

PunchOut Requisitions – Section 3.0

This process will be used to order goods and services via supplier enabled “PunchOut” systems. Requisitions will follow a workflow and approval path prior to final purchase.

Audience: All

Additional Resources:

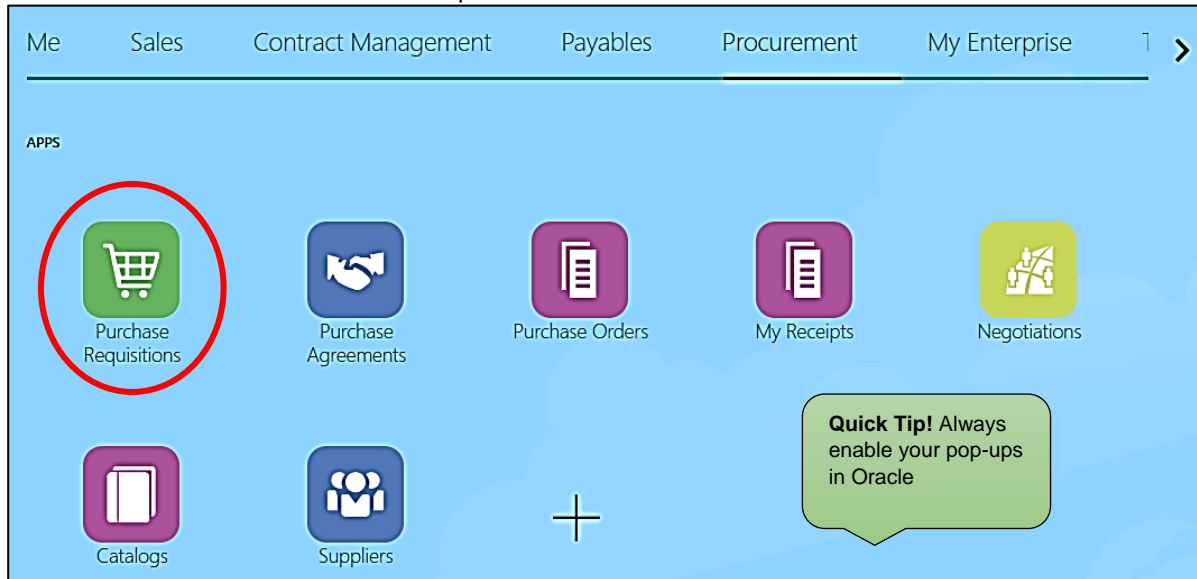
- [Video](#)
- [Procurement Knowledge Base](#)
- cheryl.foster@gmhec.org or procurement@gmhec.org
- Contact your local helpdesk

Process Step & Description

Action

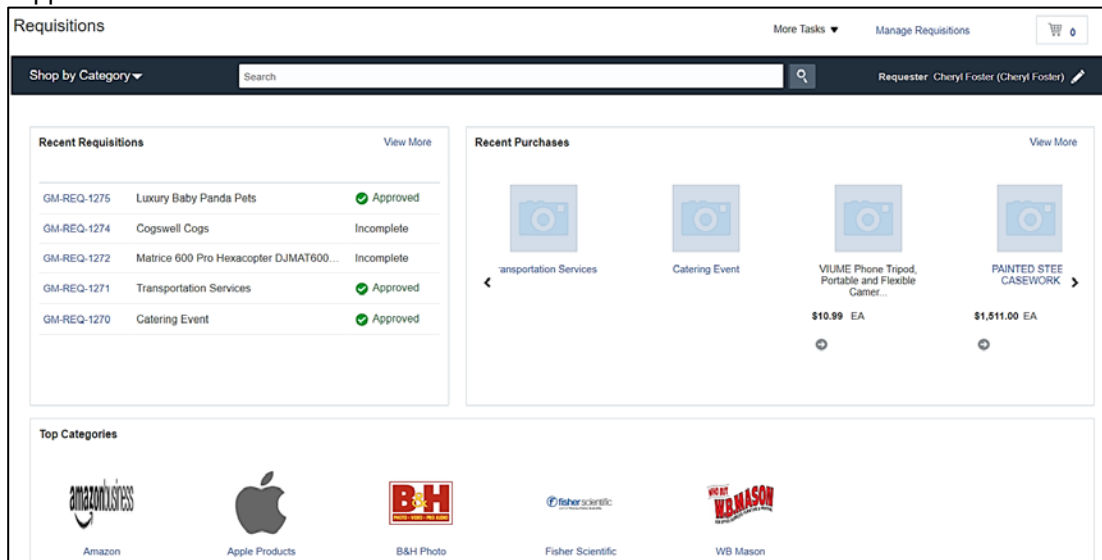
Navigation Path:

➤ Procurement → Purchase Requisition



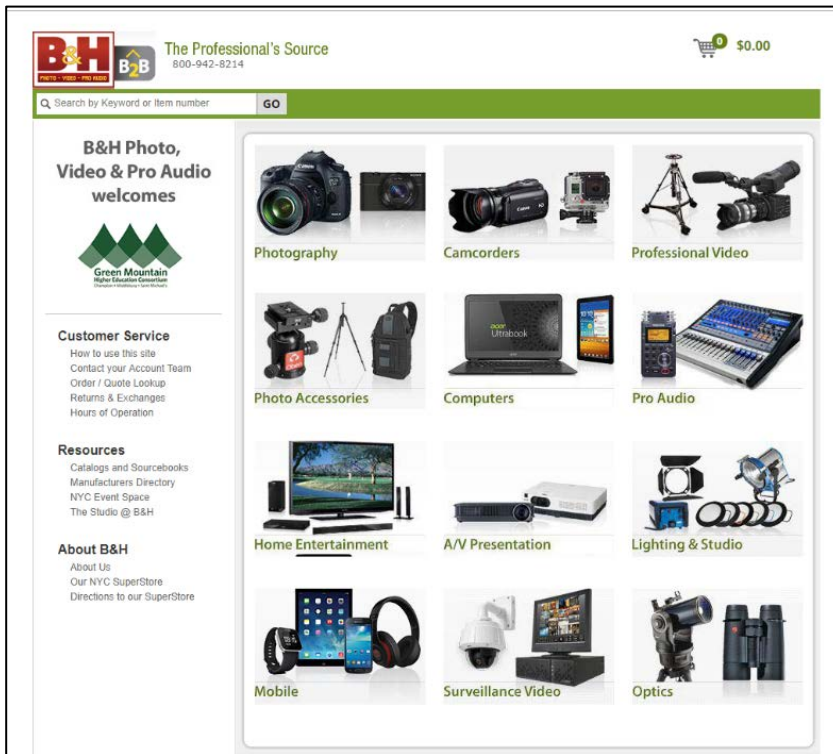
3.1 Create Requisition from PunchOut Site

Scroll down to “Top Categories” where all of the available Punch-Out suppliers are listed. Click on chosen supplier.




(In this instance we are using B&H Photo.)

Each of these punch-out instances will direct you to the supplier's outside B2B website. From the website you will shop as you would with any other website.



Search for and select an item(s) from the B&H website and "Add to Cart". Repeat as necessary.




TOP SELLER

Nikon D750 DSLR Camera (Body Only)
 B&H # NID750 ■ MFR # 1543

Price: \$1,996.95
 Instant Savings \$700.00
\$1,296.95

1 **Add to Cart**

 Savings Available

★★★★★ (467)

Add to Compare

INCLUDES FREE Total Value \$117.34

- Watson Watson EN-EL15 Lithium-Ion Battery Pack (7.0V, 1900mAh)
- SanDisk 64GB Extreme PRO SDXC UHS-I Memory Card
- Ruggard Journey 44 DSLR Shoulder Bag (Black)

TOP HIGHLIGHTS

- 24.3MP FX-Format CMOS Sensor
- EXPEED 4 Image Processor
- 3.2" 1,229k-Dot RGBW Tilting LCD Monitor

In Stock
 Order by **6pm** to ship **today**

Free Next Day Delivery (USA)



Quick Tip! All punchout suppliers are approved.

When reviewing your cart, note that the “Check-Out” button has been replaced with “PunchOut.”

Press the “PunchOut” button when you are ready to submit your order back to Oracle for processing.

For other PunchOut suppliers it may simply say “Checkout” instead of “PunchOut.” Amazon’s button says “Submit these Items For Approval.”

The screenshot shows a shopping cart for 'The Professional's Source' with a total of \$1,296.95. The cart contains a 'Saving Bundle' with the following items:

- Nikon D750 DSLR Camera (Body Only) - \$1,296.95
- SanDisk 64GB Extreme PRO SDXC UHS-I Memory Card - \$0.00
- Watson Watson EN-EL15 Lithium-Ion Battery Pack (7.0V, 1900mAh) - \$0.00
- Ruggard Journey 44 DSLR Shoulder Bag (Black) - \$0.00

Bundle Savings: \$93.50
Bundle Total: \$1,296.95

Buttons: Shipping, Store Pickup, USA, Zip Code*, SubTotal: \$1,296.95, Sales Tax: Calculate Above, Shipping: Calculate Above, PUNCHOUT.

The PunchOut supplier’s website will close, and you will automatically be taken back to Oracle to review your requisition lines.

Quick Tip! Highlight your line item to make edits or remove an item you no longer want. Select “Actions” to create the corresponding act.

Requisition: GM-REQ-1027

Requisitioning BU: GMHEC BU

Description: Journey 44 DSLR Shoulder Bag Black RUPSB144E

Justification: [Empty]

Emergency purchase order number required:

Requisition Amount: 130.46 USD
Approval Amount: 130.46 USD
Funds Status: Not reserved
Attachments: None

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Journey 44 DSLR Shoulder Bag Black RUPSB144E	ZZ-BH Procurement...	1	EA	41.21 USD	41.21	Not reserved	X
2	Video Dr Bag 20 ARCS020B	ZZ-BH Procurement...	1	EA	89.25 USD	89.25	Not reserved	X
Total						130.46		

Rows Selected: 1 | Columns Hidden: 8

Line 1: Details

Delivery

Scroll down and complete/review/confirm fields.

- **Add your name under “Suggested Buyer” – Last Name, First Name**

▲ Line 1: Details

▲ Delivery


* **Requester**

Urgent ▼

Requested Delivery Date

* **Suggested Buyer**

Your Name Here:
Search by your last name first.



If you do not add your name as the Suggested Buyer, you will not be able to access your purchase orders. Please add your name so you can search for it, look up the approval status, and create any changes. If you are not able to find your name, please contact your local helpdesk.

- **Confirm your Delivery Location! Change your “Deliver To Location” if needed.**

▲ Delivery

* **Requester**

Urgent ▼

Requested Delivery Date

* **Deliver-to Location**

Deliver-to Address 152 Maple Street, MIDDLEBURY, VT 05753, UNITED STATES

If you need to change your deliver-to location, click the search icon in the “Deliver-to Location” field. A pop-up similar to the one when you set your deliver-to preference appears. The same search functionality applies. See reference guide [“Set Preferences – Sections 1.0”](#) on how to search for a location.

The deliver-to locations were provided by each member institutions’ Human Resources department, as well as W.B. Mason for desktop delivery. If you cannot find the location you are looking for, please contact your local helpdesk.

IMPORTANT NOTE:

Each line item carries its own distribution, deliver to location, and suggested buyer – please click on each line item to confirm the above.

- Billing – Review your billing information and correct if necessary by clicking on the Charge Account icon

Charge Account Nickname	Charge Account
Supplies ▼	101-1100-46011-10-000000-00000-0000 EO

- The Charge Account pop-up will appear, and all account editing can be done.

Quick Tip! Refer to your EDORDA training or contact your school's finance team for more information on Charge Accounts.

Charge Account ✕

Hide Segments

Entity 101 ▼ Green Mountain Higher Education Consortium, Inc.

Department 1100 ▼ Shared Services

Object 46011 ▼ Supplies

Restriction 10 ▼ Unrestricted

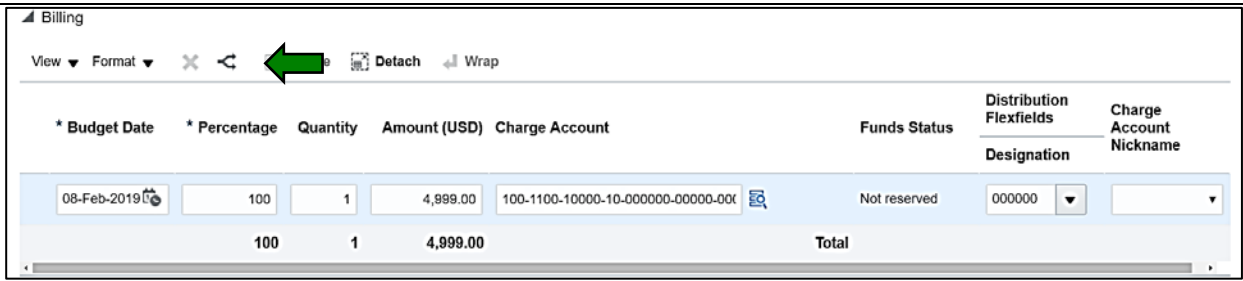
Designation 000000 ▼ Default

Activity 00000 ▼ Default

Intercompany 000 ▼ Default

Future1 0 ▼ Default

- Split Billing – To split charges between multiple Cost Centers:
 1. Click the button indicating split (looks like a wishbone!)
 2. In the case below, the order is split between 3 Cost Centers. However, you can do as little as 2 to as many as needed.
 3. You can split by Percentage or Amount.
 4. Save Changes.



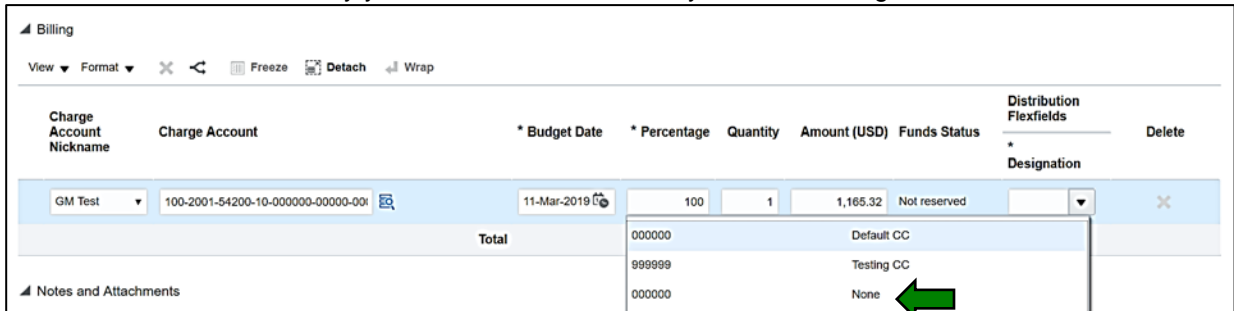
Billing

View Format X Refresh Detach Wrap

* Budget Date	* Percentage	Quantity	Amount (USD)	Charge Account	Funds Status	Distribution Flexfields	Charge Account Nickname
08-Feb-2019	100	1	4,999.00	100-1100-10000-10-000000-00000-000	Not reserved	000000	
			Total				

