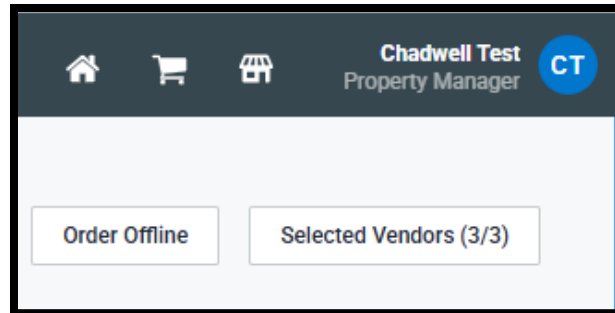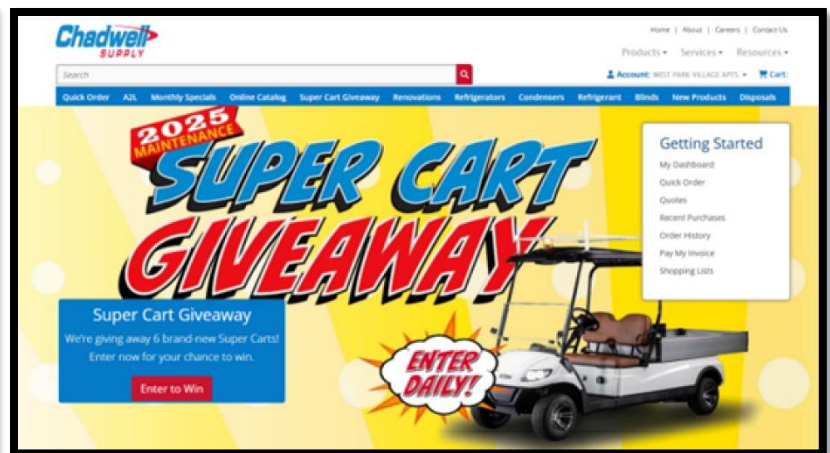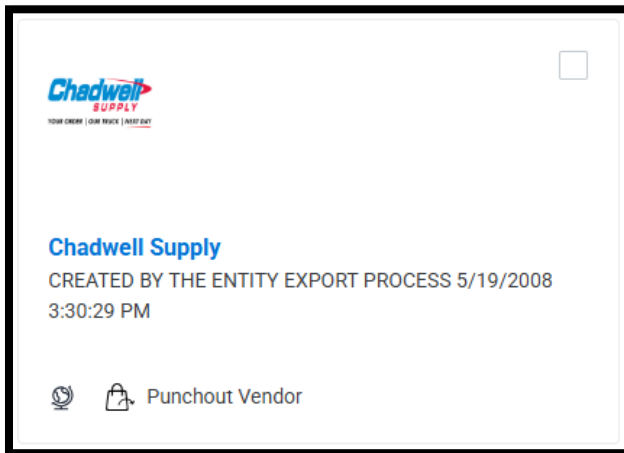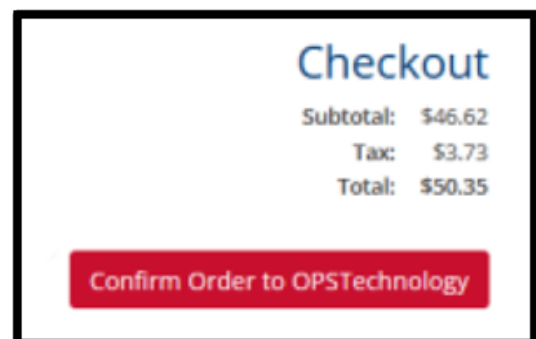1. If Chadwell's shopping tile does not appear on the Spend Management landing page, go to the top right-hand corner of the page and click **Selected Vendors** to add.
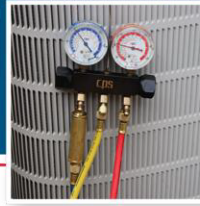

2. Select the **Chadwell Supply** tile to access Chadwell's punchout.
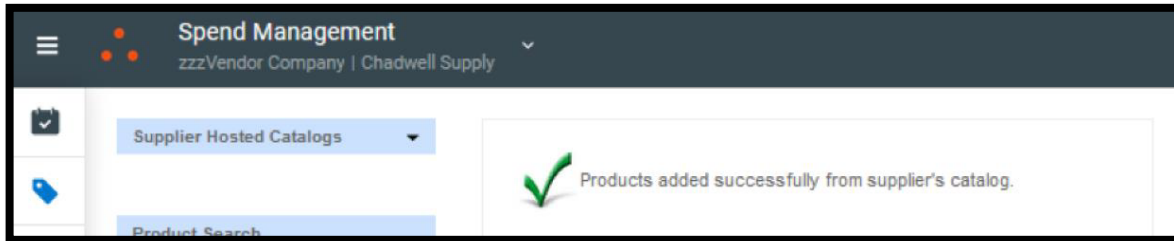

3. Once all the items are in the cart in punchout, click the **Confirm Order to Ops Technology** button.
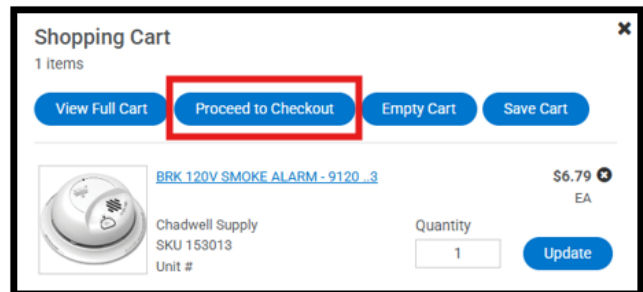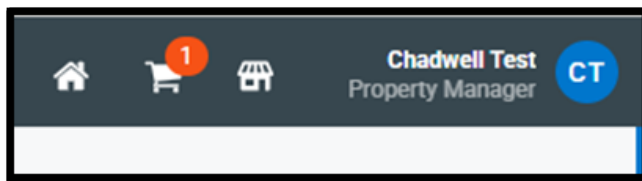
4. Once the order is confirmed, you will be returned to Spend Management to complete the checkout process.

5. Click on the **Shopping Cart** icon in the top right-hand corner, then **Proceed to Checkout**

6. Follow the steps to **Review Your Order**, then click **Submit Your Order.**

7. A **WTN** will pre-populate from Spend Management.
   a. Click the **WTN** hyperlink to view **Order Details** and **Status**.