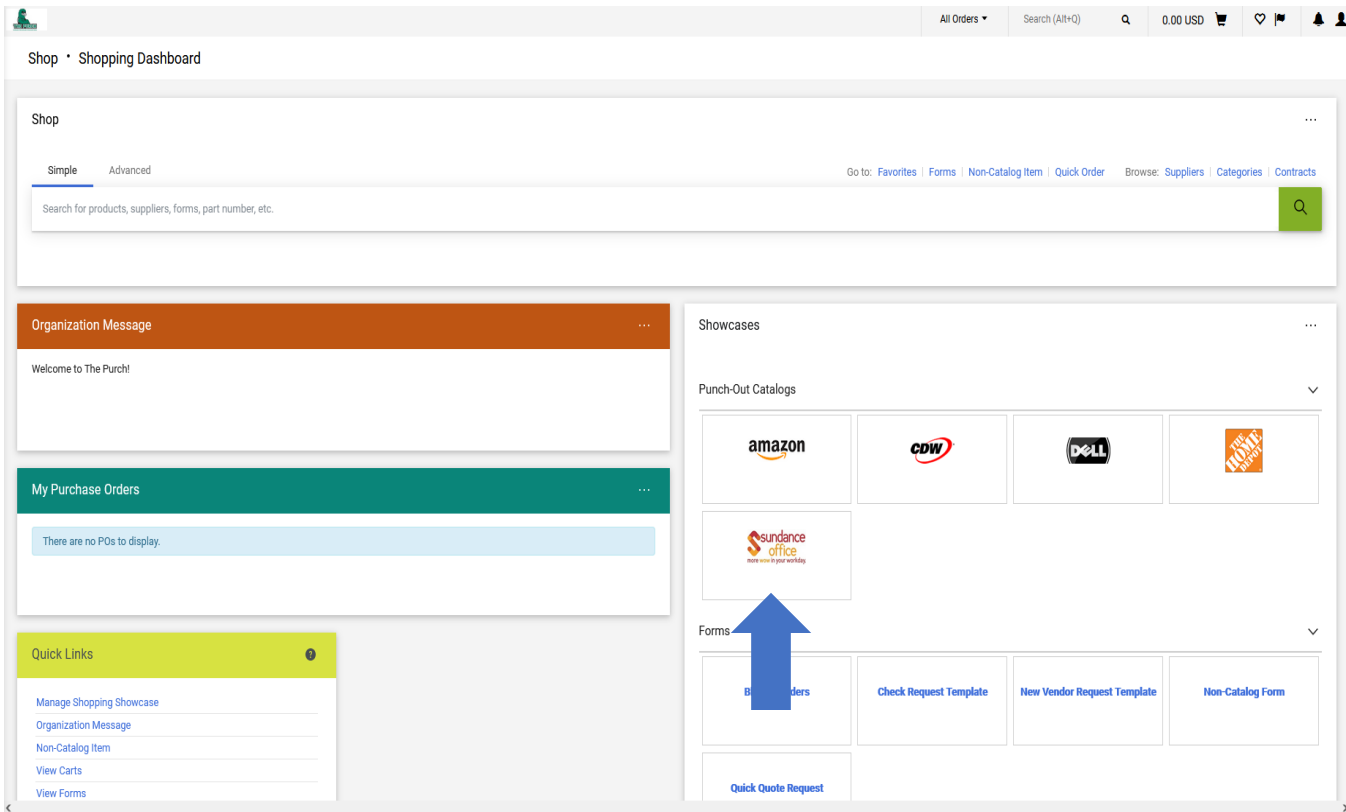
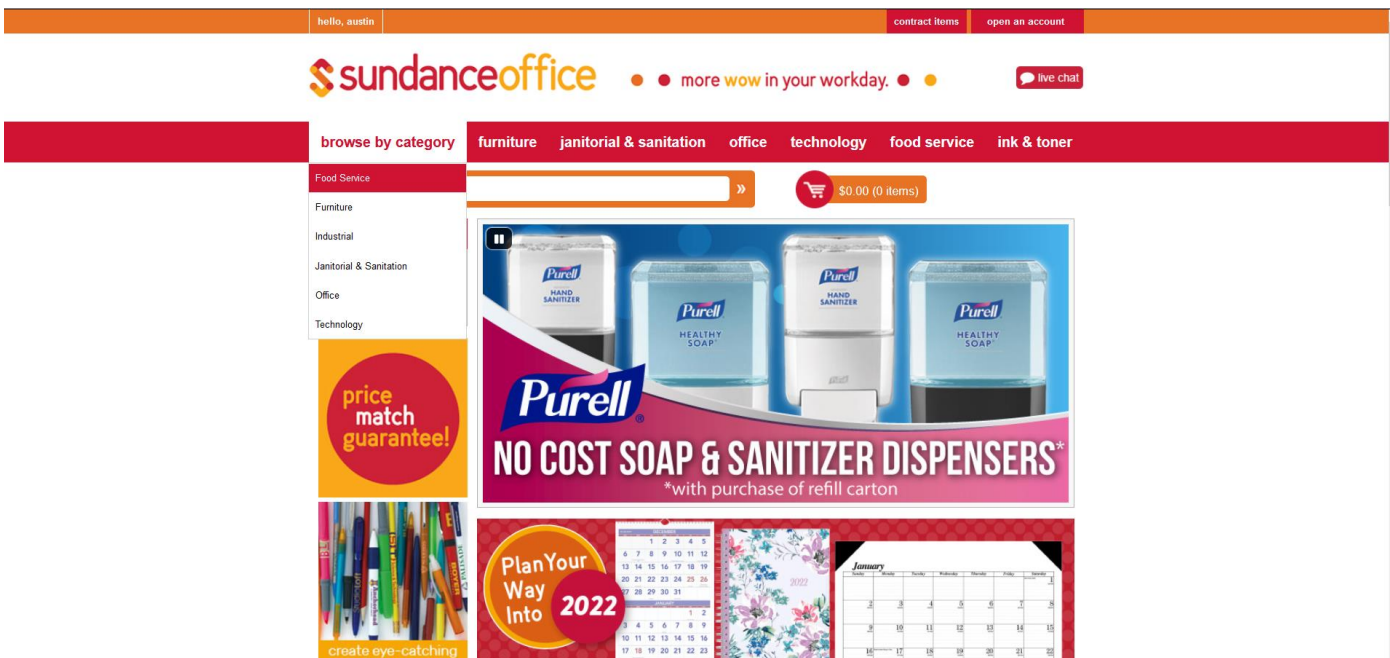


