



Punchout Shopping A Requestor's Quick Guide

Shopping is Easy in ePro!



Creating a Cart with a Punchout Supplier

ePro Shoppers and Requestors:

- Both Shoppers and Requestors can shop for items and add them to carts.

Requestors have additional permissions:

- Requestors can submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of ePro accounting codes and Chartfields. The requestor may need to update the requisition with these codes before placing an order.
- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.



How to Create a Cart with a Punchout Supplier

The screenshot displays the UNTS Shopping Home Page. At the top, there is a navigation bar with 'Shop • UNTS Shopping Home Page' and a search bar. Below this, there are sections for 'Organization Message', 'Quick Links', and 'Showcases'. The 'Showcases' section is divided into three categories: 'Think HUB First', 'Punch-out Catalogs', and 'Hosted Catalogs'. The 'Think HUB First' section contains tiles for Cuevas Distribution Inc, CDW mPulse, GRAINGER Mavich, and shi. The 'Punch-out Catalogs' section contains tiles for DELL Summus, VWR INTERMEDIATE Summus, B&H, BIO-RAD, HENRY SCHEN, ThermoFisher SCIENTIFIC formerly Life, MCK, Oakwood Products, Inc., and MILLIPORE SIGMA. The 'Hosted Catalogs' section is partially visible at the bottom.

The Showcases section on your Home page contains links to make shopping easier, allowing you to create many types of requisitions and payment requests.

Punch-out Catalog shopping is a great new feature of ePro. You will leave ePro to fill your cart, then return to ePro to create the requisition.

To access a Punchout Catalog, simply click the tile for the category you want to view.



How to Create a Cart with a Punchout Supplier

SelectSite PunchOut Cancel PunchOut

MCKESSON Search All Products CART \$0.00 (0)

Home Products Orders Lists Support Resources Hello Punchout User
#585510 UNT HEALTH SCIENCE CENTER

Working Cart Contact Your Account Manager

Account #578073 UNT HEALTH SCIENCE CENTER
UNT HEALTH CLINICS
3500 CAMP BOWIE BLVD
FORT WORTH, TX 76107-2644

Ship To #585510 UNT HEALTH SCIENCE CENTER
3420 DARCY ST
FORT WORTH, TX 76107-2725

Alert: Items that are on allocation require you to have prior purchase history or the item will be canceled from your order. Quantity not at your warehouse will be backordered up to your allocated amount. Quantities beyond allocation will be canceled. Quantities are updated daily - [View Allocation List](#). For additional assistance, click [here](#) to contact your Account Manager.






0 items total \$0.00

Quick Add Help Print

Qty Quick Add Sort Recent Cart

Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total	Save	Delete/Edit
There are no items in your cart									

Customers like you regularly use these products

 PK/10 \$271.70 TDVAX™ Td Vaccine Indicated for People 7	 CT/10 \$1,170.81 Pneumovax® 23 Pneumonia Vaccine	 BX/10 \$2,536.02 Gardasil® 9 Human Papillomavirus Vaccine	 BX/10 \$873.14 M-M-R® II MMR Vaccine Indicated for People 12	 PK/10 \$904.97 RotaTeq® Rotavirus Vaccine Indicated for
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After you click the link for the supplier where you wish to shop, the catalog will display.

You will have search features to help you quickly find items you need to purchase and add them to your cart.

You will be able to select the items you wish to add to your shopping cart. You can select items one at a time or multiples before adding them to your cart.

Please note that each supplier hosts the site where you are shopping. This means that each site will have unique design and features.



How to Create a Cart with a Punchout Supplier

MCKESSON

Search All Products

SEARCH

CART \$1,461.89 (2)

Home Products Orders Lists Support Resources

Hello Punchout User
#585510 UNT HEALTH SCIENCE CENTER

Cart #1946917 - PUNCHOUT CART

Contact Your Account Manager

Account #578073 UNT HEALTH SCIENCE CENTER
UNT HEALTH CLINICS
3500 CAMP BOWIE BLVD
FORT WORTH, TX 76107-2644

Ship To #585510 UNT HEALTH SCIENCE CENTER
3420 DARCY ST
FORT WORTH, TX 76107-2725

Alert: Items that are on allocation require you to have prior purchase history or the item will be canceled from your order. Quantity not at your warehouse will be backordered up to your allocated amount. Quantities beyond allocation will be canceled. Quantities are updated daily - [View Allocation List](#). For additional assistance, [click here](#) to contact your Account Manager.

