**Please note** that at this time the Office Depot PunchOut will only be offering UCSB branded Business Cards and print solutions. Office Supplies are not part of the contract at this time. That part of the PunchOut will be opened at a later date and will eventually return search results.

Procurement has worked closely with Office Depot to provide Gateway users with a streamlined process for purchasing UCSB branded Business Cards.

The previous process for completing a “Business Card Form” within Gateway to obtain a Purchase Order number, then exiting the system and entering a completely different web portal (OfficeMax Impress) to complete and submit a Business Card proof is no longer the process.

Now users have the ability to browse and create their proofs all within an Office Depot PunchOut, then checkout to Gateway – a single streamlined process all contained within Gateway. For screenshots and instructions see below!

**Where can I find the Office Depot PunchOut?**
- The Office Depot PunchOut is in the Business Card/Print Solutions Showcase.

**What happened to the Business Card Form and Impress Site?**
- We now have the PunchOut linked to Gateway which gives users a totally “one-stop-shop” purchase experience. Because of this, we have removed the Business Card form from the system and access to the external OfficeMax Impress Site has been discontinued for new orders. There is no longer the “two-step” process to Business Card ordering.
How do I create a Business Card now?

- Click on the Office Depot tile in the Business Card/Print Solutions Showcase
  - This will open the Office Depot Punchout – users should see the Gateway PunchOut bar indicating that their PunchOut was successful
- Business Cards are located under the “Copy and Print” section of the PunchOut
  - Users can either click on “Copy and Print” at the top or click on the “click here” link on the message board

- Once in “Copy and Print”, travel to “Custom Stationary Online”
  - This is where our UCSB Custom Print Options will live!

- Our Business Cards live in the “Business Category”. As we expand UCSB branded items, the categories will grow!
• From here, the Business Card options will look familiar.
  o Our campus has six branded templates to choose from.
  o Pick a desired template from the list:

• Once selected, all of the various stock and color options are available for further selection.
• After that, a proof is available to design! Click “order this item” to design!

• Click “Next” to view your proof
- Click “Next” one more time to view the items in your cart (especially if you have done other shopping!)

- If you are done with your proof(s), click “add to cart” and the purchase will add to your cart.
- Clicking “checkout” here, will transfer the items to Gateway, where you can complete your purchase as a “one-stop-shop” purchase!
  - There is no more extra forms, no more extra website purchases! Just one PunchOut experience!