



PunchOut with Office Three Sixty, dba Cardinal360

1. Go to the Shopper (SHOP) table using the Jump to: box at the top of the application page

Jump to: 

2. Once on the Shopper page uncheck all the boxes but PunchOut Catalogs. You can further narrow the search by entering or selecting the Vendor Code.

Shopper



0 Items : \$0.00

Check Sources of Supply :

Select All
or check Sources to be searched:

Inventory

MA Catalog Items

PunchOut Catalogs


Master Agreements


Similar Purchases


Commodities

Search For :

Advanced Search:

Department : 


Commodity : 


Vendor : 

Part Number :

Price (from) :

Price (to) :

Warehouse : 

Expiration Date : 

Include Expired Agreements :

Mandatory Source Enabled :

Include Substitute Stock Items :

Document Description :

3. Check the Select Catalog box and click Buy From Supplier under the Available From PunchOut Catalogs

▼ Available From PunchOut Catalogs


Select Catalog	Vend Line	Comm Line	Mandatory Source	Commodity Code	CL Description	Description	Vendor	Document Description	Source	Expiration
<input checked="" type="checkbox"/>	1	1	No	615	Cardinal PunchOut	OFFICE SUPPLIES, GENERAL	OFFICE THREE SIXTY INC	PunchOut Office Three Sixty Inc, dba Cardinal Office360	MA 758 PUNC1900000464-1	09/30/2020


First Prev Next Last


4. On Create PunchOut Request page, enter your Shipping Location and Billing Location. Please leave all other fields as they are. Then click on Launch Supplier Website.


Create PunchOut Request


Create Request

Code :  ID :

Department :  Auto Numbering :

Unit : 

Shipping Location : 

Billing Location : 

[Continue Shopping](#) [Launch Supplier Website](#)

5. Vendor's site will open

Welcome [REDACTED] 37025 - COMMONWEALTH OF KENTUCKY (CGI)

 Log Out



Search



Cart: 1354653
0 item(s) \$0.00

QUICK LINKS



Categories >

Rapid Entry

Order Inquiry

Ink & Toner Finder

Custom Stamps

HOME

ORDERING ▾

ADMINISTRATION ▾

RETURNS

HELP



6. Select your item(s). Either search or use the Quick Links.

The screenshot shows the Cardinal Office 360 website interface. At the top left is the logo for Cardinal Office 360. To the right is a search bar. Further right is a shopping cart icon with the text "Cart: 1354653" and "0 item(s) \$0.00". Below the search bar is a navigation bar with links for HOME, ORDERING, ADMINISTRATION, RETURNS, and HELP. A "QUICK LINKS" dropdown menu is open on the left, listing options like Categories, Rapid Entry, Order Inquiry, Ink & Toner Finder, and Custom Stamps. The "Categories" link is selected, showing a list of sub-categories such as Office, Furniture, Technology, Janitorial & Sanitation, Food Service, and Industrial. The "Office" category is further expanded to show a list of products including Batteries & Electrical Supplies, Binders & Binding Supplies, Calendars, Planners & Personal Organizers, Carrying Cases, Cash Handling, Classroom Teaching & Learning Materials, Crafts & Recreation Room Products, Cutting & Measuring Devices, Desk Accessories & Workspace Organizers, Envelopes, Mailers & Shipping Supplies, File & Storage Cabinets, File Folders, Portable & Storage Box Files, Forms, Recordkeeping & Reference Materials, General Office Accessories, Identification Badges, Index Dividers, Label Makers and Supplies, Labels & Stickers, Mouse Pads & Wrist Rests, Pack & Ship, Paper & Printable Media, Presentation/Display & Scheduling Boards, Room Accessories, Safety & Security, Shredders & Accessories, Stamps & Stamp Supplies, Staplers & Punches, Tags & Tickets, Tape, Adhesives & Fasteners, and Writing & Correction Supplies. A "Post-it" logo is visible in the background of the product list.

