Forms & Supply, Inc (FSIoffice) has a Punchout Catalog available to users in NC E-Procurement for Office Supplies under State Term Contract 615A. The contract covers six (6) categories:

- Office Consumables, Office Equipment, Toner, Envelopes, Paper (for orders more than $250 use state term contract 645A), and Remanufactured Toner.

The contract does not cover the following:

- Filing Cabinets, Software, Computers, Multifunctional Print Devices, Scanners, Copiers, Break Room Supplies, Janitorial Supplies, and Furniture (desks, workstations, chairs, tables, book cases, shelving, etc.)

The steps below will help to guide you to the Office Supplies Punchout Catalog.

1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click **'Login.'**
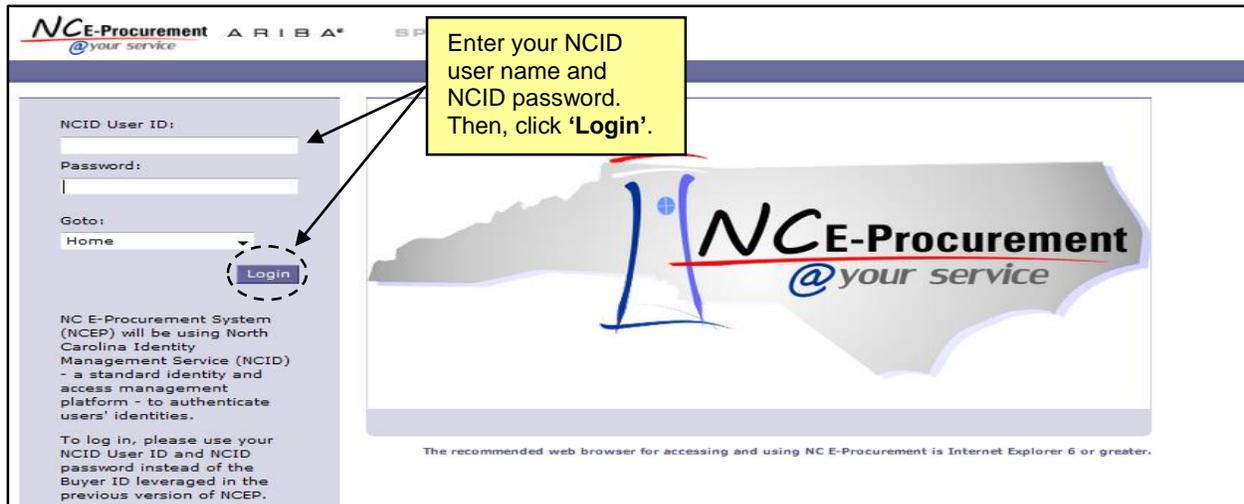
2. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.
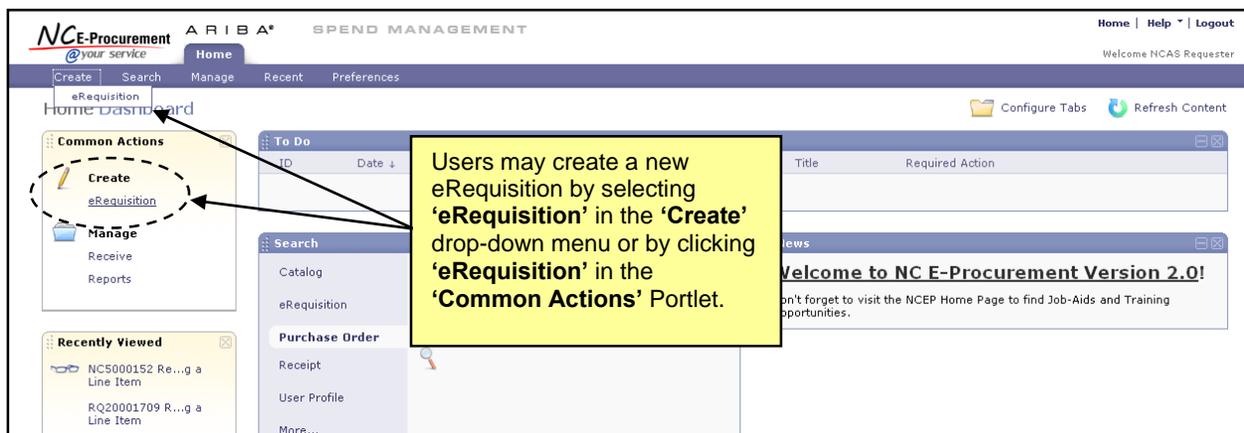
3. Type either **'Office Supplies'** in the **'Search'** free-text field OR **'615A'** in the **'Contract ID'** free-text field. Click **'Search.'**


> Click **'Search'** to return the Office Supplies Punchout Catalog Link.

