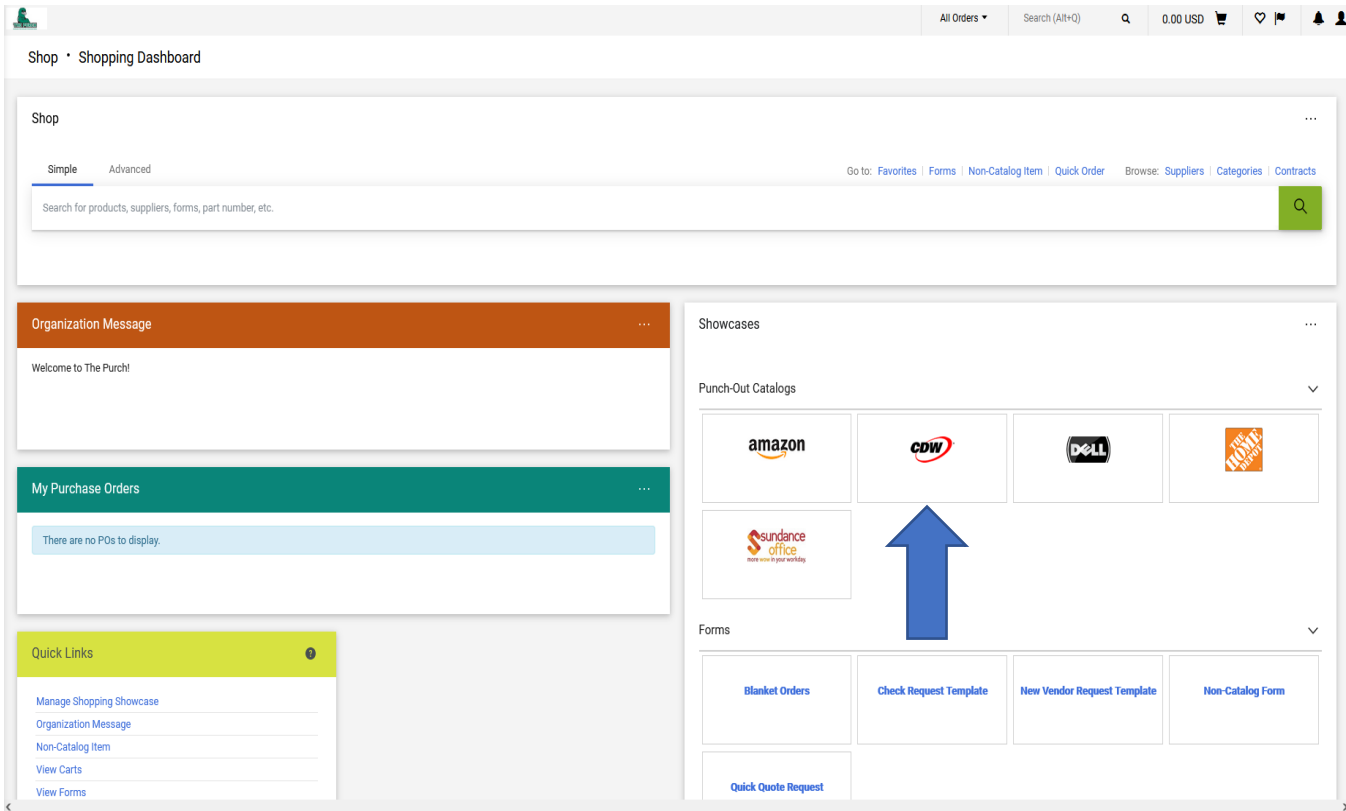
