



Punching Out on Your Own

1. First, go to Workday and select the proper tile (fig. 1)
2. XavierPromoShop will open in a new window. If needed, check to be sure your pop-up blocker is not interfering.
3. Click on "Welcome, Your Name" in the upper right corner. This will open your Account Summary.
4. In the menu on the left, select **Manage Quotes**. You will see your quote here - select it and click **Load Cart**.
5. Click **Save and Continue** for the next 2 screens.
6. Review of your cart. Be sure everything is as you expected and choose Continue. The final step in the site is to **Continue to Punchout**. This will take you back to Workday to complete your request for PO.



fig. 1: Workday Tile

Once we receive the PO, your order will move to production.

Having Another Person Punchout For You

IMPORTANT: Please provide the person completing the punchout with your **six digit quote number**. The quote number can be found in the emails containing your art proof(s) or under the Manage Quote section within your Account Summary.

Instruct them to:

1. Follow steps 1 and 2 from above.
2. From here, they will click Welcome, "Their Name" in the upper right corner. This will open their Account Summary.
3. In the center of their Account Summary they can enter the **Quote ID number** (see fig. 2) and click View Quote.
4. Follow steps 6 through 8 from above.

fig. 2: Area where users can search for quotes