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.

4. Click the **'615A Office Supplies - Punchout'** link to access the Office Supplies Punchout Catalog.

> Click on the link to access the Punchout Catalog.
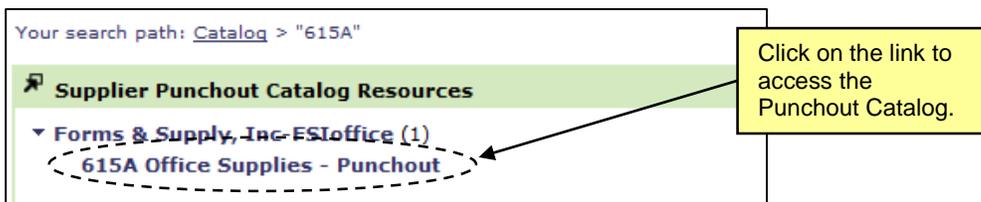
5. The page will refresh and you will be directed to the Office Supplies Punchout Catalog.
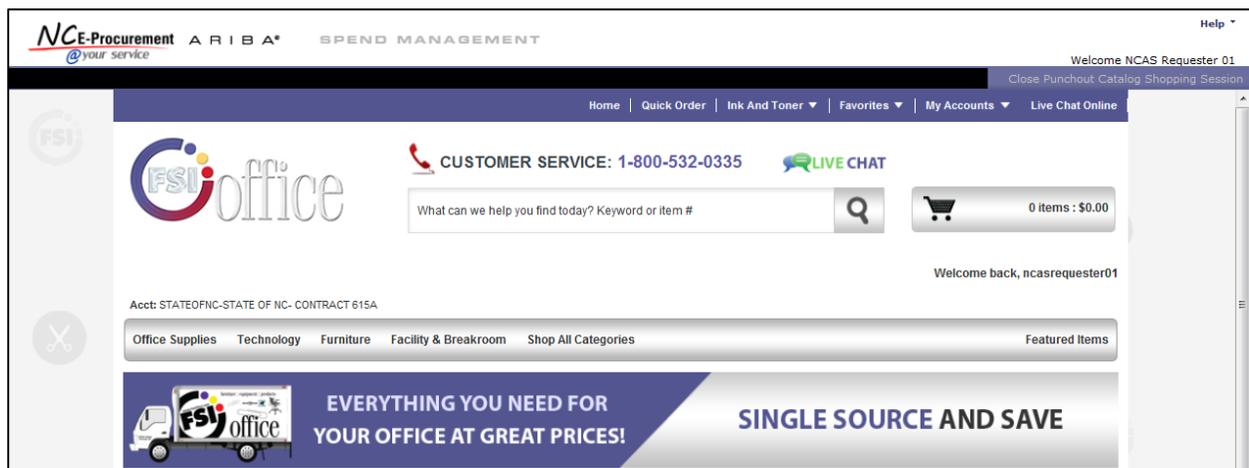
6. Type an item for which you are searching (in this case, **'binders'**) in the free-text search bar OR click a category on the **'Featured Items'** toolbar (in this case, **'Office Supplies'**) to display further searchable results. Click on the result that best matches the item(s) you'd like to purchase.
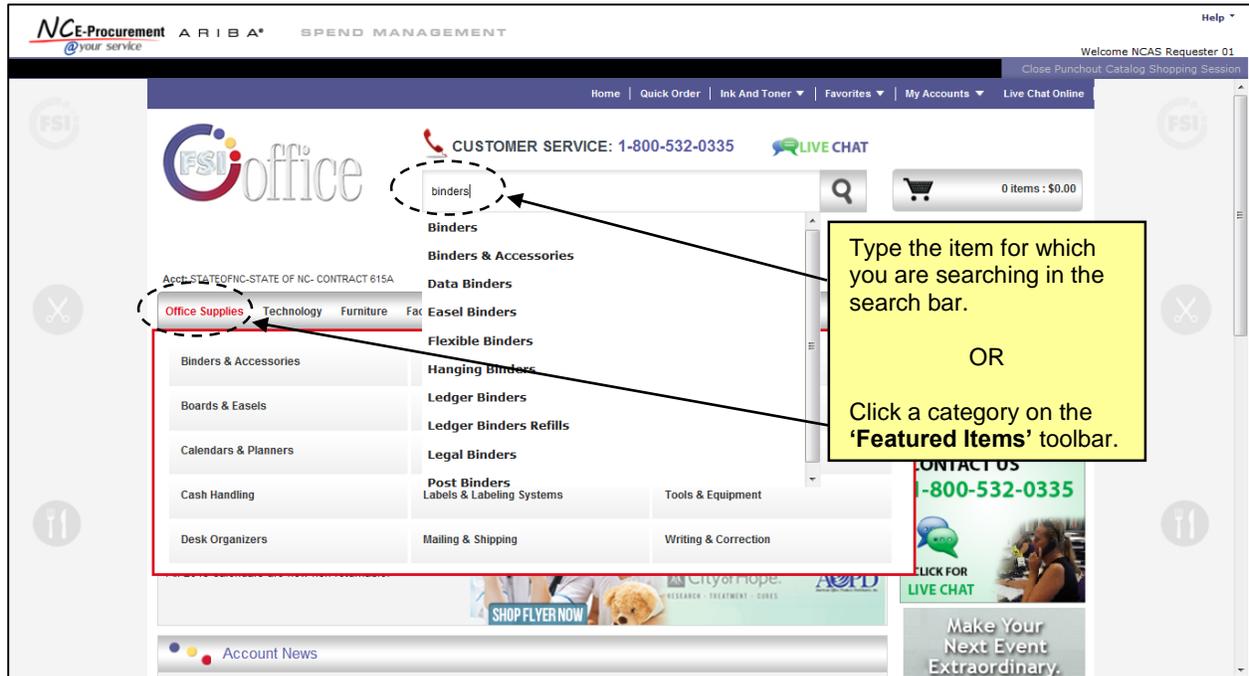
