

Staples Punch-out User Guide

Search within Staples Punch-out by entering keywords into the search field e.g. pen:



STAPLES Advantage

Home | Support | Cart (Items: 0, Order #: NOT SAVED)

Keyword ☐ Item Number ☐

pen

Products | Toner & Ink

CU M@rketplace - University of Colorado Ordering System

Your Easy Links

- Cleaners & Chemicals
- Paper Products

News & Information

Learn more about Staples ink and toner recycling program. >

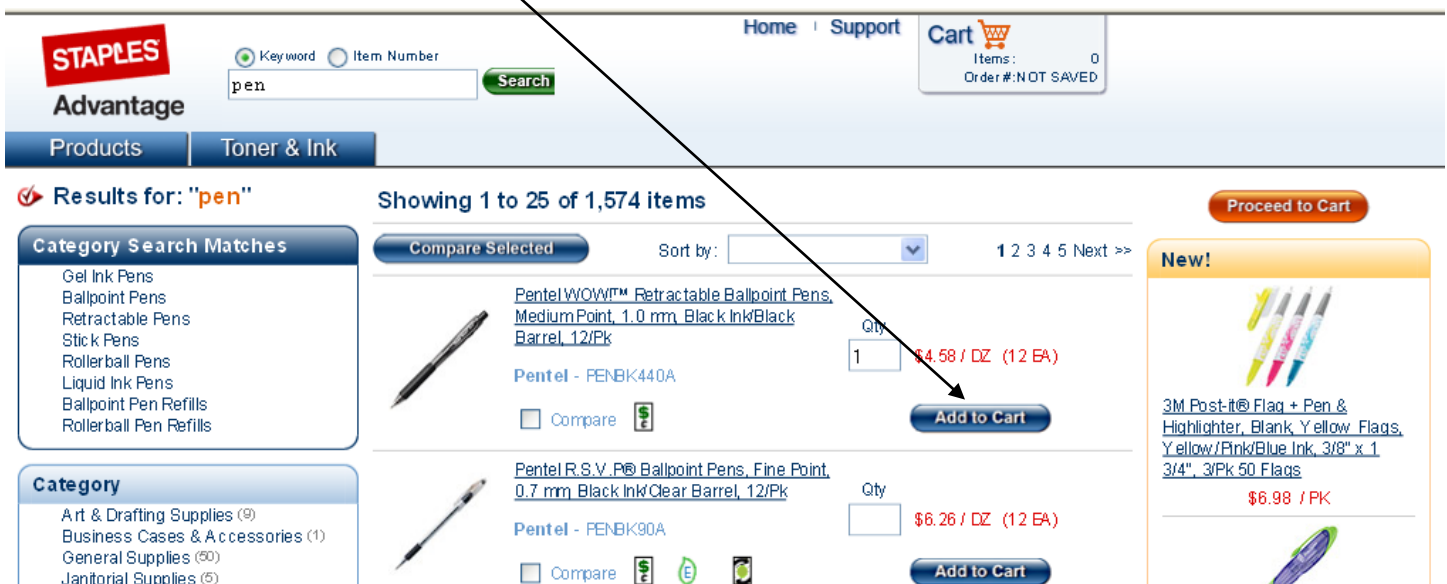
Did You Know?
Staples offers data...

To search for an order status or proof of delivery, enter the PO# or EWay number.

PO Number :

If you receive an **Order Not Found** error, click here to [Search Again \(EWay\)](#)
If you receive an **Order Not Found** error, click here to [Search Again \(Fax\)](#)

Select an item by clicking **Add to Cart** in below screen shot



STAPLES Advantage

Home | Support | Cart (Items: 0, Order #: NOT SAVED)

pen

Products | Toner & Ink

Results for: "pen" Showing 1 to 25 of 1,574 items

Sort by: Next >>

Category Search Matches

- Gel Ink Pens
- Ballpoint Pens
- Retractable Pens
- Stick Pens
- Rollerball Pens
- Liquid Ink Pens
- Ballpoint Pen Refills
- Rollerball Pen Refills

Category

- Art & Drafting Supplies (9)
- Business Cases & Accessories (1)
- General Supplies (50)
- Janitorial Supplies (5)

