

# **Punchout Shopping A Requestor's Quick Guide**

Shopping is Easy in UNT System Marketplace!

## Creating a Cart with a Punchout Supplier

### **UNT System Marketplace 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 UNT System Marketplace 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 shows the UNT System Marketplace homepage. The top navigation bar includes the site name, currency (0.00 USD), and search options. Below the navigation is a search bar with the text "Search for products, suppliers, forms, part number, etc." and a search icon. The main content area is divided into three sections: Organization Message, Quick Links, and Showcases. The Showcases section is highlighted with a blue arrow pointing to the "Think HUB First" header. Below this header are several supplier tiles, including Cuevas Distribution Inc, CDW mPulse, GRAINGER Mavich, shi, DELL Summus, and VWR Summus. Another blue arrow points to the "Punch-out Catalogs" header, which contains tiles for B&H, BIO-RAD, Henry Schein, ThermoFisher Scientific, MCK, Oakwood Products, Inc., and Millipore Sigma. The Hosted Catalogs section is partially visible at the bottom.

Shop • UNTS Shopping Home Page

Shop

Simple Advanced

Go to: Favorites | Forms | Non-Catalog Item | Quick Order | Browse: Suppliers | Categories | Contracts

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

Organization Message

Welcome to UNTS Marketplace!

Quick Links

[View Carts](#)

[View My Orders \(Last 90 Days\)](#)

[Assigned Carts](#)

Showcases

Think HUB First

Cuevas Distribution Inc

CDW mPulse

GRAINGER Mavich

shi

DELL Summus

VWR Summus

Punch-out Catalogs

B&H

BIO-RAD

Henry Schein

ThermoFisher Scientific formerly Life

MCK

Oakwood Products, Inc.

MILLIPORE SIGMA

Hosted Catalogs

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 UNT System Marketplace. You will leave Marketplace to fill your cart, then return to Marketplace 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

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**MCKESSON** Search All Products

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

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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 Switch  
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

All Items (0) [Reorder Guide](#)   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**

<p>Grifols Therapeutics Inc (TDVAX)</p>  <p><b>PK/10 \$271.70</b> TDVAX™ Td Vaccine Indicated for People 7</p>	<p>Merck</p>  <p><b>CT/10 \$1,170.81</b> Pneumovax® 23 Pneumonia Vaccine</p>	<p>Merck</p>  <p><b>BX/10 \$2,536.02</b> Gardasil® 9 Human Papillomavirus Vaccine</p>	<p>Merck</p>  <p><b>BX/10 \$873.14</b> M-M-R® II MMR Vaccine Indicated for People 12</p>	<p>Merck</p>  <p><b>PK/10 \$904.97</b> RotaTeq® Rotavirus Vaccine Indicated for</p>
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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 Switch  
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 <i>In stock, ships from your local warehouse</i>	McKesson MedSurg	3096	CS/4	\$71.29	1	\$71.29		EDIT	
854860	TEST KIT, IFOBT 25TEST CASSET TES 25 BUFFER TUBE <i>In stock, ships from your local warehouse</i>	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 <i>In stock, ships from your local warehouse</i>	BX/25	\$139.06	10	\$1,390.60
885932 RACK TUBE CUBE 9PL 8-16MM McKesson MedSurg #3096 <i>In stock, ships from your local warehouse</i>	CS/4	\$71.29	1	\$71.29

Order Summary

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

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

SUBMIT

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 the UNT System Marketplace.

# How to Create a Cart with a Punchout Supplier

Shopping Cart • Shopping Cart

Simple | Advanced

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

Cart Name: 2023-04-03 barequestor01 01

Description:

Budget Date:  (mm/dd/yyyy)

PR Override Budget Date:

Priority: Normal

Delivery Location:  (Required)