2 items total \$1,461.89

MCKESSON

Search All Products

SEARCH

CART \$1,461.89 (2)

All Items (2) Reorder Guide

Help Print

Home Products Orders Lists Support Resources

Hello Punchout User
#585510 UNT HEALTH SCIENCE CENTER

#	Qty	ADD ITEM	Quick Add	Sort	Recent	Cart	DELETE	SUSPEND	PUNCHOUT	More Options...
Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total	Save	Delete/Edit	
885932	RACK TUBE CUBE 9PL 8-16MM In stock, ships from your local warehouse	McKesson MedSurg	3096	CS/4	\$71.29	1	\$71.29		EDIT	
854860	TEST KIT, IFOBT 25TEST CASSET TES 25 BUFFER TUBE In stock, ships from your local warehouse	McKesson MedSurg	4487	BX/25	\$139.06	10	\$1,390.60		EDIT	

Please review your order & click Submit

2 In stock items - Ships from your warehouse network
2 Total items

Order Line Items

	UOM	Price	Qty	Total
854860 TEST KIT, IFOBT 25TEST CASSET TES 25 BUFFER TUBES McKesson MedSurg #4487 In stock, ships from your local warehouse	BX/25	\$139.06	10	\$1,390.60
885932 RACK TUBE CUBE 9PL 8-16MM McKesson MedSurg #3096 In stock, ships from your local warehouse	CS/4	\$71.29	1	\$71.29

Order Summary

Cart # 1946917
PO/Name PUNCHOUT
Date 04/03/2023
Total \$1,461.89

SUBMIT

Bill To

#578073 UNT HEALTH SCIENCE CENTER
UNT HEALTH CLINICS
3500 CAMP BOWIE BLVD
FORT WORTH, TX 76107-2644

Ship To

#585510 UNT HEALTH SCIENCE CENTER
3420 DARCY ST
FORT WORTH, TX 76107-2725

When your shopping is complete, click on the link the supplier provides for you to view your cart.

When you are satisfied that your cart is correct, follow the site's instructions to "Punchout" and return to ePro.



How to Create a Cart with a Punchout Supplier

The screenshot shows the 'Shopping Cart' interface. The top navigation bar includes 'UNT SYSTEM | UNT | UNT DALLAS', a search bar, and a total amount of '1,461.89 USD'. The main content area is titled 'Shopping Cart • Shopping Cart' and features a 'Proceed To Checkout' button. Below the title, there are tabs for 'Simple' and 'Advanced'. A search bar is provided for products, suppliers, forms, and part numbers. The form contains several fields: 'Cart Name' (2023-04-03 barequestor01 01), 'Description', 'Budget Date' (mm/dd/yyyy), 'PR Override Budget Date' (checkbox), 'Priority' (Normal), 'Delivery Location' (with a red 'Required' indicator and a blue checkmark icon), 'Prepared for' (BA Requestor 01), 'Ad-Hoc Approver' (Select), and 'Is Supplier a Foreign Vendor?' (checkbox). A red error message box in the top right corner states: 'Correct these issues. You are unable to proceed until addressed. Required: Delivery Location'. A black arrow points from the error message to the 'Delivery Location' field.

When you Punchout from the supplier to ePro, please carefully review and update your cart for accuracy. Correct any issues that are identified in the box in the top right of the page.



How to Create a Cart with a Punchout Supplier

If you need to update your order for any reason **before** submitting the cart, you will need to go back into the punchout site by clicking the MODIFY ITEMS link to make the update. The link is available in the Items section of your ePro cart.

Once you are back in the supplier's punchout site you can adjust quantities, remove items from the cart, or continue shopping.

Shopping Cart • Shopping Cart

11 Items

McKesson Medical Surgical Inc • 11 Items • 1,461.89 USD

^ SUPPLIER DETAILS 016-Atlanta : PO Box 933027, Atlanta, Georgia 3...

Contract *no value* Quote number

Need to make changes? **MODIFY ITEMS** | **VIEW ITEMS** Item(s) was retrieved on: 4/17/2023 11:15:24 AM

- TEST KIT, IFOBT 25TEST CASSET TES 25 BUFFER TUBES
- RACK TUBE CUBE 9PL 8-16MM

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 TEST KIT, IFOBT 25TEST CASSET TES 25 BUFFER TUBES	854860	BX	139.06	10 BX	1,390.60	<input type="checkbox"/>

^ ITEM DETAILS

Manufacturer Name McKesson MedSurg Contract: Internal Note

Manufacturer Part Number 4487 Commodity Code 19308 1000 characters remaining [expand](#) | [clear](#)

Supplier Part Auxiliary ID BX Blood Chemistry and Hematology Controls and References, Normal and Abnormal: Blood Gas Hemoglobin, Plasma and Serum Factors External Note

1000 characters remaining [expand](#) | [clear](#)

more info... Line Item Type None

Taxable



How to Create a Cart with a Punchout Supplier

After completing your cart review, select Proceed to Checkout to create your Requisition in ePro.