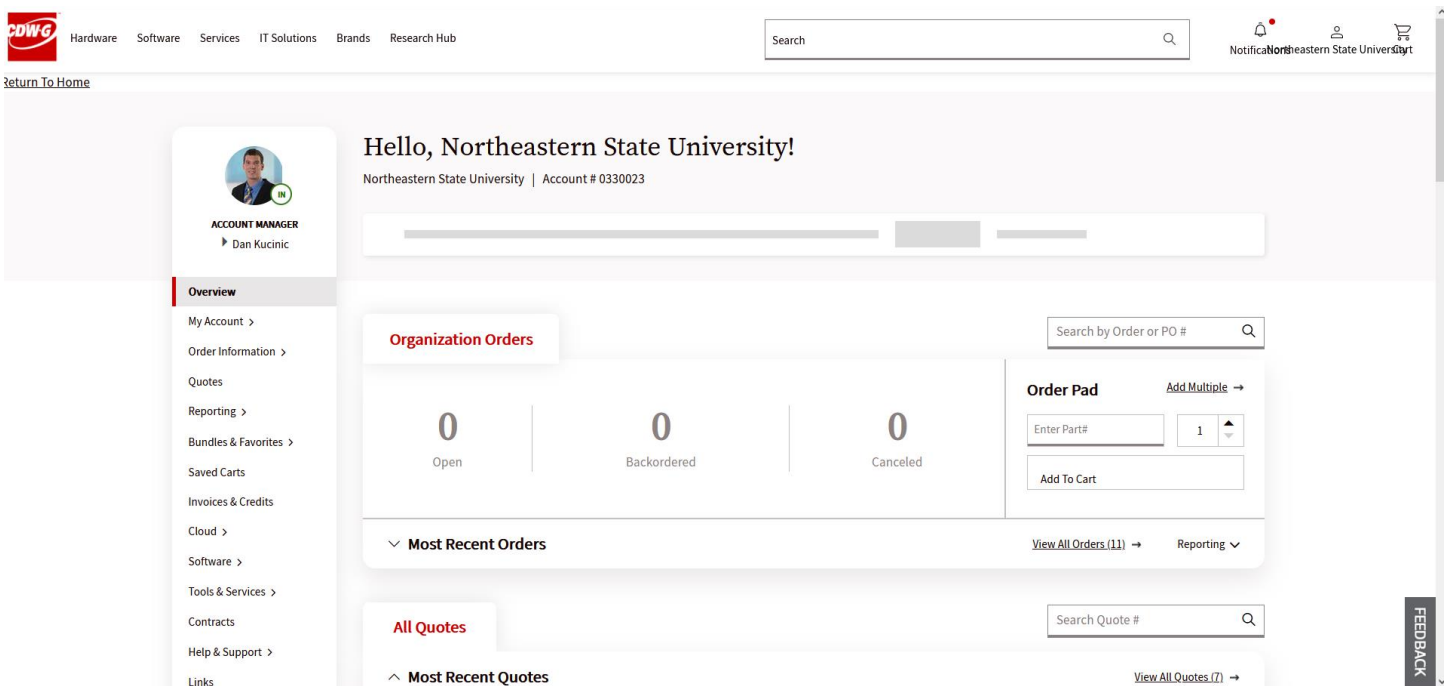


# Punch-Out Catalogs - CDW

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



3. This will bring you to the Dell shopping page.



- Search and shop for the items you are wanting to purchase.
- When you have found the item you wish to purchase, click the “Add to Cart” button.

The screenshot shows the CDW website's search results for a 'Tripp Lite Compact Displayport Gender Changer / Coupler Display port F/F'. The product is shown with a black rectangular device. The price is \$12.71, and it is in stock. A blue arrow points to the 'Add To Cart' button. The page also shows a list of brands on the left and a search bar at the top.

CDW Hardware Software Services IT Solutions Brands Research Hub

Search

1 - 24 of 2,074 SORT: Best Match VIEW: 24 Items In Stock

Contract

- ☐ E&I CNR01439 Catalog (2,074)
- ☐ MARKET (2,074)
- ☐ National IPA Technology Solutions Education (2,074)
- ☐ Oklahoma HP Inc NVP Computer Equipment (2)
- ☐ Oregon Cisco NASPO ValuePoint AR3227 (10)

+ View More Options

Brand

Search Brands

- ☐ 3M (4)
- ☐ 4XEM (1)
- ☐ AccelTex (9)
- ☐ Allen Tel (6)
- ☐ Amphenol (3)
- ☐ APC (8)

Tripp Lite Compact Displayport Gender Changer / Coupler Display port F/F

MFG#: P168-000 | CDW#: 2384024

Cable Type: DisplayPort coupler ,DisplayPort gender changer

Left Connector Type: 20 pin DisplayPort

Right Connector Type: 20 pin DisplayPort

Color: Black

Cable Subcategory: Display

[+] Expand Specs

In Stock

Orders placed today ship tomorrow by a CDW partner

\$25.99

\$12.71

1

Add To Cart

Black Box USB Panel-Mount Adapter - USB adapter - USB to USB Type B

MFG#: FAUSB31 | CDW#: 2176484

In Stock

Get it Tuesday, November 30 by a CDW partner

\$29.99

\$25.49

1

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

The screenshot shows the CDW website's search results for a 'ViewSonic VA2747-mh - LED monitor - Full HD (1080p) - 27\". The product is shown with a black monitor. The price is \$195.29, and it is in stock. A blue arrow points to the shopping cart icon in the top right corner. The page also shows a list of categories on the left and a search bar at the top.

CDW Hardware Software Services IT Solutions Brands Research Hub

Search

1 - 24 of 478,895 SORT: Best Match VIEW: 24 Items In Stock

Return To Home

Refine Your Search

Categories

- Cables (27,837)
- Computer Accessories (13,584)
- Computer Monitors & Displays (7,985)
- Computers (9,752)
- Electronics (5,249)

+ View More Options

Contract

- ☐ CARAHSOFT GSA SCHEDULE GS-35F-0119Y (37)
- ☐ E&I CNR01402 Cloud Storage & Prod - Adobe & MS (44,485)
- ☐ E&I CNR01402 Cloud Storage and Productivity (19,669)
- ☐ E&I CNR01439 Catalog (227,419)

ViewSonic VA2747-mh - LED monitor - Full HD (1080p) - 27"

MFG#: VA2747-MH | CDW#: 6448683

Screen Size: 27 inch

Response Time: 5 millisecond

Native Resolution: 1920 x 1080

Brightness: 250 candela per square metre

Input Signal: HDMI, VGA

[+] Expand Specs

In Stock

Get it Saturday, November 27 if ordered within 6 hrs 24 mins.

\$267.00

\$195.29

1

Sourcewell OK State Regents - #C2020-5

Add To Cart

Lenovo ThinkCentre Tiny-in-One 27 - LED monitor - 27"

MFG#: 11JHRARIUS | CDW#: 6356261


In Stock




Get it Saturday, November 27 if ordered within 6 hrs 24 mins.

\$434.00

27 inch

7. After Reviewing your order to make sure it is correct select the Checkout Button to continue.

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Research Hub](#)



NotificationNortheastern State UniversityItem

[Return To Home](#)  
[Continue Shopping](#)

## Shopping Cart

Email Cart

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 <div><b>Tripp Lite Compact Displayport Gender Changer / Coupler Display port f/f</b> MFG Part: P168-000 CDW Part: 2384024 UNSPSC: 26121600</div>	<b>In Stock</b> Orders placed today ship tomorrow by a CDW partner	<div>National IPA</div>	<div>1</div>	\$12.71 

Email Cart

[Update All](#) | [Remove All](#)

ADD ITEM TO CART

Add

### Order Summary

**Subtotal:** **\$12.71**


Tax and Shipping calculated at checkout.

Checkout






8. Press the Transfer shopping cart button to continue.




The Right Technology. Right Away.



**Transfer Shopping Cart**  
**Thank You for shopping at CDW!**  
Please click the "Transfer Shopping Cart" button to transfer your CDW shopping cart.  

Transfer Shopping Cart

  
Please **do not** click on the back button on your browser at this time. Doing so will erase your shopping cart.



Final invoice might include an environmental [recycling fee](#) for certain products shipped to certain states.

9. This will bring you back to The Purch. From here you will click on the proceed to checkout located in the top left of the screen.

The screenshot shows a 'Shopping Cart' for user 3404320. The cart contains two items: one from CDW LLC for 12.71 USD and one from Dell Software Inc for 309.91 USD. A blue arrow points to the 'Proceed To Checkout' button in the top right corner. The interface includes a search bar, a sidebar with navigation icons, and a details panel on the right showing user information and an estimate of 322.62 USD.

Shopping Cart • 3404320

Simple Advanced

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

2 Items

CDW LLC • 1 Item • 12.71 USD

SUPPLIER DETAILS PT Pay To 1 : CDW Government, 75 Remittance Dr ...

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/23/2021 11:39:32 AM

- Tripp Lite Compact Displayport Gender Changer Coupler Display port F F

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  Tripp Lite Compact Displayport Gender Changer Coupler Display port F F	2384024	EA	12.71	1 EA	12.71

ITEM DETAILS

Commodity Code

Taxable ☐

Capital Expense ☐

Dell Software Inc • 1 Item • 309.91 USD

Details

For Chris Gay

Name 2021-11-18 CGAY 01

Estimate (322.62 USD)

Total: 322.62

Powered by JAGGAER | [Privacy Policy](#)

10. This will Bring you to the Requisition Screen.

11. From here you will be entering Address for order to be shipped, by clicking the Pencil icon next to shipping.

The screenshot shows a 'Requisition' for user 3404320. The 'Shipping' section is highlighted with a blue arrow pointing to a pencil icon, indicating it can be edited. The requisition includes details for General, Shipping, Billing, Accounting Codes, and Internal/External Notes and Attachments. A 'Draft' panel on the right shows a message about required fields and a summary of the requisition.

Requisition • 3404320

Summary PO Preview Comments Attachments History

General

Cart Name 2021-11-18 CGAY 01

Description no value

Priority Normal

Prepared by Chris Gay

Prepared for Chris Gay

Blanket Order? ☒

Standing Order? no value

Shipping

Ship To

Shipping and Receiving

Attn: AP

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 Date no value

Accounting Codes

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

Internal Notes and Attachments

Internal Note no value

Internal Attachments [Add](#)

External Notes and Attachments

Note to all Suppliers no value

Attachments for all suppliers [Add](#)

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Fund

Required: Organization

Required: Account

Required: Program

Total (309.91 USD)

Subtotal 309.91

309.91

What's next for my order?

Next Step Buyer Assignment

Approvers There are no approvers

Workflow

Show skipped steps

Draft

Active Chris Gay

Initial PR Validation

Future

12. This will open the Shipping menu. From here you can select which campus you want the order to be shipped to by typing the Address in the Search box. For this example, we will be using the Tahlequah shipping and receiving address.

After you have selected the address click the save button to continue.

Edit Shipping

Ship To

CURRENT ADDRESS

Contact Line 1

Shipping and Receiving

☐ Add to my addresses

Attn:

Address Line 1

148 Short Street

City

Tahlequah

State

OK

Zip Code

74464

Country

United States

☐ Tahlequah Shipping – Shipping and Receiving , [Attn:], 148 Short Street, Tahlequah, OK 74464, United States

Search additional

Results Per Page

10

Delivery Options

Expedite

☐

Ship Via

Best Carrier-Best Way

★ Required fields

Save

Close

13. Next, we will add the account code. You can click on the pencil icon in the accounting section to add the FOAP.

The screenshot shows the 'Requisition 3404320' page. The 'Accounting Codes' section is highlighted with a blue arrow pointing to the pencil icon in the top right corner of the section. The 'Accounting Codes' table has the following data:

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

The 'Draft' sidebar on the right shows the total amount of 309.91 USD and the next step is 'Buyer Assignment'.

14. Here you can add your Fund, Org, Account, Program and activity code once you have done this click the save button to continue.

The screenshot shows the 'Edit Accounting Codes' modal. The search fields for Fund, Organization, Account, Program, and Activity are highlighted with a red circle. The 'Save' button is highlighted with a blue arrow. The 'Accounting Codes' table has the following data:

Fund *	Organization *	Account *	Program *	Activity
Search	Search	Search	Search	Search
Required	Required	Required	Required	

The 'Draft' sidebar on the right shows the total amount of 309.91 USD and the next step is 'Buyer Assignment'.

15. After you have double checked that the information you have entered is correct, you will click the place order button.

**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: AP  
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 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	no value

**Draft**

**Total (366.69 USD)**

Subtotal: 366.69

**366.69**

What's next for my order? >

16. Your order is now on its way to be approved by your account supervisor and to be the purchasing office to be made into a PO.

**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](#)