7. Detailed results for the item(s) selected will be displayed. Select the item(s) you wish to purchase by clicking in the checkbox to its left, adjusting the quantity in the **'Qty'** box, and clicking the **'Add to Cart'** button.
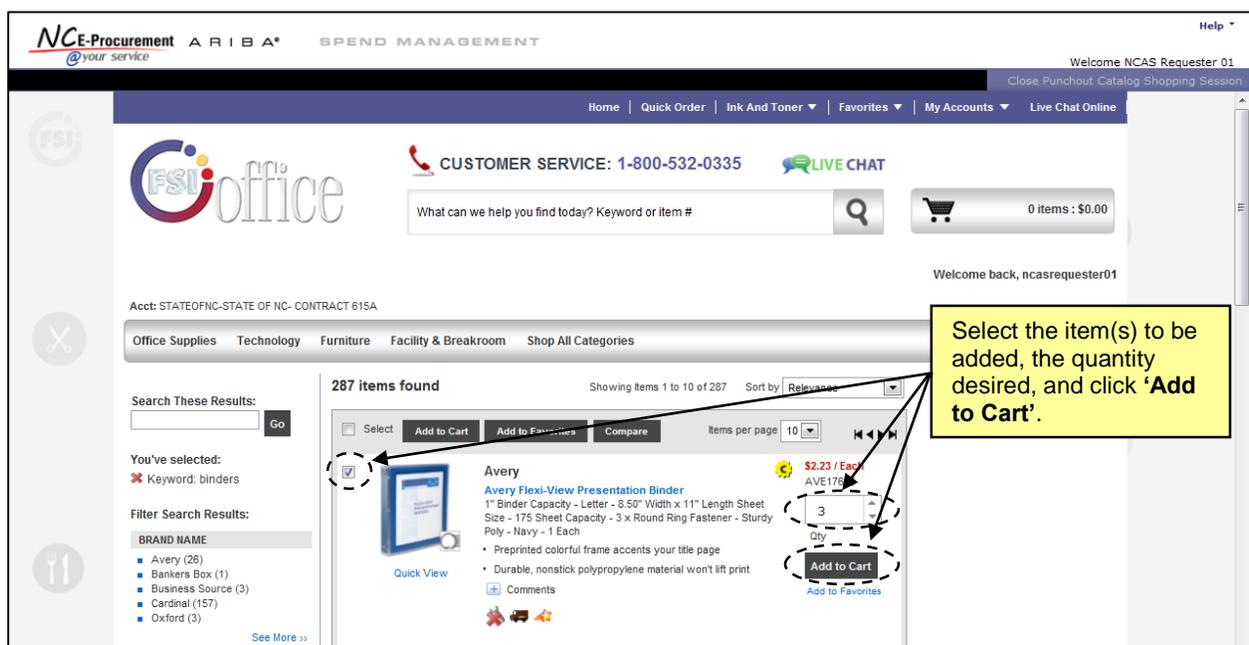
8. Click **'Submit Cart'** when you have completed your catalog purchase(s).

9. The Office Supplies Punchout Catalog closes and the user is directed back to the **'Summary'** page of the newly-created Requisition where the punchout purchase(s) are displayed as line items.

    Note: To edit the quantity or items of a punchout catalog purchase, click the **'Description'** of the line item to return to the punchout site. Changes to punchout line items must be made within the punchout catalog.