

## Quick Guide –Punchout 11/19/09

From Main Screen of HokieMart:

- Click desired **Punchout** supplier.



**Punchout suppliers are updated on a regular basis. A message will be placed on the HokieMart Message Board as new vendors are added.**

User will be directed to the supplier’s website.  
In the Supplier Punchout:

- Click “Create New Office Order Product Order.”
- Complete Order Form per supplier instructions.



**\*\*Individual Punchout suppliers may use different wording and processing techniques to create their cart.**

When all items have been added to the Punchout order:

- Click “Add to Cart.”
- Click “Checkout.”

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



- Complete the PR using instructions:
  - Edit the Cart
  - Review the Cart
  - Submit the PR

**After returning to the cart, user may NOT add or delete items in the cart of the Punchout. User may NOT Copy the Cart.**

- Follow the instructions for Requisition and Purchase Order Follow-up.

**NOTE: External Notes/Attachments cannot be used with Punchout POs. User may not copy a cart.**