Prepared for: BA Requestor 01

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

Proceed To Checkout

**Correct these issues.**  
You are unable to proceed until addressed.  
[Required: Delivery Location](#)

**Details**

For: BA Requestor 01

**Total (1,461.89 USD)**

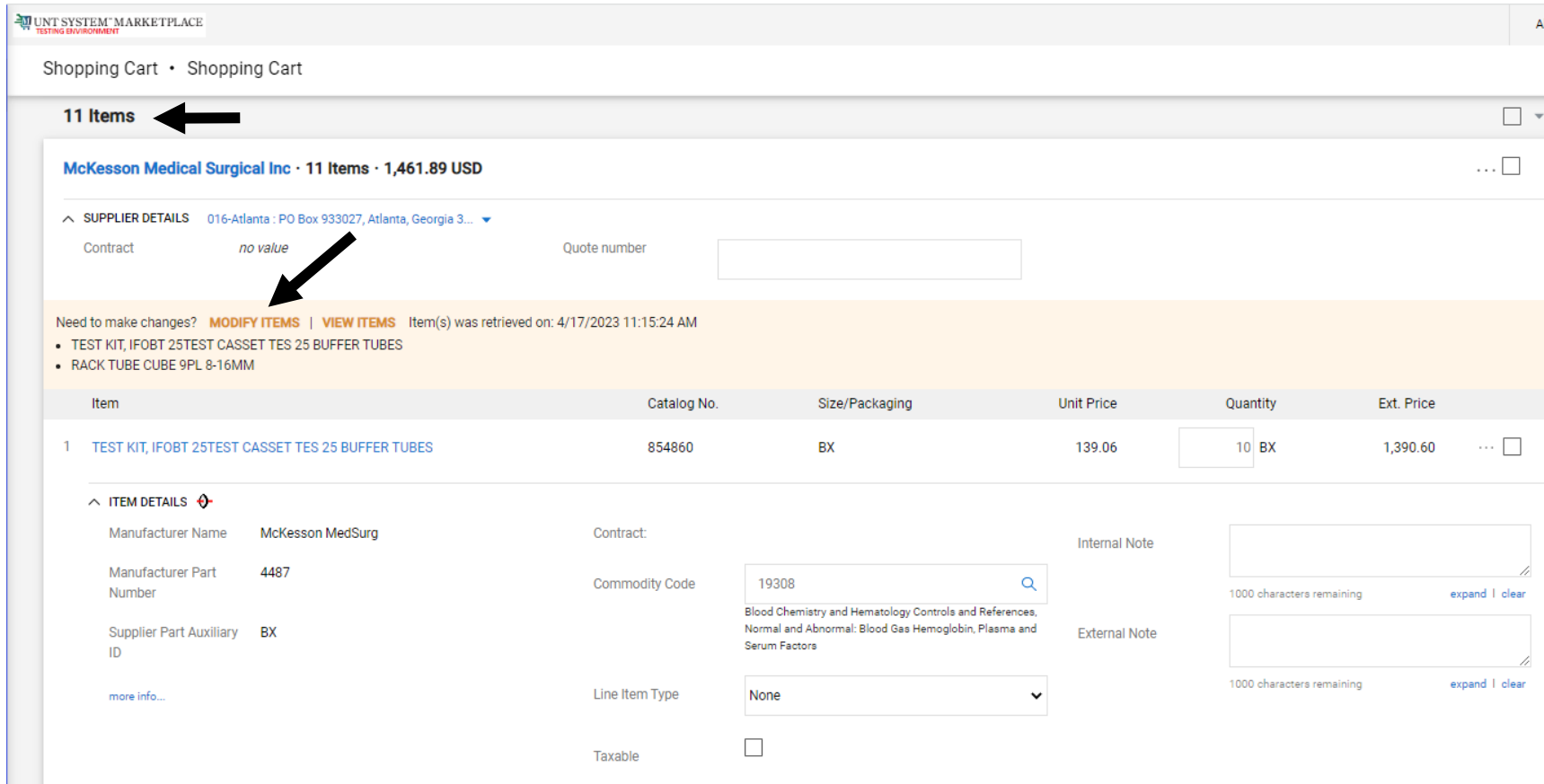
Subtotal *	1,461.89
Shipping	0.00
Handling	0.00
<b>Total *</b>	<b>1,461.89</b>

**When you Punchout from the supplier to UNT System Marketplace, 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 UNT System Marketplace 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 