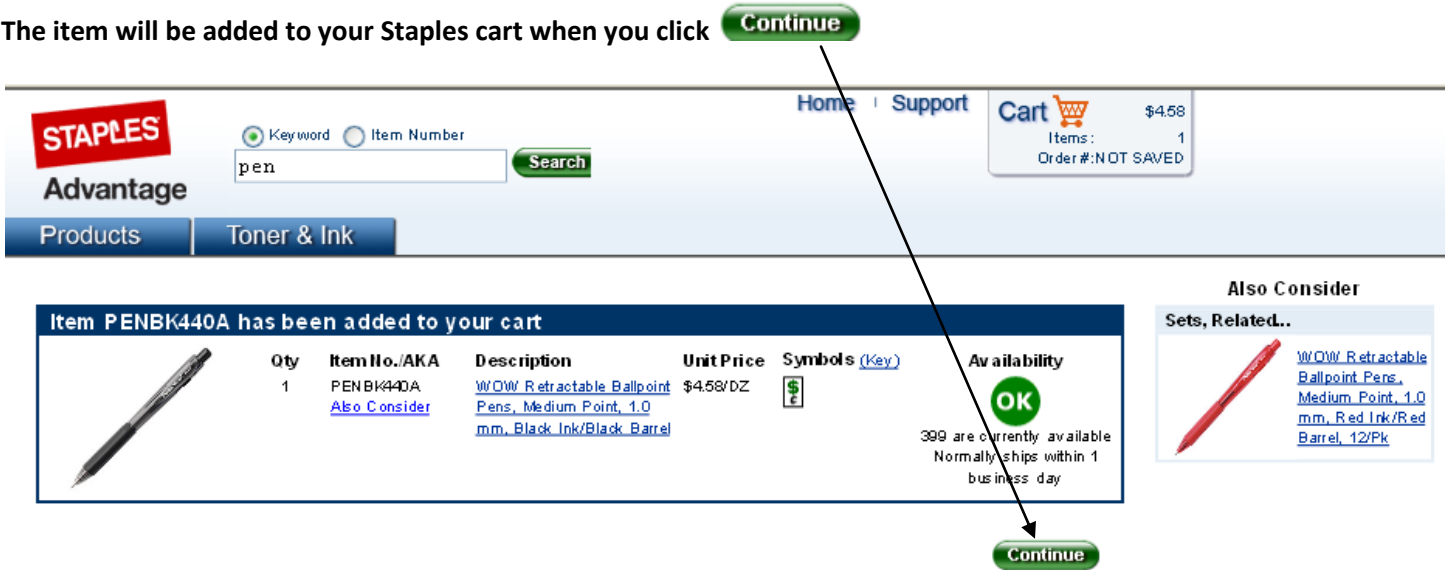
Item 1: Pentel WOW!™ Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel, 12/Pk
Pentel - FENBK440A
Qty: 1 \$4.58 / DZ (12 EA)

Item 2: Pentel R.S.V.® Ballpoint Pens, Fine Point, 0.7 mm, Black Ink/Clear Barrel, 12/Pk
Pentel - FENBK90A
Qty: \$6.26 / DZ (12 EA)

New! 3M Post-it® Flag + Pen & Highlighter, Blank, Yellow Flags, Yellow/Pink/Blue Ink, 3/8" x 1 3/4", 3/Pk 50 Flags
\$6.98 / PK


Staples Punch-out User Guide

The item will be added to your Staples cart when you click **Continue**




STAPLES Advantage

Keyword ☒ Item Number ☐
 Search

Home | Support **Cart**  \$4.58
 Items: 1
 Order #: NOT SAVED


Products Toner & Ink

Item PENBK440A has been added to your cart

| Qty | Item No./AKA | Description | Unit Price | Symbols (Key) | Availability |
|-----|--------------------------------------------|------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1 | PENBK440A Also Consider | WOW Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel | \$4.58/DZ |  | OK 399 are currently available Normally ships within 1 business day |

