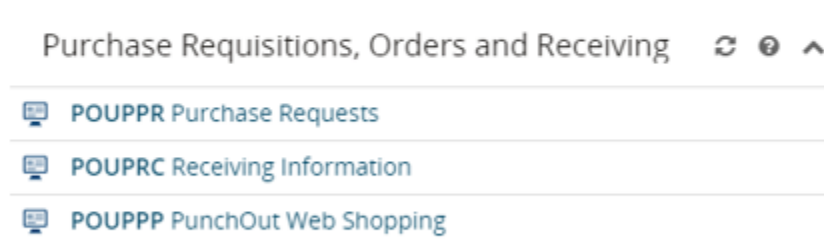


PUNCHOUT INSTRUCTIONS: HOW TO ORDER IN PUNCHOUT-POUPPP

PunchOut is used to create an easy purchasing application for commonly used vendors. The vendors currently on this feature are Office Essentials, School Specialty, Amazon, Lakeshore Learning Materials and Dell. Please follow the instructions below to create a purchase request utilizing punchout.

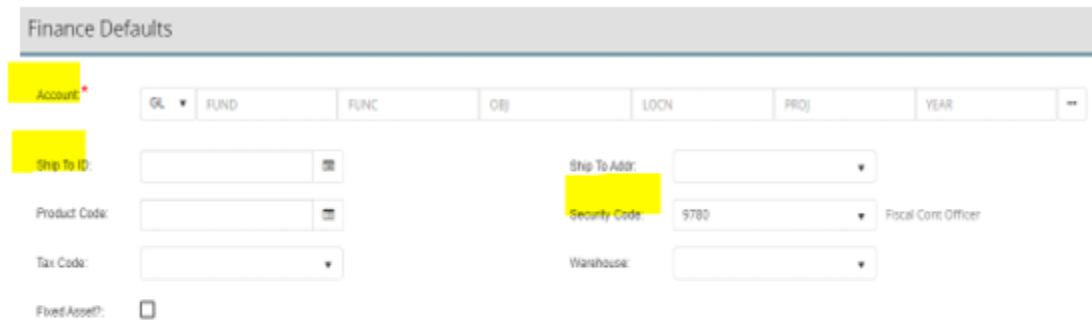
1. Begin by logging into BusinessPLUS, click on the **Schools/Departments** Tab. Once on this tab, select the **Purchase Requisitions, Orders and Receiving Box**,



then click on **“POUPPP-PunchOut Web Shopping.**








2. Complete the bottom section of the POUPPP screen first.



- a. **Account** – This is the account you will be charging the purchase to. You can look up your account code by clicking on the ******* at the end of the account line.
- b. **Ship to ID** – This should be the location where you want the items shipped.
- c. **Security Code** – This should automatically populate, but if it does not you will need to enter the location you are placing the order under.

PunchOut orders can only be ordered by one Object Code i.e. (General Supplies). If you have items that fall under a different object code i.e. (Tech Supplies) then you need to generate a separate PunchOut order. PunchOut orders cannot be changed or edited after you have exited the vendor's site. Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.

3. Select the vendor you wish to purchase from and click the link  button in the column labeled **“Shop”**

| PunchOut Vendors | | |
|---|-----------|------------------------------|
| Shop | Vendor ID | Vendor Name |
|  | S APLES | STAPLES BUSINESS ADVANTAGE |
|  | V002729 | SCHOOL SPECIALTY LLC |
|  | V003148 | OFFICE ESSENTIALS INC |
|  | V007901 | FOLLETT SCHOOL SOLUTIONS INC |

4. This will open the external vendor's website. You can shop and build your cart. **You can not make any changes or edits to your cart after you have exited the vendor's site.**
5. After you review your cart and submit the order, the system will redirect you back to the Business Plus Purchase Requisition screen with all the purchase request information entered into the requisition. Review and submit for approval. (Refer to page 38 for Purchase Requisition approval.)
6. After you complete the purchase requisition and the workflow approval has been completed a purchase order is created and sent electronically to the vendor.

Note: You do not need to attach a quote if you are using PunchOut.