

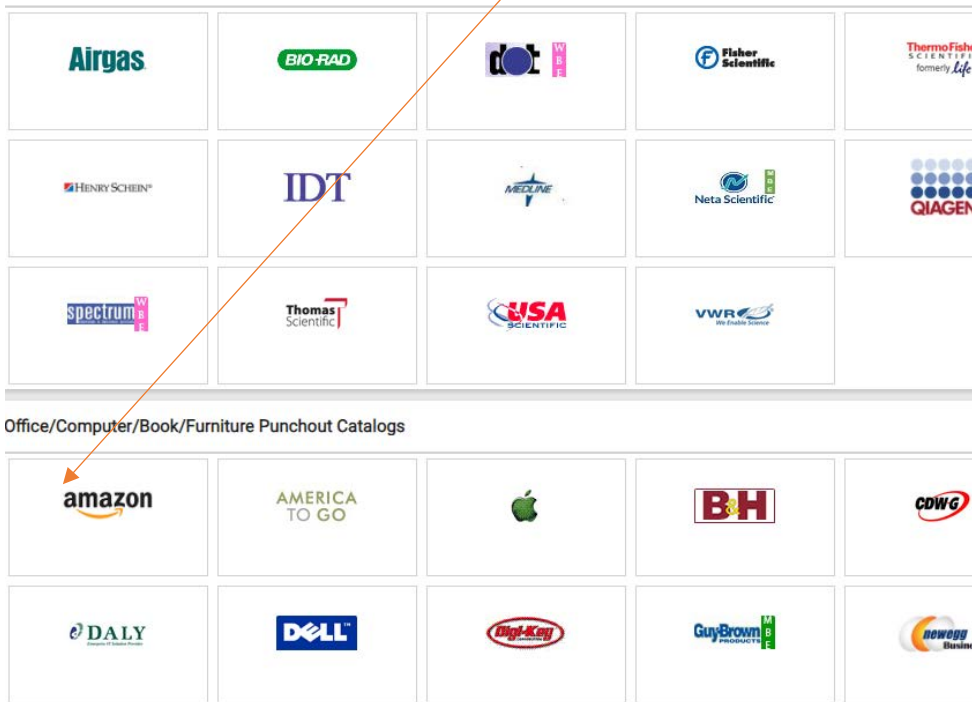
Quick Guide: Punchout Vendors

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

The screenshot shows the Amazon Business Prime search results for 'pens'. The search bar at the top contains 'pens' and the 'Save with business exclusives' button. The left sidebar includes filters for Amazon Prime, Delivery Day, Climate Pledge Friendly, Department (Rollerball Pens, Gel Ink Pens, Liquid Ink Rollerball Pens, Ballpoint Pens, Parous-Point Pens, Artists Drawing Media, Drawing Pens, Industrial & Scientific), Customer Reviews, Brand (Paper Mate, BIC, Zebra Pen, PILOT, SHARPIE, Pentel, iBiyam), and Price (Under \$25). The main content area features a 'Sharpie' banner with the text 'The power of Sharpie, now in a gel pen' and a 'Shop Sharpie' link. Below the banner are several product listings, including 'Sharpie S-Gel, Gel Pens, Medium Point (0.7mm), Black Ink Gel Pen, 12 Count' for \$36.77, 'Paper Mate Gel Pens | InkJoy Pens, Medium Point, Assorted, 14 Count' for \$27.04, 'Sharpie S-Gel, Gel Pens, Medium Point (0.7mm), 4 Black, 4 Blue, 4 Red Gel Ink...' for \$39.18, and 'Paper Mate Ballpoint Pen, Profile Retractable Pen, Medium Point (1.0mm)...' for \$1.927.

Submit your cart for approval within the Supplier catalog

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Review your order

This order requires approval.

There are 2 important messages about your order.
▶ If your hours ever change at an address, click [Edit delivery preferen...](#)
▶ If tax exemption is applied to this order, you acknowledge your tax exemption...

Group
Punchout Users (Virginia Tech)
[Change](#)

Payment method [Change](#)
Pay by Invoice

Promotional Codes:
Enter Code

Shipping address [Change](#)
Contact Name Danielle Harlow, Phone
+1 540-231-854
Procurement, North End Center Ste
2100, 300 Turner St NW
Blacksburg, VA 24061
United States
Phone:
[Ship to multiple addresses](#)

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

Order Summary

Items (2):	\$31.73
Shipping & handling:	\$0.00
Total before tax:	\$31.73
Estimated tax to be collected:*	\$0.00
Order total:	\$31.73

[How are shipping costs calculated?](#)
Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)

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

The screenshot displays the HokieMart Shopping Cart interface. At the top, the cart is titled "Shopping Cart" and shows a total of 31.73 USD. The interface includes a search bar, a "Send to Supplier?" button, and a "Proceed to Checkout" button. The cart details show a subtotal and total of 31.73 USD. The cart is currently empty, and the interface is designed for users to manage their cart items and send them to a supplier.

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.*