

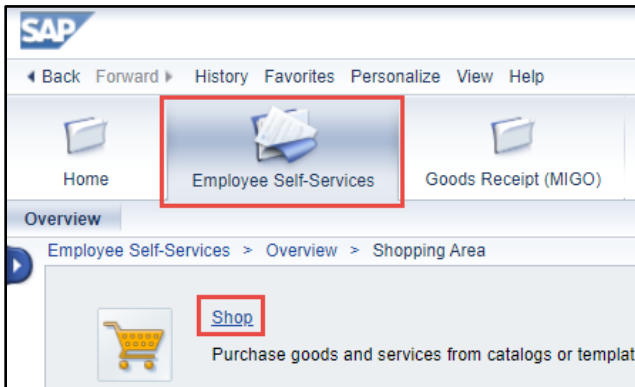
Subject: A Herald Office Supply punch-out catalog is now available in SRM

Audience: Shopping cart users, Buyers and Shopping Cart approvers

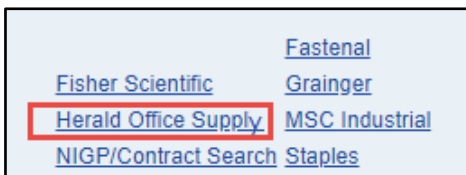
Effective Monday, April 29, 2024, the state has partnered with Herald Office Supply Inc to create a punch-out catalog for all state users. Herald Office Supply Inc is replacing the FSI catalog.

Herald Office Supply Inc goods will be available through the convenience of the punch-out 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.

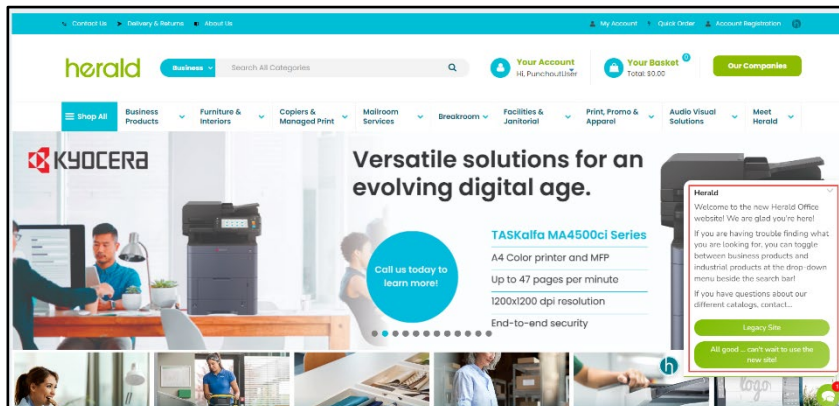
1. Click the **Employee Self-Services** folder then click the **Shop** link.



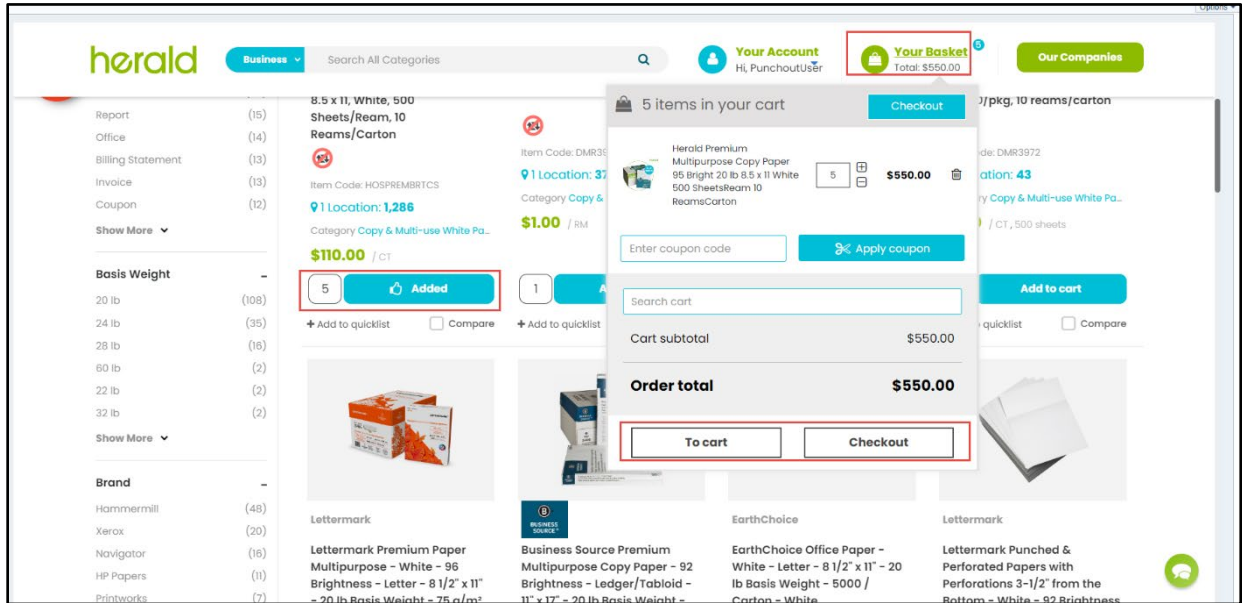
2. Click the **Herald Office Supply** punch-out catalog hyperlink.



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.



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