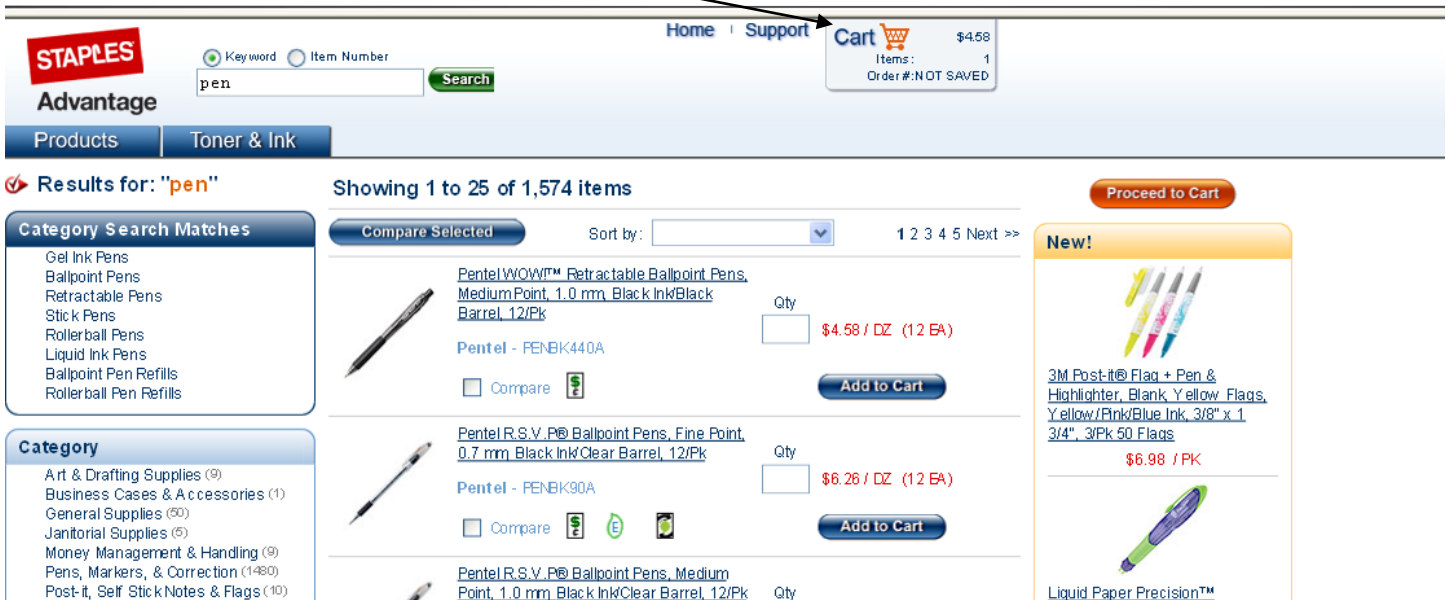
Also Consider

Sets, Related..

 [WOW Retractable Ballpoint Pens, Medium Point, 1.0 mm, Red Ink/Red Barrel, 12/Pk](#)


Continue

Click the cart icon to retrieve your cart



STAPLES Advantage

Keyword ☒ Item Number ☐
 Search

Home | Support **Cart**  \$4.58
 Items: 1
 Order #: NOT SAVED

Products Toner & Ink

Results for: "pen"

Showing 1 to 25 of 1,574 items








Category Search Matches

- Gel Ink Pens
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- Rollerball Pen Refills

Category


- Art & Drafting Supplies (9)
- Business Cases & Accessories (1)
- General Supplies (50)
- Janitorial Supplies (5)
- Money Management & Handling (9)
- Pens, Markers, & Correction (1480)
- Post-it, Self Stick Notes & Flags (10)

Compare Selected Sort by: 1 2 3 4 5 Next >>

| | | | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------|--------------------|
|  | Pentel WOW™ Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel, 12/Pk | Qty <input type="text" value=""/> | \$4.58 / DZ (12 EA) | Add to Cart |
| <input type="checkbox"/> | Compare  | | | |
|  | Pentel R.S.V. P® Ballpoint Pens, Fine Point, 0.7 mm Black Ink/Clear Barrel, 12/Pk | Qty <input type="text" value=""/> | \$6.26 / DZ (12 EA) | Add to Cart |
| <input type="checkbox"/> | Compare    | | | |
|  | Pentel R.S.V. P® Ballpoint Pens, Medium Point, 1.0 mm Black Ink/Clear Barrel, 12/Pk | Qty <input type="text" value=""/> | | |


Proceed to Cart

New!