The screenshot shows the ePro Shopping Cart interface. At the top, the header includes 'UNT SYSTEM | UNT | HSC | UNT DALLAS', a search bar, and a total amount of '1,390.60 USD'. A green arrow points to the 'Proceed To Checkout' button in the top right corner. The main content area is titled 'Shopping Cart • Shopping Cart' and has two tabs: 'Simple' (selected) and 'Advanced'. Below the tabs is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. The 'Simple' tab displays a form with the following fields:

- Cart Name: 2023-04-03 barequestor01 02
- Description: (empty)
- Budget Date: (empty) with a calendar icon and the format 'mm/dd/yyyy' below it.
- PR Override Budget Date:

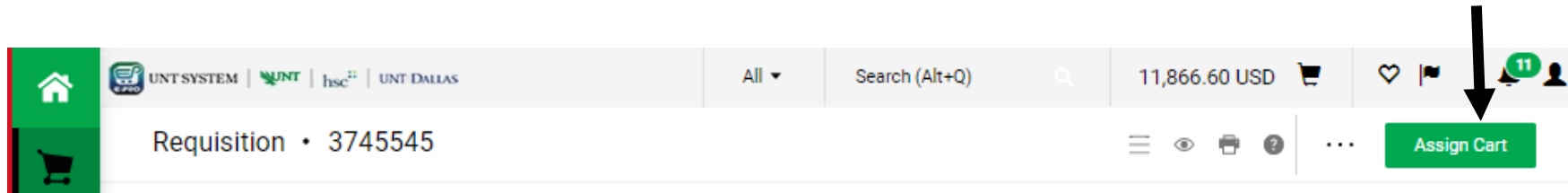
On the right side, there is a 'Details' panel with a dropdown arrow. It contains the following information:

- For: BA Requestor 01
- Total (1,390.60 USD)**
- Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
- Subtotal * **1,390.60**
- Shipping 0.00
- Handling 0.00
- Total * **1,390.60**



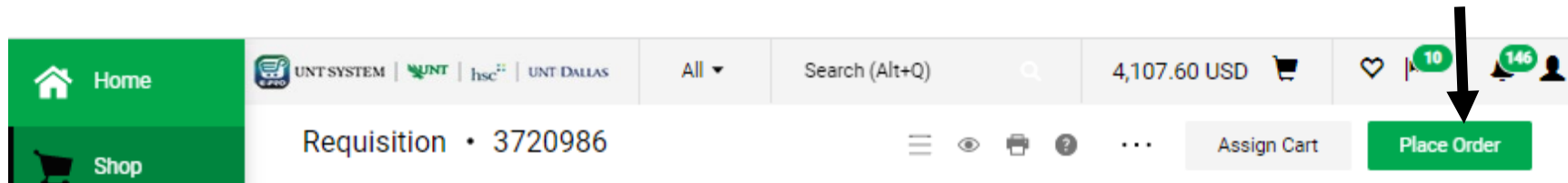
How to Create a Cart with a Punchout Supplier

For SHOPPERS, the next step is to Assign Cart to a requestor to place the order. See page 10 for details.



For REQUESTORS, the next step is to proceed directly to Place Order.

To continue creating your requisition or to submit requisitions assigned to you by Shoppers, please follow the instructions on the Requisition from a Shopping Cart document in the Requestor section.






How to Create a Cart with a Punchout Supplier

If you are a Shopper, you will be prompted to select a Requestor to review and submit your cart after you click the Assign Cart button. Once your assigned Requestor places the order, the requisition will begin the ePro approval process.


Assign Cart: User Search

Assign Cart To: NT Requestor 
[SELECT](#) or [SEARCH](#)


Note To Assignee:

[Assign](#) [Close](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc. 

✔ Cart Assigned

Requisition Summary		Options
Requisition number	3745545 	Create new draft cart
Cart name	2023-04-04 ntshopper01 01	Recent orders
Requisition total	11,866.60 USD	Return to your home page
Number of line items	2	



How to Create a Cart with a Punchout Supplier

When the Requestor places the order, the workflow status can be viewed in the **What's Next** section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued.

The screenshot displays the UNT System requisition interface for requisition 3745545. The status is 'Pending' with an 'Initial Validation Request' sub-status. The 'What's Next' section shows a workflow with the following steps:

- Submitted (4/4/2023 11:20 AM) - Completed
- OFAC Check - Completed
- Initial Validation Request - Active
- Exception Approval - Future
- Department Approval - Future
- Final Validation Request - Future
- 2nd OFAC Check - Future
- Create PO - Future
- Finish - Future

The main requisition details include:

- General:** Status: Pending (Initial Validation Request), Submitted: 4/4/2023 11:20 AM, Cart Name: 2023-04-04 ntshopper01 01, Description: no value, Business Unit: University of North Texas (NT752), Department: UNT Denton (NT752), Budget Date: 4/4/2023, PR Override Budget Date: X, Priority: Normal, Prepared by: NT Requestor, Prepared for: NT Shopper.
- Shipping:** Ship To: Deliver to: NT Shopper Bldg/Rm: 123, UNT System Bldg, Dallas, TX 75201, United States. Delivery Options: Delivery Location: 0147 103 LIBRARY COOLING TOWER, Requested Delivery Date: no value, Expedite: X, Ship Via: Best Carrier-Best Way.
- Billing:** Bill To: Email to: invoices@untsystem.edu, UNT System Business Service Center, 1112 Dallas Dr. Ste. 4200, Denton, TX 76205, United States.
- Accounting Codes:** Values vary by line.
- Internal Notes and Attachments:** Internal Note: shopper test, Is Supplier a Foreign Vendor?: X.
- External Notes and Attachments:** Note to all Suppliers: no value, Attachments for all suppliers, PO Clauses: 1 View details.