

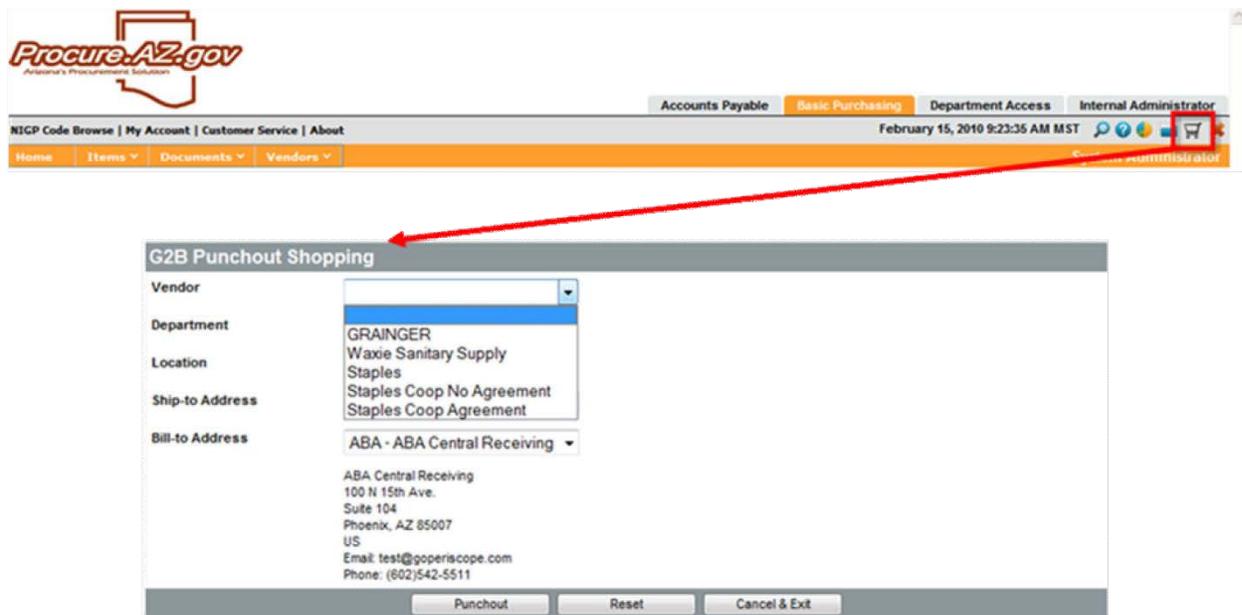
## Punchout Shopping

ProcureAZ'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 ProcureAZ, "punchout" to a contractor's online shopping website to search for and choose the desired items, then bring those items back into ProcureAZ to complete your Requisition. Use of the punchout ordering process thru ProcureAZ provides several benefits:

1. Ensures organizations always get the correct and most recent pricing on items under contract;
2. Allows the State 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 ProcureAZ'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.



The screenshot shows the ProcureAZ.gov interface. At the top, there is a navigation bar with 'Accounts Payable', 'Basic Purchasing', 'Department Access', and 'Internal Administrator'. A shopping cart icon is highlighted with a red box. Below the navigation bar, the 'G2B Punchout Shopping' form is displayed. It contains fields for Vendor, Department, Location, Ship-to Address, and Bill-to Address. The Vendor field is set to GRAINGER, and the Location is set to Waxie Sanitary Supply. The Bill-to Address is ABA - ABA Central Receiving. A red arrow points from the shopping cart icon to the form.

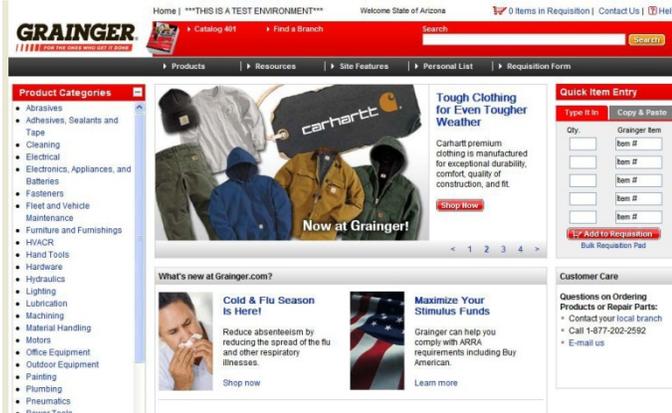
Prior to being taken out the contractor's website to view and select Items, you must complete the **G2B Punchout Shopping** screen. First, select the punchout **Vendor** that you will be ordering Items from. Next, choose the appropriate **Department, Location, Ship-to** and **Bill-to Address** for the 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 ProcureAZ. Therefore, it is very important that you ensure that this information is accurate before selecting the "Punchout" button.

