

Punchout Shopping

BuySpeedOnline's punchout feature provides users with the ability to purchase directly from the websites of certain contractors. Punchouts are integrations developed with specific contractors that allow you to start a Requisition in BuySpeedOnline, "punchout" to a contractor's online shopping website to search for and choose the desired items, then bring those items back into BuySpeedOnline to complete your Requisition. Use of the punchout ordering process thru BuySpeedOnline provides several benefits:

1. Ensures organizations always get the correct and most recent pricing on items under contract;
2. Allows the Agency to track spend with these businesses and on particular items to allow for improved contract price negotiation in the future;
3. Provides the convenience of utilizing online shopping websites while also allowing organizations to utilize BuySpeedOnline's automated approval routing.

Creating a Punchout Requisition

To start a punchout Requisition, click the "shopping cart" icon on the right side of the Header bar. The **G2B Punchout Shopping** screen will appear. (Be sure that browser pop-up blocker is disabled before beginning).

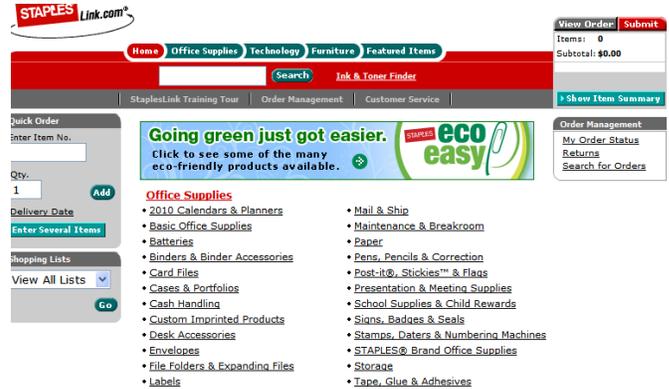
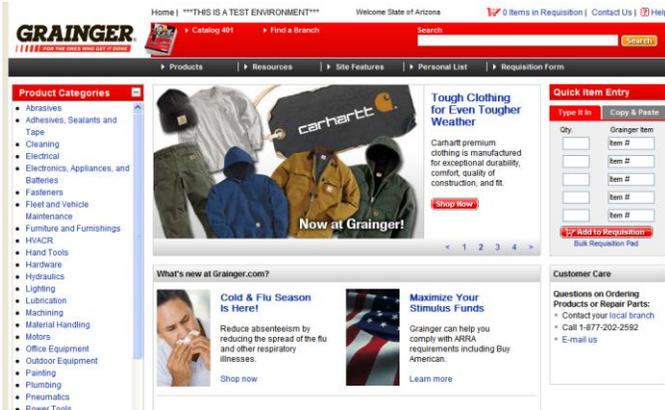
The screenshot shows the 'G2B Punchout Shopping' interface. At the top, there's a navigation bar with 'Home', 'Items', 'Documents', and 'Vendors'. A shopping cart icon is visible in the top right corner. The main form area is titled 'G2B Punchout Shopping' and contains several fields: 'Vendor' (a dropdown menu), 'Department' (a dropdown menu), 'Location' (a dropdown menu), 'Ship-to Address' (a dropdown menu), and 'Bill-to Address' (a dropdown menu). The 'Bill-to Address' field is currently selected, showing the address: 'ABA - ABA Central Receiving', 'ABA Central Receiving', '100 N 15th Ave.', 'Suite 104', 'Phoenix, AZ 85007', 'US', 'Email: test@goperiscope.com', and 'Phone: (602)542-5511'. At the bottom of the form, there are three buttons: 'Punchout', 'Reset', and 'Cancel & Exit'.

Prior to being taken out the contractor's website to view and select Items, you must complete the **G2B Punchout Shopping** screen. First, select the punchout **Vendor** that you will be ordering Items from. Next, choose the appropriate **Department, Location, Ship-to** and **Bill-to Address** for the order. Your default information will automatically populate these fields. Note that Punchout Requisitions cannot have different ship-to or bill-to addresses by line-item. All items on one punchout can only be shipped to one address and billed to one address.

