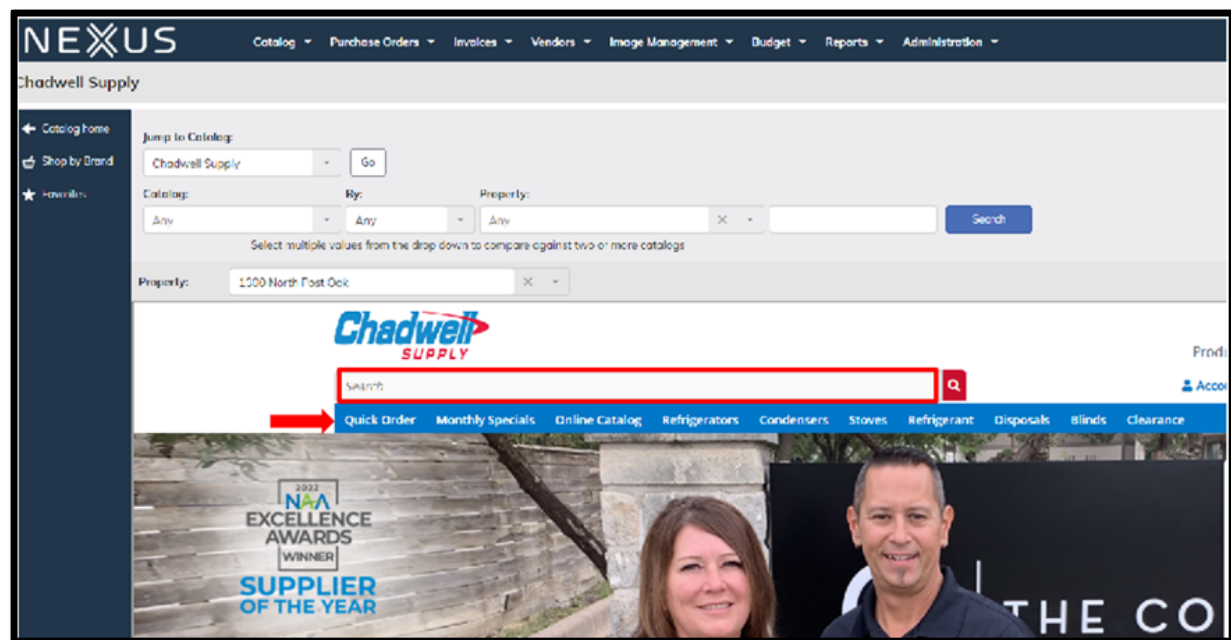
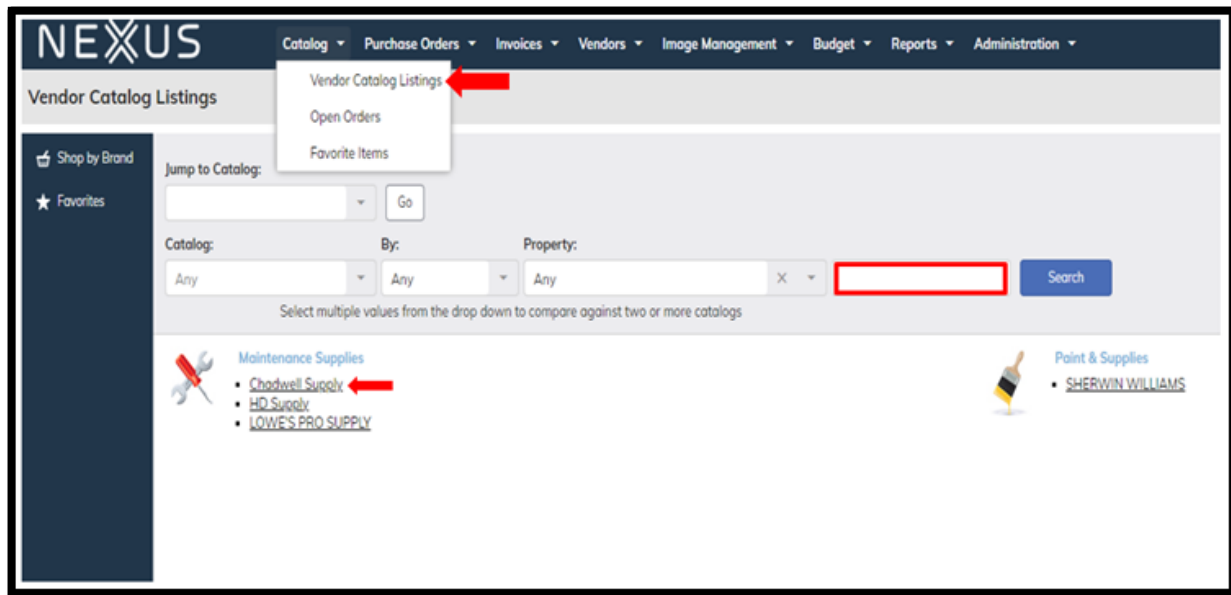
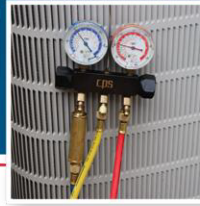
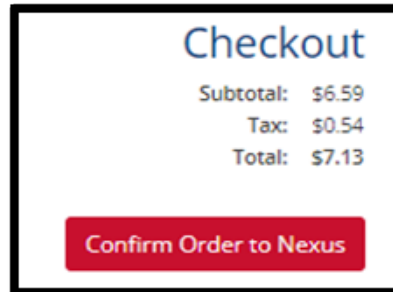


1. Click the **Catalog** link in the **Nexus Payables** main menu
 - a. Click **Vendor** from **Catalog Listing**
 - b. Click **Chadwell Supply** to access punchout





2. Once all the items are in the cart in punchout, click the red **Confirm Order to Nexus** button.



3. Once the order is confirmed, you will be returned to **Nexus Payables** to complete the checkout process and create the purchase order.
 - a. Click the **Select All** button on the right-hand side of the screen.
 - b. Click **Create PO**



4. Navigate to the **Open Orders** page to confirm all items and information are correct.
 - a. Click **Create PO** to view your newly generated "In Progress" PO.
 - b. Click the **Process** button to submit the PO into workflow for approval.
 - c. Confirm that the PO was successfully submitted.

