

ADD A PUNCHOUT CATALOG ITEM

While in the *Create Purchase Request* screen, you have the ability to add *Punchout Catalog* items to the purchase request. This section addresses how to add a *Punchout* line item after other line items have already been selected or created. If you would like to start from the request process from the *Homepage*, refer to additional *Create a Request* sections for more information.

1. From the *Create Purchase Request* screen, click the *Homepage* button at the top that displays your organization's logo and you will be redirected to the landing page. In this example, the *Vroozi* logo is pictured as the *Home* button.

TIP! It is a good idea to note the *Request Name* (i.e. *Requester Samonte 1000000169*) before navigating away from the page. You will use this information later when adding *Punchout* items from the *Shopping Cart* to the *Purchase Request*.

VRooZI Categories Search Catalogs Lists (0)

Create Purchase Request

 DRAFT

PURCHASE REQUEST
1000000238

CREATION DATE
Jan 20, 2017

REQUEST NAME
Paper Goods Order 100000023

REQUESTER
Requester Samonte

SHIPPING ADDRESS *required
Vroozi

SUPPLIER
Multiple Suppliers

APPROVALS
Approver1 Samonte

REASON FOR REQUEST

Attention: Amanda Samonte
Vroozi
15000 VENTURA BLVD
Room: 201
SHERMAN OAKS, CA 91403-2443
United States

2. You may need to expand the *Catalog Supplier* area to see all of the vendors available. Locate the *Punchout Catalog* under the *Catalog Supplier* area. The *Arrow* icon indicates a *Punchout* as opposed to an *Internal Catalog*.
3. Click on the *Arrow* icon of the *Punchout* catalog supplier. A new window will pop up.



4. Search for items in the vendor website and add them to the *Cart*. Each supplier web environment is different, and will have varying features and functionalities. (not pictured)
5. Checkout of the vendor website by clicking the “submit” or “transfer your order”-type button. The exact wording varies by vendor. (not pictured) Your items from the *Punchout* will be pulled into your *Cart* in *Purchase Manager*.
6. Review the contents of your *Cart* and amend quantities as needed.
7. Use the drop down menu to find the *Request* you would like to add the items to.
8. Click the *Move to Request* button. The *Line Items* will be added to your request.
1. Continue with the submission of your request (not pictured). For more detailed instruction of how to do this, refer to additional *Create a Request* sections.

Shopping Cart

Select All

BRiGGS
Healthcare®

SUPPLIER SUBTOTAL
\$19.14 USD



FOLDER DRAWER SHELF
Supplier Part Number: D 5250
Manufacturer Number: D 5250
Combination Drawer/Shelf File Folders

\$19.14 USD x = \$19.14 USD

CREATE NEW REQUEST
Golf Cart Lease 1000000239
Paper Goods Order 100000238
Office Supplier 100000233
Office Order 10000224
CREATE NEW REQUEST

Clear Cart

Total Items: 1
Subtotal: \$19.14 USD

Move to Request