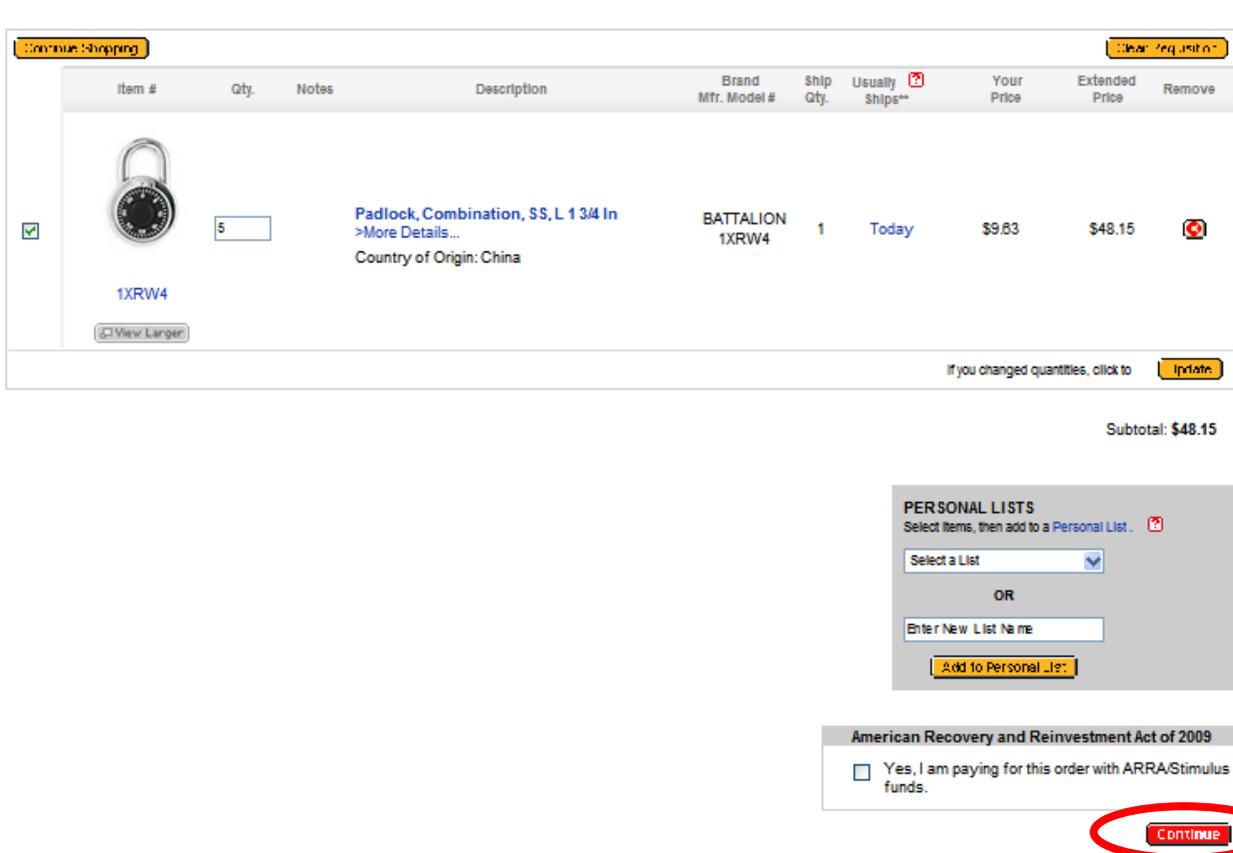
NOTE: The information input on this screen cannot be changed once you "punchout" to the contractor's website, even after the selected items are brought back into BuySpeedOnline. Therefore, it is very important that you ensure that this information is accurate before selecting the "Punchout" button.

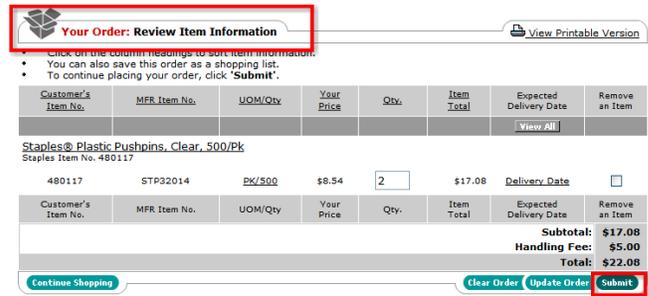
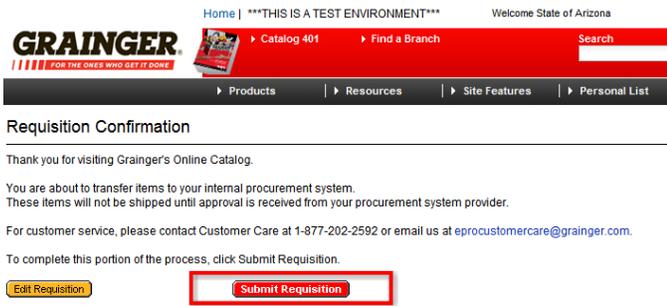
Online Shopping

Upon selecting the **Punchout** button, the selected contractor's website will display. It will appear similar to their normal website, however it will contain only the items and pricing available under the Agency's contract (BuySpeedOnline will remain open in the background).

