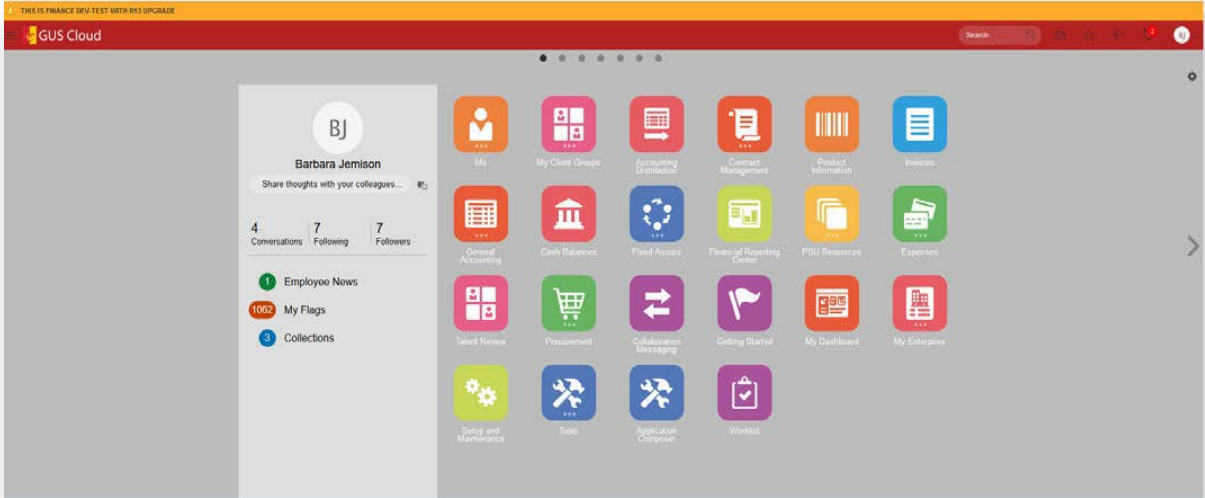



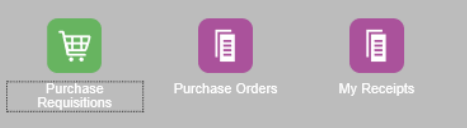
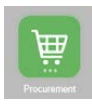
Job Aid

GUS Procurement – Punchout Orders



This Job Aid walks through the process of placing a Punchout Order in the Procurement Module.



Step	Action
1.	<p>Beginning from your Home Springboard (shown above) Click on your Procurement Icon</p>  <p>to reveal your sub-modules</p>  <p>Then click on the Purchase Requisitions icon to shop</p> 

Job Aid

GUS Procurement – Punchout Orders



2.

This takes you to your **Purchase Requisitions** page:

Requisition ID	Description	Status
REQ002	Ingles Professional Set 6 Wooden Headstones - 1 Galena, Ga. 15 1/4 x 14 1/2 W x 12 1/2 D	Incomplete
REQ003	0105 Letube 3198 2-in-1 Educator - Preconfigured with standard features. Del Letube 3198/Del Letube 3198B70	Incomplete
REQ004	Teeny	Approved
REQ005	TESTING ONLY for RIG	Approved

Purchasing News

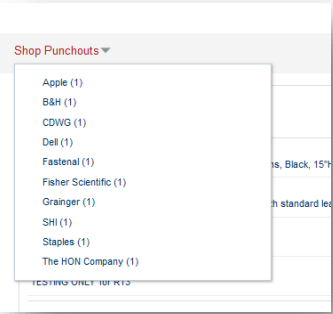
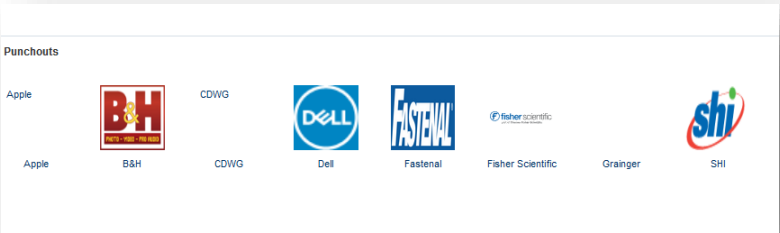
MOST COMMONLY USED ACCOUNT CODES FOR PUNCH-OUTS:

