

# Arizona BuyWays (Shop Catalogs) Training Guide



**WILBUR WILDCAT**  
Team Spirit Mascot



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***The University of Arizona Purpose & Values:***

Working together to expand human potential, explore  
new horizons and enrich life for all.

INTEGRITY • COMPASSION • EXPLORATION  
ADAPTATION • INCLUSION • DETERMINATION

 THE UNIVERSITY OF ARIZONA  
**Business Affairs**  
UNIVERSITY OF ARIZONA  
COLLEGE OF BUSINESS AFFAIRS  
Street Address  
P.O. Box 1885  
Tucson, AZ 1885-1885

 THE UNIVERSITY OF ARIZONA  
**SCHOOL SPIRIT DEPARTMENT**  
Admin 1885  
Street Address  
P.O. Box  
Tucson, AZ 1885-1885  
Account No: 123456

NOUVEAU  
LE POSTAGE  
**PAID**  
TUCSON, AZ  
PERMIT NO. 110

# 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* is the official vendor for business cards and other stationery products and is available through their punch-out site on Arizona BuyWays (Shop Catalogs).



# WEST PRESS LANDING PAGE

On the Landing Page, you can access the product catalog, view a current or saved shopping cart, and view contact information.



THE UNIVERSITY  
OF ARIZONA

**ORDERING  
PORTAL**

CATALOG OF PRODUCTS SHOPPING CART

***NEW PRODUCTS HAVE BEEN POSTED! Check out our newest notecards, notepads, & pocket folders!***

**Welcome! The University of Arizona branded business cards and stationery items are available to order online. This site works best when viewed with Firefox, Safari, or Chrome (web browsers).**

For a tutorial on ordering stationery, please follow this link: [AZ Buyways Training](#). If you are experiencing issues with Buyways, please call 520-626-8979. Please note that orders through UA Printing Services will continue to include a nominal surcharge. The prices posted online include campus shipments. If you are not on a campus ship route, there will be an additional charge for your shipment.

**If you do not see the product you wish to purchase, for direct questions or to notify us of a rush order please call:**

Ann Pesnell  
Phone: 520-624-4939  
Email: [ann@westpress.com](mailto:ann@westpress.com)

Tony Rogers  
Phone: 520-624-4939  
Email: [tony@westpress.com](mailto:tony@westpress.com)

**Ready? Click on the "Catalog of Products" tab above to start ordering!**

The University of Arizona  
West Press | 1663 West Grant Road, Tucson, AZ 85745-1433  
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Vendor member of Arizona BuyWays  
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# TO BEGIN SHOPPING

Click on one of the item categories located on the left hand column or click on the category you want. The categories available are **Business Cards, Letterheads, Envelopes, Notecards, Pocket Folders, Notepads, Labels and Nametags, or Athletics Department.**



## ORDERING PORTAL

[CATALOG OF PRODUCTS](#)

[SHOPPING CART](#)

Home > Catalog

Current (2)

View: Items per page: 12

Displaying 14

SINGLE SIDED Pocket Folder - 1...  
PN\_Commercial Grade UA Master  
...

Catalog

- Business Cards
- Letterheads
- Envelopes
- Notecards
- Pocket Folders
- Notepads
- Labels & Nametags
- Athletics Department



Business Cards



Letterheads



Envelopes



Notecards



Pocket Folders



Notepads



Labels & Nametags



Athletics Department

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# 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.

Home » Catalog » Business Cards

- Current (2)
  - SINGLE SIDED Pocket Folder - 1...
  - PN\_Commercial Grade UA Master
- Catalog
  - Business Cards**
  - Letterheads
  - Envelopes
  - Note cards
  - Pocket Folders
  - Notepads
  - Labels & Nametags
  - Athletics Department

## Business Cards

View: [icon] Items per page: 12

<p>PN_Purpose &amp; Values Business Card - Two Color Back (C) [dropdown]</p> <p>Customize [icon]</p>	<p>PN_Purpose &amp; Values Business Card - Two Color Back (C) RUSH [dropdown]</p> <p>Customize [icon]</p>	<p>PN-Custom Logo/Purpose &amp; Values Business Card - Two Color Back [dropdown]</p> <p>Customize [icon]</p>	<p>PN-Custom Logo/Purpose &amp; Values Business Card - Two Color Back [dropdown]</p> <p>Customize [icon]</p>	<p>PN_Housing &amp; Residential Life Business Card - Two Color Back [dropdown]</p> <p>Customize [icon]</p>	<p>Arizona Public Media Business Card [dropdown]</p> <p>Customize [icon]</p>	<p>Affiliate Brand Business Card - Two Color Back [dropdown]</p> <p>Customize [icon]</p>	<p>PN_Arizona State Museum Business Card - Two Color Back [dropdown]</p> <p>Customize [icon]</p>