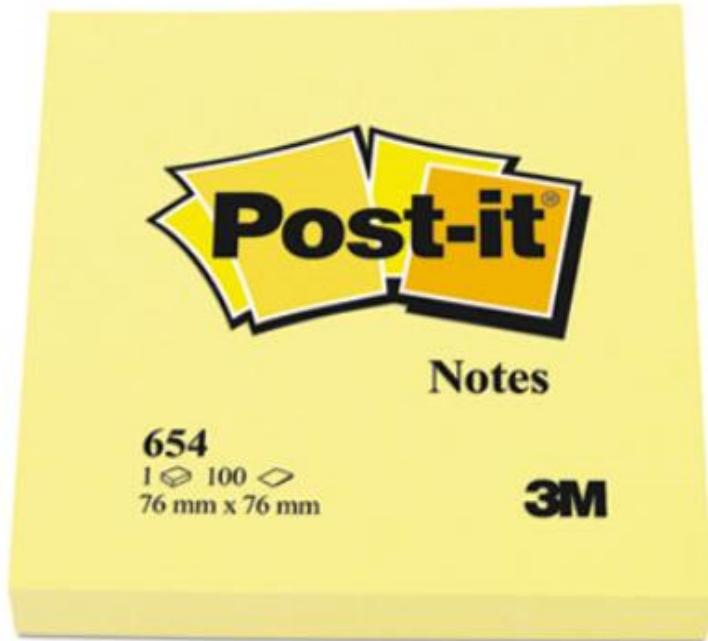
7. As you find your items click on Purchase Item to add to your Cart



MMM654YW (Post-it® Notes®)

Original Pads in Canary Yellow, 3 x 3, 100-Sheet, 12/Pack

8. Select your Quantity



Original Pads in Canary Yellow, 3 x 3, 100-Sheet, 12/Pack



SKU: MMM654YW



[1 Reviews](#) | [Write a Review](#)

- Self-stick removable notes stick securely, remove cleanly.
- Post-it® Notes are the trusted note for messages and reminders around the office.
- Great for reminders and short to-do lists.
- Canary Yellow notes deliver messages with confidence.



Quantity

- 1 +

UOM

PK



\$15.67

Reference

 ADD TO CART



9. Click on Cart it will take you to the View Cart page. You will be able to modify, continue shopping, or checkout from this page. If you checkout from this page you will also receive the screen shown below.



Cart: 1354653
1 item(s) \$15.67



MMM654YW - Original Pads
in Canary Yellow, 3 x 3, 100-
Sheet, 12/Pack
1 PK @ \$15.67

 **VIEW CART**

 **CHECKOUT**

Alternatively, if you click on Checkout the site will close and this page will pop up and your UR will be created in eMARS. You can close this page once you have verified that your UR was created.

----- The information from the PunchOut session has been successfully received You may close the vendor web site now. -----

10. On your UR if you want to pay against your ProCard you will enter a PCard ID: (this will typically be the last four digits of the card, the 1st letter of the cardholder's first name, and the last name. For verification, this can be found on the PRCUA table) and a DO3 will be created once the UR is finalized. If you do not want to pay against a ProCard do not enter anything in this field and when the UR is finalized, a DO4 will be created.

Step 1: Header

11. Once your UR is finalized, your DO3 or DO4 document can be found on the Created Documents tab.

Step 7: Created Documents

Total Lines: 0 Line: none Document ID: [Redacted]

Your Document can be opened from here.

****If you receive either of the errors below when validating your UR please contact Shelby Luby Shelby.Luby@ky.gov.**

● Error	DOC_COMM	<u>COMMGP Line 1 COMM Line</u> 1	(Req. : 8 Avail. : 0)	The Commodity does not exist on the Commodity Code Table. (A761)
● Error	RQ_DOC_COMM	<u>COMMGP Line 1 COMM Line</u> 1	---	Inferred commodity code on commodity line 1 does not match the vendor and commodity combination on the referenced Master Agreement. (A7568)

12. Open your DO3 or DO4 and complete all required fields. DO3 documents will not require additional approvals and once submitted will go to Final and will then be sent to the vendor to fill your order. DO4 documents once submitted will require additional approvals from your Supervisor as well as any others that are set up. Once all required approvals are applied and your document goes to Final, it will then be sent to the vendor to fill your order. You will receive an Order Acknowledgement when the vendor receives your order.