[3M Post-it® Flag + Pen & Highlighter, Blank Yellow Flags, Yellow/Pink/Blue Ink, 3/8" x 1 3/4", 3/Pk 50 Flags](#)

\$6.98 / PK



[Liquid Paper Precision™](#)

Staples Punch-out User Guide

Review cart contents and click





☒ Keyword
 ☐ Item Number

[Home](#) | [Support](#)



Cart \$4.58
 Items: 1
 Order #: NOT SAVED

[Products](#) | [Toner & Ink](#)

To add an item to your Cart, enter a quantity in the Qty field and press Tab. Enter the Item Number in the Item No. field and press Tab. [More...](#)

[Shopping Cart Items](#)

To locate your saved orders please access **Order Status** and select the order.




[Printable Version](#)

| Qty: | Ordered Item: | To Be Shipped: | Item Description: | Available Qty: | Backorder Qty: | Unit Price: | Extended Price: | Symbols: (Key) | Item Note: | Tools: (Key) |
|----------------------|----------------------|----------------|------------------------------------------------------------------------------|----------------|----------------|-------------|-----------------|----------------|------------|--------------|
| 1 | PENBK440A | PENBK440A | WOW Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel | 1 | 0 | \$4.58 / DZ | \$4.58 | \$ | | |
| <input type="text"/> | <input type="text"/> | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | | | | | | | | | |
| | | | | Sub Total: | | \$4.58 | | | | |
| | | | | Estimated Tax: | | \$.00 | | | | |
| | | | | Total: | | \$4.58 | | | | |

After reviewing cart contents click




and you will be transferred back to CU Marketplace!



☒ Keyword
 ☐ Item Number

[Home](#) | [Support](#)



Cart \$4.58
 Items: 1
 Order #: NOT SAVED

[Products](#) | [Toner & Ink](#)

Click the "Confirm Order" button to complete submission of your order
or click the "Back to Previous Page" button to edit your order.