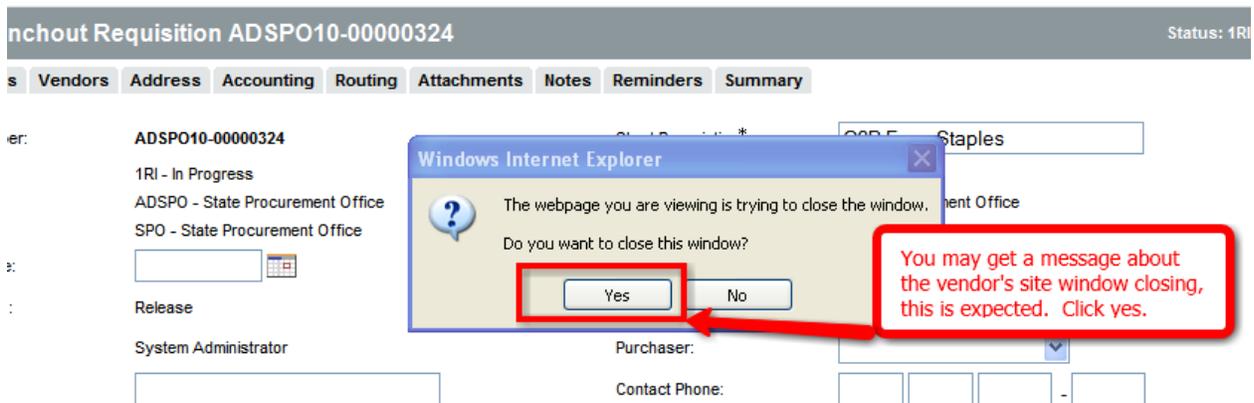


You can now shop by using the contractor's website search tools and adding items to your shopping cart. When you are finished shopping, review your cart and submit when you are satisfied.



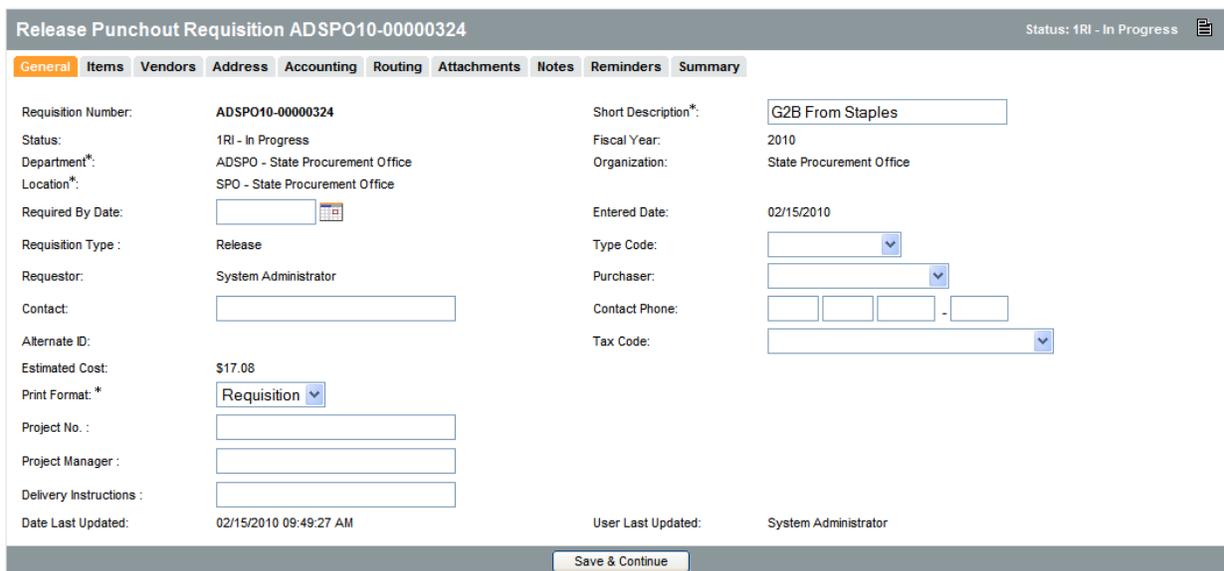


When you submit your shopping cart, the contractor's website will close and a Requisition in BuySpeedOnline will be created.



Completing the Punchout Requisition

When the contractor's website closes, a BuySpeedOnline Release Punchout Requisition with your selected items will appear.



General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Sort by Column: Print Sequence Sort Descending Go

Item #	Links	Print Sequence	Item Description								Total Cost
			Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	
1	Master Blanket # / Line #: ADSP010-000148 / 1	1.0	Staples(R) Plastic Pushpins, Clear, 500/Pk								\$17.08
			2.0	0.0	\$8.54	\$8.54	PK	\$0.00		\$0.00	
Total										\$17.08	

The requisition contains the items from your shopping cart

The order can be paid for using a P-Card or thru regular invoicing.

