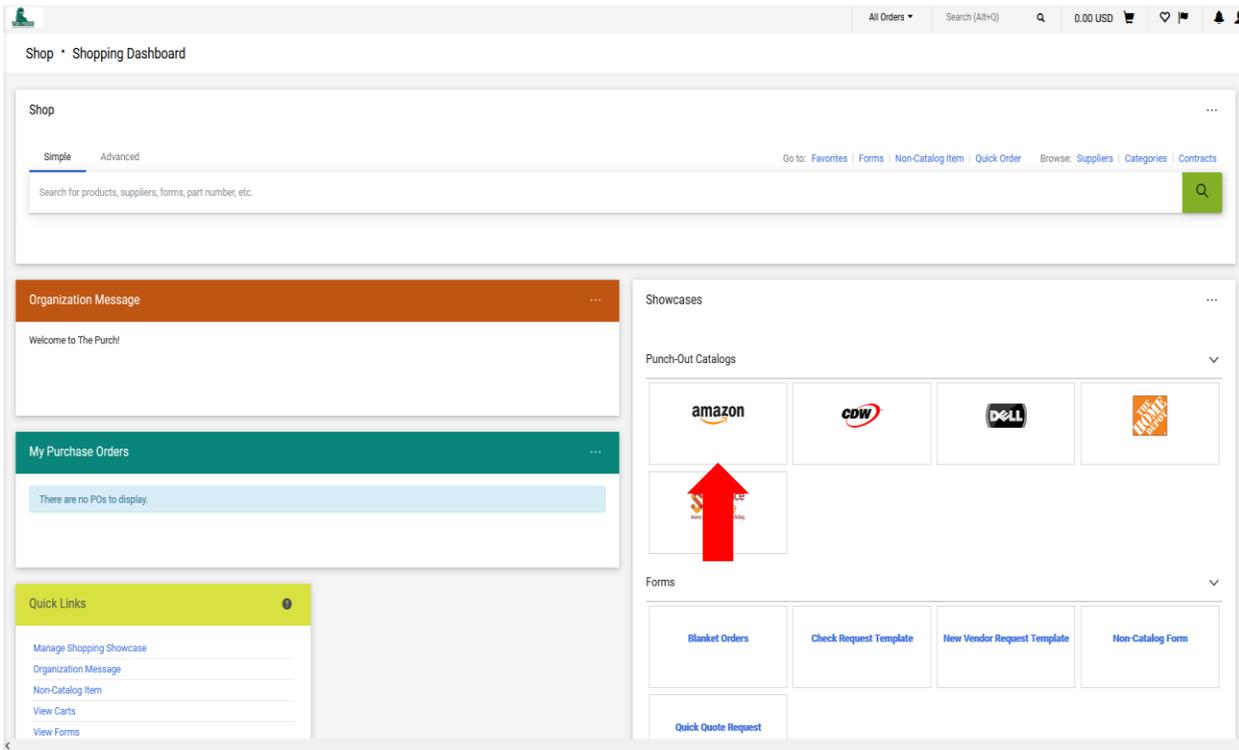
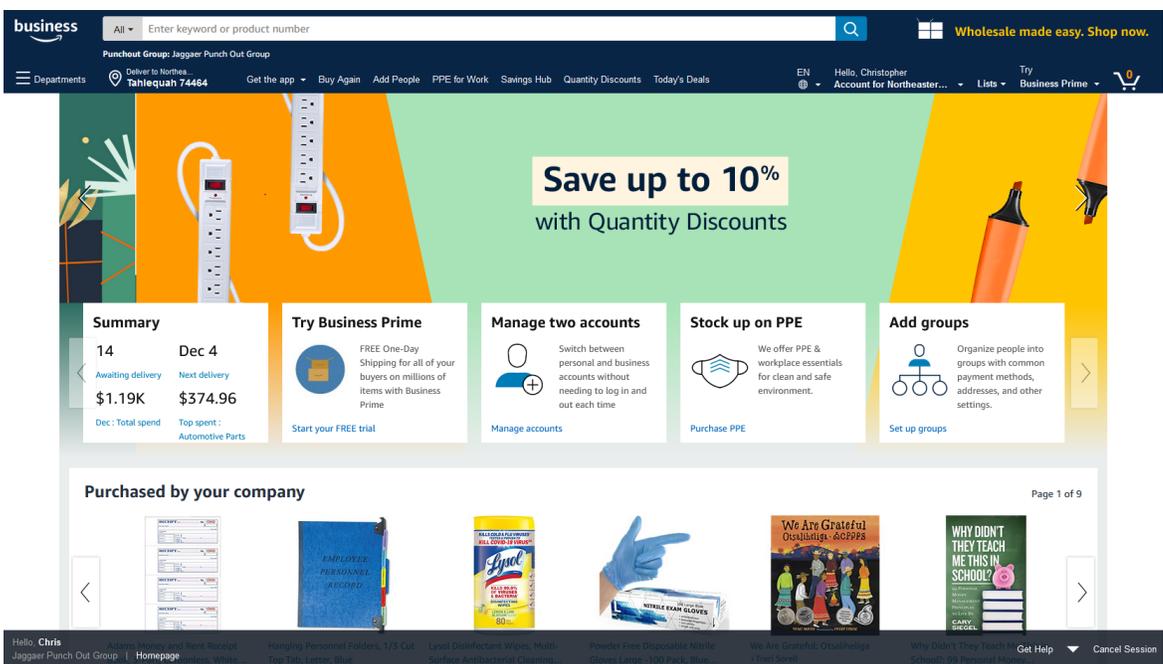