# 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.

Autofill Options

*Left Column*

Name Letter Case\*  ALL CAPS  
 Mixed Case

Name Line 1\*

Name and/or Credentials Line 2   
*Name and/or Credentials Line 2 is Optional*

Title Line 1

Title Line 2

College/Center/Department

*Please use department social media (not personal).*

Social Media Label 1   
Social Media 1   
*Must select label for field to show.*

Social Media Label 2   
Social Media 2   
*Must select label for field to show.*

Social Media Label 3   
Social Media 3   
*Must select label for field to show.*

Email

Website

*Right Column*

**\*\*\*IF ALL FIELDS ARE USED YOU WILL RECEIVE AN ERROR. PLEASE CONTACT WEST PRESS TO COMPLETE THE CARD IF THIS OCCURS.**

Building and/or Room Number 1

Building and/or Room Number 2

Street Address\*

P.O. Box

City, State Zip +4\*   
*example: Tucson, AZ 85721-1234*

Phone Label 1   
Phone 1   
*Must select label for field to show.*

Phone Label 2   
Phone 2   
*Must select label for field to show.*

Phone Label 3   
Phone 3   
*Must select label for field to show.*

Save Autofill Content



# PLACING AN ORDER, CONT.

Click on **Preview** to review and confirm your order.

**Proof**

[Preview](#)

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*Team Spirit Mascot*

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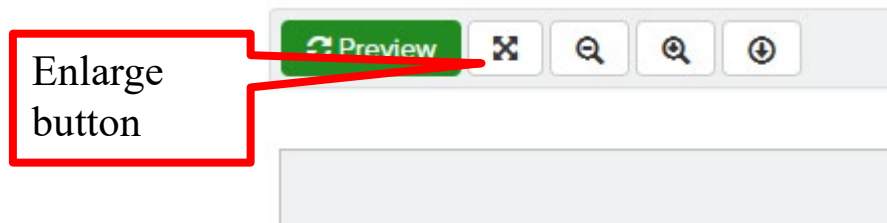
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## PLACING AN ORDER, CONT.

After clicking Preview, an image of your business card will appear in a pop-up window. **Click on the enlarge button**, verify all information is correct and then close the window. *Saving a copy of the PDF is recommended for proofing purposes.*

If the information is incorrect, close the window, update the data, click **Preview** and **Click on the enlarge button** to check your corrections.





# PLACING AN ORDER, CONT.

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**.

Autofill Options

Left Column

Name Letter Case\*  ALL CAPS  
 Mixed Case

Name Line 1\* Wilbur Wildcat

Name and/or Credentials Line 2 Mascot  
*Name and/or Credentials Line 2 is Optional*

Title Line 1

Title Line 2

College/Center/Department

Please use department social media (not personal).

Social Media Label 1   
Social Media 1   
*Must select label for field to show.*

Social Media Label 2   
Social Media 2   
*Must select label for field to show.*

Social Media Label 3   
Social Media 3   
*Must select label for field to show.*

Email Wilbur@arizona.edu

Website www.arizona.edu

Proof

WILBUR WILDCAT MASCOT

THE UNIVERSITY OF ARIZONA

Building 1885  
Street Address  
Tucson, AZ 85721-1234

Cell: (520) 555-0000

Wilbur@arizona.edu  
www.arizona.edu

Right Column

\*\*\*IF ALL FIELDS ARE USED YOU WILL RECEIVE AN ERROR. PLEASE CONTACT WEST PRESS TO COMPLETE THE CARD IF THIS OCCURS.

Building and/or Room Number 1 Building 1885

Building and/or Room Number 2

Street Address\* Street Address

P.O. Box

City, State Zip +4\* Tucson, AZ 85721-1234  
*example: Tucson, AZ 85721-1234*

Phone Label 1  Cell:

Phone 1 5205550000  
*Must select label for field to show.*

Phone Label 2

Phone 2   
*Must select label for field to show.*

Phone Label 3

Phone 3   
*Must select label for field to show.*

Save Autofill Content

Save your entries/selections for future use in Autofill.