- 537200 - Stationery and Office Supplies
- 537208 - Data Processing Supplies (includes ink and toners)
- 534900 - Other Equip Materials and Parts (includes hardware)
- 541300 - Microcomputer Equip Non Capitalized (under \$5,000)

Job Aid

GUS Procurement – Punchout Orders


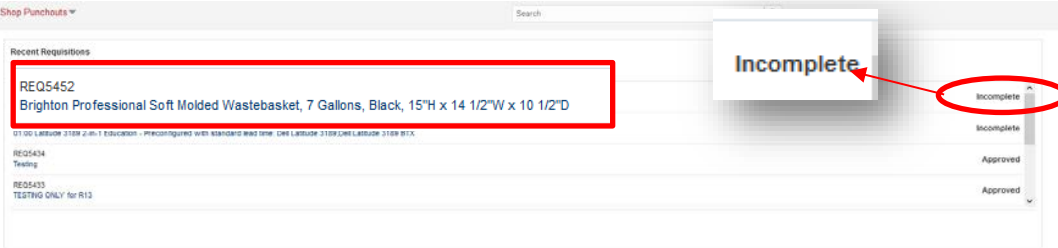
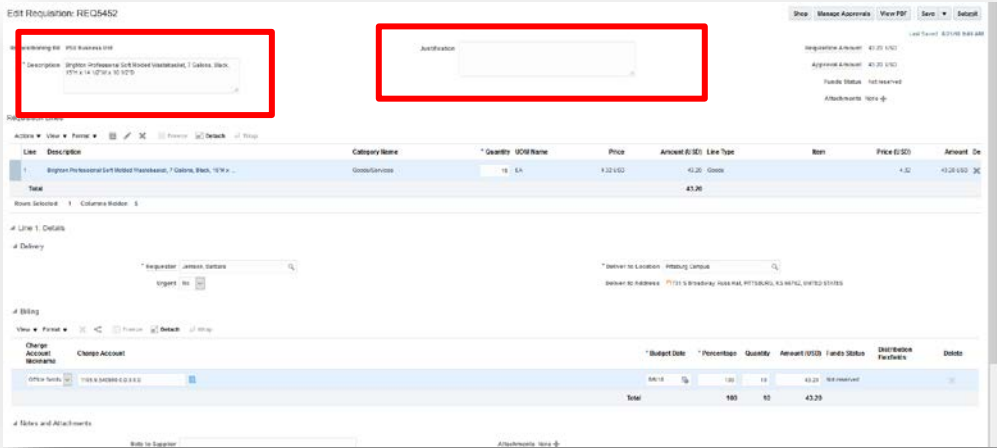


Step	Action
3.	<p>From here there are two ways to shop punchout suppliers:</p> <p>The Shop Punchouts offers a drop down list; from which to select from</p>  <p>Or, go to the bottom of the screen and click on the icon links.</p>  <p>Either of these will take you to the punchout website where you can shop.</p>
4.	<p>Click on the logo link to be directed to that vendor’s website. Shop as would with any online purchase, and place your order following the prompts of the website.</p>

