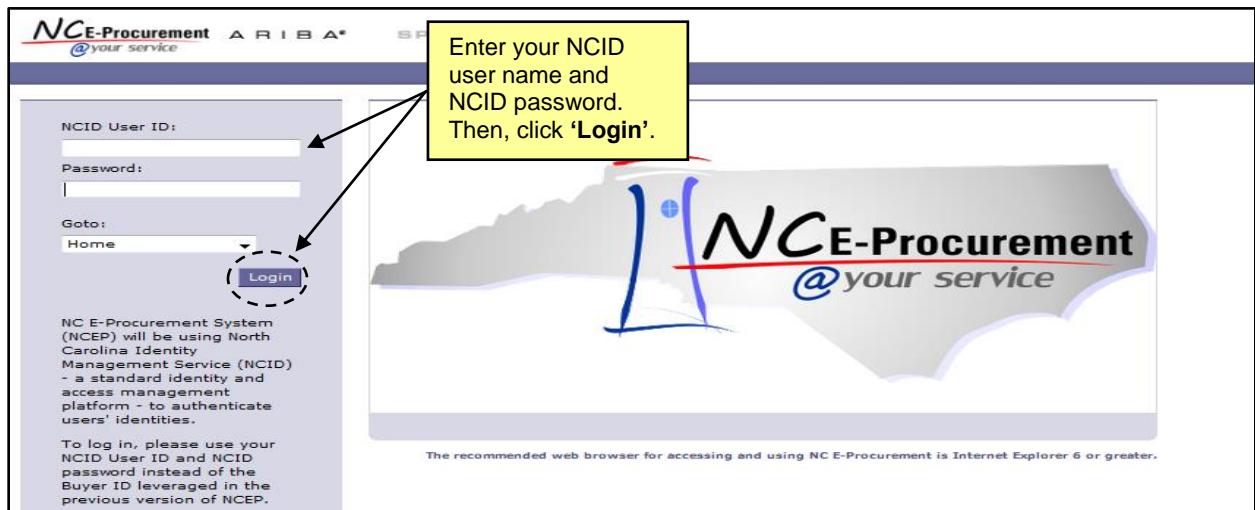




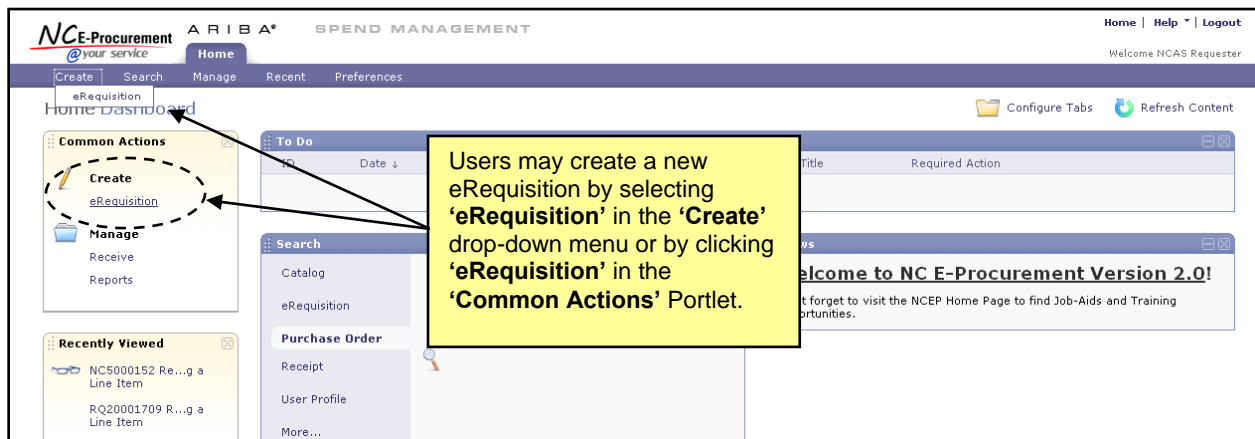
NC E-Procurement @ Your Service eRequisition Course Correction Enterprises Punchout Catalog

Correction Enterprises has a Punchout Catalog available to users in NC E-Procurement under State Term Contract 001A. The steps below will help to guide you to the Correction Enterprises Punchout Catalog.

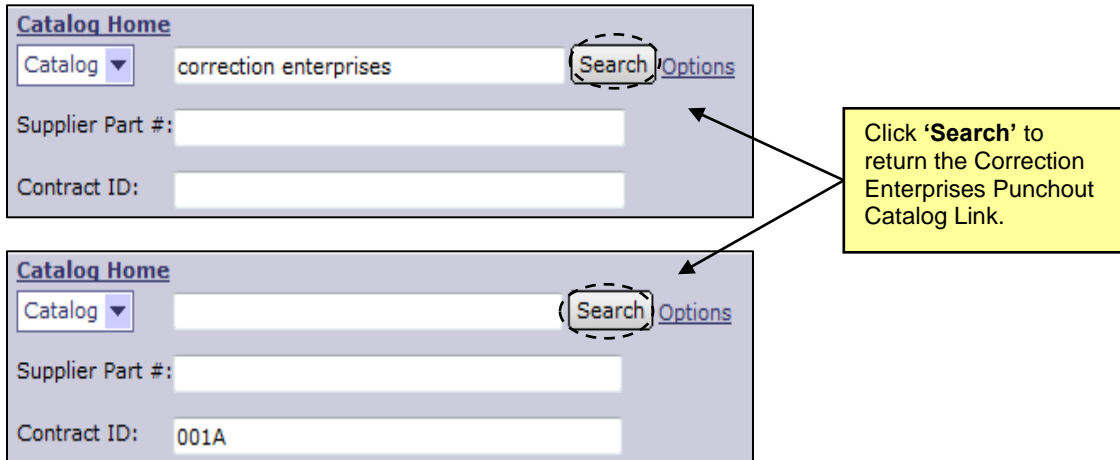
1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click **'Login'**.



2. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.

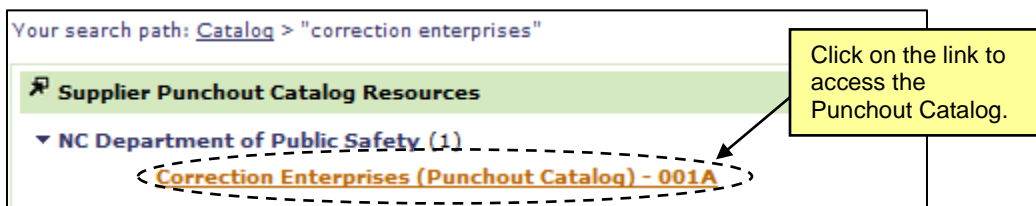


- Type either **'Correction Enterprises'** in the **'Search'** free-text field OR **'001A'** in the **'Contract ID'** free-text field. Click **'Search.'**



Note: If the **'Contract ID'** search box is not immediately available, edit the search options. To do this, click **'Options'** and select each additional field desired to display on the **'Catalog Home'** menu.

- Click the **'Correction Enterprises (Punchout Catalog) – 001A'** link to access the Correction Enterprises Punchout Catalog.



- The page will refresh and be directed to the Correction Enterprises Punchout Catalog.