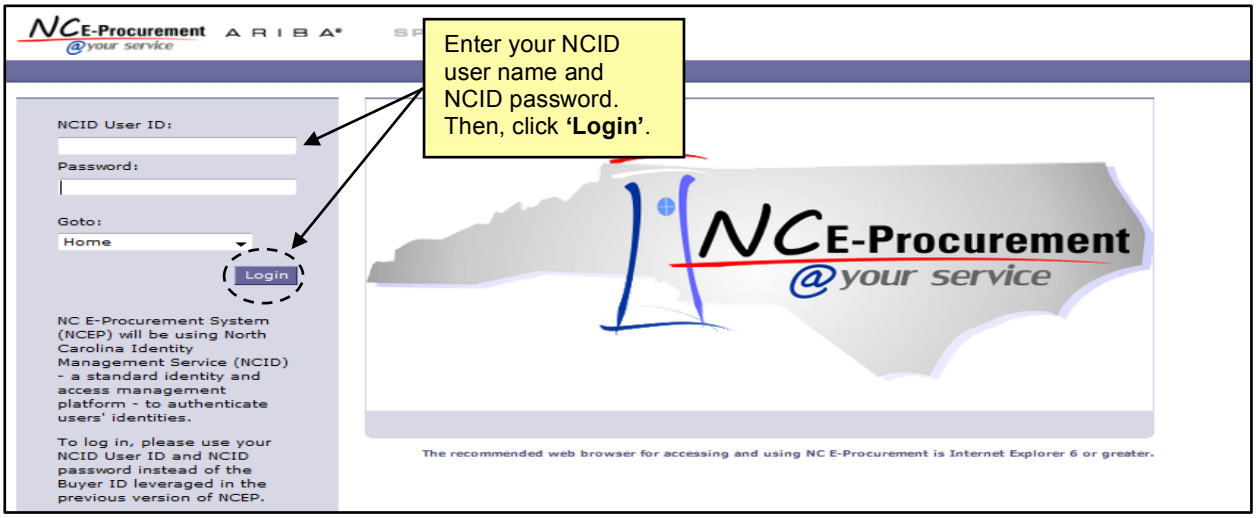
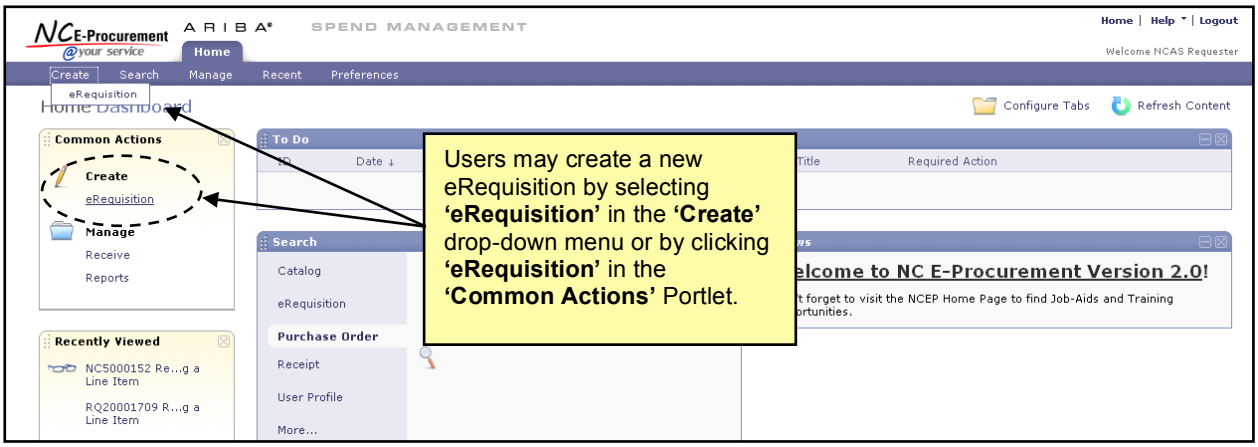
NC E-Procurement @ Your Service
Guide to Access the Correction Enterprises 001A Punchout Catalog

Correction Enterprises has a Punchout Catalog available to users in NC E-Procurement under state term contract 001A. The steps below will help to guide you to the Correction Enterprises Punchout Catalog.

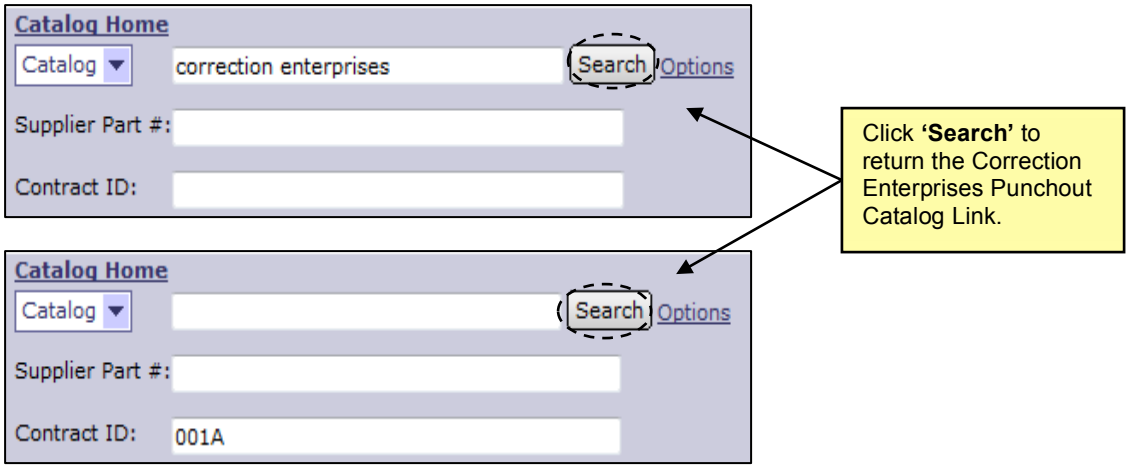
1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click **'Login'**.



2. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.

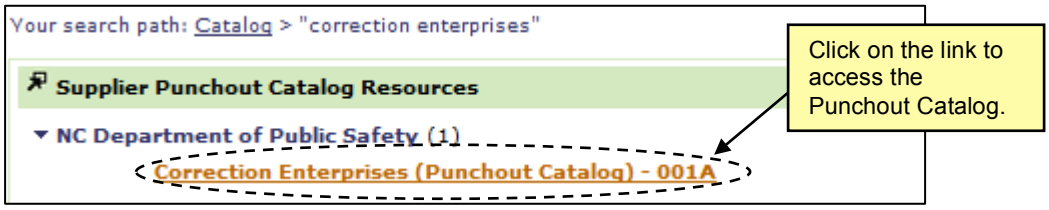


3. You may type either **'Correction Enterprises'** in the Keyword Search box OR **'001A'** in the Contract ID Search box. Click **'Search'**.



Note: You may need to edit the search options if the **'Contract ID'** search box is not immediately available. To do this, click **'Options'**, and select each additional Search Field you would like on your Catalog Home menu.

4. Click on the **'Correction Enterprises (Punchout Catalog) – 001A'** link to access the Correction Enterprises Punchout Catalog.



5. You will be directed to the Correction Enterprises Punchout Catalog.