



### What's Changing?

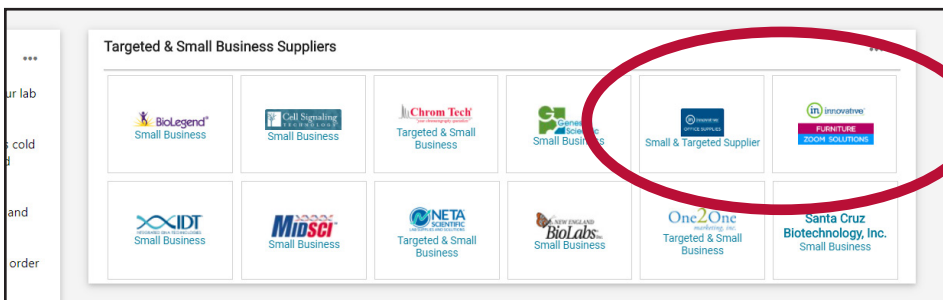
In November, 2020, Innovative Office Solutions launched a new punchout site to make it easier to shop their products. That means they now have two separate sites, which carry different types of items.

**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.

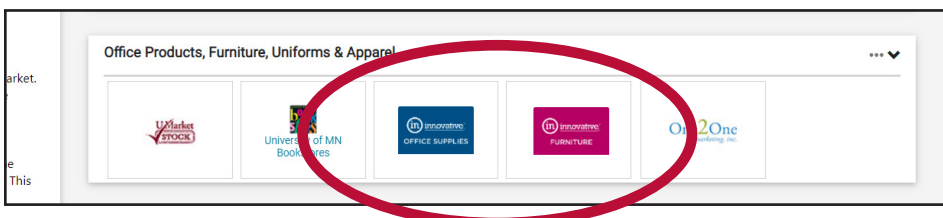
**Punchout #2: Innovative Furniture & AV.** The “Innovative Furniture & AV” punchout is a new site that features the following:

- 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:



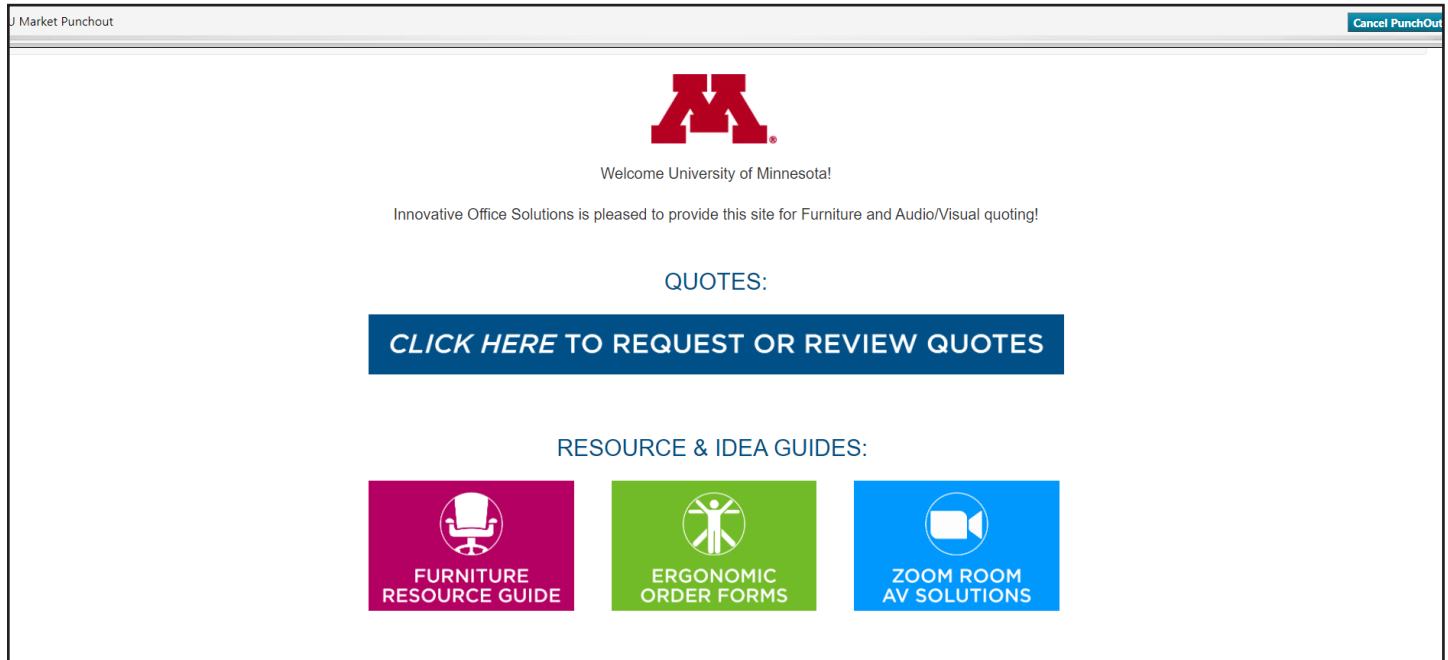
There are a number of ways to find Innovative’s punchout sites. Since Innovative Office is a Targeted Supplier, the easiest way is to just click their tile located under “Targeted & Small Business Suppliers” at the top of the U Market home screen.