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

Requisition Number: ADSP010-42BF

Status: 1RI - In Progress

Department*: ADSP0 - State

Location*: SPO - State

Required By Date: Entered Date: 03/01/2

Requisition Type: Release Type Code:

P-Card Enabled:

Requestor: System Administrator Purchaser:

Contact: Contact Phone:

Alternate ID:

Estimated Cost: \$242.10

Print Format: * Requisition

Project No. :

Project Manager :

Delivery Instructions :

If you wish to pay for this order with a P-Card at the end of the process, leave this box checked. Otherwise, remove the check and your organization will be billed.

Most of the Requisition will be un-editable. Once you have completed the Requisition select the **Submit for Approval** button on the bottom of the Summary tab.

NOTE: If your agency has begun to use BuySpeedOnline for all of your procurement, then you will need to provide a funding source on the Accounting tab prior to submitting your Requisition for approval.

Release Requisition ADPS10-00000851 Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

Overall Validation Errors

- Item# 2: Accounting distribution is missing and required.

After submitting the Requisition, if an applicable approval path is found, it will be displayed. If an Approval Path is triggered by the Requisition, it must be approved before the PO is created.

Only one approval path "SPOBDGT" matches the document's criteria.

Approval Path	Description	Dollar Range	Approvers		
			User	Level	Type
SPOBDGT	SPO Approvals	\$0.00-\$99,999,999,999.00	James Scarboro	1	Primary
			Jean Clark	1	Alternate

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.

If no approval path is displayed, you will have the choice to either "Manually add an Approver" or to select "Automatic Approval".

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver:

Once the requisition has received final approval, a PO will be created that needs to be sent to the vendor. The creator of the Requisition will be notified to do this. The PO can be accessed from the PO tab on the user's homepage.

Release Punchout Requisition ADSPO10-00000324 - Purchase Order(s) Created Status: 1RGP - Gone to PO

The following Purchase Order(s) were created:

PO #	Vendor	Amount	Date	Status
ADSP010-000148:3	Staples	\$17.08	02/15/2010	3PRS - Ready to Send

Click on the PO number to submit the PO back to the vendor's ordering website

At the bottom of the summary tab on the PO, click the **Save and Continue** button to submit the final order to the contractor's website for processing.

Release Purchase Order ADSP010-000148:3 Status: 3PRS - Ready to Send

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	ADSP010-000148	Release Number:	3	Short Description:	G2B From Staples
Status:	3PRS - Ready to Send	Purchaser:	System Administrator	Receipt Method:	Quantity
Fiscal Year:	2010	PO Type:	Release	Minor Status:	
Department:	ADSP0 - State Procurement Office	Location:	SPO - State Procurement Office	Type Code:	
Alternate ID:		Entered Date:	02/15/2010 09:57:02 AM	Control Code:	
Days ARO:	0	Retainage %:	0.00%	Print Dest Detail:	If Different
Required By Date:		Promised Date:		Actual Cost:	\$17.08
Peard Enabled:	No	Tax Code:			
Contact Instructions:					
Print Format:	Purchase Order, Internal Copy				
Ship-to Address:	State Procurement Office 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511	Bill-to Address:	State Procurement Office 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511		

Project No.:
Project Manager:
Delivery Instructions:
Term & Options:

Vendor Information & PO Terms

Vendor:	00000640 - Staples	Preferred Delivery Method:	Email	Shipping Method:	Best Way
Remit-to Address:	Raul Gomez 4129 E. Van Buren Street Suite 140 Phoenix, AZ 85008 US Email: test@goperiscope.com Phone: (602)220-0379	Payment Terms:	Net 30	Freight Terms:	Freight Prepaid
PO Mailing Address:	Raul Gomez 4129 E. Van Buren Street Suite 140 Phoenix, AZ 85008 US Email: test@goperiscope.com Phone: (602)220-0379	Shipping Terms:	F.O.B. Destination		

Vendor Notification Actions

Option(s)	<input checked="" type="checkbox"/> Submit Order to Vendor Site
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If you have selected to pay for the order with a P-Card, you will be given a screen at this point to enter the credit card information:

Enter P-card Information For Purchase Order: ADSP010-000149:4

Card ID*:	<input type="text"/>	Card Holder Name*:	<input type="text"/>
Expiration Month/Year*:	1 / 2010		
P-Card Bill-to Address	<input type="text"/> <input type="button" value="X"/>		
	State Procurement Office 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-5511		

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