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

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.

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

5. Vendor's site will open
6. Select your item(s). Either search or use the Quick Links.

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

Reference

$15.67

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

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. ---------------------------------------------------------------------------------------------------

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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.

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

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

- Error DOC_COMM COMMGP Line 1 COMM Line 1 (Req.: 8 Avail.: 0) The Commodity does not exist on the Commodity Code Table. (A761)
- Error RQ_DOC_COMM COMMGP Line 1 COMM Line 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.