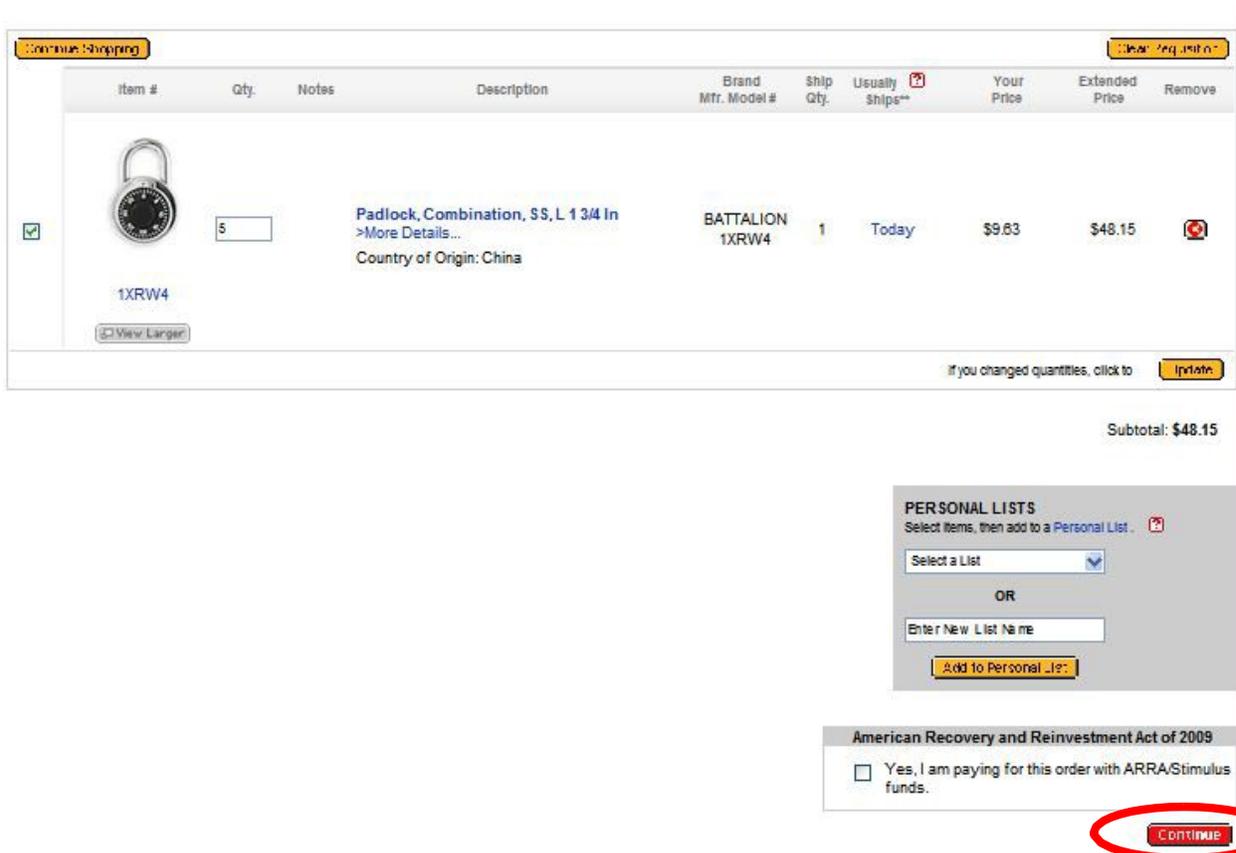
# Punchout Shopping

## 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 State's contract (ProcureAZ 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.



# Punchout Shopping

Home | \*\*\*THIS IS A TEST ENVIRONMENT\*\*\* Welcome State of Arizona

**GRAINGER** Catalog 401 Find a Branch Search

Products Resources Site Features Personal List

### Requisition Confirmation

Thank you for visiting Grainger's Online Catalog.

You are about to transfer items to your internal procurement system. These items will not be shipped until approval is received from your procurement system provider.

For customer service, please contact Customer Care at 1-877-202-2592 or email us at [eprocustomercare@grainger.com](mailto:eprocustomercare@grainger.com).

To complete this portion of the process, click Submit Requisition.

[Edit Requisition](#) [Submit Requisition](#)

**Your Order: Review Item Information** [View Printable Version](#)

- Click on the column headings to sort item information.
- You can also save this order as a shopping list.
- To continue placing your order, click 'Submit'.

Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Expected Delivery Date	Remove an Item
Staples® Plastic Pushpins, Clear, 500/Pk							
480117	STP32014	PK/500	\$8.54	2	\$17.08	Delivery Date	<input type="checkbox"/>
						<b>Subtotal:</b>	<b>\$17.08</b>
						<b>Handling Fee:</b>	<b>\$5.00</b>
						<b>Total:</b>	<b>\$22.08</b>

[Continue Shopping](#) [Clear Order](#) [Update Order](#) [Submit](#)

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

**Punchout Requisition ADSP010-00000324** Status: 1RI

Vendors Address Accounting Routing Attachments Notes Reminders Summary

Requester: ADSP010-00000324  
1RI - In Progress  
ADSP0 - State Procurement Office  
SPO - State Procurement Office

Release

System Administrator Purchaser: [Dropdown]  
Contact Phone: [Input]

Windows Internet Explorer

The webpage you are viewing is trying to close the window.

Do you want to close this window?

[Yes](#) [No](#)

You may get a message about the vendor's site window closing, this is expected. Click yes.

## Completing the Punchout Requisition

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

**Release Punchout Requisition ADSP010-00000324** Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Requisition Number: ADSP010-00000324 Short Description\*: G2B From Staples

Status: 1RI - In Progress Fiscal Year: 2010

Department\*: ADSP0 - State Procurement Office Organization: State Procurement Office

Location\*: SPO - State Procurement Office

Required By Date: [Calendar] Entered Date: 02/15/2010

Requisition Type: Release Type Code: [Dropdown]

Requestor: System Administrator Purchaser: [Dropdown]

Contact: [Input] Contact Phone: [Input]

Alternate ID: [Input] Tax Code: [Dropdown]

Estimated Cost: \$17.08

Print Format\*: Requisition

Project No.: [Input]

Project Manager: [Input]

Delivery Instructions: [Input]

Date Last Updated: 02/15/2010 09:49:27 AM User Last Updated: System Administrator

[Save & Continue](#)

# Punchout Shopping

General											
Items											
General Vendors Address Accounting Notes											
Sort by Column: <input type="button" value="Print Sequence"/> <input type="checkbox"/> Sort Descending <input type="button" value="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 #: <a href="#">ADSP010-000148 / 1</a>	1.0	Staples(R) Plastic Pushpins, Clear, 500/Pk								\$17.08
			2.0	0.0	\$8.54	\$8.54	PK	\$0.00		\$0.00	\$17.08
										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:	ADSP010-000148									
Status:	1RI - In Progress									
Department*:	ADSP0 - State Procurement Office									
Location*:	SPO - State Procurement Office									
Required By Date:	<input type="text"/>	Entered Date:	03/01/12							
Requisition Type :	Release									
P-Card Enabled:	<input checked="" type="checkbox"/>									
Requestor:	System Administrator									
Contact:	<input type="text"/>									
Alternate ID:	<input type="text"/>									
Estimated Cost:	\$242.10									
Print Format: *	Requisition									
Project No. :	<input type="text"/>									
Project Manager :	<input type="text"/>									
Delivery Instructions :	<input type="text"/>									

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 ProcureAZ 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.

# Punchout Shopping

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.

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 ADSP010-00000324 - Purchase Order(s) Created Status: 1RGP - Gone to PO

The following Purchase Order(s) were created:

PO #	Vendor	Amount	Date	Status
<a href="#">ADSP010-000148: 3</a>	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.

# Punchout Shopping

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**

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

<b>Vendor:</b> 000000640 - Staples	<b>Preferred Delivery Method:</b> Email	
<b>Remit-to Address:</b> Raul Gomez 4129 E. Van Buren Street Suite 140 Phoenix, AZ 85008 US Email: test@goperiscope.com Phone: (602)220-0379	<b>Payment Terms:</b> Net 30	<b>Shipping Method:</b> Best Way
<b>PO Mailing Address:</b> Raul Gomez 4129 E. Van Buren Street Suite 140 Phoenix, AZ 85008 US Email: test@goperiscope.com Phone: (602)220-0379	<b>Shipping Terms:</b> F.O.B. Destination	<b>Freight Terms:</b> Freight Prepaid

**Vendor Notification Actions**

Option(s)	<input checked="" type="radio"/> Submit Order to Vendor Site
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Save & Continue

Cancel PO    Print    Print Vendor Copy

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

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

Be sure to complete the vital information and then click "save and continue" to submit the information and complete the punchout order.

Save & Continue    Reset    Cancel & Exit

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