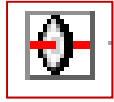


QG - Punchout Vendors



Punchout Vendors/Suppliers

The Punchout contract suppliers are linked to HokieMart through direct access to their websites. When viewing the shopping cart, the symbol, shown above, identifies items purchased through a punchout vendor.

These suppliers are familiar and have been preferred suppliers in the past. Punchout suppliers should be used whenever possible (with the exception of University Forms). Departments have unlimited purchasing authority when using these suppliers, except for computer technology vendors such as Dell, Apple, Fujitsu and Daly.

The purchasing authority has been capped at \$20,000 for computer technology suppliers.

Computer orders equal to or over \$20,000 will be directed to and processed by Computer Purchasing. Computer Purchasing handles processing of requisitions for computer equipment, software, maintenance, and service. For more information related to this topic see <http://www2.ita.vt.edu/purchasing/index.html>

The screenshot displays a web interface with three main sections, each containing a grid of vendor logos:

- Scientific Punchout Catalogs:** Includes logos for Airgas, BIO-RAD (Contract Supplier), Fisher Scientific, IDT, life AB | invitrogen, PerkinElmer, QIAGEN, SIGMA-ALDRICH, spectrum, THOMAS, and VWR INTERNATIONAL.
- Office/Computer/Book/Furniture Punchout Catalogs:** Includes logos for Apple, CDWG, Complete Book, eDALY, DELL, FUJITSU, GuyBrown, TIG, and SLEEPLY BOOK COMPANIES.
- Maintenance & Repair Punchout Catalogs:** Includes logos for ECK, FERGUSON, GRAINGER, MSC Industrial Supply Co., and McMASTER-CARR.

Punchout Vendors

HokieMart Will Deliver OR User Will Deliver

From the Main Screen of HokieMart:

- Click desired **Punchout** supplier.

Users will be directed to the supplier's website. The Punchout site tied to HokieMart, may offer special contract pricing, which may not be available if you visit the vendors regular public on-line web-site. When searching for items, the dollar value displayed will be the contract/discounted price. All of the Punchout's are similar, **but they are each a bit different in how items are placed into the shopping cart.**



In the HokieMart Punchout section:

- Locate and select the supplier you wish to purchase from by selecting and clicking on the logo.
- Navigate within the “Punchout” (aka the vendors’ web-site) to place orders in shopping cart.
- Complete the order and return to HokieMart.
- When back in the HokieMart shopping cart, the user will

notice the punchout symbol next the items selected for purchase.



User will now be in the **Cart – Draft Requisition.**

- Complete the PR.

HokieMart Purchase Orders Sent Via CXML

CXML: computer to computer

HokieMart suppliers (many Punchout's) that receive their orders via CXML do not provide a link to add a “Note to all Suppliers” or “Attachments for all suppliers.” Warning messages will block this capability. Because the POs are transmitted computer to computer, these notes/attachments are not read. NO CXML suppliers accept attachments. Below are the warning notices:

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Revised 01.15.14

External Notes and Attachments

Note to all Suppliers: no note Notes for this supplier are unsupported and will not be sent.

Attachments for all suppliers: no note Attachments for this supplier are unsupported and will not be sent.

For selected line items:

Contract: BP0040 more info...
PO Number: P2585762 View/edit by line item...

Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
P1054901-CTN	CT	31.10	3 CT	93.30 USD
Internal Note		no note		
Internal Attachments				
External Note		no note Supplier does not support notes		
Attachments for supplier		no note Supplier does not support attachments		
S1CE255A	EA	128.23	2 EA	256.46 USD
Internal Note		no note		
Internal Attachments				
External Note		no note Supplier does not support notes		
Attachments for supplier		no note Supplier does not support attachments		
Supplier subtotal				349.76USD
Subtotal				349.76
Total				349.76 USD

udget checking, and workflow approvals.

NOTE: Suppliers that do not use the CXML distribution method, are not subject to this restriction. If you need to add a note or comment use the Non-Catalog Form to submit your order to the vendor.

With CXML orders user are not able to choose “Ship Via” method or “Requested Delivery Date.”

Delivery Options

Ship Via

Best Carrier-Best Way
no note Ship Via for the following suppliers is unsupported will not be sent: Concerto Office Products LLC

Tips:

- External Notes/Attachments features cannot be used with Punchout PO’s.
- User may NOT copy a cart.
- After returning to the cart, user may NOT add or delete items in the cart of the Punchout.
- User may NOT Copy the Cart.