# Punch-Out Catalogs - Amazon

1. Log on to The Purch.
2. Click on the Amazon tab located in the Punch-Out Catalogue section on the home screen.



3. This will bring you to the Amazon shopping page ad you can begin shopping for items.



- When you have found the item you wish to purchase, click the "Add to Cart" button.
- Repeat Steps 3 & 4 until all items you wish to order are in your cart.

Industrial & Scientific Lab Test & Measurement Safety Janitorial & Facilities Food Service Education Material Handling Materials Metalworking Electrical FSA Eligible Items Deals

Only \$5.95 per month for your first 3 months Get this deal → audible

Industrial & Scientific > Professional Medical Supplies > Apparel > Protective Apparel & Gloves > Exam Gloves



### Powder Free Disposable Nitrile Gloves Large -100 Pack, Blue -Medical Exam Gloves

Visit the Dre Health Store  
 ★★★★★ 3,791 ratings | 5 answered questions  
 Amazon's Choice for "dre health nitrile exam gloves"

Was: \$49.98 Details  
 Price: **\$18.25** (\$0.18 / Count) & FREE Returns  
 You Save: \$1.73 (8%)

Size: **Large (Pack of 100)**  
 Small (Pack of 100) Medium (Pack of 100) Large (Pack of 100) X-Large (Pack of 100)

Color: **Blue**

Material: Nitrile  
 Reusability: Disposable  
 Size: Large (Pack of 100)  
 Age Range (Description): Adult  
 Brand: Dre Health

**About this item**

- EXTRA STRONG DISPOSABLE GLOVES: These premium nitrile gloves are extra strong and thick and offer plenty of stretch. These heavy duty gloves are 3 mil thick and are made tough. Designed for both home or professional use.
- FOOD SAFE GLOVES: Perfect for use in home and commercial kitchens, these gloves are safe to use while handling food. They also have a superior grip and texture, and can even be used with many touchscreen phones and devices.

Share [Email] [Facebook] [Twitter] [Pinterest]

**\$18.25**  
 & FREE Returns

FREE delivery: **Thursday, Dec 9** on orders over \$25.00 shipped by Amazon. Details

Fastest delivery: **Tuesday, Dec 7** Order within 9 hrs and 51 mins Details

Deliver to Jaggaer - Tahlequah 74464

**In Stock.**

Qty: 1

Buying in bulk?

