Subject: A Herald Office Supply punch-out catalog is now available in SRM **Audience:** Shopping cart users, Buyers and Shopping Cart approvers

Effective Monday, April 29, 2024, the state has partnered with Herald Office Supply Inc to create a punch-out catalog for all state users. Herald Office Supply Inc is replacing the FSI catalog.

Herald Office Supply Inc goods will be available through the convenience of the punchout catalog feature in SRM. Please see below for step-by-step instructions for shopping cart users to access the new Herald Office Supply punch-out catalog.

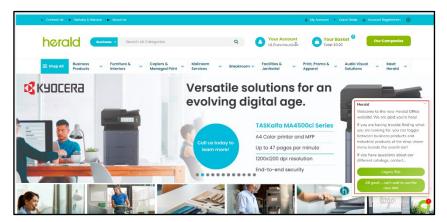
1. Click the Employee Self-Services folder then click the Shop link.



2. Click the Herald Office Supply punch-out catalog hyperlink.



3. You are now in the Herald Office Supply punch-out catalog.





- 4. Add your selections.
- 5. Click the **To Cart** button to look at your cart before moving the cart to SRM or select the **Checkout** button to bring your items in to a SRM shopping cart.

herald	Business	Search All Categories		۹ 🕚	Your Account Hi, PunchoutUser	Your Bas Total: \$550	sket .00 Our Companies
Report	(15)	8.5 x 11, White, 500 Sheets/Ream, 10	(a)	🚊 5 items in 1	your cart	Checkout)/pkg, 10 reams/carton
Office	(14)	Reams/Carton	•	ili and il Ba			
Billing Statement	(13)	B	Item Code: DMR39	Multipurpo	se Copy Paper		de: DMR3972
Invoice	(13)	Item Code: HOSPREMBRTCS	♥1 Location: 37	500 Sheet	0 lb 8.5 x 11 White 5	\$550.00	ation: 43
Coupon	(12)	91 Location: 1,286	Category Copy &	ReamsCar	ton		ry Copy & Multi-use White Pa_
Show More 🖌		Category Copy & Multi-use White Pa_	\$1.00 / RM) / CT , 500 sheets
		\$110.00 / ct		Enter coupon coo	de	9≪ Apply coupon	
Basis Weight	- 1						
20 lb	(108)	5 🖒 Added		Search cart Add			Add to cart
24 lb	(35)	+ Add to quicklist Compare	+ Add to quicklist				quicklist Compare
28 lb	(16)			Cart subtotal		\$550.0	10
60 lb	(2)		_				
22 lb	(2)			Order total		\$550.0	0
32 lb	(2)						
Show More 🐱		ALTER OF TO		To car	rt	Checkout	
Brand	-			day-			
Hammermill	(48)	Lettermark	B ·		EarthChoice		ettermark
Xerox	(20)	Lettermark	BUSINESS SOURCE*		EarthChoice		lettermark
Navigator	(16)	Lettermark Premium Paper	Business Sourc		EarthChoice Office		ettermark Punched &
HP Papers	(11)	Multipurpose - White - 96 Brightness - Letter - 8 1/2" x 11"	Multipurpose C Brightness - Le	opy Paper - 92	White - Letter - 81 Ib Basis Weight - 5		Perforated Papers with Perforations 3-1/2" from the
Printworks	(7)	= 20 lb Basis Weight = 75 g/m ²	11" x 17" - 20 lb F		Carton - White		Bottom - White - 92 Brightness

If you have questions, contact the SCEIS Help Desk at 803-896-0001 and select option 2 for SCEIS issues or visit <u>https://sceis.sc.gov/requests</u>.