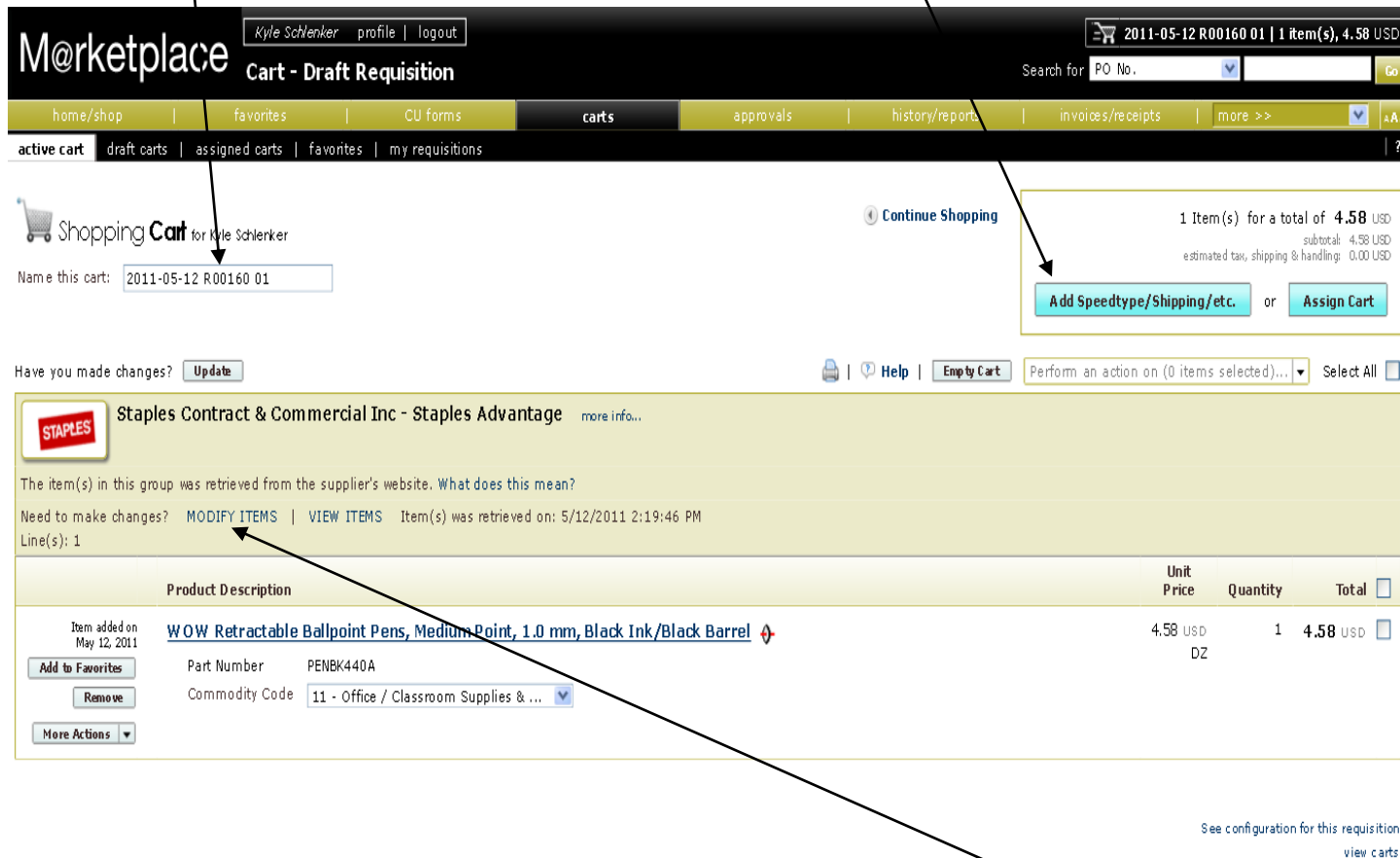
| Order Lines | | | | | | | | | |
|-------------|---------------|----------------|------------------------------------------------------------------------------|------------|---------|--------|-------------|-----------------|--|
| Qty: | Ordered Item: | To Be Shipped: | Description: | Avail Qty: | BO Qty: | Notes: | Unit Price: | Extended Price: | |
| 1 | PENBK440A | PENBK440A | WOW Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel | 1 | 0 | | \$4.58 / DZ | \$4.58 | |

Sub Total \$4.58
Estimated Tax \$.00
Total \$4.58

Staples Punch-out User Guide

Success! Now your Staples cart is back in CU Marketplace and you can submit your cart or assign it accordingly!

Don't forget to "name your cart"!



Marketplace Kyle Schlenker profile | logout 2011-05-12 R00160 01 | 1 item(s), 4.58 USD

Cart - Draft Requisition Search for PO No. [] Go

home/shop | favorites | CU forms | **carts** | approvals | history/reports | invoices/receipts | more >> AA

active cart | draft carts | assigned carts | favorites | my requisitions

Shopping Cart for Kyle Schlenker
Name this cart: 2011-05-12 R00160 01

Continue Shopping

1 Item(s) for a total of **4.58 USD**
subtotal: 4.58 USD
estimated tax, shipping & handling: 0.00 USD

Add Speedtype/Shipping/etc. or Assign Cart

Have you made changes? Update

Help Empty Cart Perform an action on (0 items selected)... Select All

Staples Contract & Commercial Inc - Staples Advantage more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? **MODIFY ITEMS** | VIEW ITEMS Item(s) was retrieved on: 5/12/2011 2:19:46 PM
Line(s): 1

| Product Description | Unit Price | Quantity | Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|----------|
| <p>Item added on May 12, 2011</p> <p>WOW Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Black Barrel</p> <p>Part Number: PENBK440A</p> <p>Commodity Code: 11 - Office / Classroom Supplies & ...</p> <p>Add to Favorites Remove More Actions</p> | 4.58 USD DZ | 1 | 4.58 USD |

See configuration for this requisition
view carts

To modify item quantities or add additional products to this order click the **MODIFY ITEMS** link. You will be transmitted back to the Punch-out where you can add or delete items and then go through the same check-out process outlined in this user-guide.