Quick Guide: Punchout Vendors

HokieMart Will Deliver OR User 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.

Punch-outs are maintained on the Supplier’s website. Click on the icon on for the supplier to be redirected to the Supplier’s website.

- Select desire Punch-out supplier

Users will be directed to the supplier’s website. 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 punch-out order, you access the supplier’s website via HokieMart.
When you punch out to a supplier site, enter the search criteria in the appropriate location, such as the suppliers search bar.

Add your item to the cart and click the check out or cart button depending on which site you are utilizing.

Submit your cart for approval within the Supplier catalog.
Tips:

- **External Notes and Attachments cannot be used with punch-out PO’s** – suppliers will not receive any external notes or external attachments on punch-out PO’s.
- **User may NOT copy a cart that was created through a punch-out.**
- **After returning to the cart, users may NOT add or delete items in the cart of the punch-out.**

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