

1 CREATE NEW ORDER

To start your order, choose **Create New Order**.

Manage Orders

Shopping

- Create New Order
- Saved Orders
- Repeat Orders
- Manage Shopping Lists
- Browse Catalog Only

Service Center

- Order History
- Request a Return
- Request a Catalog
- Request Product Information
- Customer Service

Manage Orders

Hello,

Updates & Action Items

You have no items requiring your attention at this time.

Messages

Messages | News/Updates (0)

Your SUPRA Account Manager | 1/29/2014
Your SUPRA account manager, Ismail Shahid at upitt@supraos.com

SUPRA Customer Service | 1/29/2014
To reach SUPRA Office Solutions Customer Service please dial toll free: 855-775UPRA (855-777-8772) or email at upitt@supraos.com SUPRA can assist and answer questions on products, returns, delivery and ordering.

View messages by clicking on the Subject links.

2 ORDERING SCREEN

You will see several shopping options in the ordering screen. You may choose any shopping method to add items to your shopping cart.

Search by keyword or item #

Search by Keyword or Item # [Search]

Shopping Cart displays the number of items and order subtotal.

Save Order | Delete Order

Items 0 | Cart Subtotal \$0.00 | View Cart | Checkout

View your **Message Board** for important announcements

Messages | **Order By Item #** | Shopping Lists | Ink & Toner Finder

Shop By Category

- Basic Office Supplies
- Binders & Filing
- Breakroom Supplies
- Calendars & Organizers
- Cleaning Chemicals
- Cleaning Supplies & Equipment
- Computer Accessories & Supplies

Quickly add items to your order with **Order by Item#**

Find an item quickly and easily by creating and using a **Shopping List**

Use the **Ink & Toner Finder** to find supplies by machine and model number

Browse the electronic **Catalog** by searching through the **Item Categories**

Item #*	Q1

Supra Office Solutions Punchout Ordering Guide, continued

3 SHOPPING CART

The **Shopping Cart** screen appears every time an item is added to your cart. You can change quantities, remove items from your order, and update your cart.

The screenshot shows the Shopping Cart interface. At the top left, there is a 'Shop By Category' dropdown menu with 'View All' below it. The main header is 'Shopping Cart' with account information: 'Account: 0750663 - Univ. of Pittsburgh SUPRA Program' and 'Ship To Code: PUNCH'. On the right side, there are 'Continue Shopping' and 'Checkout' buttons. The cart items are listed in a table with columns for item details, price, and quantity. The first item is 'TUL - Retractable Gel Ink Pens, 12-Pack - Black, Fine, 1 dozen' with a price of \$7.16 and a quantity of 1. The second item is 'Boise - X-9™ Copy Paper Junior Pack - 8-1/2" x 11", White, 92, 20 lb' with a price of \$15.67 and a quantity of 1. Below the items, the 'Cart Subtotal' is \$22.83. At the bottom, there are 'Continue Shopping' and 'Checkout' buttons. Annotations include: a green arrow pointing to a checkbox next to the first item with the text 'Check the box next to the item you want to add to a list then click on Add to List.'; a green arrow pointing to the 'Update' button for the first item with the text 'To change a quantity, type in the new quantity then click Update.'; a green arrow pointing to the 'Remove Item' button for the first item with the text 'To remove an item from your cart, click on Remove Item.'; and a green arrow pointing to the 'Continue Shopping' button at the bottom with the text 'To put more items in your cart, click on the Continue Shopping button.'.

Check the box next to the item you want to add to a list then click on **Add to List**.

To put more items in your cart, click on the **Continue Shopping** button.

To change a quantity, type in the new quantity then click **Update**.

To remove an item from your cart, click on **Remove Item**.

Checkout buttons are at the top and bottom.

4 SAVE ORDER, DELETE ORDER

The options to **Save Order** and **Delete Order** will always be located at the top right of your screen.

When you click on **Save Order** you will have a choice of saving the order as a **Repeat Order** or as an **Order You Will Finish Later**. If you choose to Save as a Repeat Order, you will be asked to name the order before clicking on **Save**.



Click on **Delete Order** to permanently delete your entire order.

5 CHECKOUT

Click on the **Checkout** button located on the top right side of the screen or at the bottom of the cart. This returns your cart back into the PantherExpress system where you can complete your purchase order.