Job Aid

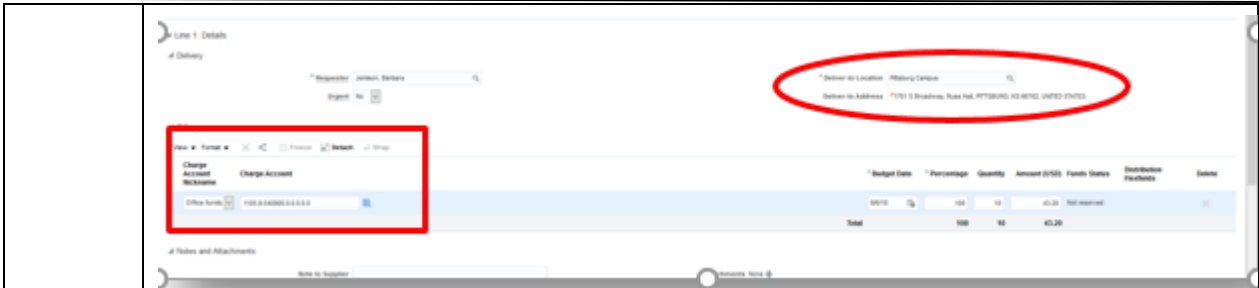
GUS Procurement – Punchout Orders



Step	Action
5.	<p>Once you “Check Out” from the website, your shopping cart will be redirected back to the Purchasing Requisitions page in GUS Cloud. You will see your number of line items next to your shopping cart.</p>  <p>Locate and click on your new requisition under Recent Requisitions</p> <ul style="list-style-type: none"> Note that it is on the top and is Incomplete 
6.	 <p>Add a Description to define the overall purchase and purpose of purchase.</p> <p>Add justification for any items that may need it to your supervisors in the approval process.</p>

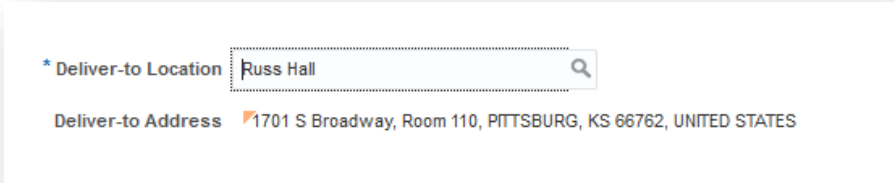
Job Aid

GUS Procurement – Punchout Orders



7.

Make sure the Deliver-to Location is your desktop location.



- Note that only Staples actually will deliver it to your desktop, all other orders are received in Central Receiving, this address will help them Physical Plant know where to deliver to you.

Job Aid

GUS Procurement – Punchout Orders

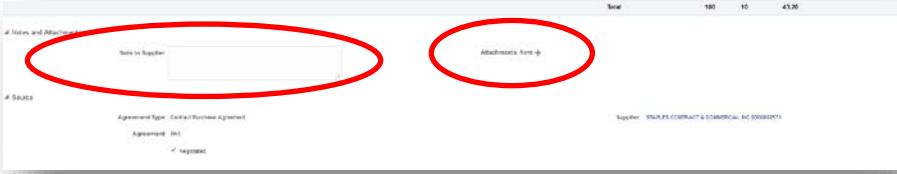
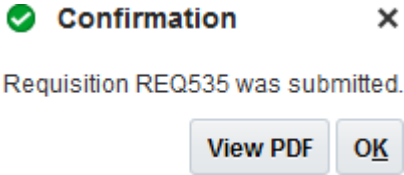



Step	Action																				
8.	<p>Add funding for each line in your requisition, using your drop down charge account favorites or by clicking on the blue icon to manually enter your funding string.</p> <p>*Note that <i>each line</i> will be assigned your “Primary Key” by default funding. If that is not the funding you want to use, you will need to make change per line as needed.</p> <div data-bbox="396 684 1040 972" data-label="Image"> </div> <p>Split funding is done at the line level of billing distribution. Click on the Split icon. Add your second line of funding</p> <div data-bbox="354 1274 761 1499" data-label="Image"> </div> <p>Then change the dollar amounts to accommodate your split funding</p> <div data-bbox="396 1665 878 1860" data-label="Table"> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Distribution Flexfields</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>4.62962...</td> <td>20.00</td> <td>Not reserved</td> <td></td> <td>✕</td> </tr> <tr> <td>5.37037...</td> <td>23.20</td> <td>Not reserved</td> <td></td> <td>✕</td> </tr> <tr> <td>10</td> <td>43.20</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Quantity	Amount (USD)	Funds Status	Distribution Flexfields	Delete	4.62962...	20.00	Not reserved		✕	5.37037...	23.20	Not reserved		✕	10	43.20			
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GUS Procurement – Punchout Orders



9.	<p>Add notes to supplier if needed. Add Attachments such as approval emails or quotes.</p> 
10.	<p>You can double-check vendor name and information by clicking on the Supplier Name link.</p> <p>Supplier New Supplier</p>
11.	<p>Click Save and Submit to save and submit your requisition.</p>
12.	<p>Confirmation page including Requisition Number is displayed. By clicking View PDF, the document will open in a new window in a pdf file format.</p> 
13.	<p>Click OK to close the confirmation box.</p> 

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GUS Procurement – Punchout Orders



Step	Action
16.	Congratulations! You have reached the end of this tutorial. End of Process.