HOW TO CREATE A PUNCHOUT ORDER

This Reference Guide:

Describes the process for creating a requisition and purchase order using the Punchout (G2B) functionality in COMMBUYS. (G2B = Government to Business)

Of Special Note:
- Prior to launching COMMBUYS, turn off the pop-up blocker in your browser.
- COMMBUYS Punchout Catalogs are supported by most standard browsers.

STEP	Action
1	Log In to COMMBUYS.
2	From the COMMBUYS Home Page: Select the **G2B** PunchOut icon located in the left navigation bar/menu OR **G2B PunchOut** from the Settings dropdown located in the upper right corner.
3	From the G2B Shopping menu, complete the following fields: • <u>Vendor Dropdown:</u> Select the desired Vendor • <u>Department:</u> Defaults, but an alternate department may be selected • <u>Location:</u> Defaults, but an alternate location may be selected • <u>Ship-To Address:</u> Defaults, but an alternate Ship-to address may be selected • <u>Bill-To Address:</u> Defaults, but an alternate Bill-to address may be selected **NOTE:** *If you wish to choose a different department, location, ship-to or bill-to address, you must select it at this time. Changes to this information cannot be made once you leave this page.*
4	Click on the **Punchout** button at the bottom of the page.
5	When the Vendor's page displays, Items may be located and added to a virtual shopping cart by: • Entering a keyword in the search box at the top of the page, or • Clicking on featured categories or tabs Either method will provide a more detailed list of selections. Continue searching until you locate a list of your desired items. If known, you can also try searching by part number or serial number to pull up an exact match of the item you want. **User Tip:** Catalog searches should start with a broad description. e.g. "pen" rather than "black gel pen." More detail may be added to filter the results.

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STEP	Action
6	When you locate a specific item, enter the quantity desired and click on the **Add to Cart** button**.** Continue shopping until finished. When finished, click **View Shopping Cart** to ensure your order is correct and complete**.** Click on **Checkout**/**Proceed to Checkout**/**Continue to Checkout** or **Return to Buying Application.** **NOTE**: *Each vendor's Punchout catalog is slightly different. To complete your order, you will click on different buttons to complete your item selection and return to COMMBUYS to complete your order. Changes cannot be made to your items once you leave this page.*
7	After checking out, if a pop-up message displays: *"The webpage you are viewing is trying to close the tab. Do you want to close this tab*?" Click on the **Yes** button**.** You have now returned to COMMBUYS. A requisition has been created with the items you selected.
8	Verify that all information is correct. You may want to make changes to the following Tabs/fields: • Short Description: Enter additional information or overwrite existing as required by your internal procedures • Contact: Optional if the contact person is different than the Buyer who is processing the order. This name will be part of the Ship-To Address on the shipping label. • Alternate ID: Enter information as required. This may include data such as MMARS encumbrance ID or an in-house financial system transaction number for non-MMARS users. • Special Instructions: Enter information as required. This may include data such as shipping drop off info, locations, etc. (50 Character max) Click on the **Save and Continue** button. Information in the Attachments, Notes, and Reminders may be added as necessary.
9	Click on the **Summary** tab and verify that all information is correct. If correct, scroll to the bottom of the page and click on the **Submit for Approval** button. Your order will go through the appropriate approval path. Once approved, you will receive an email from COMMBUYS. If you do not have approval paths set up in your agency, Select the **Automatic Approval** radio button, then click on the **Save and Continue** button.
10	Once you have an approved Requisition, it will automatically create a purchase order and be sent directly to the Vendor for processing. You will receive a "PO Sent" email from COMMBUYS. The top right corner of your Requisition on the Summary page indicates – **Status: Gone to PO** The top right corner of your Purchase Order on the Summary page indicates – **Status: Sent**