**Add to Cart**

Secure transaction

Sold by DUNN'S TRADING and Fulfilled by Amazon.

Add a gift receipt for easy returns

Add to List

- When you are ready to check out, click on the cart button located at the top right of the screen.

Punchout Group: Jaggaer Punch Out Group

Departments Deliver to Northeast... Tahlequah 74464 Get the app Buy Again Add People PPE for Work Savings Hub Quantity Discounts Today's Deals EN Hello, Christopher Account for Northeast... Lists Business Prime

**Added to Cart**  
 Size: Large (Pack of 100)  
 Color: Blue

Cart subtotal (1 item): **\$18.25**  
 Proceed to checkout  
 Go to Cart

**Important messages about items in your Cart:**  
 See more

Products related to Powder Free Disposable Nitrile Gloves Large -100... Page 1 of 2

Sponsored




Medd Max Vinyl Exam Gloves 10 Pack (1000 Pcs) Disposable Powd...  
 ★★★★★ 115  
 \$79.00 \$79.99  
 Add to Cart

ProCure Disposable Nitrile Gloves Small, 200 Count - Powder Free...  
 ★★★★★ 2,446  
 \$39.98  
 Add to Cart

ProCure Disposable Nitrile Gloves - 400 Count, Medium - Powder Fre...  
 ★★★★★ 1,026  
 \$58.98 \$59.98  
 Add to Cart

ProCure Disposable Nitrile Gloves Medium, 200 Count - Powder Fre...  
 ★★★★★ 5,375  
 \$39.98  
 Add to Cart

Dealdmed Nitrile Medical Grade Exam Gloves, 3.0 mil, Latex Free, ...  
 ★★★★★ 390  
 \$49.99  
 Add to Cart

ello Chris Get Help Cancel Session

7. After Reviewing your order, click “Proceed to Checkout”.

The screenshot shows the Amazon Shopping Cart interface. At the top, the Amazon logo and navigation menu are visible. The main content area displays the shopping cart with one item: "Powder Free Disposable Nitrile Gloves Large -100 Pack, Blue -Medical Exam Gloves" priced at \$18.25. A red arrow points to the "Proceed to checkout" button. The cart subtotal is \$18.25. Below the cart, the "Your Items" section shows a "Saved for later" item, "SCEPTRE". On the right side, there are sponsored products related to items in the cart, including "ProCure Disposable..." and "Medd Max Vinyl Exam...".

8. Amazon will ask which address to deliver to, select the correct address for your campus.

9. Click “Deliver to this address”

The screenshot shows the "Select a shipping address" page on Amazon.com. The page has a header with the Amazon logo and navigation links: "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER". The main heading is "Select a shipping address". Below the heading, there is a question: "Is the address you'd like to use displayed below? If so, click the corresponding 'Deliver to this address' button." There are two main sections: "Does this order need to be delivered to a recipient other than the name in your address book?" and "Group Jaggaer Punch Out Group addresses". The first section has a "Deliver To:" field with a placeholder "Enter Recipient Name" and a note "This will be applied to only this order." The second section has a list of addresses, with "Northeastern State University 601 N GRAND AVE, TAHLEQUAH, OK, 74464-2302, United States, Phone: 9184442170" selected. A red arrow points to this address. To the right of the address list, there is a yellow "Deliver to this address" button with a red arrow pointing to it.

