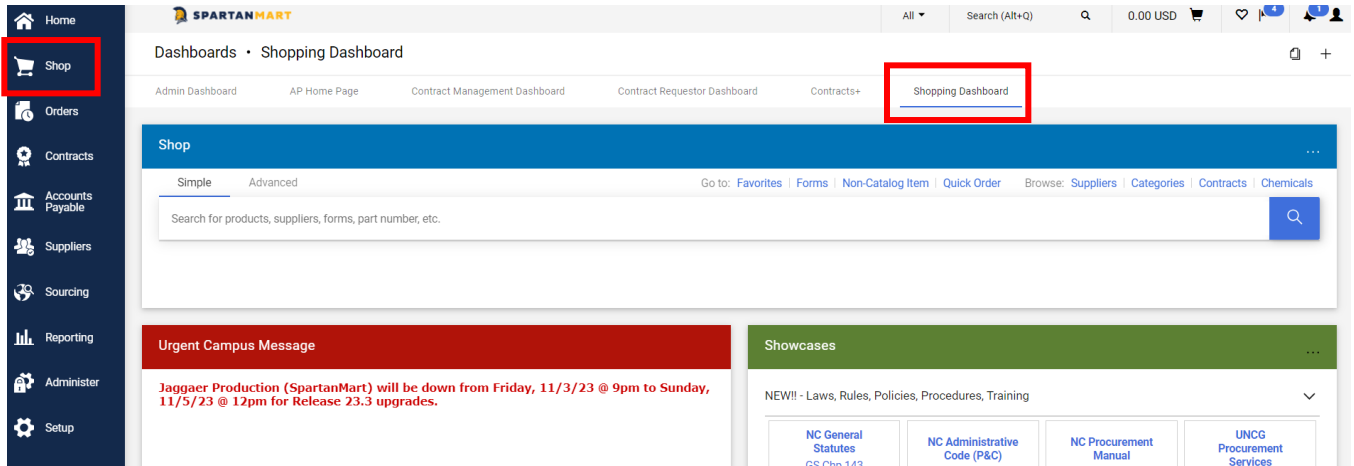# Creating a Punchout Order

1. You can create a Punchout Order from the Shopping Dashboard. This is what the Shopping Dashboard looks like. Most SpartanMart Users, the Shopping Dashboard is the Home page. If for some reason your screen doesn't look like this, Click the Shop Cart Icon 🛒 Shop on the Left side.


