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).


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.
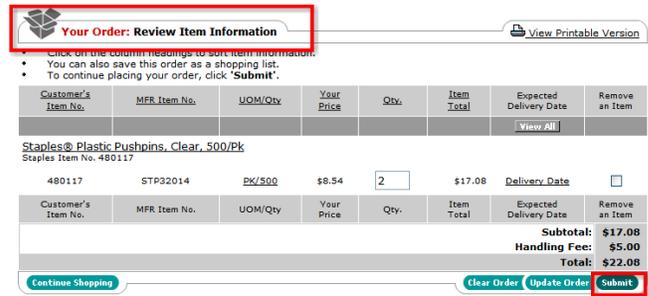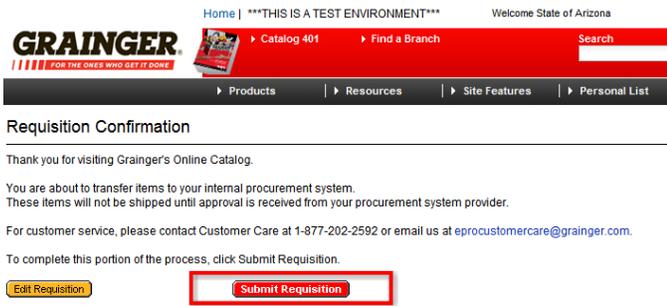
Online Shopping

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).
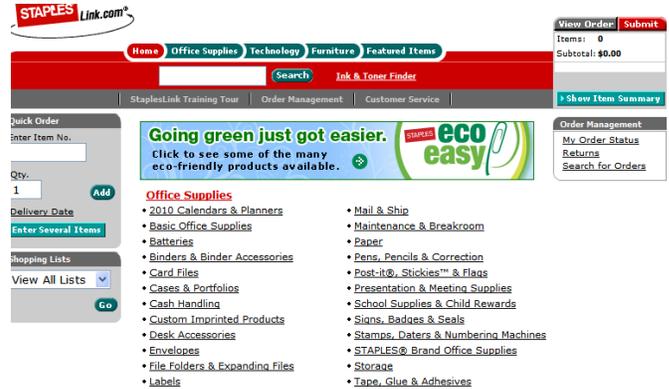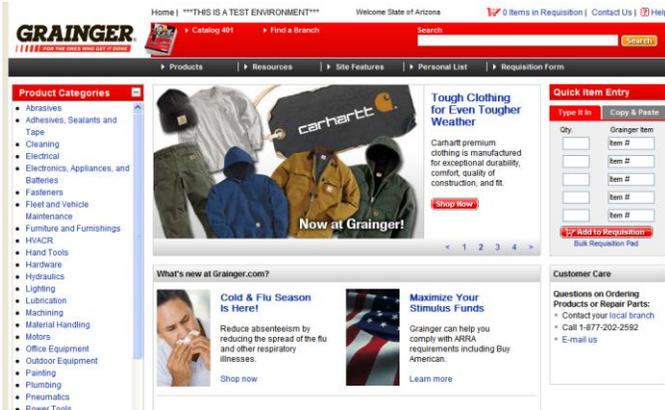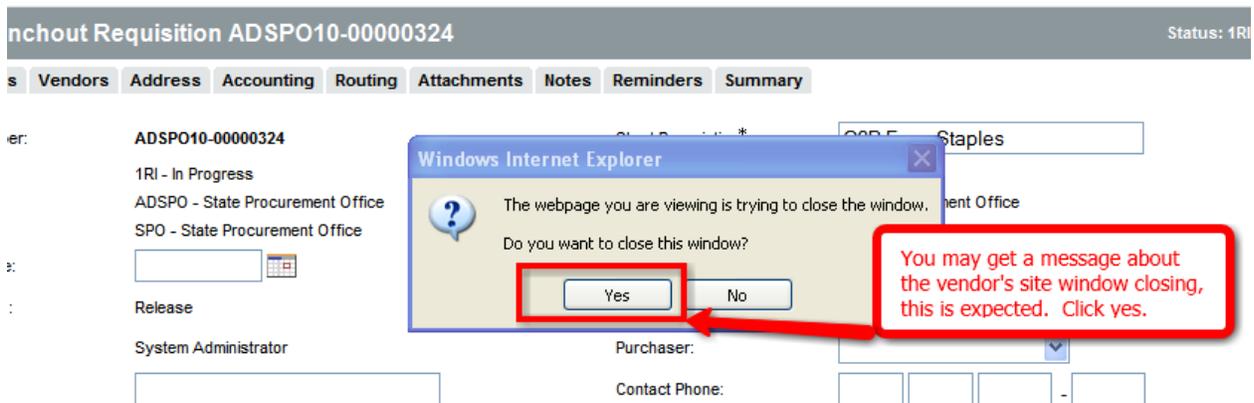