Punch-Out Catalog – Sundance Office

1. Log on to The Purch.
2. Click on the Sundance Office tab located in the Punch out Catalogue section on the home Screen.



3. This will bring you to the Sundance shopping page and you can begin to search for items needed.



4. When you have found the item you wish to purchase, click the Add to Cart button.

☐ N (106)

☐ Y (129)

More Filters

order manager






rapid order

recent orders

price match guarantee!


create eye-catching promotional products for your brand.

shop now

compare		description	price	qty	
<input type="checkbox"/>		ALEVA634432WA Alera® Alera Valencia Series Bookcase, Three-Shelf, 31 3/4w x 14d x 39 3/8h, Mod Walnut • Contemporary design; woodgrain laminate construction. • Commercial-grade side panels with protective edges. Add to Favorite Items	\$199.99 EA	1	<input type="button" value="add to cart"/> Next Day - In Stock
<input type="checkbox"/>		ALEVA316012MY Alera® Alera Valencia Under Counter File Organizer Shelf, 15.75w x 9.88d x 10.88h, Mahogany • Six partitions help organize files and stationery. • Use on desk or under reception counters. Add to Favorite Items	\$53.45 EA	1	<input type="button" value="add to cart"/> 2 or 3 Day - In Stock
<input type="checkbox"/>		ALEVA638232MY Alera® Alera Valencia Series Bookcase, Six-Shelf, 31 3/4w x 14d x 80 1/4h, Mahogany • Contemporary design; woodgrain laminate construction. • Commercial-grade side panels with protective edges. Add to Favorite Items	\$504.89 EA	1	<input type="button" value="add to cart"/> Next Day - In Stock
<input type="checkbox"/>		ALEVA638232MC Alera® Alera Valencia Series Bookcase, Six-Shelf, 31 3/4w x 14d x 80 1/4h, Medium Cherry • Contemporary design; woodgrain laminate construction. • Commercial-grade side panels with protective edges. Add to Favorite Items	\$504.89 EA	1	<input type="button" value="add to cart"/> Next Day - In Stock
<input type="checkbox"/>		ALESW207218BA Alera® BA Plus Wire Shelving Kit, 4 Shelves, 72" x 18" x 72", Black	\$389.99 EA	1	<input type="button" value="add to cart"/>

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

hello, austin
contract items
open an account


• • more wow in your workday. • •
live chat

browse by category furniture janitorial & sanitation office technology food service ink & toner

Search Products

refine your search

Category: Furniture

Category: Bookcases & Shelving

remove all filters

ADD FILTERS

KEYWORD

Search within results

BRAND

☐ Alera® (82)

☐ Bush® (6)

☐ HON® (71)

☐ Safco® (24)

☐ Tennisco (35)

More options


GREEN

☐ N (106)

☐ Y (129)


More Filters

featured items




ALEBCS33636MC
Alera®
Square Corner Wood Bookcase, Three-Shelf, 35.63" w x 11.81" d x 35.91" h, Medium Cherry

\$211.85 EA




ALEBCS33636MY
Alera®
Square Corner Wood Veneer Bookcase, Three-Shelf, 35.63" w x 11.81" d x 35.91" h, Mahogany

\$211.85 EA



ALEBCS56036MC
Alera®
Square Corner Wood Bookcase, Five-Shelf, 35.63" w x 11.81" d x 60" h, Medium Cherry

\$342.53 EA




ALEBCS56036MY
Alera®
Square Corner Wood Veneer Bookcase, Five-Shelf, 35.63" w x 11.81" d x 60" h, Mahogany

