**How to order TSC business cards and stationary through ODP 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

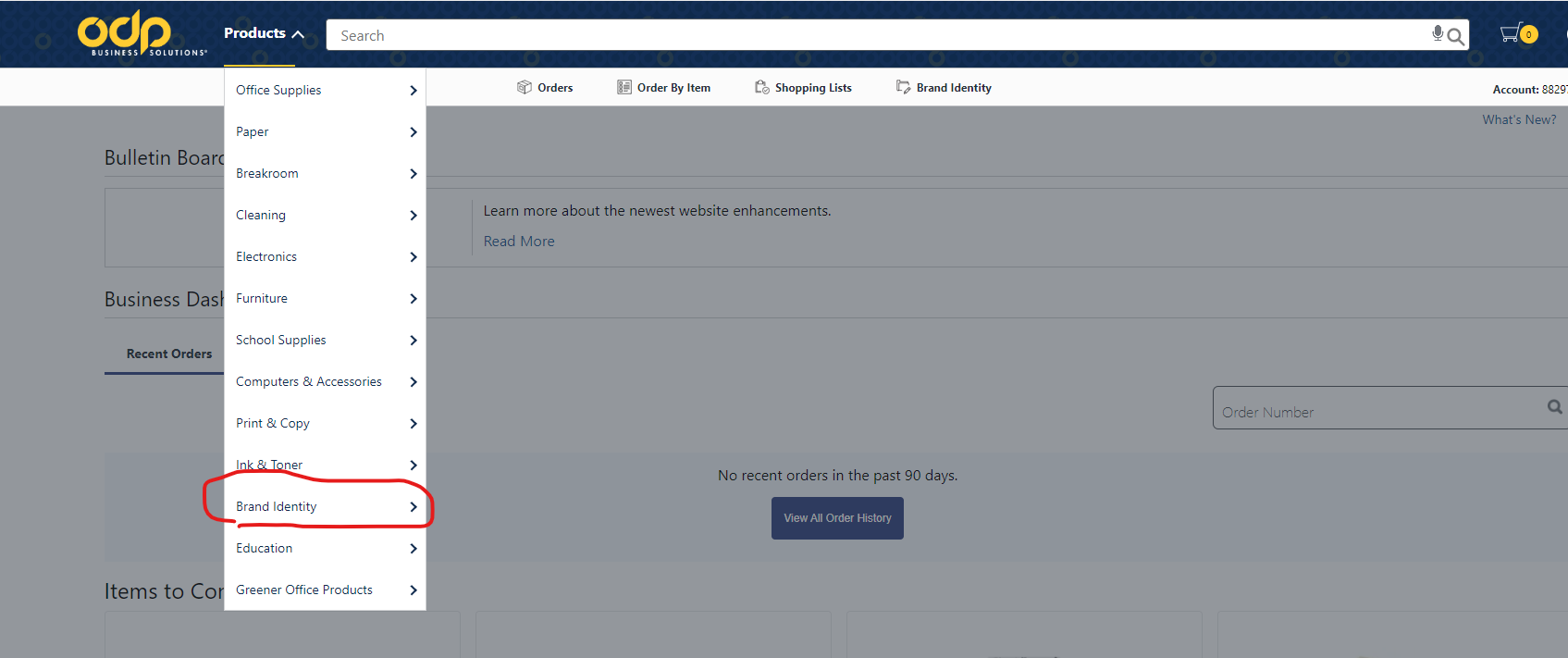
Description automatically generated

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

