Job Aid:
How to Purchase from a COMMBUYS (G2B) Punchout

This Job Aid shows how to:

- Create a requisition and purchase order using the Punchout G2B (Government to Business) functionality in COMMBUYS.

Of Special Note:

A COMMBUYS punchout provides the ability to purchase directly from the website of certain sellers (vendors). Punchouts are integrations developed with specific sellers that allow you to start a Requisition in COMMBUYS. Buyers can 'punch out' to a seller's online shopping website to search for and choose the desired items. Once items are selected and checked out, the system transfers these items to COMMBUYS to complete a release requisition.

NOTE: Be sure to turn off your computer's Pop up Blocker, otherwise the vendors site will not display.

Screenshot	Directions
	Step 1: Accessing the Punchout Page 1. After logging into COMMBUYS, click on the **Settings** icon at the top right side of the page. 2. Select **G2B Punchout** from the dropdown menu.

Screenshot	Directions
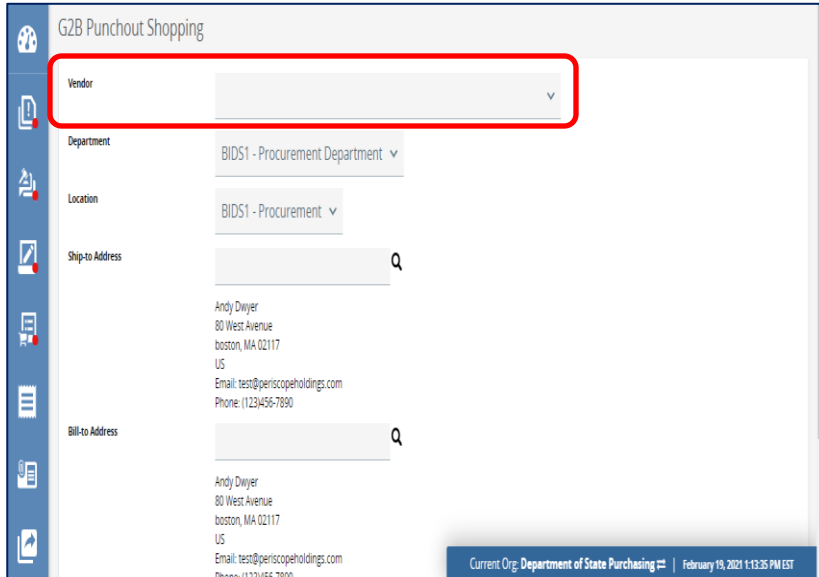
Step 2: Choosing a Vendor

The **G2B Punchout Shopping** page displays.

1. Click on the **down arrow** next to the **Vendor** field then select the desired vendor from the dropdown menu.
2. Ensure that the default **Department** and **Location** fields are correct for this order. If not, they can be changed by clicking on the **down arrow** and selecting another choice.
3. Ensure that the default **Ship-to Address** and **Bill-to Address** are correct for this order. If not, they may be changed by clicking on the **magnifying glass icon** and selecting another address.

NOTE: These departments, locations, and addresses cannot be changed once you continue from this page. Punchout requisitions cannot have different Ship-to or Bill-to addresses by line item. All items on a punchout must have the same Ship-to and Bill-to.

4. Click on the **Punchout** button at the bottom of the page.

Step 3: Selecting Items

NOTE: Punchout Catalogs are unique for each vendor, so the following steps may vary.

The selected seller's website is similar to their public website however it will contain Statewide contract items and pricing.