\$332.63 EA

bookcases & shelving

browse items

1 2 3 Next Last 1 - 25 of 235 items Sort: Best Match Items per page: 25

compare		description	price	qty	
<input type="checkbox"/>		ALEVA634432WA Alera®	\$199.99 EA	1	<input type="button" value="add to cart"/>

6. After Reviewing your order to make sure it is correct, select the Continue Button.

recent orders

price match guarantee!

create eye-catching promotional products for your brand.

shop now


Smart Deals

Sharpie

Current Cart: 11/23/2021 11:36 am

Rename Cart New Cart Delete Cart

Download PDF of cart

	description	price	qty	item total
	ALEVA316012MY Alera Valencia Under Counter File Organizer Shelf, 15.75w x 9.88d x 10.88h, Mahogany Add to Favorite Items	\$53.45 EA	1	\$53.45

Quick Add Item:

x

1

add to cart

search

Item Number Qty

Subtotal:

 \$53.45

Tax:

 \$0.00

Total:

 \$53.45

Delivery Options:

☐ Deliver My Order Complete

(Order may be held 1-3 business days until all product is available to deliver in one shipment. If all items have not been received by Sundance within 3 business days, all available items will be delivered.)

☒ Deliver each item ASAP as it arrives

(Order may be split into multiple deliveries over multiple days to get each item to you as soon as possible.)

Request a catalog:

add eagle eye review

essentials catalog

full line catalog

furniture catalog

facilities catalog

notes

continue

7. 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.

Shopping Cart • 3404320

All Orders Search (Alt+Q) 53.45 USD

Assign Cart Proceed To Checkout

Simple Advanced

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


1 Item

Sundance Office Supply Inc • 1 Item • 53.45 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/23/2021 12:38:31 PM

Alera Valencia Under Counter File Organizer Shelf, 15.75w x 9.88d x 10.88h, Mahogany

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 	ALEVA316012MY	EA	53.45	1 EA	53.45

ITEM DETAILS

Commodity Code

Taxable

☐

Capital Expense

☐

Details

For Chris Gay

Name

2021-11-18 CGAY 01

Estimate (53.45 USD)

Total: 53.45

- This will Bring you to the Requisition Screen.
- From here you will click the Pencil icon next to shipping to add the shipping information.

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: 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
<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> 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

- 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

Attn:

☐ Add to my addresses

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**

12. Next, we will add the account code. Click on the pencil icon in the Accounting Codes section to add the FOAP.

The screenshot shows the 'Requisition' form for requisition number 3404320. The 'Accounting Codes' section is highlighted with a blue arrow pointing to the pencil icon in the top right corner of the section. The form is divided into several tabs: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. The 'Accounting Codes' tab is currently active, showing a table with columns for Fund, Organization, Account, Program, and Activity. All fields in the table are marked as 'no value' and 'Required'. The 'Billing' tab shows 'Bill To' information for Tahlquah Administration. The 'Shipping' tab shows 'Ship To' information for Tahlquah, OK 74464. The 'General' tab shows 'Cart Name' as 2021-11-18 CGAY 01. The 'Internal Notes and Attachments' and 'External Notes and Attachments' sections are also visible.

13. Here you can add your Fund, Org, Account, Program and activity code.

14. Once you have done this, click the save button to continue.

The screenshot shows the 'Edit Accounting Codes' modal form. The form has a green header bar with the title 'Edit Accounting Codes'. Below the header, there is a section for 'Accounting Codes' with a table that has columns for Fund, Organization, Account, Program, and Activity. Each column has a search field and a 'Required' status indicator. A blue oval highlights the search fields for Fund, Organization, Account, and Program. A blue arrow points to the 'Save' button in the bottom right corner of the modal. The modal also includes a 'Close' button and a 'Required fields' warning. The background shows the same requisition form as in the previous screenshot, but it is dimmed.

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

The screenshot shows the 'Requisition 3419034' form. The top navigation bar includes a search bar, currency (366.69 USD), and a 'Place Order' button highlighted with a blue arrow. The form is divided into several sections: General, Shipping, Billing, and Accounting Codes. The General section includes fields for Cart Name, Description, Priority, Prepared by, and Prepared for. The Shipping section includes Ship To, Delivery Options, and Ship Via. The Billing section includes Bill To, Credit Card Info, and Billing Options. The Accounting Codes section includes a table with Fund, Organization, Account, Program, and Activity.

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

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.

The screenshot shows the 'Requisition 3419034 Submitted' confirmation page. The page has a green header with a checkmark icon and the text 'Requisition 3419034 Submitted'. Below the header is a 'Summary' section with fields for Requisition number, Requisition status, Cart name, Requisition date, Requisition total, and Number of line items. To the right of the Summary is an 'Options' section with links for Print, Recent orders, and Return to your home page.

Summary	Options
Requisition number: 3419034	Print
Requisition status: Pending	Recent orders
Cart name: 2021-12-03 requester 02	Return to your home page
Requisition date: 12/3/2021	
Requisition total: 366.69 USD	
Number of line items: 1	