**How to order business cards through the Office Depot punchout**

1. Log in to Workday
2. Click on the REQUISITIONS app
3. Select CONNECT TO SUPPLIER WEBSITE
4. Connect to the ODP Business Solutions website

Table

Description automatically generated

1. Click on the PRODUCTS menu in the top left of the screen

Graphical user interface, application

Description automatically generated

1. Hover your mouse over PRINT & COPY, then select SEE ALL PRINT & COPY SERVICES

Graphical user interface, application

Description automatically generated

1. Select BRAND IDENTITY

Graphical user interface, website

Description automatically generated

1. Select the template and click CREATE

Graphical user interface, application

Description automatically generated

1. Enter your information, check your proof, and click NEXT

Graphical user interface, application

Description automatically generated

1. Check your cart and click NEXT

Graphical user interface, text, application, email

Description automatically generated

1. Click CHECKOUT and follow the prompts

Graphical user interface, text, application, email, website

Description automatically generated

1. Will now take you back to Workday to complete the Requisition process