2. Click on the Supplier's Punchout that you would like to purchase from.
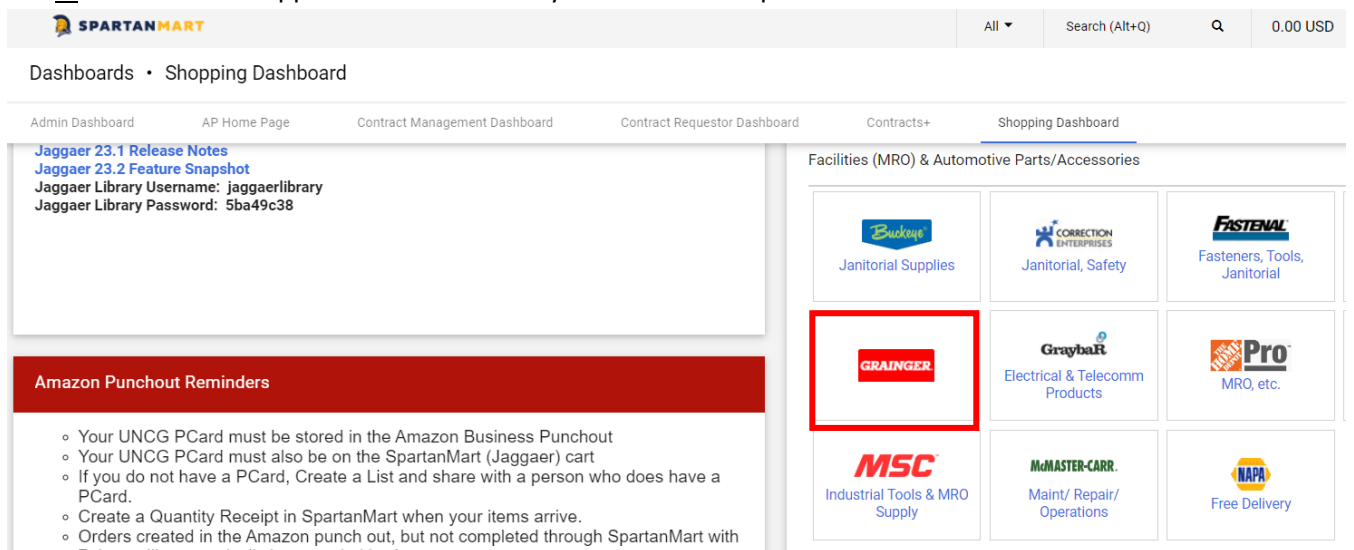

3. The Punchout will open. If for some reason this isn't the Store you wanted to shop at Click the Cancel Punchout button in the Top Right of the screen.
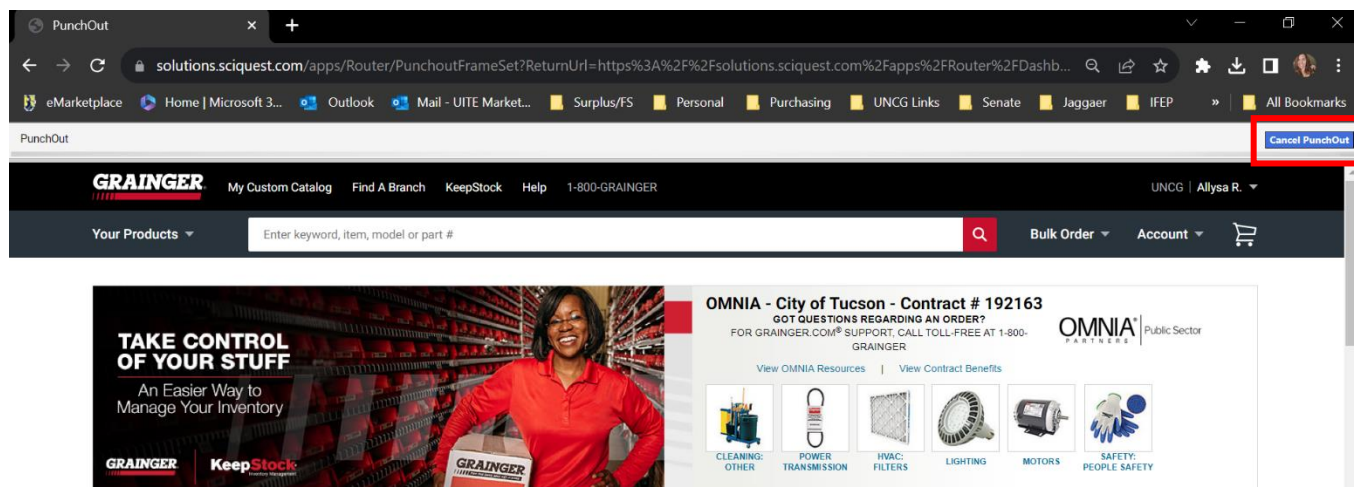
4. Search the items you are looking for using the search bar. Add the items to you cart. Increase the QTY if you would like more than 1 added to your cart. Recommended products could pop up.
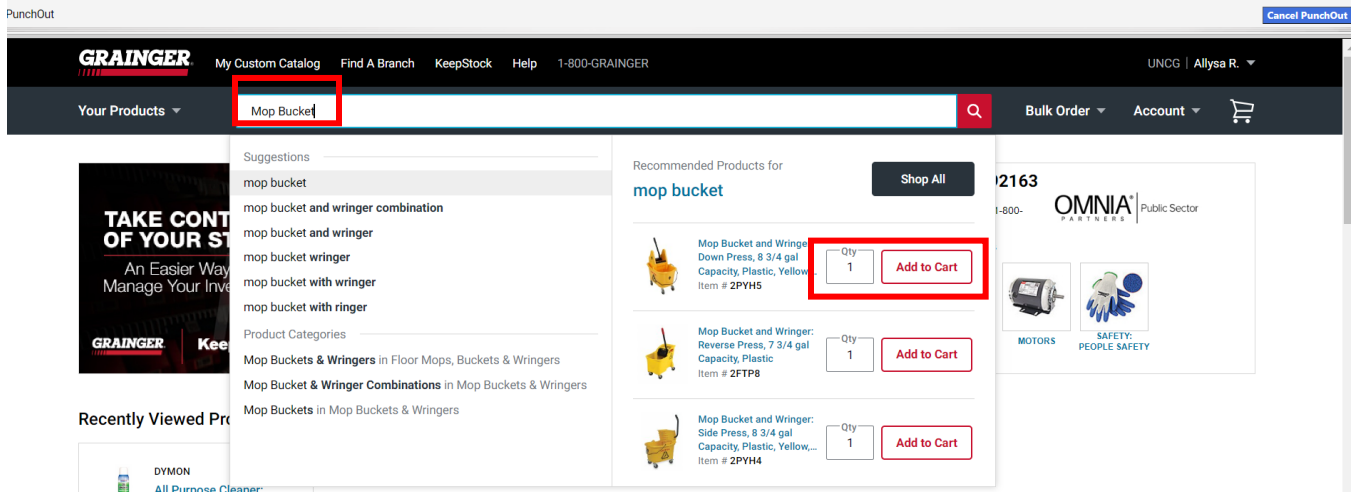
5. You will see a confirmation of what you added to your cart in the Pop-up. You can click 'Continue Shopping' or click 'View Cart'.
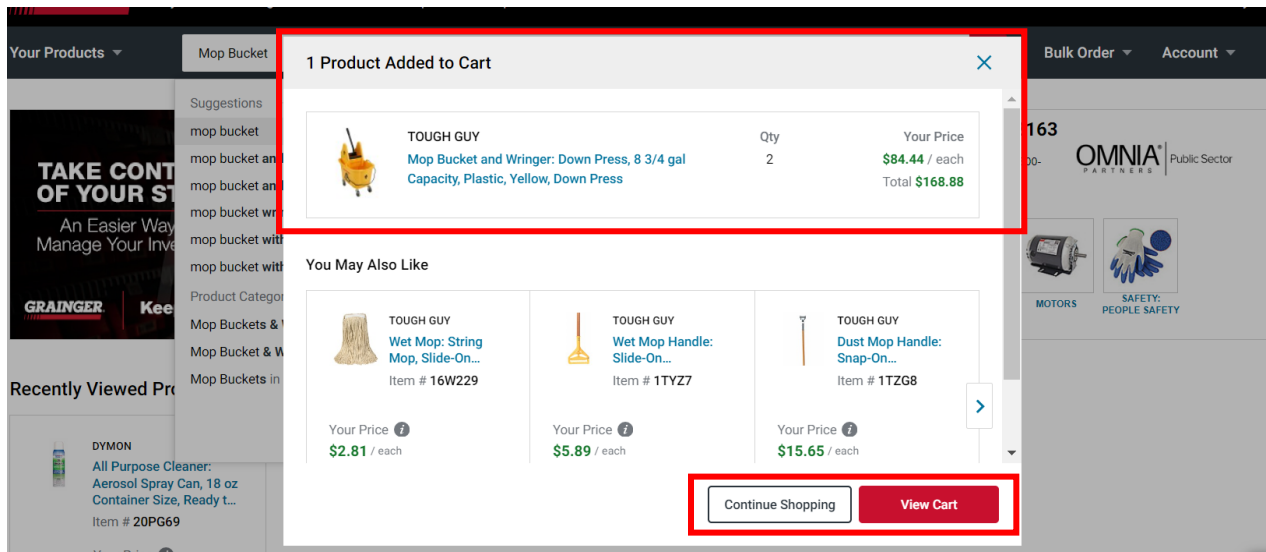
6. For this example, we will click 'Continue Shopping'. Search for your next item using the search bar. Click the magnify glass if the option you want is not displayed in the recommended items that pop up.
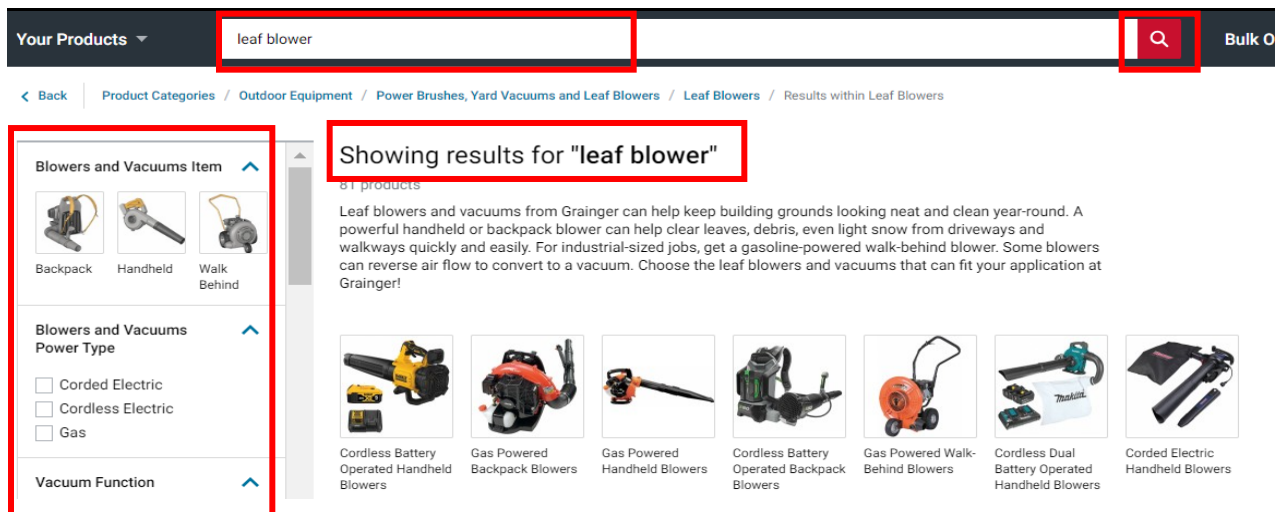
7. You can filter these options to find the item you want. Click the price that is blue to expand the information about that item.

