What's Changing?

In November, 2020, Innovative Office Solutions launched a new punchout site to make it easier to shop their products. That means they now have two separate sites, which carry different types of items.

**Punchout #1: Innovative Office.** The “Innovative Office” punchout remains the same (except for an updated logo). This site will continue to be your source for office supplies, such as pens, paper, staplers, etc.

**Punchout #2: Innovative Furniture & AV.** The “Innovative Furniture & AV” punchout is a new site that features the following:

a) Office Furniture—including special ergonomic options.

b) Zoom AV Solutions for classrooms, conference rooms and office spaces.

c) Custom Quote Functionality to both send and receive custom quotes through U Market.

Finding Innovative's Punchout Sites:

There are a number of ways to find Innovative's punchout sites. Since Innovative Office is a Targeted Supplier, the easiest way is to just click their tile located under “Targeted & Small Business Suppliers” at the top of the U Market home screen.

Innovative is also located under the section labeled “Office Products, Furniture, Uniforms & Apparel.” In addition, “Innovative Zoom” can be found under the “Electronic Components; A/V, Computer Equipment, Software & Supplies” section.
NAVIGATING INNOVATIVE’S NEW “FURNITURE & AV” SITE

When you first enter Innovative’s new Furniture & AV site, you will be presented with four different options:

- Request or Review Custom Quotes
- Furniture Resource Guide
- Ergonomic Order Forms
- Zoom Room AV Solutions

Click the one you want to proceed and see below for more details and instructions on the individual sections.

QUESTIONS? ISSUES? CONCERNS?

If you have any questions on how to use the new punchout, don’t hesitate to contact Innovative Office Solutions at UMNQuotes@innovativeos.com or 952-698-9246
The **Furniture Resource Guide** has a variety of different furniture options. After clicking on one, you'll be brought to either an order form or an external website to explore various products.

If you're brought to an order form, fill it out and attach it to your custom quote request (see page 4). If you are brought to an external vendors website, simply find the products you're looking for and copy the item information into the custom quote section.

Please note that as you browse external websites, the "Add to Quote" or "Add to Cart" functions won't work properly. These sites are simply for finding product information, so you can request a custom quote.

The **Ergonomic Order Forms** and **Zoom Room AV Solutions** both link to order forms. Simply fill them out and attach them along with your custom quote request (see page 4).

**QUESTIONS? ISSUES? CONCERNS?**

If you have any questions on how to use the new punchout, don't hesitate to contact Innovative Office Solutions at UMNQuotes@innovativeos.com or 952-698-9246.
On the main screen of the Custom Quote Section, click the button “Request a Quote” near the top-right-hand corner of the page.

Fill out the appropriate fields and try to include as much information as you can in the “Item Description” section.

Under “Attachments,” you can attach order forms found in the furniture, zoom hardware and ergonomic sections. If the item didn’t have an order form, you are welcome to include screenshots of the item found on the company’s web site.
From here, you can add the quote items by clicking the “Add to Cart” button at the bottom of the page next to the word “Total.” Partial quote items should not be added; only add the ENTIRE quote to your cart.

On the checkout page, you can change item quantities, remove items from your cart, or click the “Checkout” button at the bottom of the page to bring your cart into U Market.
On the cart review page In U Market, click "Proceed to Checkout."

Then on the checkout page under the cart details section, click the "Add" link next to "Internal Attachments."

Go back to the review page of your quote and locate the attachment link in the upper-right-hand corner. Right-click "Save Link As," and save the PDF. Then attach it to your cart in U Market. From here either assign your cart or enter your chart string information and submit your cart.

FOR REQUESTERS ONLY

**STEP 1.** Login to U Market via EFS and navigate to the cart that contains the Innovative items. Then download the attachment located within the cart.

**STEP 2.** Return the cart to EFS and in the attachment section, upload the attachment you downloaded from the cart. Also, add any text into the comments section (otherwise the attachment won’t load). Then complete requisition as usual.