1. Ensure that you are on the home/shop tab.
2. Click on the icon of Office Depot. **Note:** A Punch-out Catalog allows you to shop directly from a website created and maintained by the Supplier. Creating carts from one of these types of suppliers will automatically populate a new PORT shopping cart once it has been submitted. Each Punch-out Supplier will have a different shopping experience.

3. Type in the description of the item in the **Search for** text box.
4. Click on the Search button.
5. Notice the # of results that were found based on your search criteria.
6. You can scroll down the page and/or click on the other pages to find the desired item.

7. Enter the **Quantity** needed upon finding the desired item.
8. Click the **Add To Cart** button.
9. Notice the item was added to the **Shopping Cart**.
10. To begin a new item search, type the description in the **Search for** text box.
11. Click the **Search** button.

12. Notice the # of results that were found based on your search criteria.
13. You can scroll down the page and/or click on the other pages to find the desired item.
14. Enter the **Quantity** needed upon finding the desired item.
15. Click the **Add To Cart** button.

16. To continue shopping, repeat steps 10-15. In this example, we only need the 2 items. Click the **Checkout** button.
17. Click the **Continue** button to add these items to a PORT shopping cart.

18. This brings you to the **New Shopping Cart** edit section.

19. **Note:** You can now view the future **Requisition #** before you submit the cart. Now if you have issues with a draft cart, you can call Materials Management with the future **Requisition #** for assistance. See the **Edit Cart Header** procedure to continue the review process.