Blowers and Vacuums Power Type ⌃
☑ Cordless Electric

Vacuum Function ⌃
☐ No
☑ Yes

Battery Included / Bare Tool ⌃
☐ Bare Tool
☑ Battery Included

Price ⌃
[Min] to [Max] [Apply]

In Stock Now ⬤

Showing results for **"leaf blower"**
1 product

Leaf blowers and vacuums from Grainger can help keep building grounds looking neat and clean year-round. A powerful handheld or backpack blower can help clear leaves, debris, even light snow from driveways and walkways quickly and easily. For industrial-sized jobs, get a gasoline-powered walk-behind blower. Some blowers can reverse air flow to convert to a vacuum. Choose the leaf blowers and vacuums that can fit your application at Grainger!

Cordless Dual Battery Operated Handheld Blowers

Clear All | Blowers and Vacuums Power Type | Cordless Electric ✕ | Vacuum Function | Yes ✕ | Battery Included / Bare Tool | Battery Included ✕

Cordless Dual Battery Operated Handheld Blowers

These cordless blowers require 2 18v LXT batteries which are not included. They help clear leaves and debris from driveways and walkways quickly, easily, and efficiently.

Battery Included

↑Voltage	Max. Air Speed	Max. Air Flow	Vacuum Function	Brand	Price
18 V	120 mph	473 cfm	Yes	MAKITA	$610.44

8. Now it should look like this. Click 'Add to Cart' if you want to purchase this item.

Cordless Dual Battery Operated Handheld Blowers

These cordless blowers require 2 18v LXT batteries which are not included. They help clear leaves and debris from driveways and walkways quickly, easily, and efficiently.

Battery Included

↑Voltage	Max. Air Speed	Max. Air Flow	Vacuum Function	Brand	Price
18 V	120 mph	473 cfm	Yes	MAKITA	$610.44

MAKITA Blower: 18 V, 120 mph Max. Air Speed, 473 cfm Max. Air Flow, Vacuum Function
Item **60JL84**
Mfr. Model **XBU04PTV**
View Product Details
☐ Compare

Your Price ⓘ
$610.44 / each

Expected to arrive **Mon. Oct 23**.
Ship to 27403 ⌄

Qty [1] [**Add to Cart**]

Ⓒ

9. If you are done adding items to your cart, you can 'Click View cart' or if that pop up was closed, you can 'Click the shopping cart' Located in top right corner.

