

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. 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.

Image: Paper Distributors of Arizona Inc - Western Paper Image: Paper Distributors of Arizona Inc - Western Paper Distributors
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2. Scroll through the catalog or use the filters provided.

Customer History							
▼ Filter							
Choose Category:	All Categories	~	Sort By: By Category	~			
Search:		Q CLEAR					

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

Shopping Cart									
🗸 СНЕС	K OUT 🖉 UPDATE 📄 EMPTY CART 🐂 KEEP SHOPPING								
Remove	Item #	Quantity	UOM	Price	Total				
	WPD-DISWIPE Antibacterial Cleaning & Sanitizing Wipe - 70 ct. Canister	1	CASE	\$11.96	\$11.96				
	CL-30577 Clorox® Healthcare® Bleach Germicidal Wipes - 150 ct.	1	CASE	\$64.37	\$64.37				
	^{CL-30966} CloroxPro™ Clorox® Germicidal Bleach - 121 oz.	1	CASE	\$22.60	\$22.60				
		Order Sub Total:		\$98.93					
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4. <u>Do Not</u> Click the PAY NOW button displayed above the check out button.



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

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