^ ITEM DETAILS 

Manufacturer Name McKesson MedSurg Contract: Internal Note

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

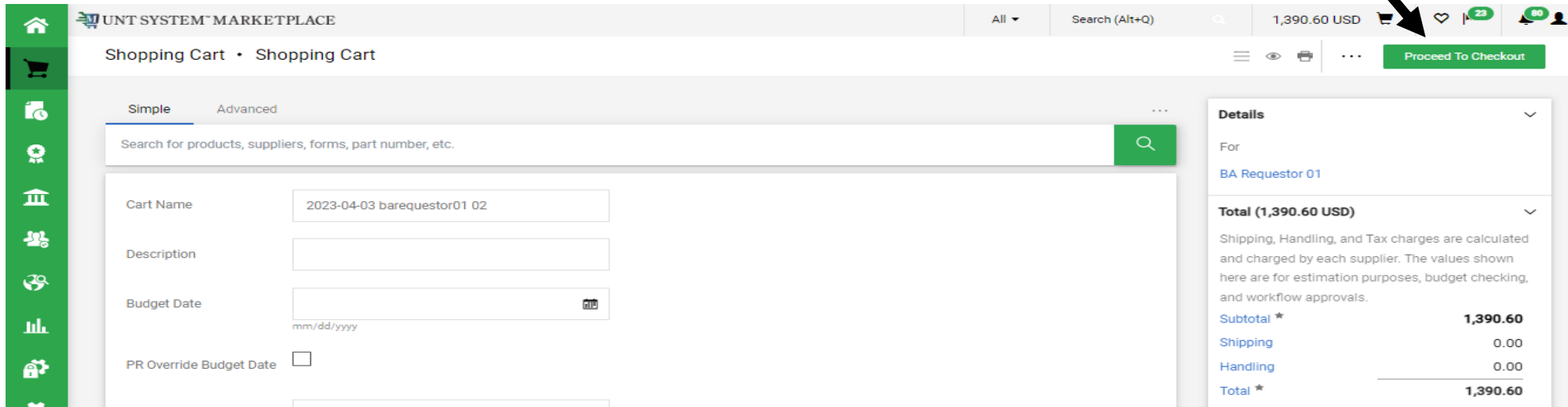
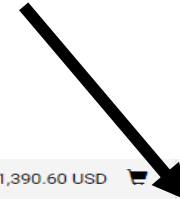
Supplier Part Auxiliary ID BX Blood Chemistry and Hematology Controls and References, Normal and Abnormal: Blood Gas Hemoglobin, Plasma and Serum Factors External Note

more info... Line Item Type None  1000 characters remaining [expand](#) | [clear](#)

Taxable

# How to Create a Cart with a Punchout Supplier

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



Shopping Cart • Shopping Cart

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

Cart Name: 2023-04-03 barequestor01 02

Description:

Budget Date: mm/dd/yyyy

PR Override Budget Date:

**Details**

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.

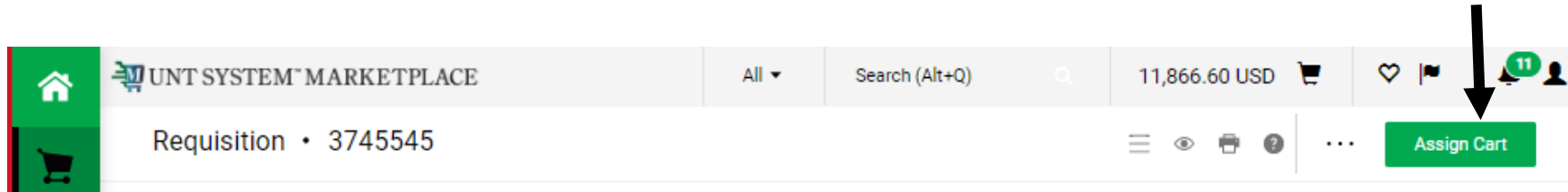
Subtotal *	1,390.60
Shipping	0.00
Handling	0.00
<b>Total *</b>	<b>1,390.60</b>

[Proceed To Checkout](#)



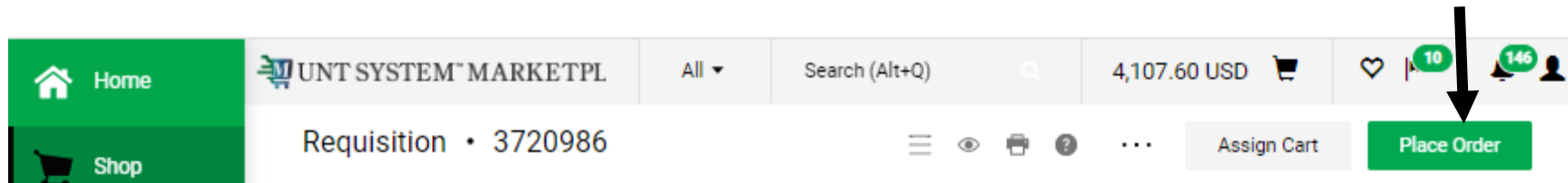
# How to Create a Cart with a Punchout Supplier

