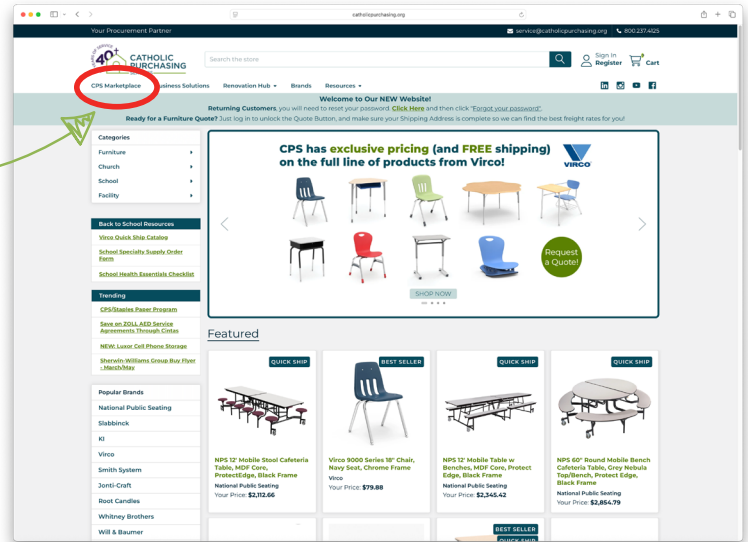
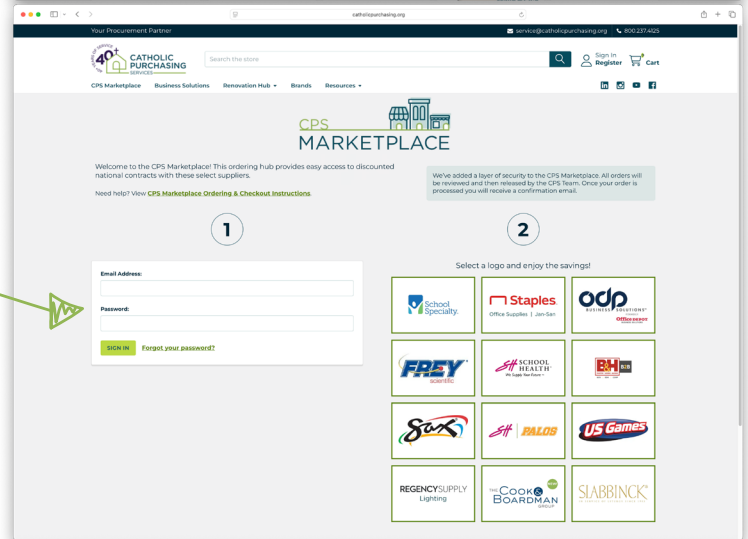


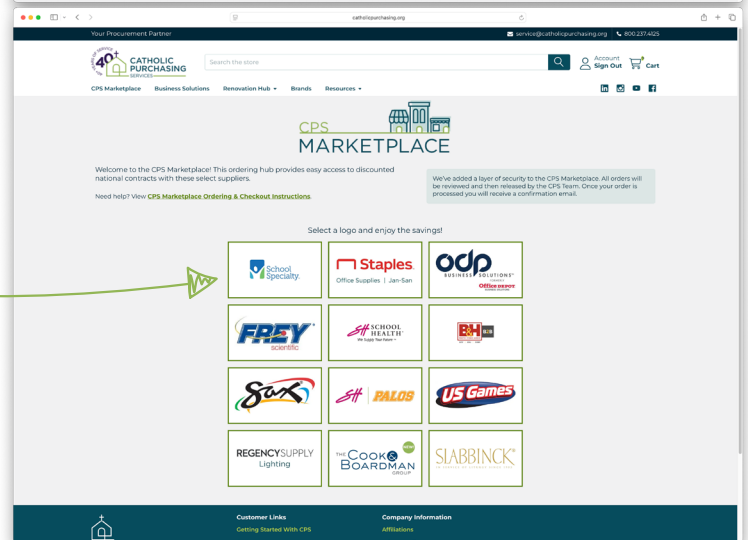
Go to [www.CatholicPurchasing.org](http://www.CatholicPurchasing.org) and click **CPS MARKETPLACE**.