# PLACING AN ORDER, CONT.

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

Scroll to the Left 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: 7-10 Business Days

Qty:	250	500	1000	1500	2000
Total Price:	\$8.85	\$14.25	\$22.33	\$33.05	\$38.17

Price does not include tax

Qty: 250

 Add to Cart

*\*Required Fields*

Click on  
quantity to  
order.

# 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.

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'Shopping Cart', and a search box. Below this, a progress indicator shows 'Shipping → Billing → Confirm Order'. The main content area shows the cart items, including a 'Business Card' with a quantity of 250 and a price of \$9.35. At the bottom of the cart, there are buttons for 'Remove', 'Update', and 'Subtotal: \$9.35'. A blue box highlights the '« Back To Catalog' button, and a red box highlights the 'Transfer Cart »' button. A blue arrow points from the 'Back To Catalog' button to a text box below.

Products	Qty	Price
<b>Business Card   SKU: BC-Dwight Schrute</b> Description: Business card printed on 80# cover VIA stock, natural white using red and blue ink. 5-10 business day turnaround. - Dwight Schrute	250	\$9.35

« Back To Catalog

Transfer Cart »

To continue shopping, click on **Back to Catalog.**

# PLACING AN ORDER, CONT.

Once you have transferred your order to an Arizona BuyWays Cart, your next step will be to click on **Proceed to UAccess Financials and finish your ordering.**



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

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy. ✕

### Shopping Cart

for Karen S Compasano Continue Shopping

Name this cart:

1 Item(s) for a total of **8.85** USD  
subtotal: 8.85 USD  
estimated tax, shipping & handling: 0.00 USD

[Proceed to UAccess Financials](#)

Have you made changes?

[Help](#)   Perform an action on (0 items selected)...

**West Press** [more info...](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/2/2021 9:29:38 AM  
Line(s): 1

Product Description	Unit Price	Quantity	Total	<input type="checkbox"/>
<a href="#">Purpose &amp; Values Business Card printed on 80# white Cougar cover stock, using red and blue ink. 5-10 business day turnaround. - Wilbur Wildcat - Qty 250</a> Part Number 23991878	8.85 EA	1	8.85	<input type="checkbox"/>
			<input type="button" value="Update"/>	
			<b>Supplier subtotal</b>	<b>8.85</b> USD

# 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 Preview, choose the quantity, Add to Cart, then transfer to Arizona BuyWays or continue shopping.

The screenshot shows a web form for ordering business cards. The form is divided into two main sections: 'Form' and 'Proof'. The 'Form' section contains several input fields for personal and professional information, including 'Full Name', 'Job Title 1', 'Department/Affiliation 1', 'Job Title 2', 'Department/Affiliation 2', 'College', 'Tagline/Centers/Institution', 'Address', 'Phone', 'Fax', 'E-mail', and 'Web'. A red arrow points from the text 'Autofill Options' in the instructions to the 'Autofill Options' link in the form. A blue arrow points from the text 'select the desired name' to the 'Dwight.1' entry in the autofill pop-up. The 'Proof' section shows a preview of the business card with the University of Arizona logo and placeholder text for 'Your Name Here', 'Your Title', 'Your Address', 'Tel: (620) 222-2222', and 'yourname@arizona.edu'. An 'Update' button is located in the top right of the 'Proof' section. The autofill pop-up window is titled 'Autofill Options' and contains a search bar, a 'Saved Content' dropdown, and a table of saved entries. The table has columns for 'Name' and 'Date Saved'. The entries are: 'Dwight' (2013-Feb-18), 'Dwight Schrute' (2013-Jan-9), and 'Dwight.1' (2013-Feb-18). The 'Dwight.1' entry is highlighted with a blue box.

Name	Date Saved
Dwight	2013-Feb-18
Dwight Schrute	2013-Jan-9
Dwight.1	2013-Feb-18

# VENDOR CONTACTS

If you do not see the product you wish to purchase, for direct questions or to notify West Press of a rush order please call.

## **Ann Pesnell**

Phone: 520-624.4939

Email: [ann@westpress.com](mailto:ann@westpress.com)

## **Tony Rogers**

Phone: 520.624.4939

Email: [tony@westpress.com](mailto:tony@westpress.com)