

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.'

| NCID User ID: | Enter your NCID user name and NCID password. Then, click 'Login' . | |
|--|--|--|
| Password: Goto: Home NC E-Procurement System (NCEP) will be using North Carolina Identity Management Service (NCID) - a standard identity and |) • | NCE-Procurement @your service |
| platform - to authenticate users' identities. To log in, please use your NCID User ID and NCID password instead of the Buyer ID leveraged in the previous version of NCEP. | The recommended web browser for acce | essing and using NC E-Procurement is Internet Explorer 6 or greater. |

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

| | A* SPEND M | ANAGEMENT | Home Help * Logout |
|---|---|--|--------------------------------------|
| @your service Home | | | Welcome NCAS Requester |
| Create Search Manage | Recent Preferences | | |
| Home Dashboard | | | 🚞 Configure Tabs 🛛 😈 Refresh Content |
| Common Actions Create Requisition Manage Receive Reports | Fo Do ID Date 4 Search Catalog eRequisition | Users may create a new eRequisition by selecting 'eRequisition' in the 'Create' drop-down menu or by clicking 'eRequisition' in the 'Common Actions' Portlet. | Title Required Action Tews |
| Recently Viewed | Purchase Order | | |
| NC5000152 Reg a Line Item RQ20001709 Rg a Line Item | Receipt User Profile More | 7 | |



3. Type either 'Office Supplies' in the 'Search' free-text field OR '615A' in the 'Contract ID' freetext field. Click 'Search.'

| Catalog Home | | | |
|------------------|----------------|---------|---------------------------|
| Catalog 🔻 of | ffice supplies | Options | Click ' Search' to |
| Supplier Part #: | · ~ | | Supplies Punchout |
| Contract ID: 6 | 15A | | 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.



5. The page will refresh and you will be directed to the Office Supplies Punchout Catalog.

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| L | @your s | service | S Requester 01 |
| | | Close Punchout Catalog S | Shopping Session |
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| | | Office Supplies Technology Furniture Facility & Breakroom Shop All Categories Featured Items | |
| | | EVERYTHING YOU NEED FOR YOUR OFFICE AT GREAT PRICES! SINGLE SOURCE AND SAVE | |



NC E-Procurement @ Your Service eRequisition Course 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.

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| | | Home | │ Quick Order │ Ink And Toner ▼ | Favorites ▼ My Accounts ▼ Live Chat Online | |
| FSI | | | 1-800-532-0335 🔍 🔍 | IVE CHAT | FS |
| | | binders | | Q 0 items : \$0.00 | E |
| | Acc1_STATEOFIC-STATE OF NC- CONTRACT 615A Office Supplies Technology Furniture | Binders Binders & Accessories Data Binders Fat Easel Binders | | Type the item for which you are searching in the search bar. | |
| | Binders & Accessories | Flexible Binders Hanging Binders | 1 | OR | |
| | Boards & Easels | Ledger Binders Ledger Binders Refills | | Click a category on the 'Featured Items' toolbar. | |
| | Calendars & Planners | Legal Binders Post Binders Labels & Labeling Systems | Tools & Equipment | | |
| Ð | Desk Organizers | Mailing & Shipping | Writing & Correction | | |
| | | SHOP FLYER NOW | | Make Your | |
| | • • Account News | | | Next Event Extraordinary. | - |

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.

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| | se offic | CUSTOMER SERVICE: 1-800-532-0335 | Relive chat | 0 items : \$0.00 me back, ncasrequester01 |
| \otimes | Acct: STATEOFNC-STATE OF NC- CONT Office Supplies Technology Search These Results: | reisa iture Facility & Breakroom Shop All Categories 77 items found Showing tems 1 to 10 of 287 Select Add to Cart Add to Faurines Compare Rems p | Sort by Retryance | elect the item(s) to be dded, the quantity esired, and click 'Add cart' . |
| 0 | You've selected: X Keyword: binders Filter Search Results: BRAND NAME Avery (26) Bankers Box (1) Busines Source (3) Cardinal (157) Oxford (3) See More » | Avery Avery Flexi-View Presentation Binder 1*Binder Capacity - Letter - 8.50° Width x11*Length S Stander Capacity - 1.x Round Ring Fastener - 1 Poly - Navy - 1 Each • Preprinted cobrirul frame accents your title page • Preprinted cobrirul frame accents your title page • Comments Comments Comments | AVE178 | |



8. Click 'Submit Cart' when you have completed your catalog purchase(s).

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| | Search These Results: | 287 items found Showing items 1 to 10 of 287 Sort by Relevance Select Add to Cart Add to Favorites Compare Items per page 10 Items per page 10 | _ |
| 0 | You've selected: X Keyword: Binders Filter Search Results: BRAND NAME Avery (26) Bankers Box (1) Business Source (3) Cardinal (157) Oxford (3) See More 1) | Avery Avery Fiest-View Presentation Binder \$2.23 / Each Nerry Fiest-View Presentation Binder ************************************ | |

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.

| NCE-Procurement ARIBA* SPEND MANAGEMENT | | | | | | | Home Hel | p * Logou | rt - |
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| @your service Home | | | | | | W | elcome NCAS | Requester 0 | 1 |
| 🖬 Create Search Manage Preferences | | | | | | | | | |
| RQ18751057: Untitled Requisition | | | | | | lack to Catal | og <mark>Submit</mark> | t Exit | |
| Review your requisition, make changes as necessary, and submit the request for approval. | | | | | | | | | |
| Summary Approval Flow | | | | | | | | | |
| Title: Untitled Requisition | | | | | | | | | |
| Pre-Encumbrance Status: Not Encumbered | | | | | | | | | 2 |
| On Behalf Of: * NCAS Requester 01 | | | | | | | | | |
| Delay Purchase Until: 🚦 | | | | | | | | | |
| Buying Entity: * 13EG | | | | | | | | | |
| Transmit To Supplier? | | | | | | | | | |
| My Labels: 🚯 Apply Label | | | | | | | | | |
| Line Items (1) | | | | | | <u>s</u> | <u>iow Details</u> | | |
| No. Type Description | Supplier Part Number | Qty | Unit | Тах | Other | Price | Amor | unt | |
| 1 Avery Flexi-View Presentation Binder | AVE17685 | 3 | each | \$0.00 USD | \$0.00 USD | \$2.23 USD | \$6.69000 U | SD | |
| Edit) Copy Delete Add from Catalog) (Add Non-Catalog Item) | | | | | | | | | |
| | | | | | | Tota | Cost: \$6.6 | 9000 USD date Total | |