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



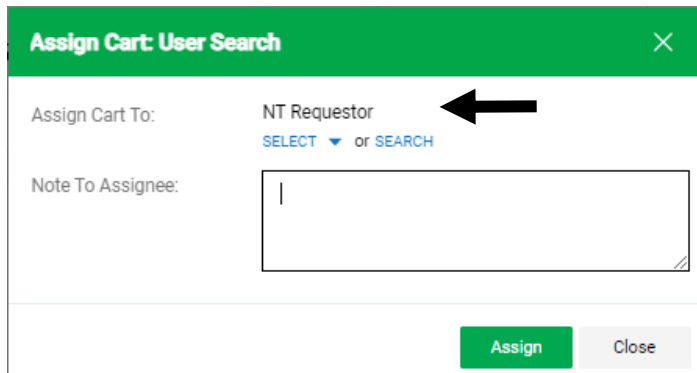
For REQUESTORS, the next step is to proceed directly to Place Order.

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 Marketplace approval process.

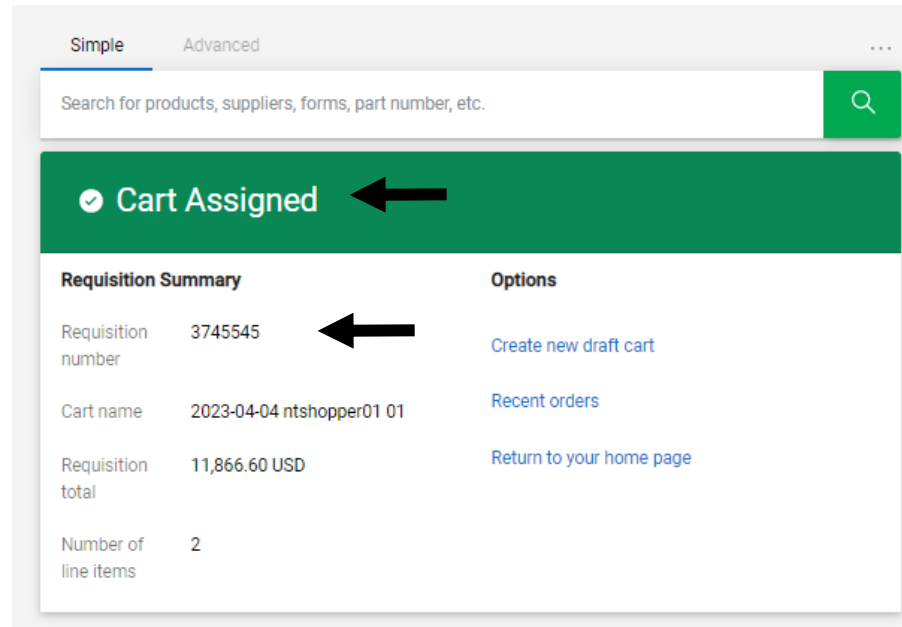


**Assign Cart: User Search** [X]

Assign Cart To: NT Requestor ←  
SELECT ▼ or SEARCH

Note To Assignee:

Assign Close



Simple Advanced ...

