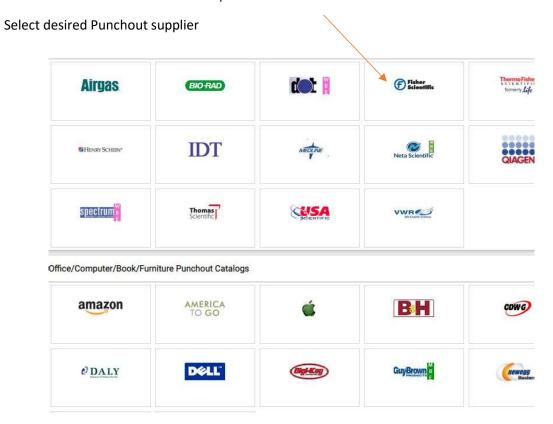
Punchout Vendors

Send to Supplier Method: HokieMart Will Deliver

Punchout suppliers are contracted vendors and punchouts should be utilized whenever possible over using a non-catalog form. Punchouts have unlimited departmental purchasing authority EXCEPT for computer technology (Dell and Apple) which is capped at \$100,000.

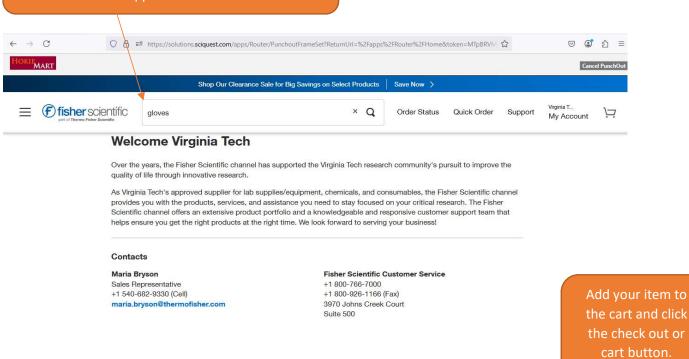
Punchouts are maintained on the Supplier's website. Click on the icon for the supplier to be redirected to the supplier's website. Once a user has created a shopping cart within the punchout, items will transfer back in to HokieMart to create a requisition.



Users will be punched out of HokieMart and onto the supplier's website for VT ordering. When searching for items, the dollar value displayed will be the contract/discounted price. All of the Punchouts are similar, but they are each a bit different in how items are placed into the shopping cart.

It is important that when you are placing a punchout order, you access the supplier's website via HokieMart. Always have your pop-ups enabled on your web browser to allow the punchouts to open.

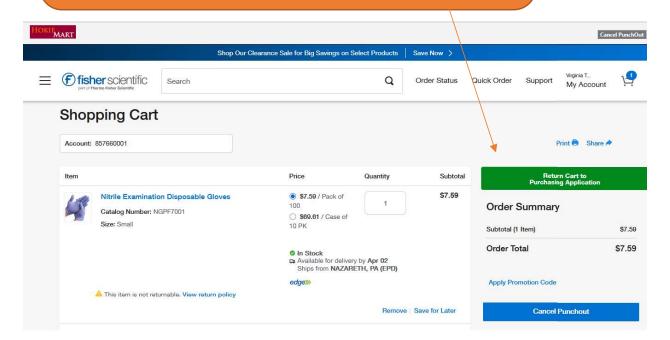
When you punch out to a supplier site, enter the search criteria in the appropriate location, such as the suppliers search bar.



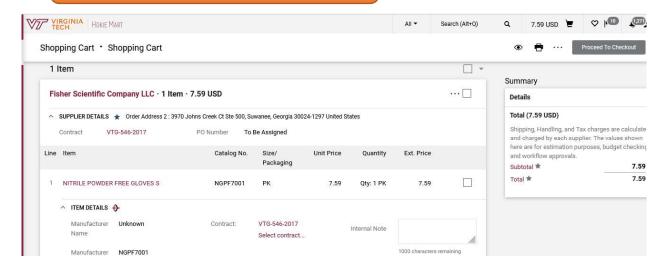
Cancel PunchOut Shop Our Clearance Sale for Big Savings on Select Products Save Now fisher scientific × Q Order Status Quick Order Support gloves My Account Preferred Product Search results for "gloves" Hot List Item (20) Finding the Right Disposable Gloves Switch and Save Item (18) 1 - 15 of 5,162 results Category Work Gloves (1,202) Nitrile Examination Disposable Gloves Exam Gloves (525) Disposable nitrile gloves, powder free, non-sterile, ambidextrous General-Purpose Industrial Gloves Exam Gloves Pricing & Availability Specifications > Chemical Resistant Gloves (331) Glove Accessories (230) Size Price Quantity Availability Catalog Number Cold Resistant Gloves (187) Cleanroom Gloves (183) O NGPF7001 \$7.59 Check Availability Pack of 100 edge>>> Show all O \$69.61 In Stock Add to List Case of 10 PK Available for delivery by Brands Apr 02 Ships from NAZARETH, PA Enter a brand name (EPD) Punchouts can offer additional benefits such as estimated ship times and product availability.

Submit your cart for approval within the Supplier catalog.

Please note: this is the last place you can make changes to the items on this order. If changes must be made to the line items after punching back in to HokieMart, users will need to delete the cart and start from scratch within the punchout.



The Supplier will return the items to HokieMart and place it in your Cart at the top.



Tips:

- Suppliers will not receive any external notes or external attachments on punchout PO's due to cXML transmission.
- Punchout orders are invoiced via cXML or supplier portal. Campus users will be able to see invoices for punchout orders on the invoice tab of their purchase order.
- User may NOT copy a cart that was created through a punchout.
- After returning to the cart, users may NOT add or delete items in the cart of the punchout. If changes need to be made to the items in the cart, users need to delete the entire cart and rebuild the order again through the punchout.