GRAINGER | My Custom Catalog | Find A Branch | KeepStock | Help | 1-800-GRAINGER | UNCG | Allysa R. ⌄

Your Products ⌄ | [leaf blower] [🔍] | Bulk Order ⌄ | Account ⌄ | 🛒 2

‹ Back | Product Categories / Outdoor Equipment / Power Brushes, Yard Vacuums and Leaf Blowers / Leaf Blowers / Results within Leaf Blowers | 🗨 Search Feedback

Blowers and Vacuums Power Type ⌃
☑ Cordless Electric

Vacuum Function ⌃
☐ No

Showing results for **"leaf blower"**
1 product

Leaf blowers and vacuums from Grainger can help keep building grounds looking neat and clean year-round. A powerful handheld or backpack blower can help clear leaves, debris, even light snow from driveways and walkways quickly and easily. For industrial-sized jobs, get a gasoline-powered walk-behind blower. Some blowers can reverse air flow to convert to a vacuum. Choose the leaf blowers and vacuums that can fit your application at Grainger!

10. You will see a summary of the items in your cart, verify the items and QTYs to make sure they are correct. Then Click 'Submit Cart'.

11. A pop up will appear, Click 'Submit Cart'. You will now be redirected to SpartanMart Cart as you just submitted your Punchout Cart.

12. Your total should be the same as what it was in the punchout.
    a. Your can Name your cart for easy information to reorder the same items (Optional)
    b. You can create a description if you need to (Optional)
    c. You can pre-approve Freight charges (Optional)
    d. You can not change the QTY's from a punchout order once it becomes a SpartanMart Cart. You would need to delete this cart and start over.
    e. Click Proceed to Checkout
    f. Do not click Assign cart at this step as you will lose the ability to enter accounting code and index(fund) information.
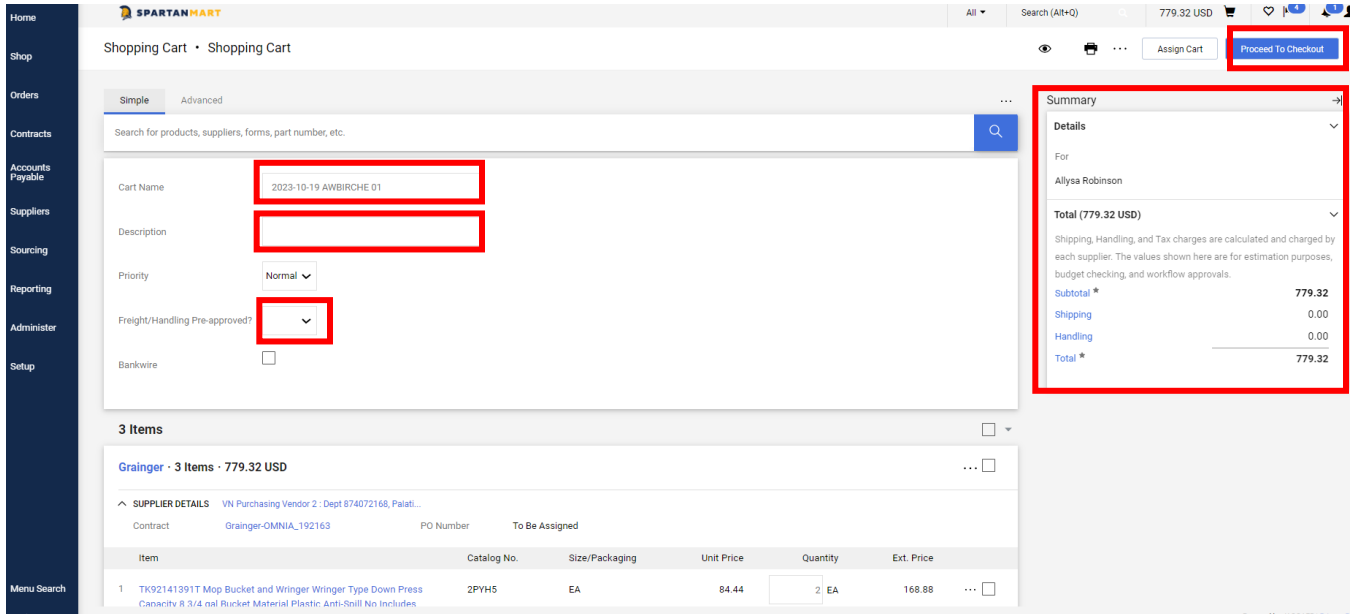
13. Make sure your shipping information is listed here. If not you may need to set up default shipping address on your user Profile. If you need to change this or select a different address Click the Pencil.
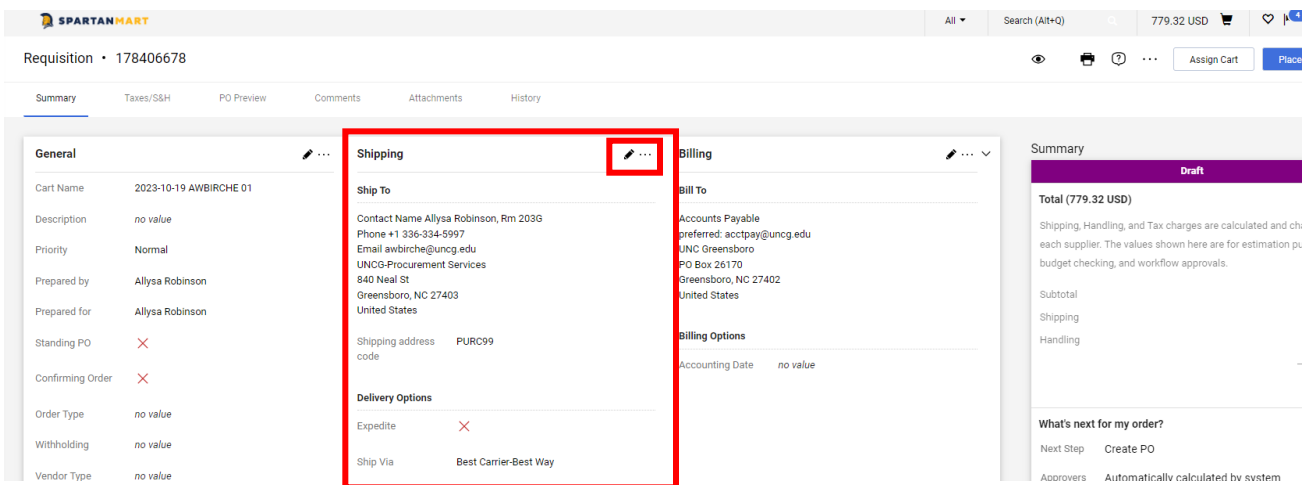
14. Default Shipping information for your profile is available to be selected from here. Or you can search for an address if it is not listed here.

