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](http://www2.ita.vt.edu/purchasing/index.html)
**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 online 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:
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.”

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.