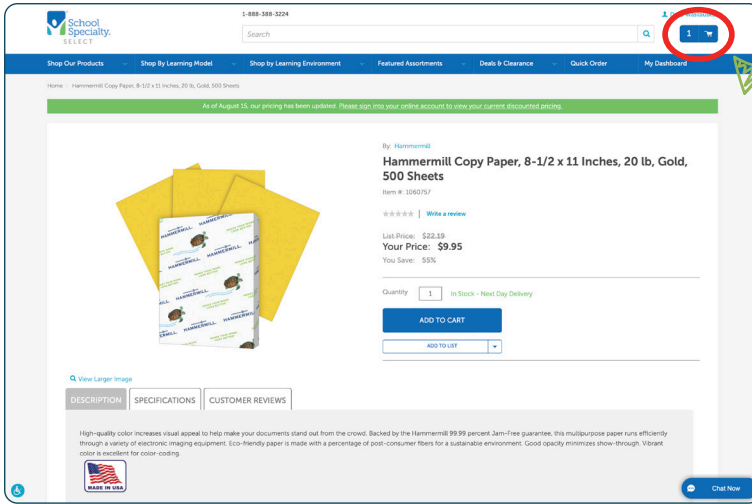


Log in with your Username and Password.



Once your log in is confirmed, select the desired supplier website. In this example we'll shop at School Specialty.

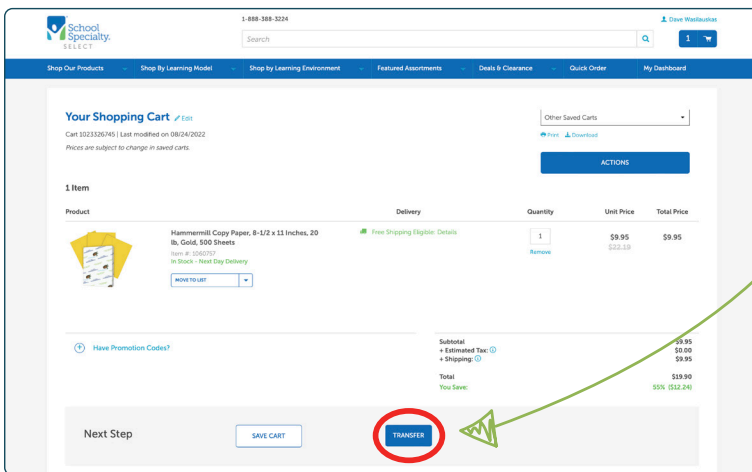




You will be redirected to our partner website (School Specialty).

Shop for products and add to cart.

When finished shopping, click on **GO TO CART**.

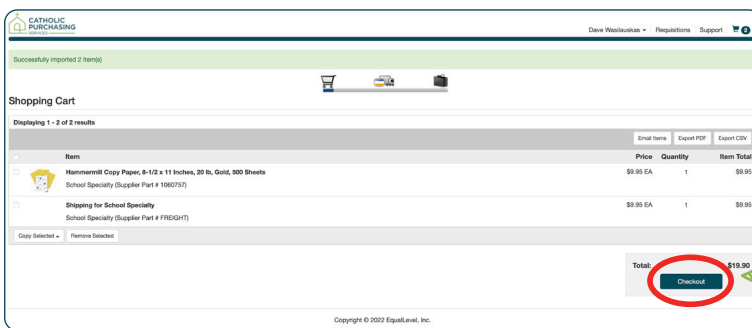


Your Order Summary Displays.

Make any changes or additions, then select **TRANSFER**.

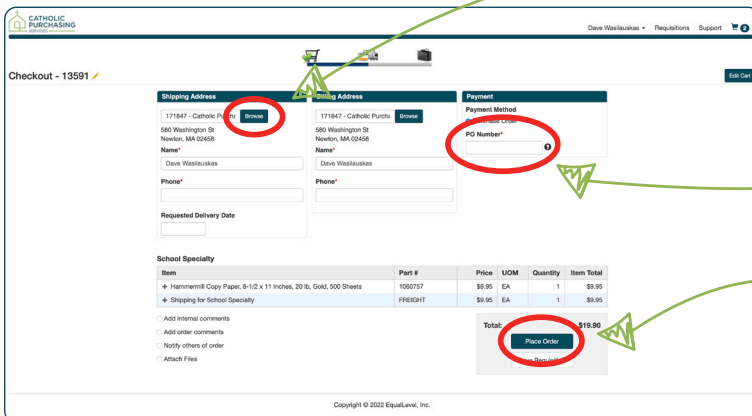
This will transmit your PO from School Specialty to CPS ensuring you receive our negotiated contract pricing.

Other suppliers sites might use a different term at this point (Checkout/Punchout).



One last chance to review your order.

Select **Checkout** button.



If your Institution has multiple shipping addresses, click "**Browse**" to select the correct address.

The PO Number field is **required**. If your institution doesn't supply you with one, use your **last name and date**.

Once Shipping & PO Number are complete, select **Place Order**.

Orders are placed on account and you will be billed by CPS once items have shipped.