Arizona BuyWays
(Shop Catalogs)
Training Guide
INTRODUCTION

What is a Punch-Out catalog?

The punch-out catalog through Arizona BuyWays (Shop Catalogs) takes users directly into the West Press website and allows them to shop while logged into UAccess Financials.

Benefits of ordering from a Punch-Out catalog

All browsing, shopping, real-time inventory lookup and pricing are done from the vendor’s website.

*West Press* is the official vendor for business cards and other stationery products and is available through their punch-out site on Arizona BuyWays (Shop Catalogs).
On the Landing Page, you can access the product catalog, view a current or saved shopping cart, and view contact information.
TO BEGIN SHOPPING

Click on one of the item categories located on the left hand column or click on the category you want. The categories available are **Business Cards**, **Letterheads**, **Envelopes**, **Notecards**, **Pocket Folders**, **Notepads**, **Labels** and **Nametags**, or **Athletics Department**.
BROWSING THE CATALOG

After selecting a product category, the search results will display available products. Click on the product name to order or click Customize.
PLACING AN ORDER

When placing your first business card order you will need to completely fill out all the information on the form.

Once you have completed your order you will have the opportunity to save the form information for future orders.
PLACING AN ORDER, CONT.

Click on **Preview** to review and confirm your order.
After clicking Preview, an image of your business card will appear in a pop-up window. **Click on the enlarge button,** verify all information is correct and then close the window. *Saving a copy of the PDF is recommended for proofing purposes.*

If the information is incorrect, close the window, update the data, click **Preview** and **Click on the enlarge button** to check your corrections.
If the business card information is correct, you may wish to save the content for future orders.

Clicking on **Save Autofill Content** will allow you to save the information.

After clicking on **Save Autofill Content** a pop up will appear and you can save the data by naming the form and clicking **Save**.
PLACING AN ORDER, CONT.

After saving the content, you can proceed in ordering your business cards.

Scroll to the Left bottom of the screen, where you will find the **Add to Cart** button.

From the drop-down menu, select the desired quantity, then click **Add to Cart**.

Click on quantity to order.
Once you’ve added your items to the cart, you can Transfer Cart which will transmit the items to Arizona BuyWays, and then to UAccess Financials.

To continue shopping, click on Back to Catalog.
Once you have transferred your order to an Arizona BuyWays Cart, your next step will be to click on **Proceed to UAccess Financials** and finish your ordering.
ORDERING BUSINESS CARDS USING THE AUTOFILL FEATURE

After selecting business cards, you have the choice to use the autofill feature.

By clicking on the **Autofill Options** you have the ability to select previously saved content.

A pop-up will appear; select the desired name, which will then populate the form with the saved content.

Click on Preview, choose the quantity, Add to Cart, then transfer to Arizona BuyWays or continue shopping.
VENDOR CONTACTS

If you do not see the product you wish to purchase, for direct questions or to notify West Press of a rush order please call.

Ann Pesnell
Phone: 520-624.4939
Email: ann@westpress.com

Tony Rogers
Phone: 520.624.4939
Email: tony@westpress.com