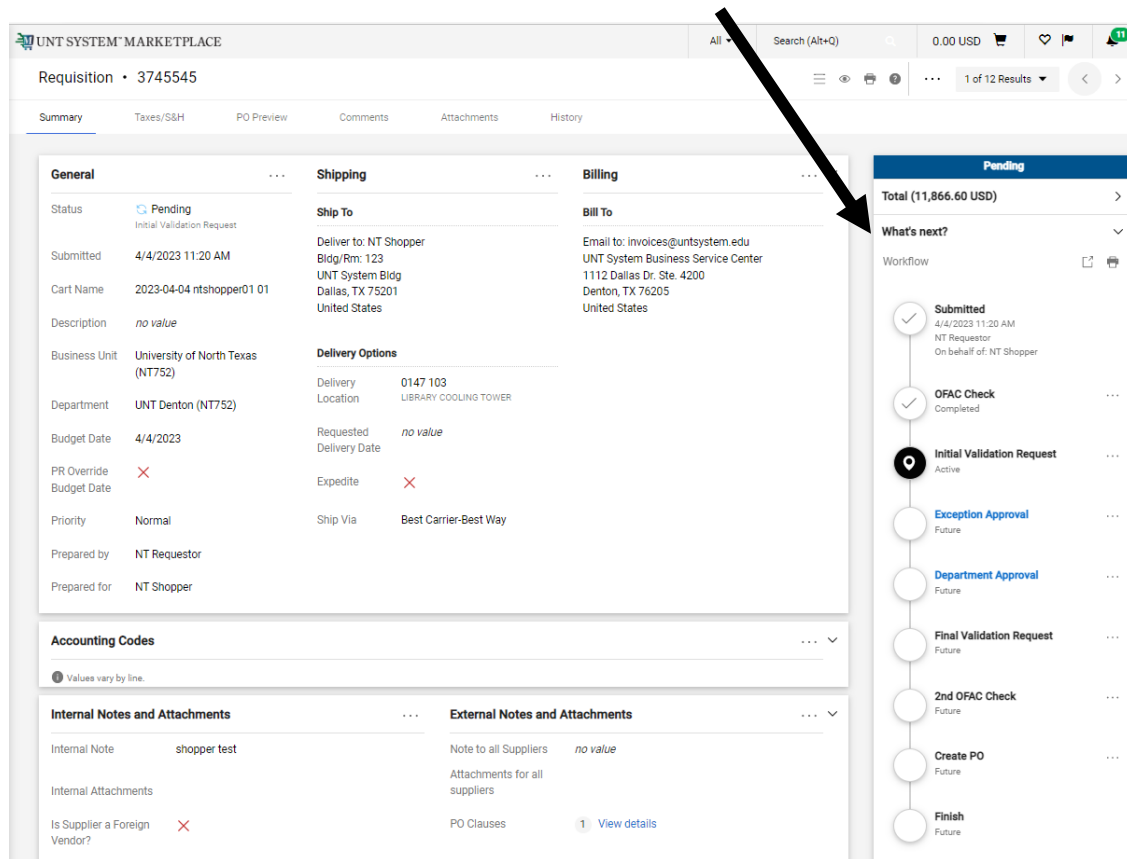
Search for products, suppliers, forms, part number, etc. [Search]

✓ **Cart Assigned** ←

Requisition Summary		Options
Requisition number	3745545 ←	<a href="#">Create new draft cart</a>
Cart name	2023-04-04 ntshopper01 01	<a href="#">Recent orders</a>
Requisition total	11,866.60 USD	<a href="#">Return to your home page</a>
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.



Requisition • 3745545

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
<b>Status</b> Pending <small>Initial Validation Request</small>	<b>Ship To</b> Deliver to: NT Shopper Bldg/Rm: 123 UNT System Bldg Dallas, TX 75201 United States	<b>Bill To</b> Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States
<b>Submitted</b> 4/4/2023 11:20 AM <b>Cart Name</b> 2023-04-04 ntshopper01 01 <b>Description</b> no value <b>Business Unit</b> University of North Texas (NT752) <b>Department</b> UNT Denton (NT752) <b>Budget Date</b> 4/4/2023 <b>PR Override</b> <input checked="" type="checkbox"/> <b>Budget Date</b> <b>Priority</b> Normal <b>Prepared by</b> NT Requestor <b>Prepared for</b> NT Shopper	<b>Delivery Options</b> <b>Delivery Location</b> 0147 103 <small>LIBRARY COOLING TOWER</small> <b>Requested Delivery Date</b> no value <b>Expedite</b> <input checked="" type="checkbox"/> <b>Ship Via</b> Best Carrier-Best Way	

**Accounting Codes** Values vary by line.

Internal Notes and Attachments	External Notes and Attachments
<b>Internal Note</b> shopper test <b>Internal Attachments</b> <b>Is Supplier a Foreign Vendor?</b> <input checked="" type="checkbox"/>	<b>Note to all Suppliers</b> no value <b>Attachments for all suppliers</b> <b>PO Clauses</b> <a href="#">View details</a>

**Pending** Total (11,866.60 USD)

**What's next?**

Workflow

- Submitted**  
4/4/2023 11:20 AM  
NT Requestor  
On behalf of: NT Shopper
- 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