Arizona BuyWays
(Shop Catalogs)
Training Guide
INTRODUCTION

What is a Punch-Out catalog?

The punch-out catalog through Arizona BuyWays (Shop Catalogs) takes the user directly into the West Press website and allows users 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).
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.
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 Letterheads, Business Cards, Envelopes, Miscellaneous, or Athletics Department.
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

The ordering options have changed for business cards; there are different design options to choose from and depending on the design and urgency of your order, there may be additional fees assessed.

To place your 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. Scroll to the end of the “Form” and click on Save Autofill Content. Enter name of template and the information will be saved for future orders.
Next, click on Open PDF to review, and confirm your business card design. If there are too many lines of text, you will need to contact Printing Services and request a custom order – additional fees will apply.

Once information is entered, click on Update. The business card should update and show all entered information.

PLACING AN ORDER, CONT.

Once information is entered, click on Update. The business card should update and show all entered information.
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. The view will vary depending on the type of card you selected. *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.
PLACING AN ORDER, CONT.

If the form and design looks correct (it is recommended you save a copy of the PDF of your ordered 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 quantity you need, then click **Add to Cart**.

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, then to UAccess Financials.

To continue shopping, click on Back To Catalog.
VIEW AN ORDER FROM AZBW CART

Once you have transferred your order to an Arizona BuyWays Cart, your next step will be to click on Proceed to UAccess Financials.
After selecting business cards, you have the choice to use the autofill feature, which will allow you to select previously saved content. (*The Autofill Options is only available for the type of business card it was saved under, i.e. Master Brand Business Card – Two Color Black (A), Master Brand Business Card – Two Color Black (A) RUSH, Master Brand Business Card – One Color Back (B), etc.*)

When the *Autofill Options* is selected a pop-up will appear. From the list select the desired name, which will then populate the form with the saved content.

Then click on *Update*, if everything looks correct, then select the quantity and *Add to Cart*. Continue shopping after the business cards are in your cart or transfer the cart to Arizona BuyWays.
If you have any questions or need assistance with order, please contact:

**Karen Campasano**
Phone: 520-621-9514
Fax: 520-626-8816
Email: ksc1@email.arizona.edu

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