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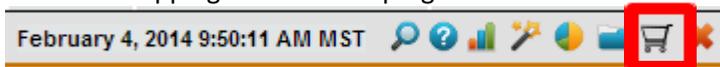
**From:** procure  
**Sent:** Tuesday, February 04, 2014 10:31 AM  
**To:** procure  
**Subject:** ProcureAZ Alert - New Staples Copy Paper Punchout

**ProcureAZ Alert**

**Date:** February 4, 2014  
**To:** Agency Chief Procurement Officers, Technical and Leads and User Group Members  
**From:** ProcureAZ Help Desk  
**Re:** New Punch out Available for Ordering Copy Paper from Staples

The copy paper contract is now available as a punchout in ProcureAZ. To use the new punchout make sure your browser will allow popups from procure.az.gov and follow these steps:

1. Log in to ProcureAZ.
2. Click the shopping cart at the top right



3. In the Vendor dropdown menu select **STAPLES CONTRACT AND COMMERCIAL INC – PAPER PUNCHOUT USE ONLY:**



4. Click the **Punchout** button toward the bottom of the screen and you will be taken to the Staples website. You will see products other than copy paper highlighted on the website, but **use this vendor to only order copy paper.**
5. Once you are finished adding items to your shopping cart, click the **Checkout** button at the top right of the screen and then click the gold **Submit** button at the bottom right. You will be taken back to ProcureAZ to complete the purchasing process.

If you have any questions please contact the Help Desk at [procure@azdoa.gov](mailto:procure@azdoa.gov) or 602-542-7600 (option 3).

Thank you.



PROCUREAZ HELP DESK

602-542-7600

[procure@azdoa.gov](mailto:procure@azdoa.gov)