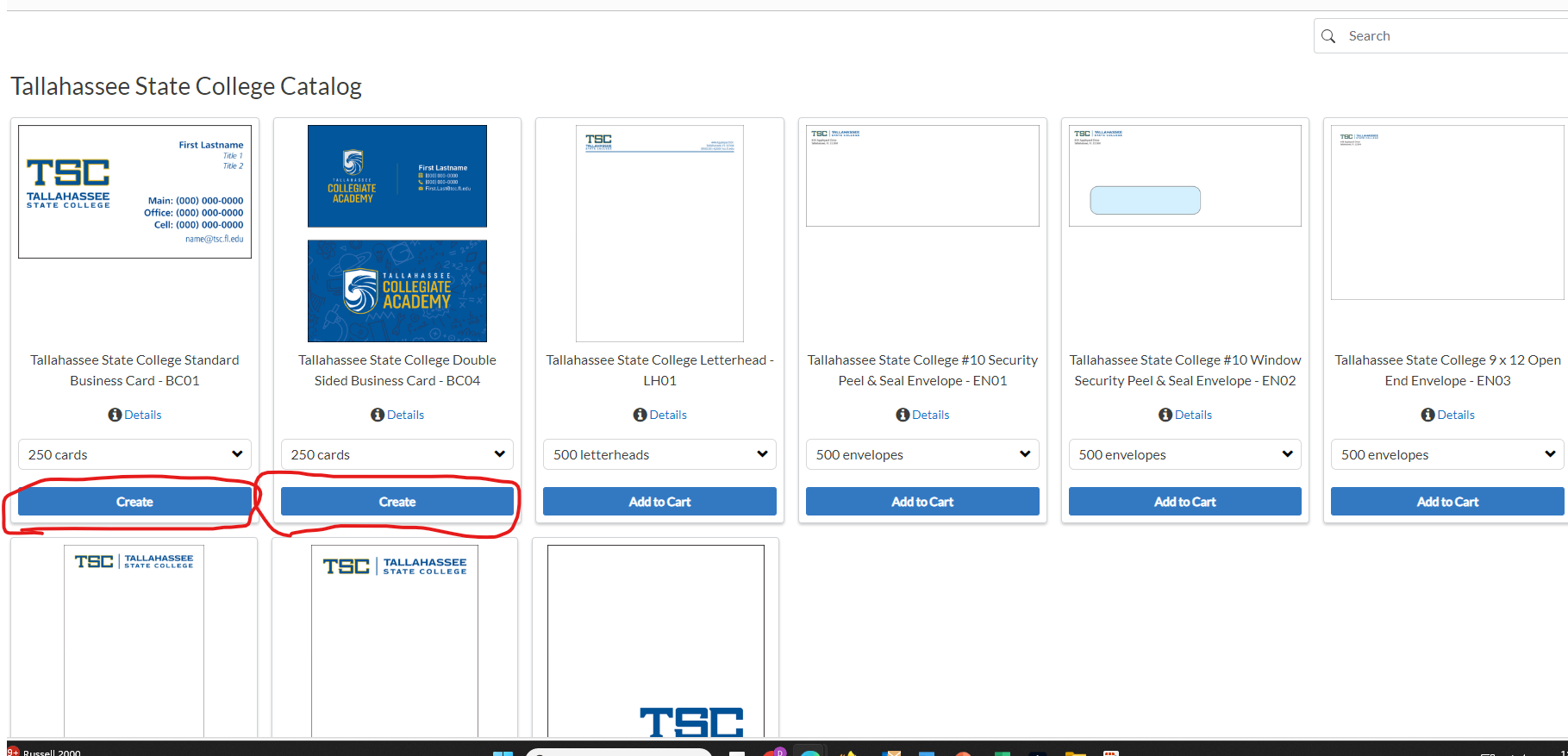
Graphical user interface, application

Description automatically generated

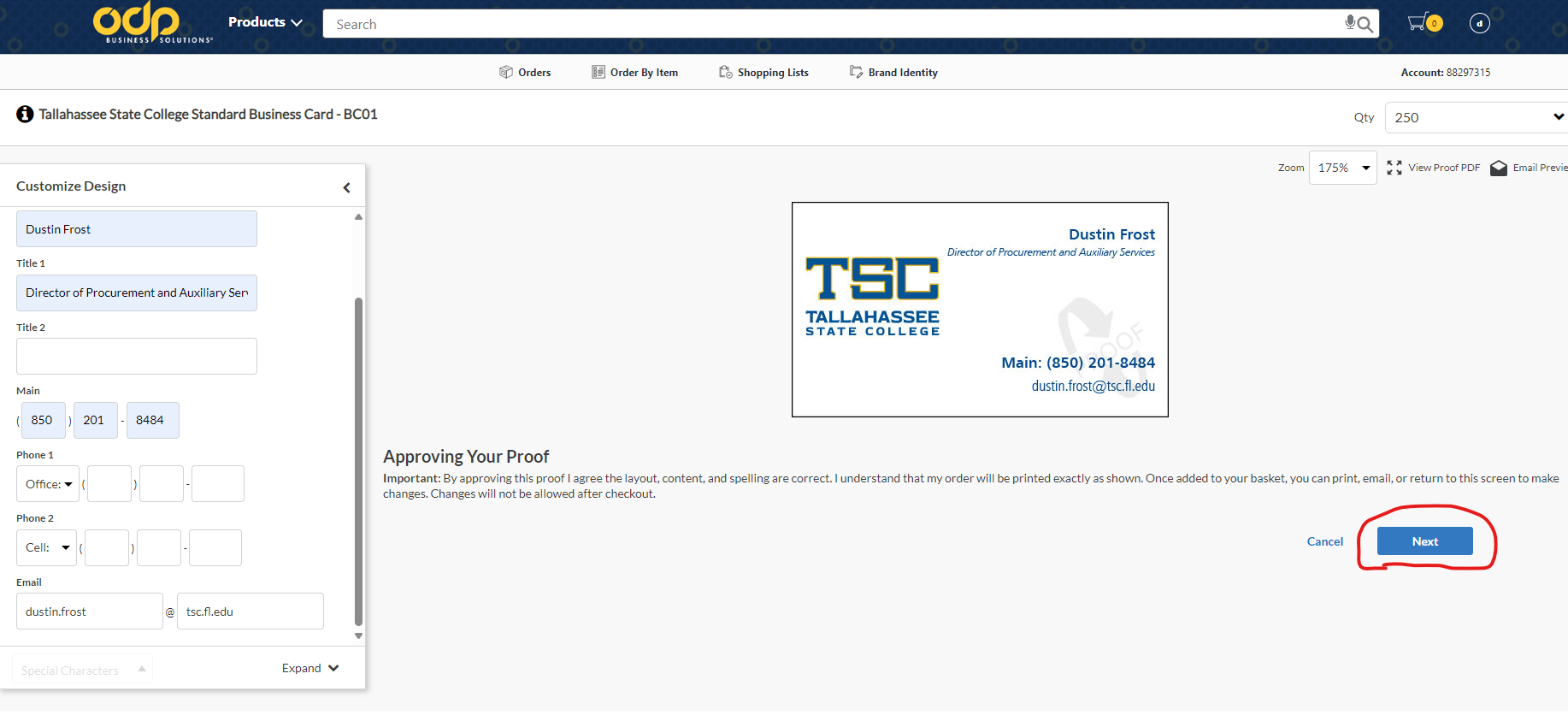
1. Select BRAND IDENTITY



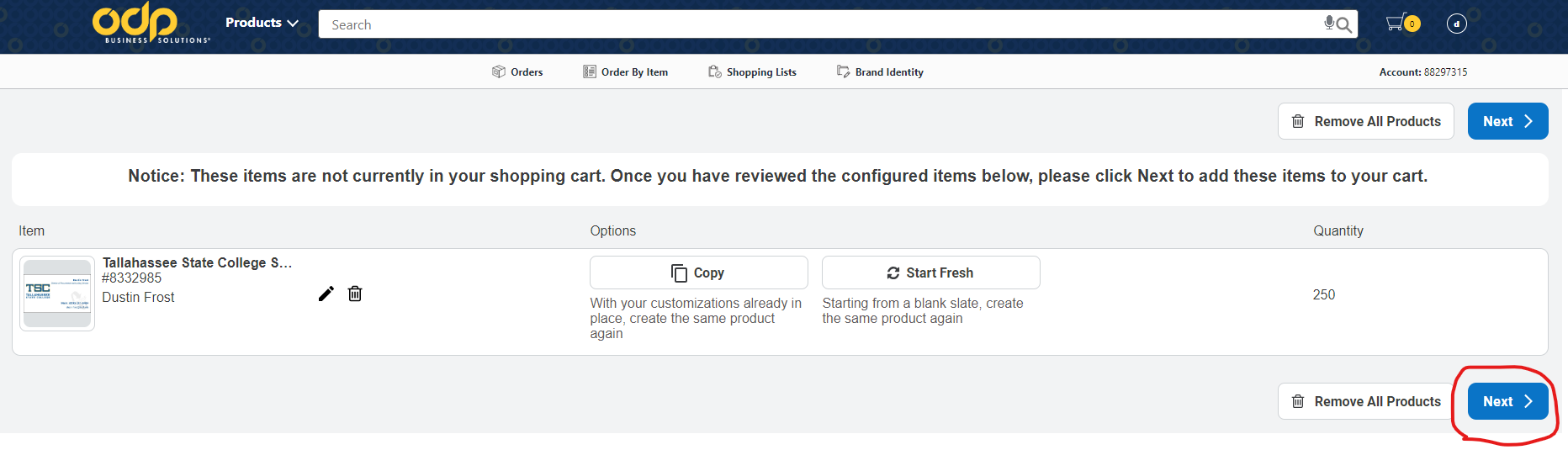
1. Select the template and click CREATE (**only applies to** **business cards)**



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



1. Check your cart and click NEXT



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