Add the Designation:

- Your designation will most likely be “000000 – None”
- You will be notified by your Finance Team should you have a designation other than 000000



Billing

View Format X Refresh Freeze Detach Wrap

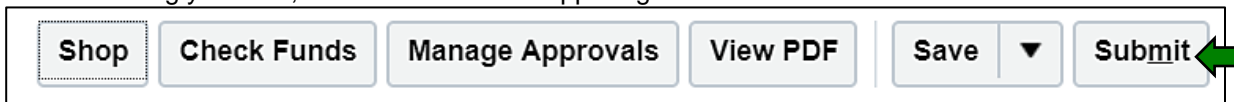
Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Distribution Flexfields	Delete
GM Test	100-2001-54200-10-000000-00000-000	11-Mar-2019	100	1	1,165.32	Not reserved	000000	X
			Total					

Notes and Attachments

Designation dropdown menu:

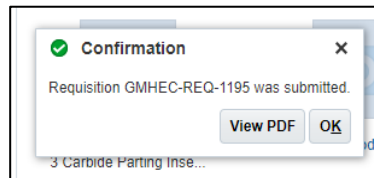
- 000000 Default CC
- 999999 Testing CC
- 000000 None

After reviewing your cart, click “Submit” in the upper right-hand corner:



Shop Check Funds Manage Approvals View PDF Save Submit

A pop-up box will inform you that your requisition was confirmed. Click “OK”.



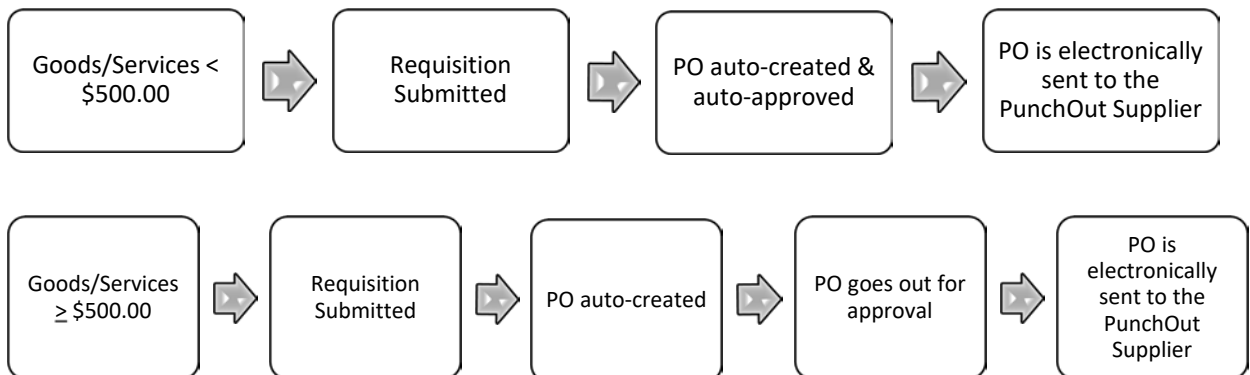
Confirmation

Requisition GMHEC-REQ-1195 was submitted.

View PDF OK

Your requisition will be processed into a purchase order with the following approval flow:

3.2 Approval Flow



<p>3.3 Follow-Up</p>	<p>Approval Status</p> <ul style="list-style-type: none">• For steps on how to find your PO's approval status, please see reference guide "Purchase Orders - 6.0" for detailed instructions. <p>Purchase Order Modifications</p> <ul style="list-style-type: none">• Should you have shipping or taxes you will have to create a change order to add lines. See Reference Guide "Purchase Orders Misc. – 6.0a" for assistance on how to create a change order. <p>Matched Invoices</p> <ul style="list-style-type: none">• Shortly after your goods have been received, you will receive an invoice. Enter your invoice in Oracle to process payment. For more information on invoicing, see your local Finance Team or visit the Finance Knowledge Base on the GMHEC website.
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