Edit Shipping

Ship To ★

⦿ CURRENT ADDRESS

Contact Name ★	Allysa Robinson, Rm 203G
Phone	+1 336-334-5997
Email ★	awbirche@uncg.edu
Address Line 1	UNCG-Procurement Services
Address Line 2	840 Neal St
City	Greensboro
State	NC
Zip Code	27403
Country	United States

☐ Add to my addresses

○ **PURC99** – Allysa Robinson, Rm 203G, +1 336-334-5997, awbirche@uncg.edu, UNCG-Procurement Services, 840 Neal St, Greensboro, NC 27403, United States

○ **FCSV99** – A Robinson, 113, +1 336-334-5997, awbirche@uncg.edu, UNCG-Facility Services, 806 Oakland Ave, Campus Supply Bldg, Greensboro, NC 27412, United States

○ **IT CHIP99** – ITS Campus HW Prgm, Rm 102, +1 336-334-5997, awbirche@uncg.edu, UNCG-CHIP, 611 Forest St, McNutt Bldg, Greensboro, NC 27412, United States

Search additional 🔍	Results Per Page	10 ⌄

★ Required fields

15. If you need to search click the 'magnify glass'. Increase the results per page to see more results. There could be more than 1 page. Type in the department name or building name if you know it to help narrow the search results. Select the one you want by Clicking the circle and then Click 'Save'.

Edit Shipping   ✕

○ ORSE__ – [Contact Name], +1 336-334-5997, awbirche@uncg.edu, UNCG-Online Learning, 915 Northridge St, Becher-Weaver Bldg, Greensboro, NC 27403, United States

○ ORSE66 – Willow Burgess-Johnson, +1 336-334-5997, awbirche@uncg.edu, UNCG-Research & Engagement, 7 West Oakview Rd, Asheville, NC 28806, United States

○ ORSE67 – Elizabeth/Gretchen, +1 336-334-5997, awbirche@uncg.edu, APNC, 3733 National Dr, Suite 225, Raleigh, NC 27612, United States

○ ORSE68 – Erin Day, +1 336-334-5997, awbirche@uncg.edu, Community Impact NC, 405 Nash St West, Suite 210, Wilson, NC 27893, United States

○ **ORSE69** – Angela Allen, +1 336-334-5997, awbirche@uncg.edu, Center for Prevention Services, 201 McCullough Dr, Suite 220, Charlotte, NC 28262, United States

○ ORSE70 – Tiffany Williams, +1 336-334-5997, awbirche@uncg.edu, Western Youth Network, 155 Wyn Way, Boone, NC 28607, United States

○ ORSE71 – Mina Cook, +1 336-334-5997, awbirche@uncg.edu, Underage Alcohol Use Training and Technical Assistance Center, 2805 Tuckaseegee Rd, Charlotte, NC 28208, United States

○ ORSE72 – [Contact Name], +1 336-334-5997, awbirche@uncg.edu, Charlotte Mecklenburg Drug Free Coalition, PO Box 3173, Huntersville, NC 28078, United States

○ ORSE73 – Danielle Arias, +1 336-334-5997, awbirche@uncg.edu, RHA Health Services, 84 Coxe Ave, Suite 1C, Asheville, NC 28801, United States

○ ORSE74 – Derrick Vickers, +1 336-334-5997, awbirche@uncg.edu, Insight Human Services, 7830 North Point Blvd, Suite 200, Winston Salem, NC 27106, United States

○ ORSE75 – [Contact Name], +1 336-334-5997, awbirche@uncg.edu, Orange Partnership, 305 County Seat Dr, Hillsborough, NC 27278, United States

○ ORSE76 – [Contact Name], +1 336-334-5997, awbirche@uncg.edu, Alamance Citizens for a Drug Free Community, 6645 Snow Camp Rd, Snow Camp, NC 27349, United States

○ ORSE77 – Sonya Taylor, +1 336-334-5997, awbirche@uncg.edu, UNCG-Research & Engagement, 11717 Mesquite Rd, Huntersville, NC 28078, United States

○ ORSE78 – Sabrina Shivar, +1 336-334-5997, awbirche@uncg.edu, UNCG-Research & Engagement, 119 S Marion St, Goldsboro, NC 27534, United States

○ ORSE79 – Erica Velez, +1 336-334-5997, awbirche@uncg.edu, UNCG-Research & Engagement, 165 Skyland Dr, Statesville, NC 28625, United States

Search additional 🔍	Results Per Page	200 ⌄		‹ 1 of 2 ›

★ Required fields   [Save] [Close]

16. You can click' Add to my Addresses' if you want to add this to your profile of shipping address.

Edit Shipping

ORSE69 – Angela Allen, +1 336-334-5997, awbirche@uncg.edu, Center for Prevention Services, 201 McCullough Dr, Suite 220, Charlotte, NC 28262, United States

◉ **ORSE70**

Contact Name *	Tiffany Williams	☐ Add to my addresses	
Phone	+1 336-334-5997		
Email *	awbirche@uncg.edu		
Address Line 1	Western Youth Network		
Address Line 2	155 Wyn Way		
City	Boone		
State	NC		
Zip Code	28607		
Country	United States		