You can now shop by using the contractor's website search tools and adding items to your shopping cart. When you are finished shopping, review your cart and submit when you are satisfied.
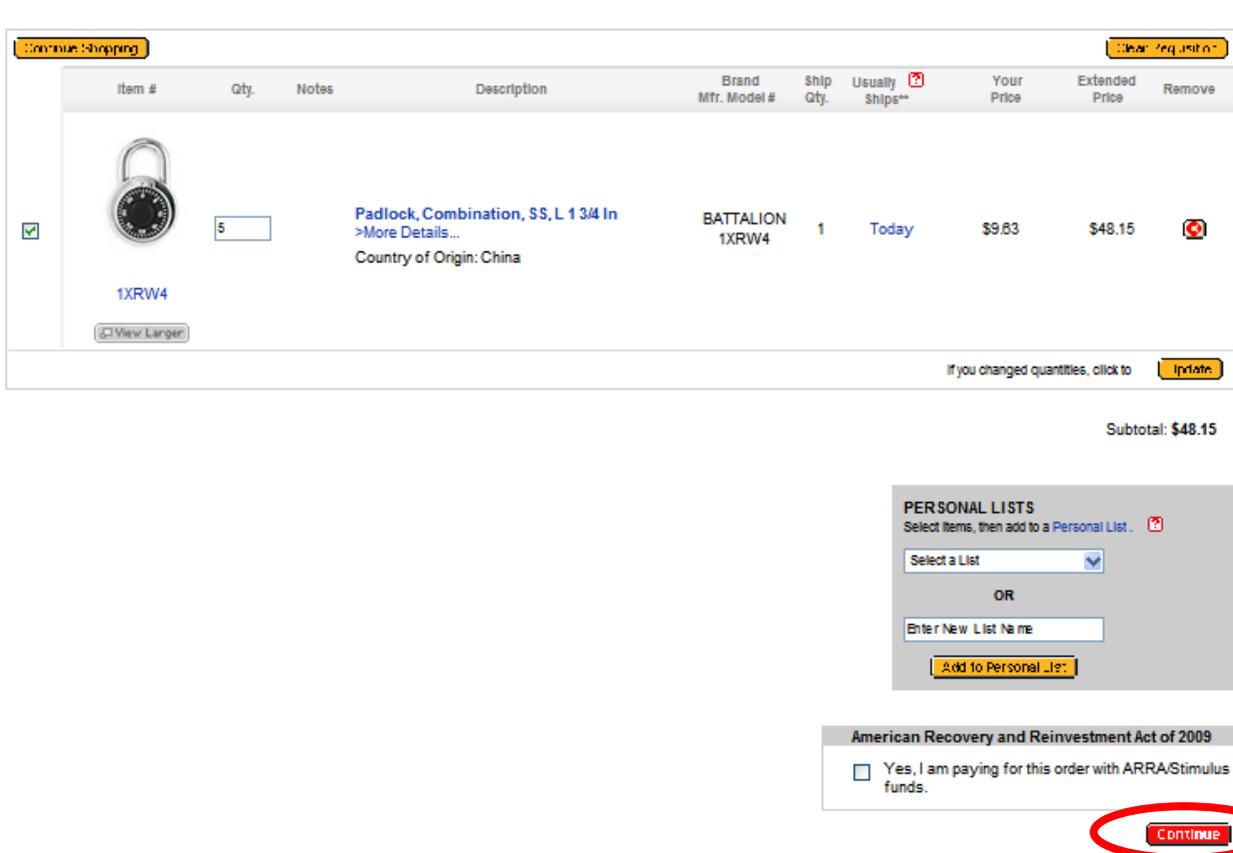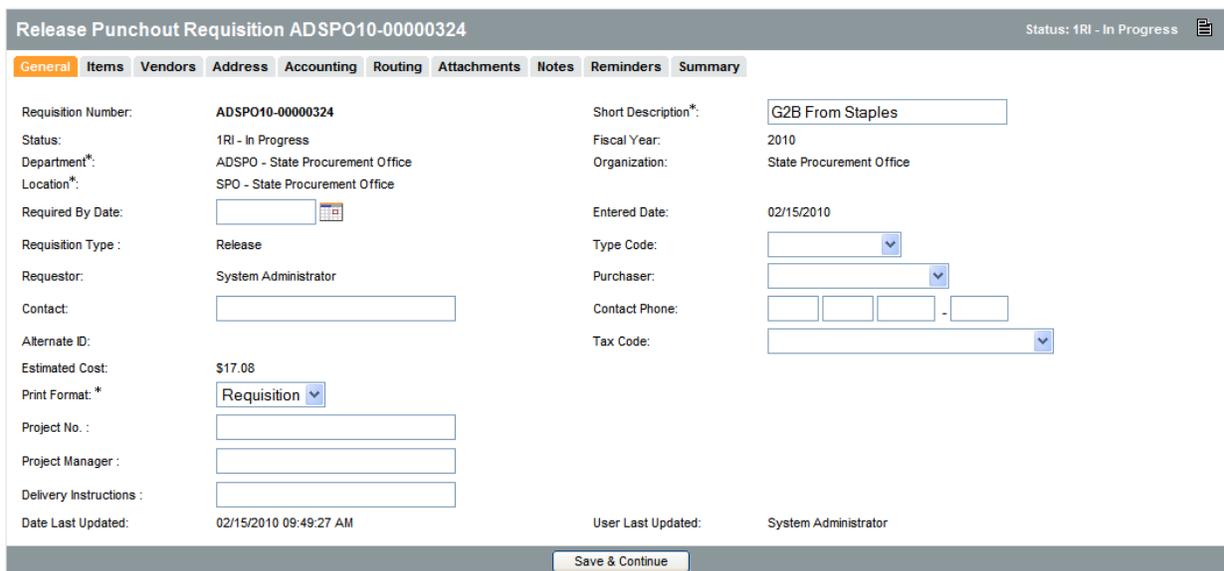
When you submit your shopping cart, the contractor's website will close and a Requisition in BuySpeedOnline will be created.

Completing the Punchout Requisition

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

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

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.

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.

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

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.

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.

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: