E-Procurement System Tutorial
Punchout Vendors
E-Procurement is an online system which allows the user to purchase products/services from vendors.

Creating a Purchase Order – Punch-out
When purchasing from a punch-out vendor, you are sent directly to the vendor's website.

➢ From the Home Screen, click on a Punch-out vendor to start shopping. This will bring you directly to the vendor's site.

➢ Search for desired items on the vendors site.

➢ Change the desired quantity and click **Add to Cart**.

➢ Click **Checkout** in the top right of the screen

➤ Adjust items in your cart as necessary, then click **Submit** to bring items back into the Pace E-Procurement system for processing.

✓ If there are additional items that need to be added to the cart, click the **shopping cart** on the left of the screen. Multiple items can be added from as many vendors as desired to the cart. This can be done for hosted and non-catalog vendors as well.

✓ If there are items you want to remove from your cart, select the items to be removed by clicking the select box located to the far right of the line item. Click the drop-down menu that reads **Perform and action on**. Click **Remove Selected Items**. Click **Go**.

Note: unwanted items are deleted.

➤ Once all desired items are in your cart, click **Proceed to Checkout.**

Final Review

Verify all the information (Ship To, Bill To, FOAPAL Values etc.) is correct before sending the information to the vendor. In this section, the user has the ability to edit the entire document, or each line item individually.
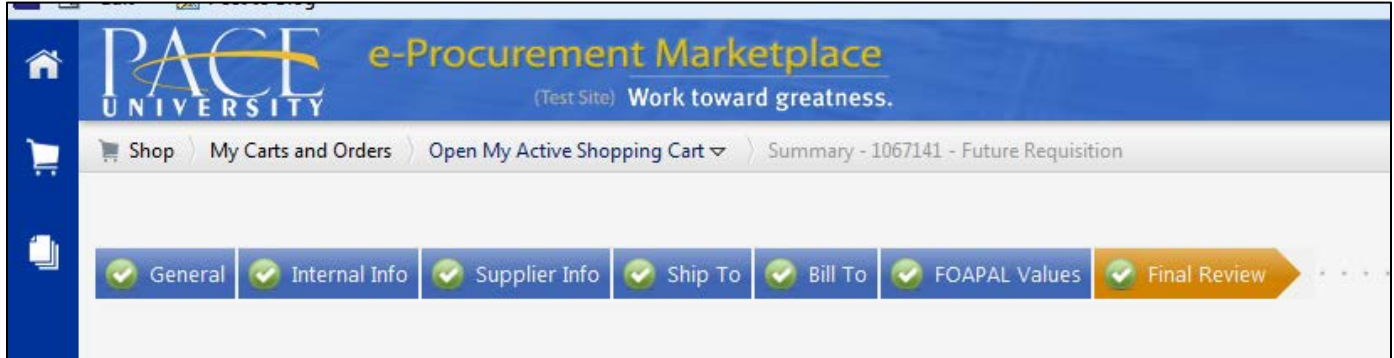

➢ To adjust the **Summary** information, click **Edit** (located in the upper right of the corresponding box) for the particular section which needs adjusting. After changes have been made, click **Save**.
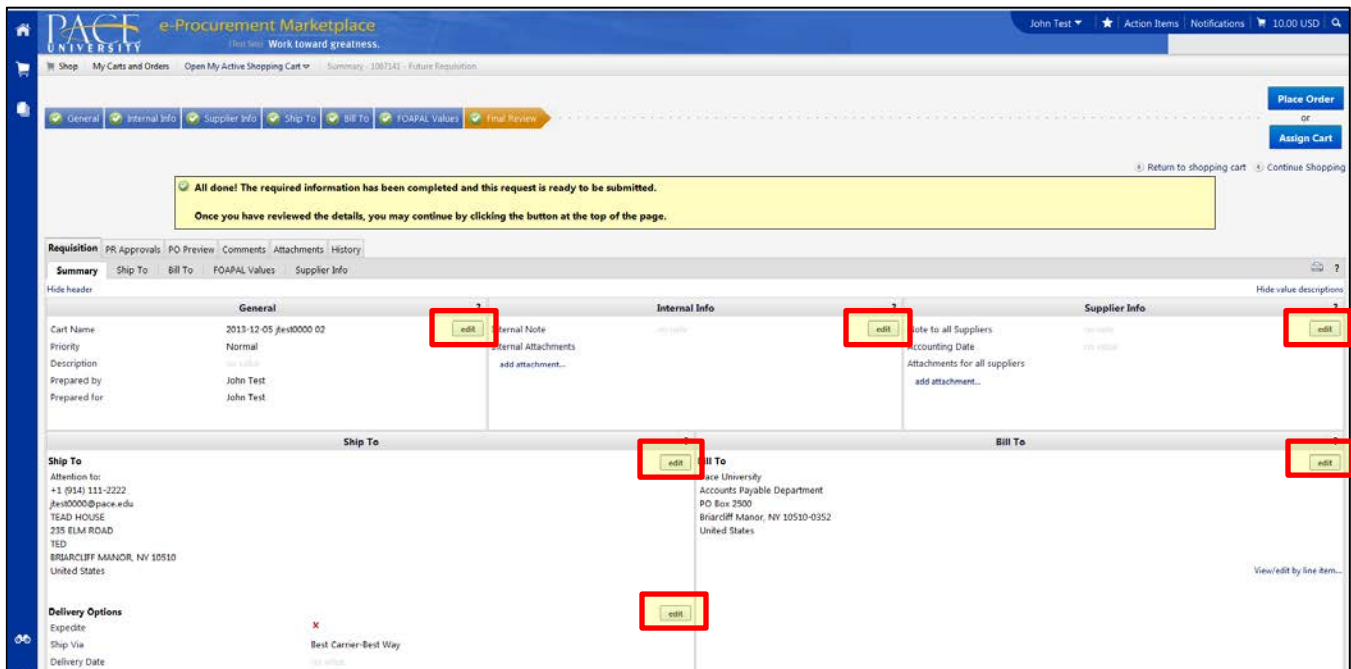
➢ To adjust any **FOAPAL Value** information, click **Edit** (located in the upper right of the corresponding box) to modify any values listed. After changes have been made, click **Save**.
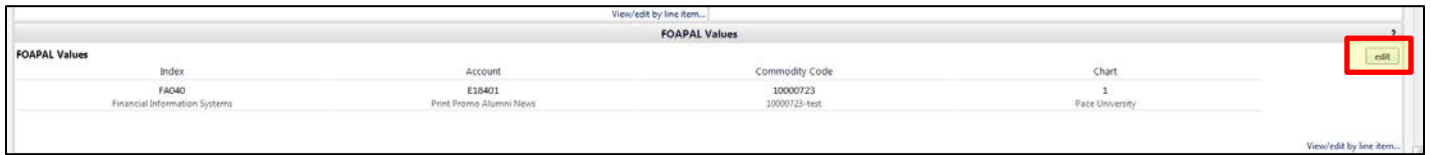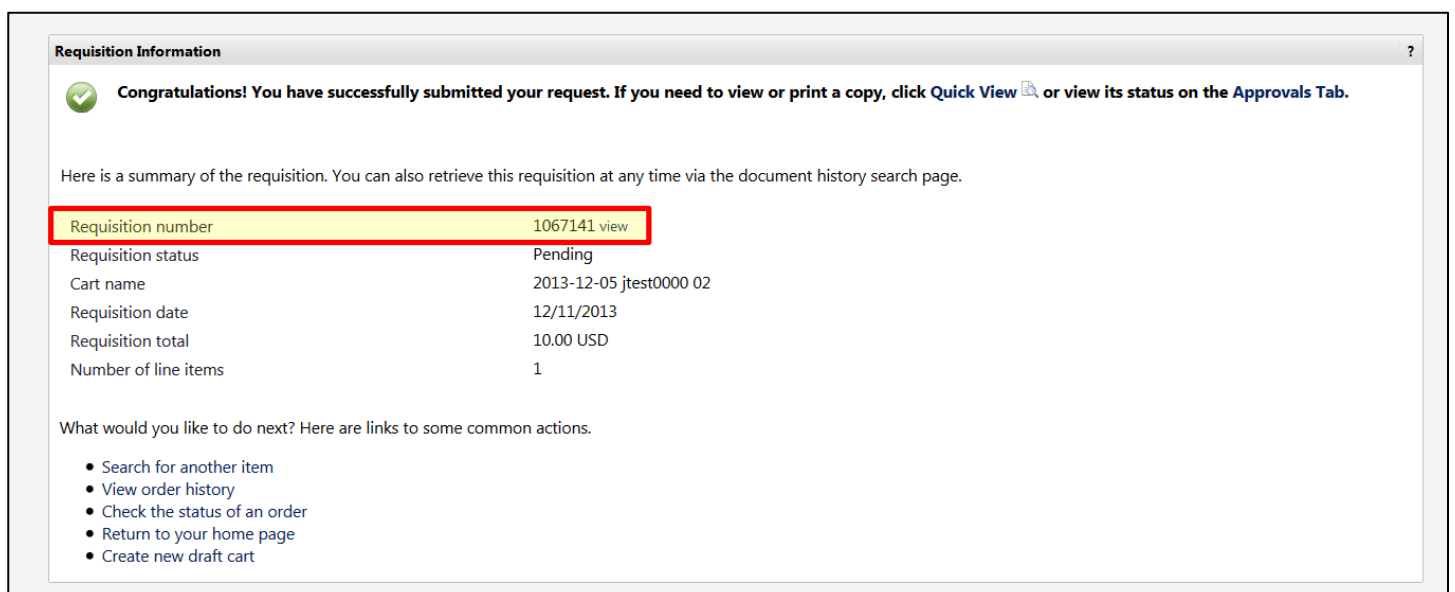

➢ To adjust **Supplier/Line Item Details**, click **Edit** (located in the upper right of the corresponding box) for the particular item which needs adjusting. After changes have been made, click **Save**.
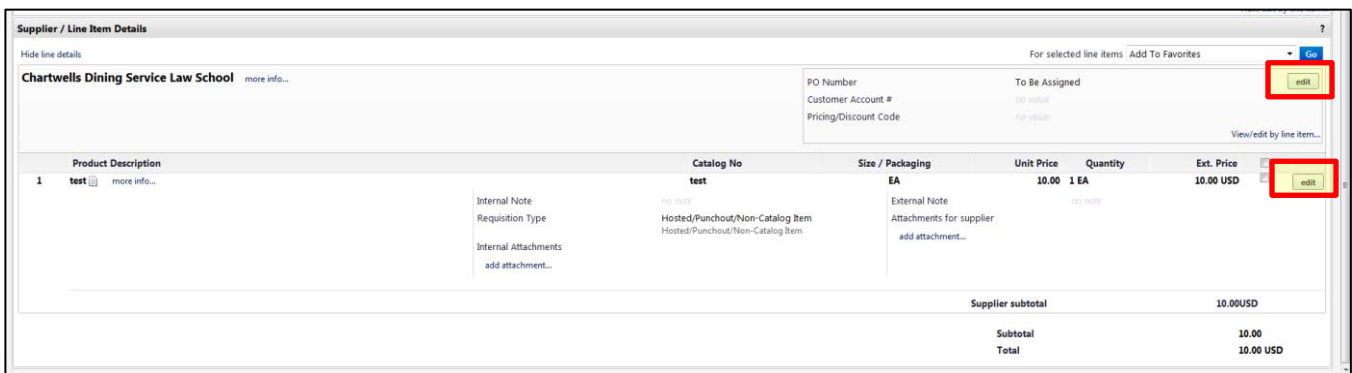
➢ Once all edits have been completed, click **Place Order**.

*The user will receive a **requisition number** and a confirming email.

Viewing the Requisition status:

➢ Click the **requisition number** to view the status of the order placed.

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	1067141 view
Requisition status	Pending
Cart name	2013-12-05 jtest0000 02
Requisition date	12/11/2013
Requisition total	10.00 USD
Number of line items	1

➢ Click the **PR Approvals** tab to view the status of your requisition.

➢ Click the **History** tab to view details of the requisition workflow.

➢ Click the **Requisition** tab and scroll to the bottom right to retrieve the **Purchase Order Number**.