the information.

After clicking on **Save Autofill Content** a pop up will appear and you can save the data by naming the form and clicking **Save**.
PLACING AN ORDER, CONT.

After saving the content, you can proceed in ordering your business cards.

Scroll to the bottom of the screen, where you will find the **Add to Cart** button.

From the drop-down menu, select the desired quantity, then click **Add to Cart**.

**Order Information**

- **Lead Time:** 7 Business Days

<table>
<thead>
<tr>
<th>Qty</th>
<th>250</th>
<th>500</th>
<th>1000</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Price</td>
<td>$9.35</td>
<td>$11.35</td>
<td>$16.30</td>
<td>$25.80</td>
</tr>
</tbody>
</table>

Price does not include tax

*Required Fields

Make sure to use the inside scroll bar, when scrolling to the bottom of the screen.
PLACING AN ORDER, CONT.

Once you’ve added your items to the cart, you can Transfer Cart which will transmit the items to Arizona BuyWays, and then to UAccess Financials.

To continue shopping, click on Back to Catalog.
Once you have transferred your order to an Arizona BuyWays Cart, your next step will be to click on **Proceed to UAccess Financials**.
ORDERING BUSINESS CARDS USING THE AUTOFILL FEATURE

After selecting business cards, you have the choice to use the autofill feature.

By clicking on the **Autofill Options** you have the ability to select previously saved content.

A pop-up will appear; select the desired name, which will then populate the form with the saved content.

Click on **Update**, save the PDF, choose the quantity, Add to Cart, then transfer to Arizona BuyWays or continue shopping.
PRINTING SERVICES CONTACTS

If you need assistance, please contact

**Karen Campasano**
Phone: 520-621-9514
Fax: 520-621-6478
Email: ksc1@email.arizona.edu

**Mauretta Allan**
Phone: 520-621-7306
Fax: 520-626-8816
Email: mallan@email.arizona.edu