

Important Notes for Using the Western Paper Punchout in APP

This document is a quick reference guide for users who purchase goods from the Western Paper punchout in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

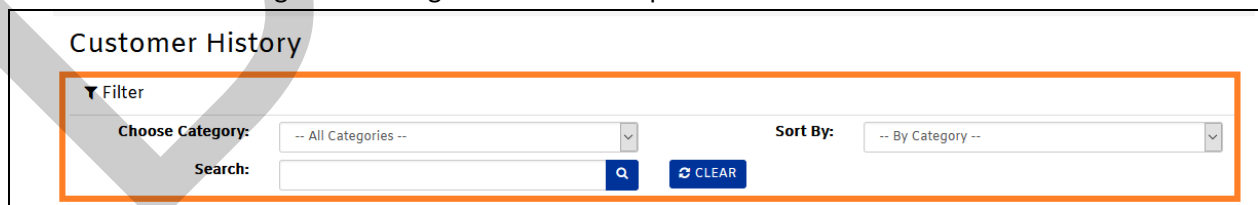
This document provides important information for using the Western Paper punchout in APP. The Western Paper website has some buttons State users should not use if they want to be successful processing their order.

Important Notes for Using the Western Paper Punchout

1. Find the Western Paper Distributors punchout with all the other Arizona punchouts in APP and click the shopping cart button to go to the website to shop:



2. You can scroll through the catalog or use the filters provided:



3. Once the final item has been Added to Cart, use the “CHECK OUT” button highlighted below:

Shopping Cart

Remove	Item #	Quantity	UOM	Price	Total
<input type="checkbox"/>	KIK-BLEACH6 Pure Bright® Germicidal Ultra Bleach - 128 oz.	2	CASE	\$18.00	\$36.00
<input type="checkbox"/>	PG-04563 CLOROX LIQUID BLEACH 15G	2	DRUM	\$142.38	\$284.76
<input type="checkbox"/>	CL-30966 CloroxPro™ Clorox® Germicidal Bleach - 121 oz.	1	CASE	\$17.17	\$17.17
Order Sub Total:					\$337.93

NOTE: DO NOT CLICK the PAY NOW button (illustrated below) above the checkout button under any circumstances.



4. Once back on the requisition complete the document as you normally would.