○ **ORSE71** – Mina Cook, +1 336-334-5997, awbirche@uncg.edu, Underage Alcohol Use Training and Technical Assistance Center, 2805 Tuckaseegee Rd, Charlotte, NC 28208, United States

○ **ORSE72** – [Contact Name*], +1 336-334-5997, awbirche@uncg.edu, Charlotte Mecklenburg Drug Free Coalition, PO Box 3173, Huntersville, NC 28078, United States

○ **ORSE73** – Danielle Arias, +1 336-334-5997, awbirche@uncg.edu, RHA Health Services, 84 Coxe Ave, Suite 1C, Asheville, NC 28801, United States

○ **ORSE74** – Derrick Vickers, +1 336-334-5997, awbirche@uncg.edu, Insight Human Services, 7830 North Point Blvd, Suite 200, Winston Salem, NC 27106, United States

○ **ORSE75** – [Contact Name*], +1 336-334-5997, awbirche@uncg.edu, Orange Partnership, 305 County Seat Dr, Hillsborough, NC 27278, United States

★ Required fields   **Save**

17. The Address should be updated now.

SPARTANMART

Requisition · 178406678

Summary	Taxes/S&H	PO Preview	Comments	Attachments	History

General ✏ ···

Cart Name	2023-10-19 AWBIRCHE 01
Description	*no value*
Priority	Normal
Prepared by	Allysa Robinson
Prepared for	Allysa Robinson
Standing PO	✕
Confirming Order	✕
Order Type	*no value*
Withholding	*no value*
Vendor Type	*no value*
Bankwire	✕

Shipping ✏ ··

Ship To

Contact Name Tiffany Williams
Phone +1 336-334-5997
Email awbirche@uncg.edu
Western Youth Network
155 Wyn Way
Boone, NC 28607
United States

Shipping address code	ORSE70

Delivery Options

Expedite	✕
Ship Via	Best Carrier-Best Way
Requested Delivery Date	*no value*

18. Update the Accounting Codes and the Internal/ External Document sections by clicking on the pencils at each area.

Accounting Codes

Chart	Index	Account	Activity
G	117042	201210	no value
G	Purchasing	Household - Janitorial Supplies	

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add

19. Accounting Codes Section: the Index # is also known as your Fund#. Click 'Save' when you are done. Use the arrow keys to search for the account #s if needed.

Edit Accounting Codes

Accounting Codes

Chart *	Index *	Account *	Activity
G	117042	201210	Search

★ Required fields

20. Internal Notes and Attachments only UNCG people who have access to this PO in SpartanMart can see this. External Notes can also be seen by the Suppliers. Usually people use the External Notes for additional shipping instructions or to attach a quote.

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add

21. If you are done with adding the Shipping info, Accounting Info, Internal & External Notes you are now ready to either Assign Cart or Place order.
    a. All Spartanmart users have the ability to assign the cart to someone with Banner Budget Authority for the Fund#(Index) you listed on the Requisition.
    b. To 'Place the Order' you must be listed as a requestor on your user profile and have Banner Budget Authority for the Fund#(Index) you listed on the Requisition.
    c. **If you are unsure, check before you click Place the order. Your cart will be Automatically rejected/returned if you do not have the permissions to place the order. You will have to start all over if this happens, as Punchout orders can not use the "Copy to new cart" feature.**