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

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10. Choose your shipping options

11. Click Continue

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

### Choose your shipping options

**Shipment 1 of 1**  
**Shipping from Amazon.com** [\(Learn more\)](#)

Shipping to: Northeastern State University, 601 N GRAND AVE, TAHLEQUAH, OK, 74464-2302 United States

- **Powder Free Disposable Nitrile Gloves Large -100 Pack, Blue -Medical Exam Gloves**  
\$18.25 - Quantity: 1  
Sold by: DUNN'S TRADING  
[Change quantities or delete](#)

**Choose a delivery option:**

- Wednesday, Dec. 8**  
\$5.99 - Shipping
- Tuesday, Dec. 7**  
\$9.99 - Shipping

[Continue](#)

[Continue](#)

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.  
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12. A payment option will be provided for you....Do NOT Change or Add your pcard number.

13. Click "Continue"

amazon.com [SIGN IN](#) [SHIPPING & PAYMENT](#) [GIFT OPTIONS](#) [PLACE ORDER](#)

### Select a payment method

**Jaggaer Punch Out Group credit and debit cards**

	Name on card	Expires on
<input checked="" type="radio"/>  <b>Mastercard ending in 7420</b> Provided by your organization	Amazon Webservices	04/2022

[Continue](#)

You can review this order before it's final.

Do you need help? Explore our [Help pages](#) or [contact us](#)  
[Conditions of Use](#) | [Privacy Notice](#) © 1996-2021, Amazon.com, Inc.

14. Click "Submit Order for Approval".

### Review your order

 This order requires approval.

 **Important message**  
If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

**Group**  
Jaggaer Punch Out Group (Northeastern State University)  
[Change](#)

**Payment method** [Change](#)  
 ending in 7420

**Promotional Codes:**  
Enter Code  [Apply](#)

**Shipping address** [Change](#)  
Northeastern State University  
601 N GRAND AVE  
TAHLEQUAH, OK 74464-2302  
United States  
Phone: 9184442170

**Estimated Delivery: Depends on Approval**  
(For example, if approved now, Wednesday, Dec. 8, 2021)

 **Powder Free Disposable Nitrile Gloves Large -100 Pack, Blue -Medical Exam Gloves**  
**\$18.25 & FREE Returns** [v](#)  
**Quantity: 1** [Change](#)  
Sold by: DUNN'S TRADING  
[Add gift options](#)  
Tax Exemption Applied. [Remove](#)

**Choose a delivery option:**  
 **Wednesday, Dec. 8**  
\$5.99 - Shipping  
 **Tuesday, Dec. 7**  
\$9.99 - Shipping

\*Why has sales tax been applied? [See tax and seller information](#)

[Submit order for approval](#)

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions and Amazon Business Privacy notice](#).

**Order Summary**

Items:	\$18.25
Shipping & handling:	\$5.99
Total before tax:	\$24.24
Estimated tax to be collected:	\$0.00

**Order total: \$24.24**

[How are shipping costs calculated?](#)  
[Why didn't I qualify for free shipping?](#)

15. This will bring you back to The Purch. Review items and click "Proceed to Checkout".

Shopping Cart • 3404320 Assign Cart [Proceed To Checkout](#)

Simple [Advanced](#)

Search for products, suppliers, forms, part number, etc.

**2 Items**

**Amazon.Com** • 1 Item • 18.25 USD

**SUPPLIER DETAILS** [PT Pay to 1](#)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
 Powder Free Disposable Nitrile Gloves Large -100 Pack, Blue -Medical Exam...	B08JD2RQNT	EA	18.25	Qty: 1 EA	18.25

**ITEM DETAILS**

Commodity Code

Taxable

Capital Expense

**Sundance Office Supply Inc** • 1 Item • 53.45 USD

**SUPPLIER DETAILS**

**Details**

For [Chris Gay](#)

Name  
2021-11-18 CGAY 01

**Estimate (71.70 USD)**

Total: 71.70

16. This will Bring you to the Requisition Screen. Click the Pencil Icon next to Shipping to add shipping address.

The screenshot shows the 'Requisition' screen for requisition number 3404320. The 'Shipping' tab is active, and a red arrow points to the pencil icon in the top right corner of the 'Shipping' section. The 'Shipping' section contains the following information:

- Ship To:** Shipping and Receiving, Attn: 148 Short Street, Tahlequah, OK 74464, United States
- Delivery Options:** Expedite (checked), Ship Via: Best Carrier-Best Way, Requested Delivery Date: no value

The 'Billing' section contains the following information:

- Bill To:** Tahlequah Administration, Attn: AP, 601 N Grand Ave, Tahlequah, OK 74464, United States
- Credit Card Info:** No credit card has been assigned.
- Billing Options:** Accounting Date: no value

The 'Accounting Codes' section shows a table with columns for Fund, Organization, Account, Program, and Activity, all marked as 'no value' and 'Required'.

The 'Internal Notes and Attachments' and 'External Notes and Attachments' sections are also visible.

17. Select which campus you want the order to be shipped to by typing the Address in the Search box or selecting address already saved in addresses.

18. Type name or department name in Attn box.

19. Click Save.

The 'Edit Shipping' dialog box is shown, with the 'Ship To' section highlighted. The 'CURRENT ADDRESS' section contains the following information:

- Contact Line 1:** Shipping and Receiving
- Attn:** (highlighted with a red circle)
- Address Line 1:** 148 Short Street
- City:** Tahlequah
- State:** OK
- Zip Code:** 74464
- Country:** United States

The 'Delivery Option' section contains the following information:

- Expedite:** (checkbox)
- Ship Via:** Best Carrier-Best Way

The 'Save' button is highlighted with a red arrow.

20. Next add the FOAP by clicking on the Pencil Icon in the "Accounting Codes" section

The screenshot shows a requisition form for requisition 3404320. The form is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. The Accounting Codes section is highlighted with a red arrow pointing to a pencil icon in the top right corner of the section header. The Accounting Codes table is currently empty, with all fields marked as 'no value' and 'Required'.

Fund	Organization	Account	Program	Activity
no value	no value	no value	no value	no value
Required	Required	Required	Required	

21. Enter in FOAP information

22. Click Save.

The screenshot shows the 'Edit Accounting Codes' dialog box. The dialog box has a search bar and five search fields for Fund, Organization, Account, Program, and Activity. A blue oval highlights these search fields. A red arrow points to the 'Save' button in the bottom right corner of the dialog box. The background shows the same requisition form as in the previous screenshot, but it is dimmed.

23. Review that all items are correct and then click “Place Order”

Requisition • 3419034

Summary PO Preview Comments Attachments History

**General**

Cart Name: 2021-12-03 requester 02  
Description: *no value*  
Priority: Normal  
Prepared by: Rudy Requester  
Prepared for: Rudy Requester

**Shipping**

**Ship To**  
Shipping and Receiving  
Attn:  
148 Short Street  
Tahlequah, OK 74464  
United States

**Delivery Options**  
Expedite:   
Ship Via: Best Carrier-Best Way  
Requested Delivery Date: *no value*

**Billing**

**Bill To**  
Tahlequah Administration  
Attn: AP  
601 N Grand Ave  
Tahlequah, OK 74464  
United States

**Credit Card Info**  
No credit card has been assigned.

**Billing Options**  
Accounting: *no value*  
Date: *no value*

**Accounting Codes**

Fund	Organization	Account	Program	Activity
10001 Education and General	T60016 Office of Business Affairs	521150 In State Lodging Reimb	511900 All Other Agency Specials	<i>no value</i>

**Draft**

Total (366.69 USD)  
Subtotal: 366.69  
366.69

What's next for my order?

24. Your order is now submitted for account sponsor approval.

Simple Advanced Go to: [Non-catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

**Requisition 3419034 Submitted**

**Summary**

Requisition number	3419034
Requisition status	Pending
Cart name	2021-12-03 requester 02
Requisition date	12/3/2021
Requisition total	366.69 USD
Number of line items	1

**Options**

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)