1. Enter a keyword in the **Search** box at the top of the page, OR

2. Select the desired **items category** (in this example, click on **Shop**) and continue selecting sub-categories (if necessary) until you locate the desired item(s).

| Screenshot	Directions
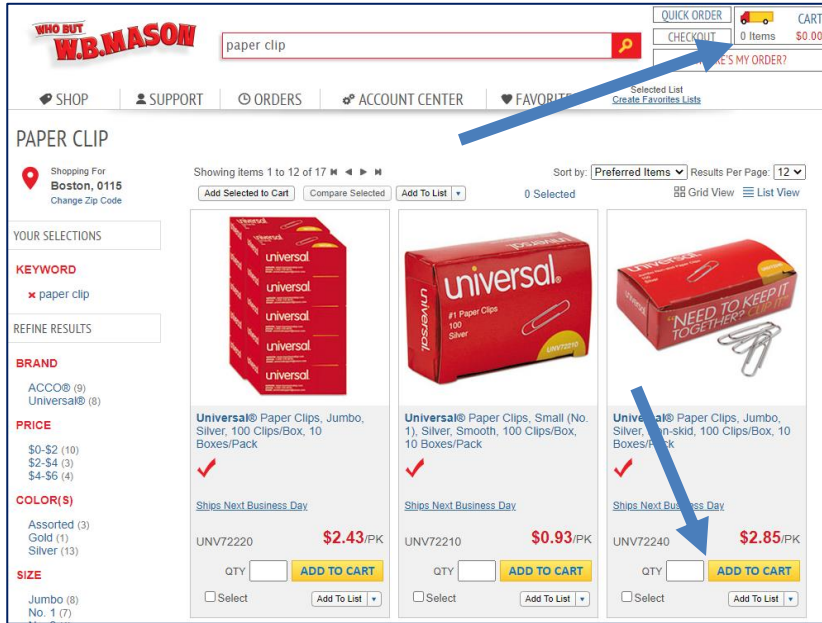
Step 4: Adding Items

1. Choose the desired item and enter the **quantity** to be ordered.

2. Click on the **Add to Cart** button.

NOTE: a popup window may display the item you just added to the shopping cart. If so, close the window and proceed.

3. Repeat **this process** to add additional items.

4. Once you have chosen all items, click on the **Cart icon** to begin the checkout process.
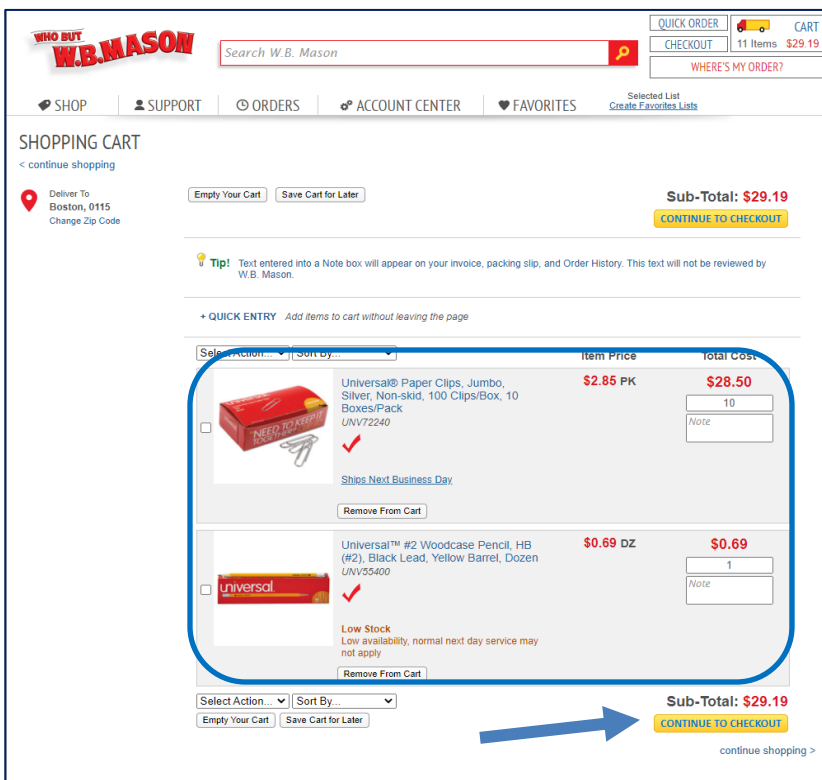
Step 5: Reviewing the Shopping Cart

1. Review the items, quantities, and prices, then click on the **Continue to Checkout** button.

NOTE: This button may be called something else depending on the vendor's website, for example, **Checkout, Proceed to Checkout, Complete Checkout, Return to Buying Application**, **Transfer Shopping Cart**, and so on.

NOTE: Changes cannot be made to your items once you leave this page.

Screenshot	Directions

Step 6: Completing the Requisition

1. Following checkout, a Release Punchout Requisition is created and the **General** tab page displays. The **Short Description** field at the top right displays a generic description **"G2B from (vendor's name)".** Since this is a searchable field, this generic description must be changed to something unique that will enable you to differentiate this order from all other orders placed with this Punchout vendor.

You may also add:

- **Alternate ID:** Enter information as required. This may include (but is not limited to) data such as a Massachusetts Management Accounting and Reporting System (MMARS) encumbrance ID or an In-house financial system transaction number for non-MMARS users.

- **Special Instructions:** Enter information as required. This may include (but is not limited to) data such as shipping drop off information, locations, etc. (50-character limit).

2. After changing the Short Description field, click on the **Save & Continue** button at the bottom of the page.

Step 7: Checking the Items Tab

1. Click on the **Items** tab. Ensure that all items and quantities are correct.

NOTE: You will not be able add or delete items or change quantities. If an error has been made, you must initiate a new Punchout order.

NOTE: The **Vendors** and **Address** tabs have automatically been populated.

Screenshot	Directions

Screenshot

Release Punchout Requisition RQ-21-1990-BIDS1-BIDS1-301615   Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Header Information

Requisition Number:	RQ-21-1990-BIDS1-BIDS1-301615	Short Description:	Office supplies for Bldg. B	Status:	1RI - In Progress
Organization:	Department of State Purchasing				
Department:	BIDS1 - Procurement Department	Location:	BIDS1 - Procurement	Required By Date:	
Entered Date:	02/22/2021	Requisition Type:	Release	Type Code:	
Requestor:	Bill O'Malley15	Purchaser:		Fiscal Year:	2021
Contact:		Contact Phone:		Alternate ID:	
Pcard Enabled:	No	Estimated Cost:	528.19	Print Format:	Requisition Print
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				

Ship-to Address: Andy Dwyer   Bill-to Address: Andy Dwyer
80 West Avenue   80 West Avenue
boston, MA 02117   boston, MA 02117
US   US
Email: test@jenlscopeholdings.com   Email: test@jenlscopeholdings.com
Phone: (123)456-7890   Phone: (123)456-7890

Special Instructions :

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information ⊞

[Submit for Approval] [Cancel Requisition] [Print]

Directions

Step 8: Reviewing the Summary Tab

1. Click on the **Summary** tab.

2. Review the Summary tab and ensure that all fields are correct. No changes can be made to these tab pages, and a new Punchout must be initiated if errors are found.

3. Click on the **Submit for Approval** button at the bottom of the page.

Screenshot	Directions

Step 9: Submitting for Approval

The approval path will display, or you're given the option to select the appropriate one.

NOTE: The requisition will now proceed through your department's approval path (no image is provided here as your approval path will vary). You will be informed by COMMBUYS email when the approval is complete.

1. If you do not have approval paths set up in your agency, select the **Automatic Approval** radio button.

2. Click on the **Save and Continue** button and note that the status at the top right of the page will change from **In Progress** to **Gone to PO.**

NOTE: Be sure to follow your department's approval procedures and approval paths.

Once you have an approved Requisition, a Purchase Order is created and automatically sent to the vendor for processing. You will receive a PO Sent email alert from COMMBUYS. To view the PO, click on the **New Purchase Order is** hyperlink in the yellow **System Warning(s)** box.