22. You can check this by going to your profile. Click the person in the top right corner, then Click 'View My Profile'.
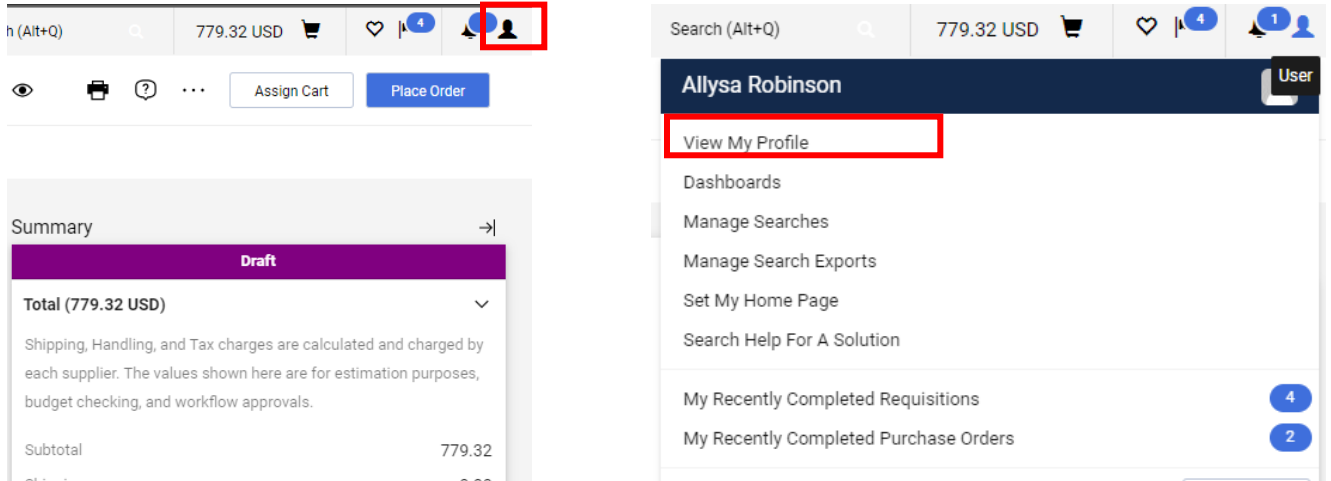
23. Click 'User Roles and Access'. Click 'Assigned Roles'.
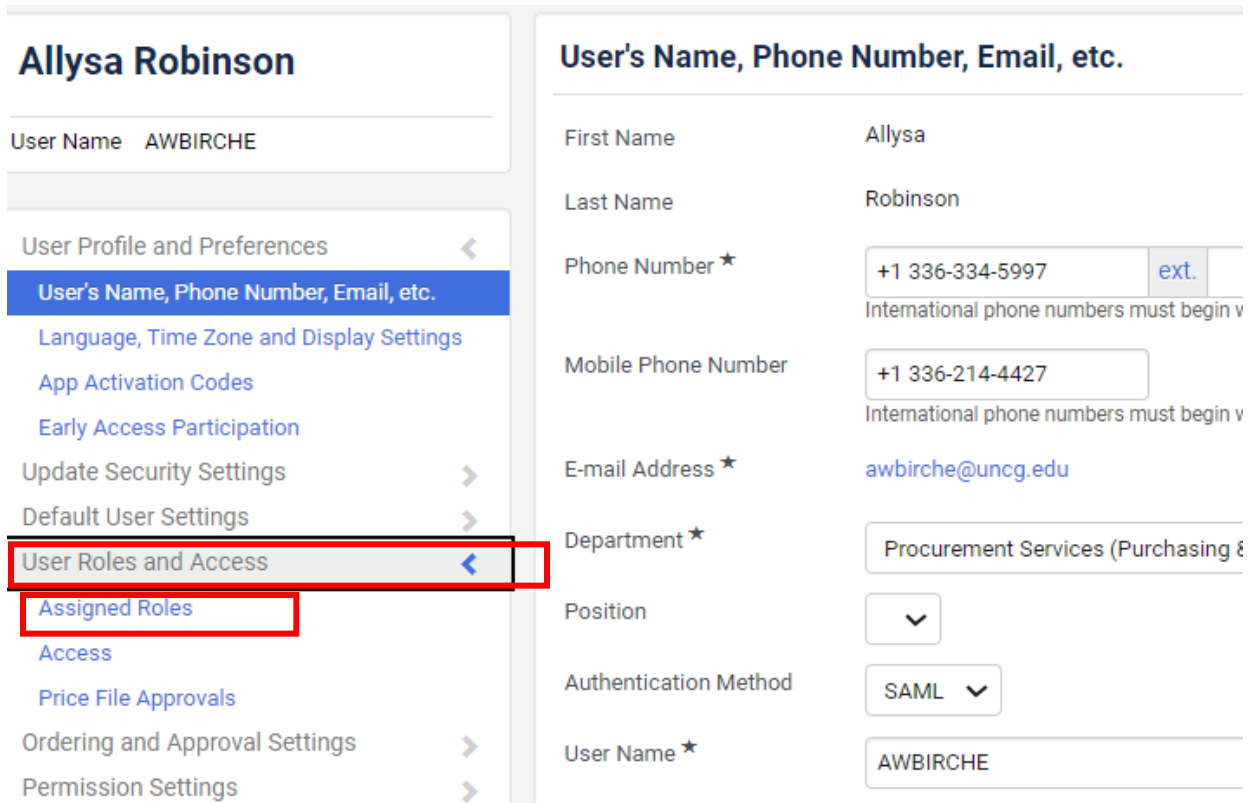
24. You must have the **Requestor** role to Click 'Place Order' button. If you do not have this role, then you must Click 'Assign Cart'.
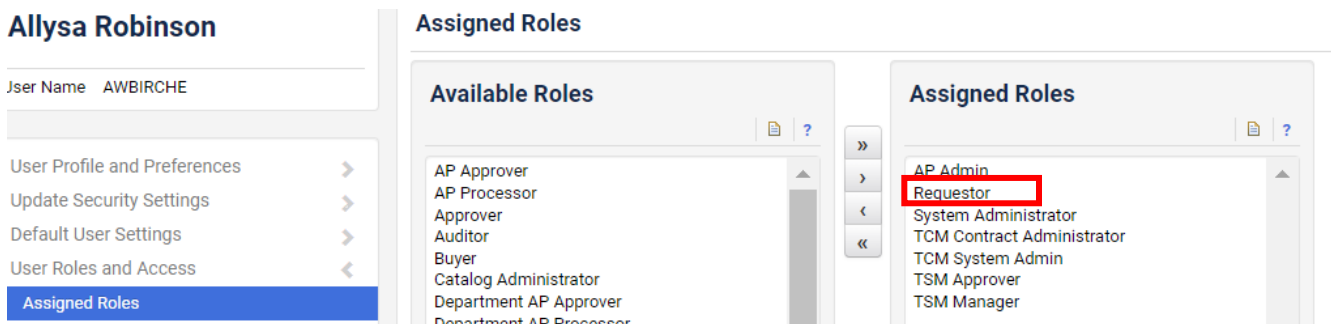
25. To get back to your cart, simply Click the dollar amount on the Top bar.
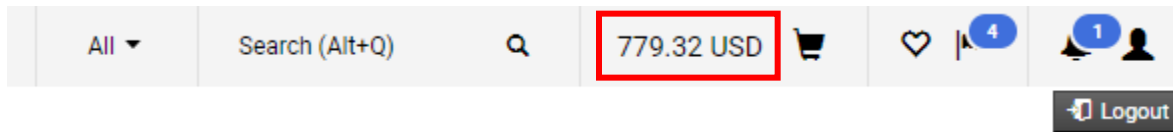
26. Click ' Checkout'.
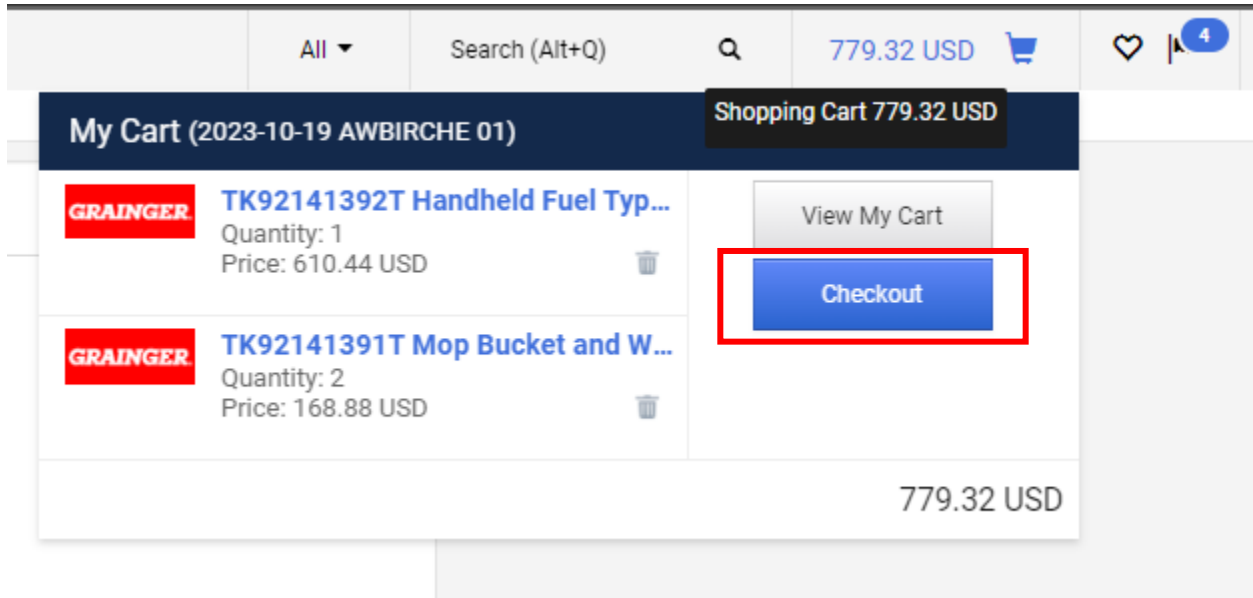
27. Click 'Assign Cart'.
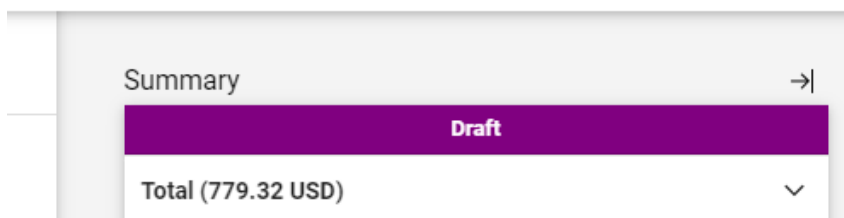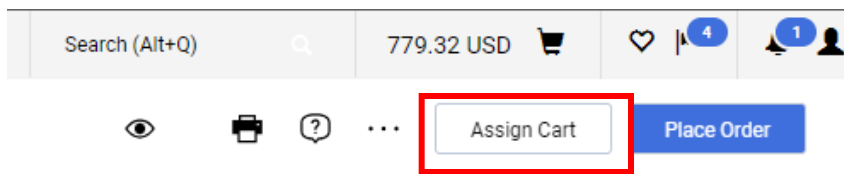
28. Pop up will appear, Click 'Search' or Select if you already have assigned cart people on your profile.
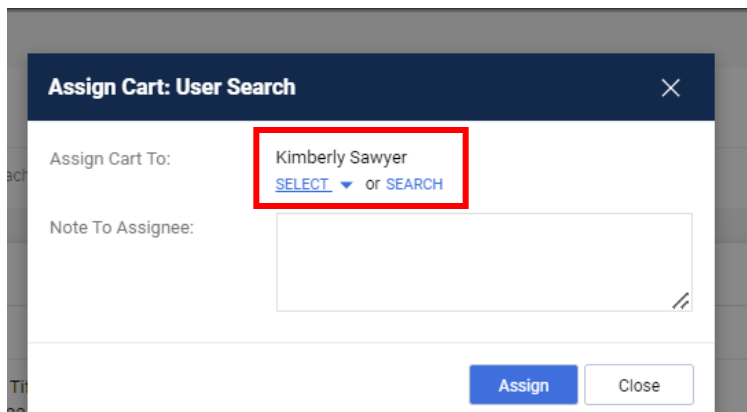
29. If you have people on your profile to assign your cart to Click' Select' Then click that person's name then click 'Assign'. Optional Note section if you need to use it.

30. This is what the Search box looks like. Its pretty easy to search by last name or email address. You have to click the + sign to select them

Click box 'Add to Profile' to use that person in the future. Then Click 'Assign'.

31. You will get a confirmation that your cart was Assigned to someone to process.

As long as that person has notifications turned on for assigned carts they should get a notification or an email from SpartanMart letting them know that they have a cart that has been Assigned to them. They will be person to Click 'Place Order' Once they Click Place Order, the requestion will begin the process into turning into a Purchase order.

32. You can review this process by going to the requisition and looking in the History to the Workflow areas:
    a. History Tab is very useful if there is an error or something preventing the requisition from becoming a Purchase order.

b. The Summary Workflow area will also let you know where the requisition is still at or what approval que it is in. It can also let you know if there is an error or issue.

c. Place a comment on the PO if you have a requisition that **has not moved or completed and 24 hours have passed. PO Comment should be sent to the Buyer listed on the PO or purchase@uncg.edu**

Example from the History Tab: PO Failing due to Insufficient budget.

33. If you requisition is successful in becoming a Purchase order this is what it will look like:
   a. You will have a PO#, Requisition#, and see a completed status for the workflow Status.