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@innovativeeos.com](mailto:UMNQuotes@innovativeeos.com) or 952-698-9246*

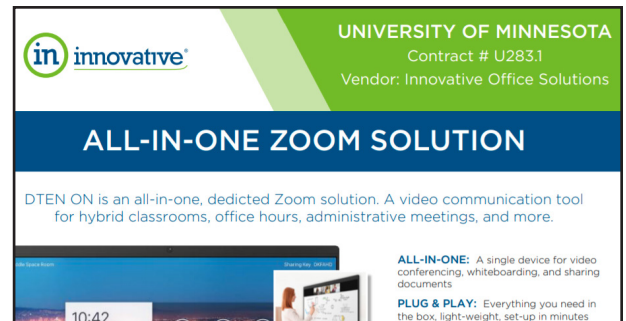
#### FURNITURE RESOURCE GUIDE, ERGONOMIC ORDER FORMS & ZOOM ROOM AV



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).

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## REQUEST A CUSTOM QUOTE

Quotes Shopping Cart 0

Search

Search

Quote #	Quote Date	Start Date	Expiration Date	Items	Total	
00017c	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>
00017b	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>
00017	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>

On the main screen of the Custom Quote Section, click the button “Request a Quote” near the top-right-hand corner of the page.

Name\*

Email\*

Phone

Deadline\*

mm/dd/yyyy

Street 1

Street 2

City

State

Postal Code

Item Description*	Supplier Part #	Manufacturer	Manufacturer Part #	Quantity*	UOM	Delivery Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/dd/yyyy

[Add Item](#)

Attachments

Drop files here to upload

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.



**REVIEW OR SUBMIT A CUSTOM QUOTE**

Quote #	Quote Date	Start Date	Expiration Date	Items	Total	
100017c	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>
100017b	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>
100017	10/27/2020	10/22/2020	12/22/2020 12:59 AM EST	18	\$14,826.78	<a href="#">Add To Cart</a>

To review or submit a quote, click the blue-colored quote number on the left-hand side..

		PRODUCTS WAREHOUSE			Items	Total	
FURNINSTALLLocationContactQuote # Descr: Furniture Installation: UofM to clear rooms prior to install. Prevailing Wage. Location 505 Essex St SE 6th Fl 680 & 680A Diehl Hall Minneapolis, MN 55455 Contact Sherri Novitsky novit002@umn.edu 612-625-1174 Quote		FURNINSTALL	ODYSSEY COMMERCIAL INTERIORS INC.	FURNINSTALL	1 EA	\$2,177.86	<a href="#">Add To Cart</a>
<b>Total</b>						<b>\$14,826.78</b>	<a href="#">Add To Cart</a>

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.

Image Not Available	FURNDDESIGN Descr: Furniture Design Services ~&X:SERVICES~& Part #: FURNDDESIGN	\$65.00 EA	2	\$130.00	<a href="#">Remove</a>
Image Not Available	FURNINSTALLLocationContactQuote # Descr: Furniture Installation: UofM to clear rooms prior to install. Prevailing Wage. Location 505 Essex St SE 6th Fl 680 & 680A Diehl Hall Minneapolis, MN 55455 Contact Sherri Novitsky novit002@umn.edu 612-625-1174 Quote Part #: FURNINSTALL	\$2,177.86 EA	1	\$2,177.86	<a href="#">Remove</a>
<b>Total: \$14,826.78</b>					<a href="#">Checkout</a>

On the checkout page, click the “Checkout” button at the bottom of the page to bring your cart into U Market.

Simple | **Advanced**

Search for products, suppliers, forms, part number, etc.

**110 Items**

Innovative Furniture & A/V · 110 Items · 29,653.56 USD

SUPPLIER DETAILS

Estimate (29,653.56 USD)

Total: 29,653.56

[Proceed To Checkout](#)

[Assign Cart](#)

On the cart review page in U Market, click "Proceed to Checkout." Then on the cart checkout page, either assign your cart or enter your chart string information and submit your cart.