

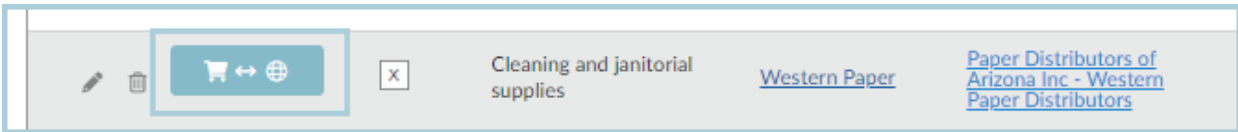
# Important Notes for Using the Western Paper PunchOut in APP

This document is a quick reference guide for users who wish to 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](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

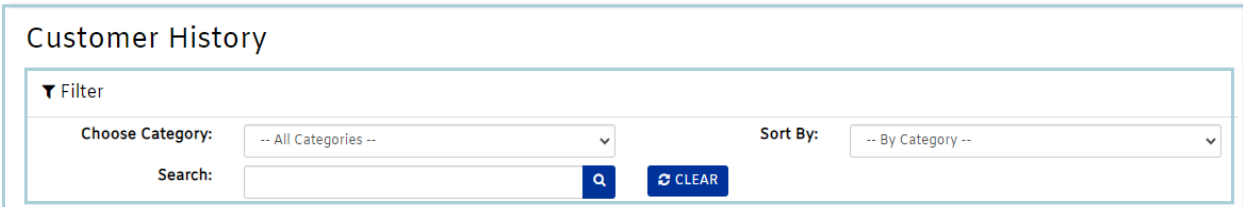
This document provides important information for using the Western Paper punchout in APP. The Western Paper website has some buttons State users should not use if they want to be successful processing their order.

## Important Notes for Using the Western Paper Punch Out

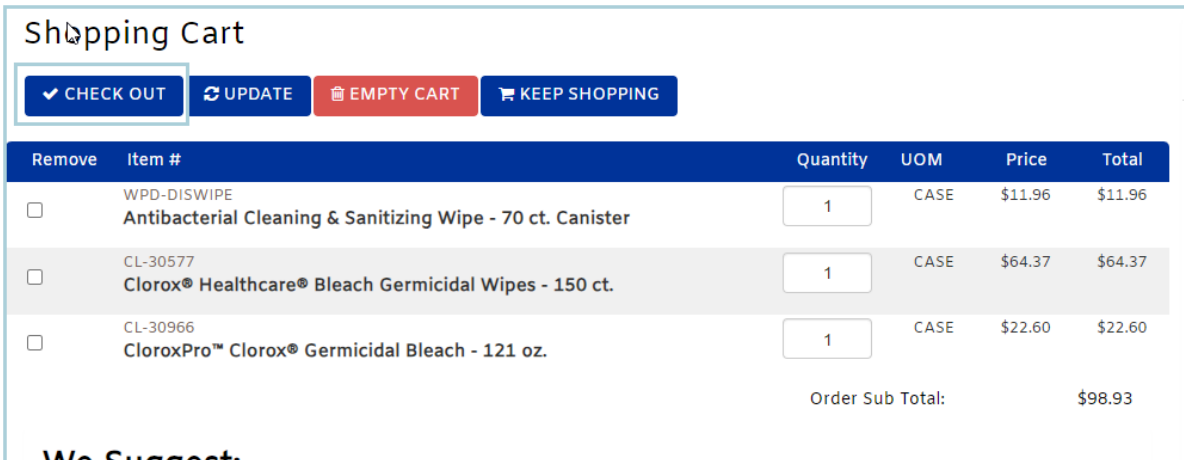
1. Find the Western Paper Distributors punchout with all the other Arizona punchouts in APP and click the shopping cart button to go to the website to shop.



2. Scroll through the catalog or use the filters provided.



3. Once the final item has been added to the cart, use the **CHECK OUT** button.



4. **Do Not** Click the PAY NOW button displayed above the check out button.



5. Once back in APP, complete the requisition as you normally would.

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## Resources

Click the link below for more information on Important Notes for Using the Western Paper PunchOut in APP processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides>