
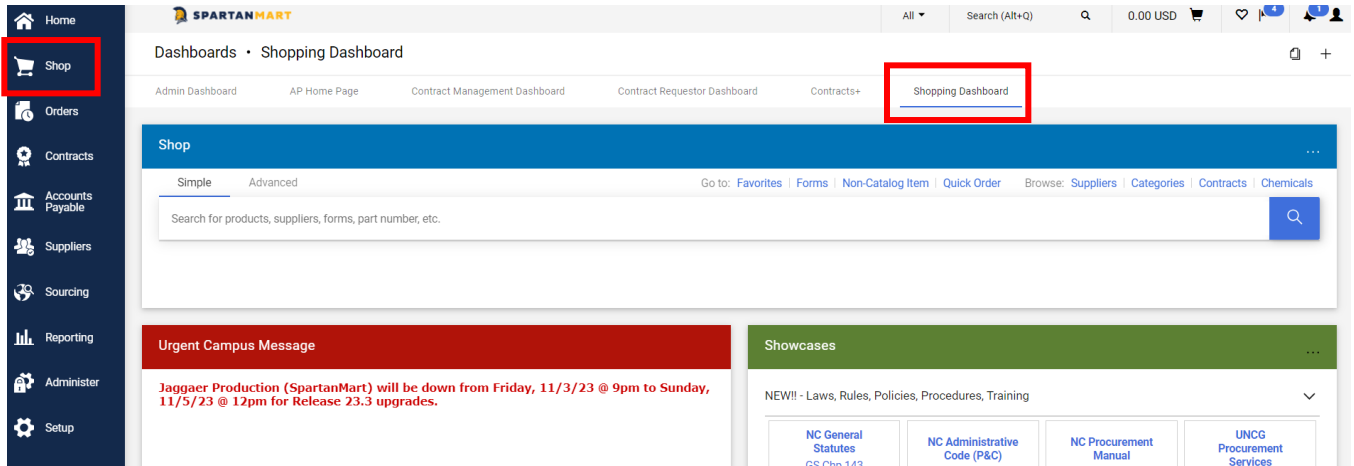
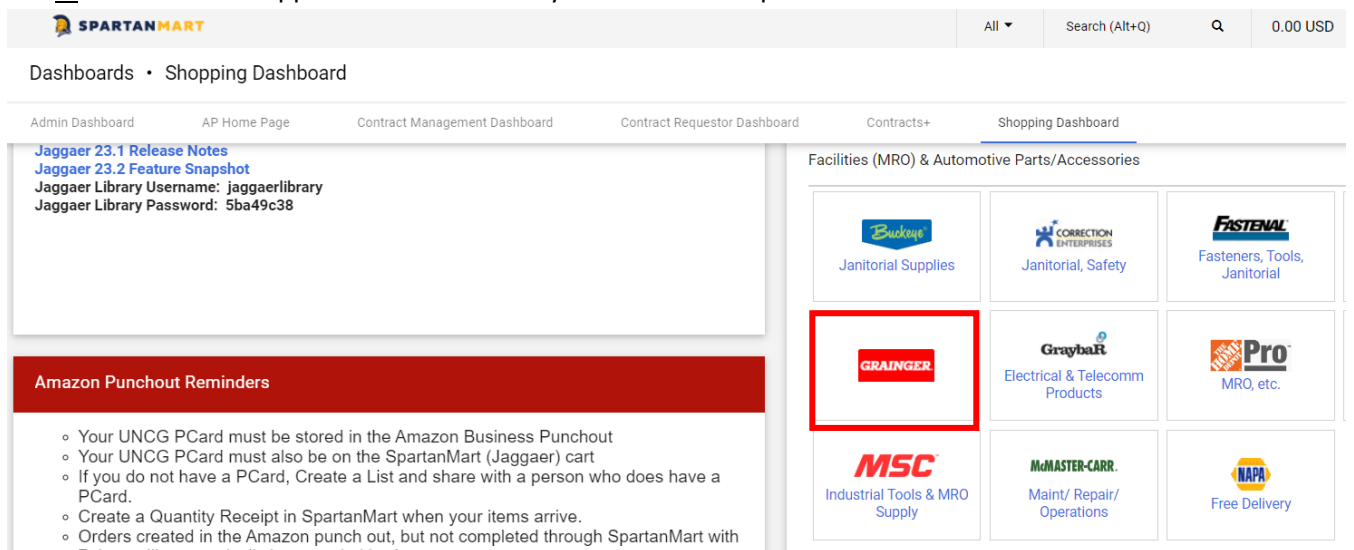


Creating a Punchout Order

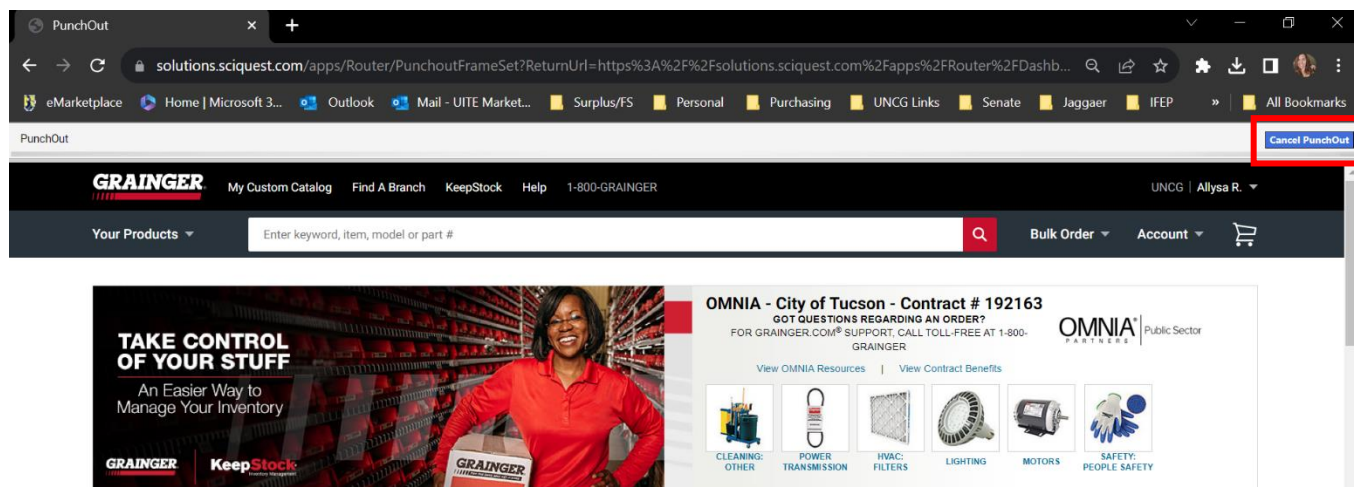
1. You can create a Punchout Order from the Shopping Dashboard. This is what the Shopping Dashboard looks like. Most SpartanMart Users, the Shopping Dashboard is the Home page. If for some reason your screen doesn't look like this, Click the Shop Cart Icon  on the Left side.



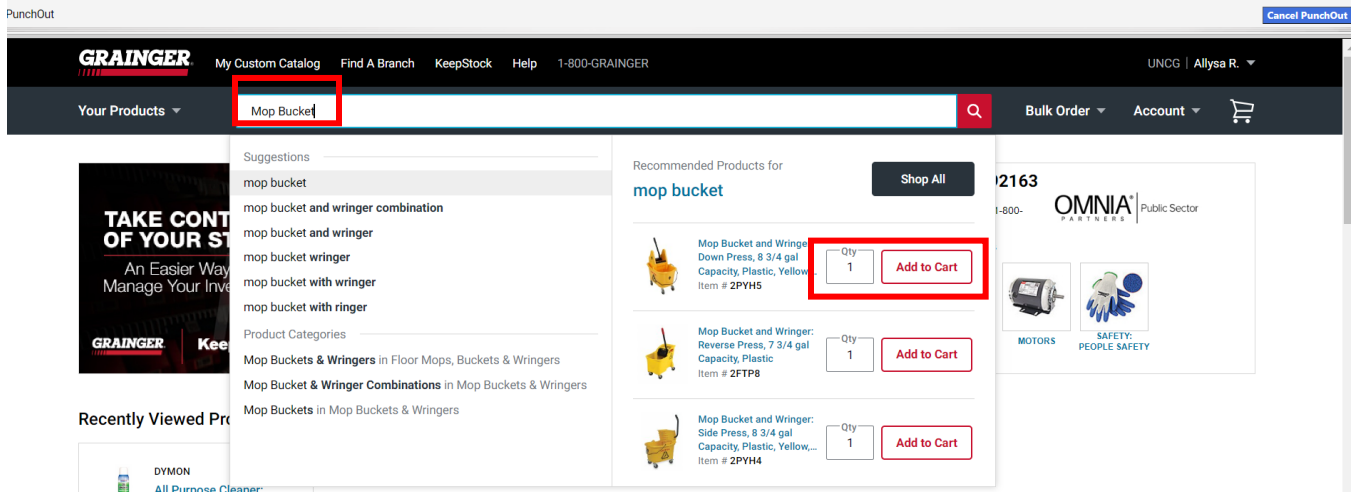
2. Click on the Supplier's Punchout that you would like to purchase from.



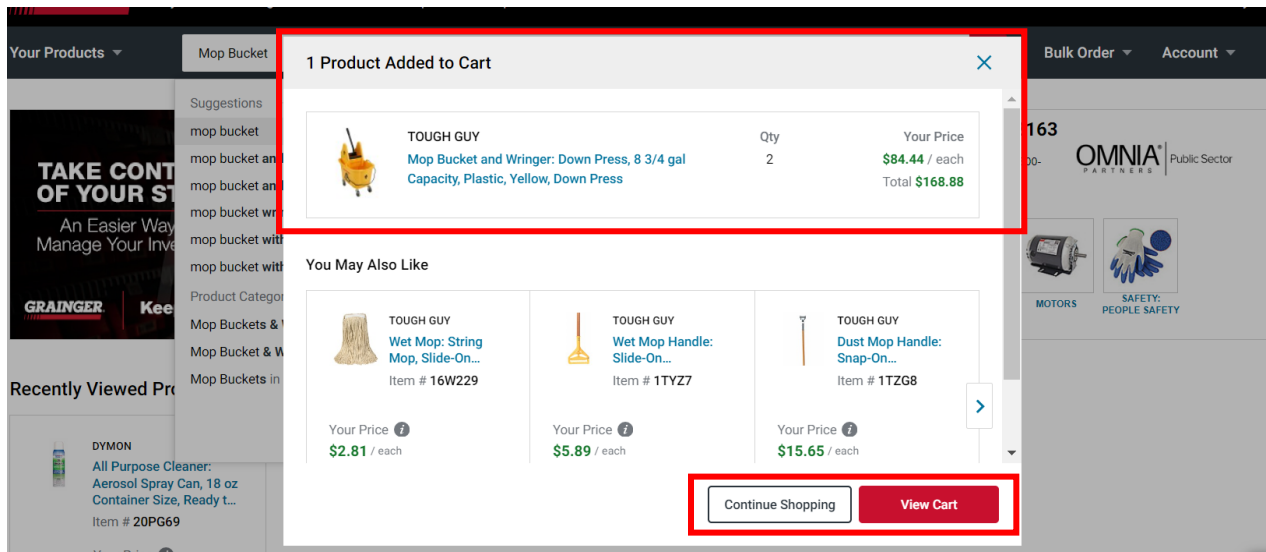
3. The Punchout will open. If for some reason this isn't the Store you wanted to shop at Click the Cancel Punchout button in the Top Right of the screen.



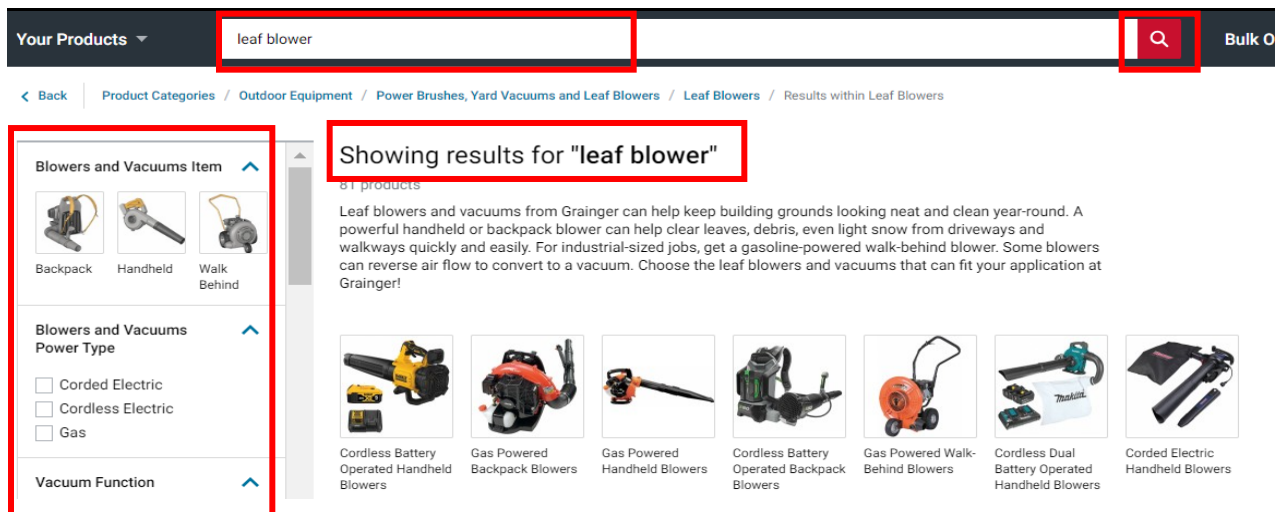
- Search the items you are looking for using the search bar. Add the items to you cart. Increase the QTY if you would like more than 1 added to your cart. Recommended products could pop up.



- 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'.



- For this example, we will click 'Continue Shopping'. Search for your next item using the search bar. Click the magnifying 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.

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 X Vacuum Function Yes X Battery Included / Bare Tool Battery Included X

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 ▾

← Back Product Categories / Outdoor Equipment / Power Brushes, Yard Vacuums and Leaf Blowers / Leaf Blowers / Results within Leaf Blowers [Search Feedback](#)

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!

Blowers and Vacuums Power Type
 Cordless Electric

Vacuum Function
 No

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'.

The screenshot shows the Grainger website's cart page. At the top, there is a navigation bar with the Grainger logo, user information (UNCG | Allysa R.), and a search bar. Below the navigation bar, there are links for 'Print', 'Email', and 'Checkout Feedback'. The main content area is titled 'Cart' and includes a 'Back' link. On the right side, there is a prominent red 'Submit Cart' button. Below this, a 'Cart Summary' box displays the following information:

Subtotal	\$779.32
Estimated Shipping	FREE
Estimated Total	\$779.32

Below the summary, a note states: 'Availability, shipping & tax are not final until the order is received from your company.' The main cart area lists two items:

- TOUGH GUY Mop Bucket and Wringer: Down Press, 8 3/4 gal Capacity, Plastic, Yellow, Down Press** (Item # 2PYH5). Quantity: 2. Your Price: \$84.44 / each. Total: \$168.88. Availability: Expected to arrive Mon. Oct 23.
- MAKITA Blower: 18 V, 120 mph Max. Air Speed, 473 cfm Max. Air Flow, Vacuum Function** (Item # 60JL84). Quantity: 1. Your Price: \$610.44 / each.

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

This screenshot shows the same Grainger cart page as above, but with a 'Cart Confirmation' pop-up dialog box overlaid in the center. The dialog box contains the following text:

Cart Confirmation

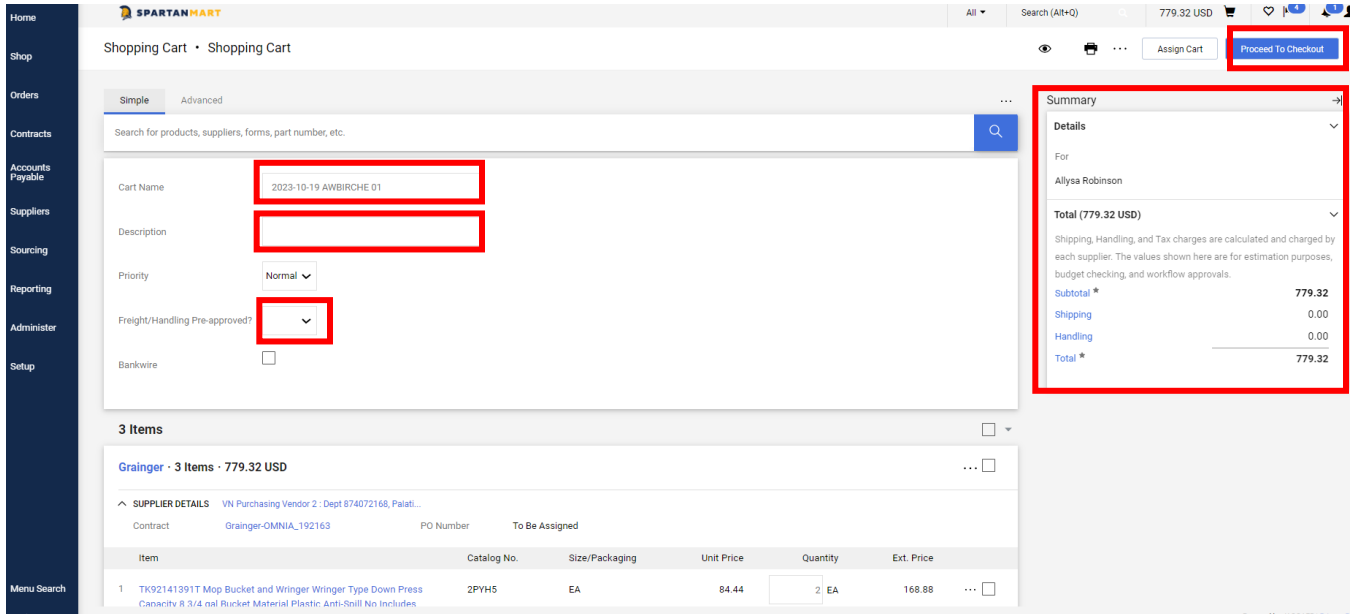
You are about to transfer products to your internal procurement system. These products will be shipped when the order is received from your company.

For help, contact ePro Customer Service at 1-877-202-2592, voice prompt 3.

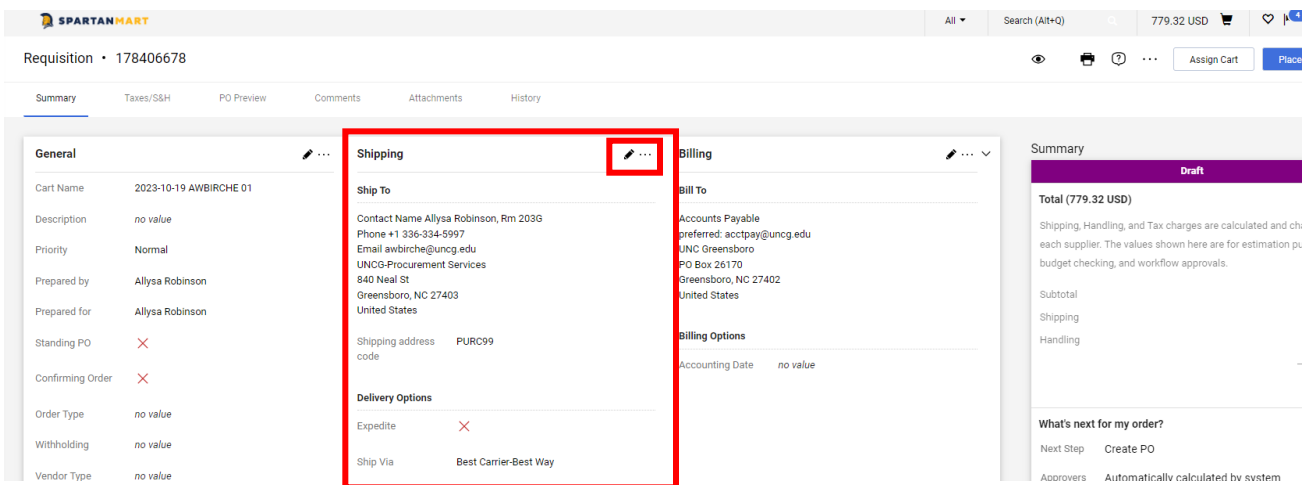
At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Submit Cart'. The 'Submit Cart' button is highlighted with a red box, indicating it should be clicked.

12. Your total should be the same as what it was in the punchout.

- a. You 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 ★ Add to my addresses

Phone

Email ★

Address Line 1

Address Line 2

City

State

Zip Code

Country

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

FCSV99 - Allysa 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 - IT Campus HW Prgm, Rm 102, +1 336-334-5997, awbirche@uncg.edu, UNCG-CHIP, 611 Forest St, McNutt Bldg, Greensboro, NC 27412, United States

Results Per Page ▾

★ 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

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 - Timothy 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 Cove 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 Dr, 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

Results Per Page ▾ 1 of 2 >

★ Required fields

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

Edit Shipping

ORSE70 - Angela Arret, +1 336-334-5997, awbirche@uncg.edu, Center for Prevention Services, 201 McCullough Dr, Suite 220, Charlotte, NC 28202, 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 Anias, +1 336-334-5997, awbirche@uncg.edu, RHA Health Services, 84 Coxie 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

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 G	117042 Purchasing	201210 Household - Janitorial Supplies	no value

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
<input type="text" value="β"/>	<input type="text" value="117042"/>	<input type="text" value="201210"/>	<input type="text" value="Search"/>

★ Required fields

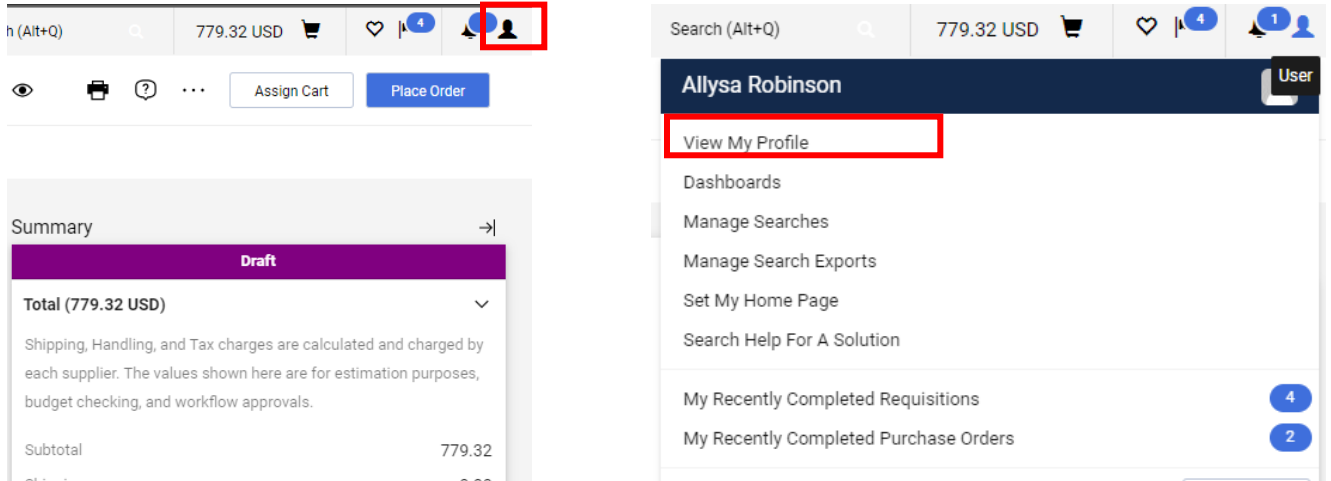
20. Internal Notes and Attachments only UNGC people who have access to this PO in SpartanMart can see this. External Notes can also be seen by the Suppliers. Usually people use the External Notes for additional shipping instructions or to attach a quote.

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

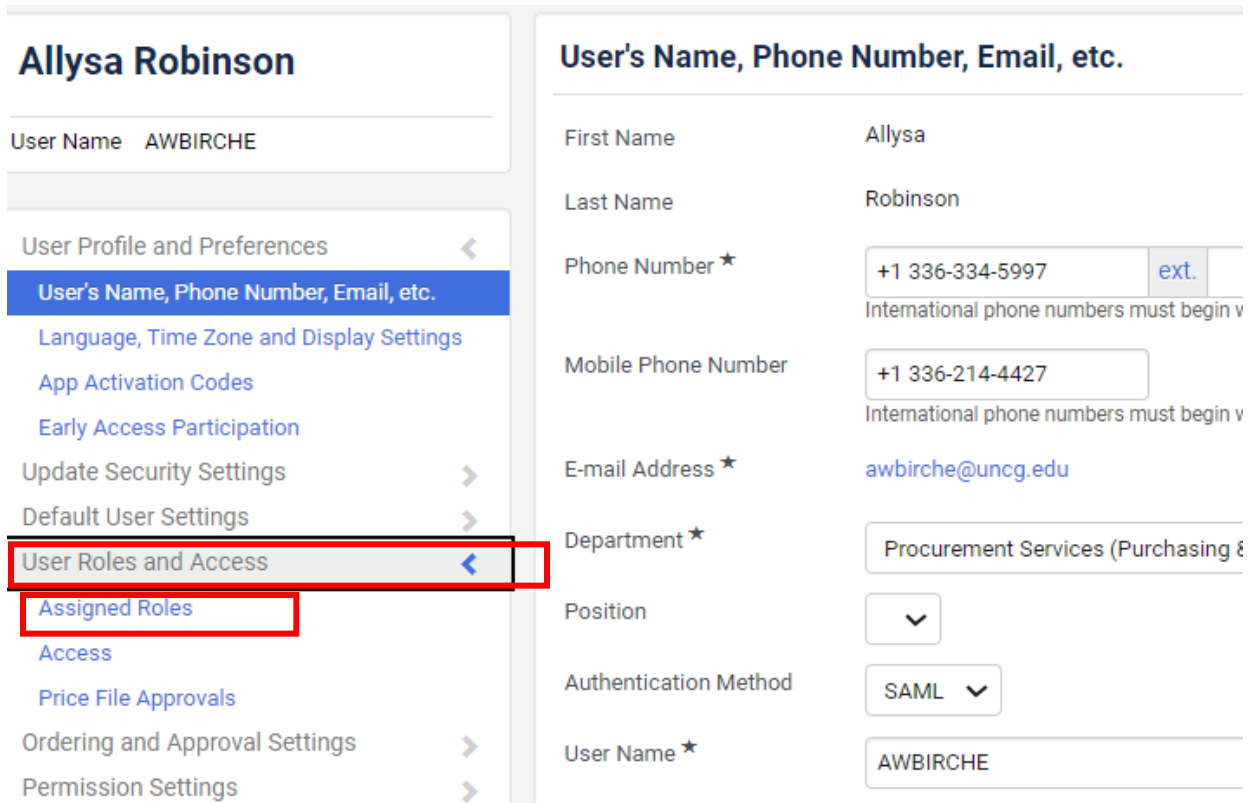
21. If you are done with adding the Shipping info, Accounting Info, Internal & External Notes you are now ready to either Assign Cart or Place order.

- 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.
- 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.
- 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.**

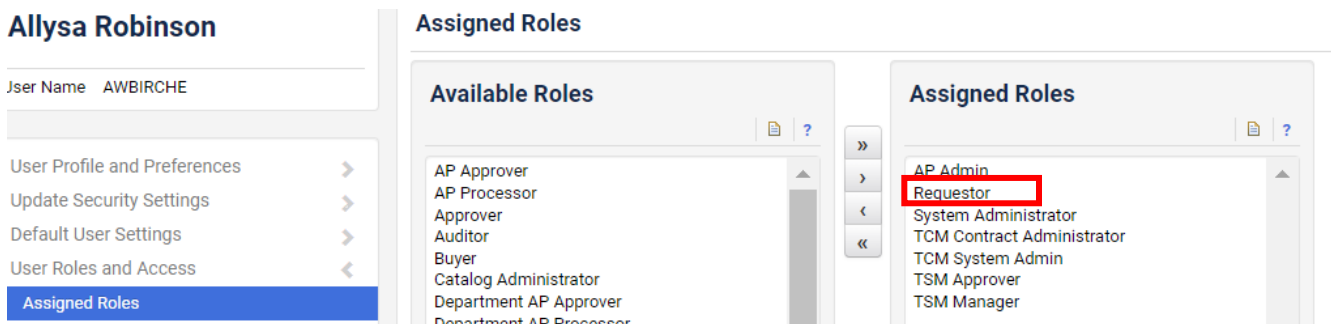
22. You can check this by going to your profile. Click the person in the top right corner, then Click 'View My Profile'.



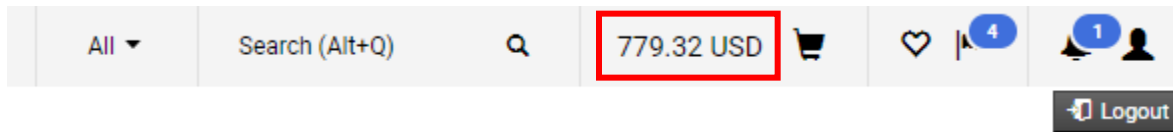
23. Click 'User Roles and Access'. Click 'Assigned Roles'.



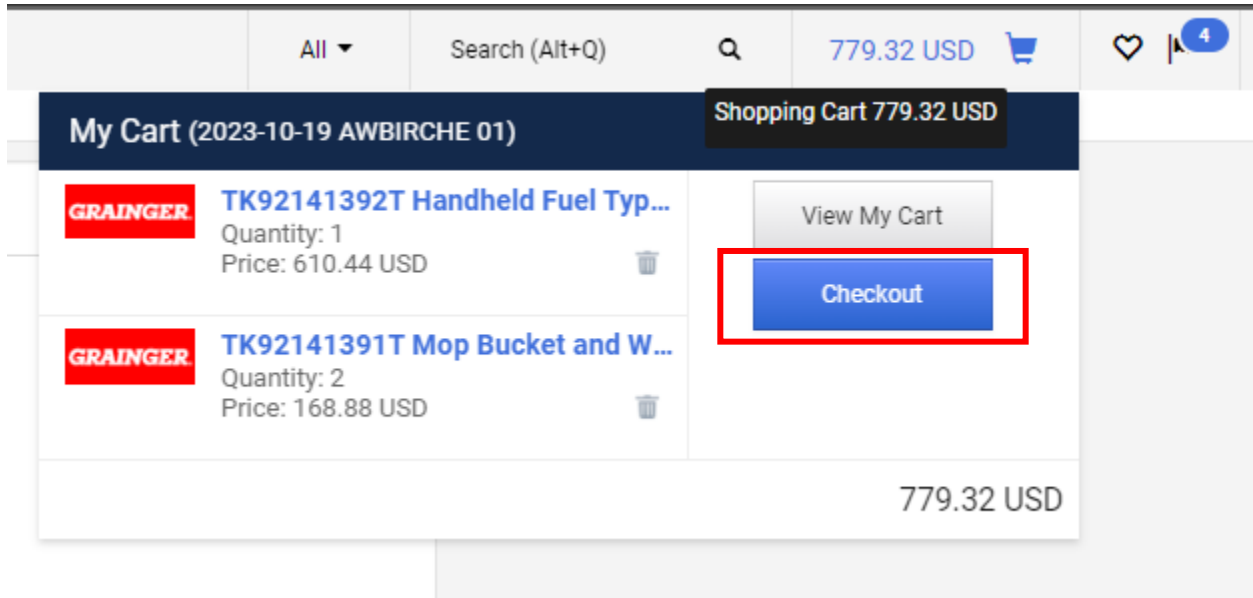
24. You must have the Requestor role to Click 'Place Order' button. If you do not have this role, then you must Click 'Assign Cart'.



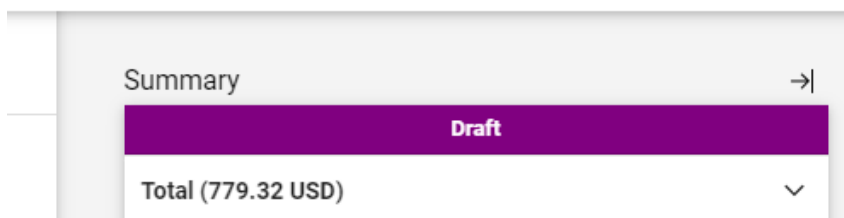
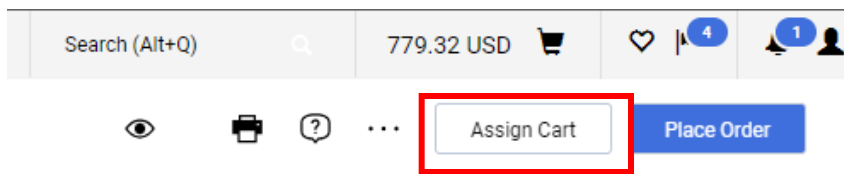
25. To get back to your cart, simply Click the dollar amount on the Top bar.



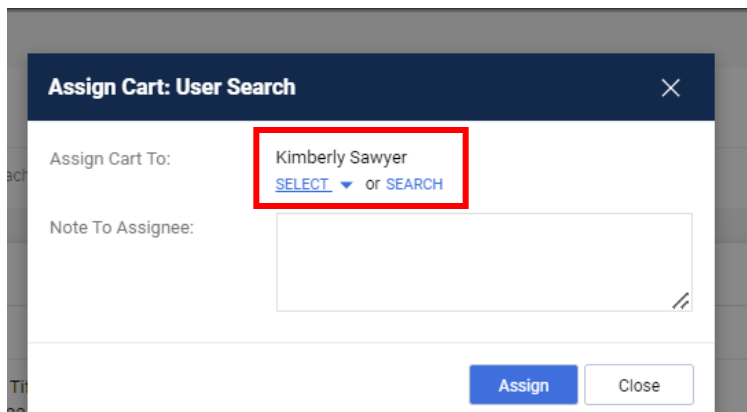
26. Click 'Checkout'.



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.

Assign Cart: User Search [X]

Assign Cart To: **ANTHONY KILAR**

Note To Assignee: [Text Area]

[Assign] [Close]

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

User Search [X]

Last Name [Input Field]

First Name [Input Field]

User Name [Input Field]

Email [Input Field]

Department [Dropdown]

Role [Dropdown]

Results Per Page: 10 [Dropdown]

[Search] [Close]

Name ↑	User Name	Email	Phone	Action
Robinson, Allysa	AWBIRCHE	awbirche@uncg.edu	+1 336-334-5997	[+]

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

Assign Cart: User Search [X]

Assign Cart To: Robinson, Allysa
SELECT or SEARCH

Add to Profile

Note To Assignee: [Text Area]

[Assign] [Close]

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

The screenshot shows the SpartanMart interface with a search bar at the top. Below the search bar, a green banner reads 'Cart Assigned'. Underneath, there are two columns: 'Requisition Summary' and 'Options'. In the 'Requisition Summary' column, the 'Requisition number' is 178406678, which is highlighted with a red box. Other details include 'Cart name: 2023-10-19 AWBIRCHE 01', 'Requisition total: 779.32 USD', and 'Number of line items: 2'. The 'Options' column contains links for 'Create new draft cart', 'Recent orders', and 'Return to your home page'.

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 requisition 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:
- History Tab is very useful if there is an error or something preventing the requisition from becoming a Purchase order.

The screenshot shows the 'Requisition' details for 178406678. At the top, there is a navigation bar with tabs: 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'History' tab is highlighted with a red box. Below the tabs, there are three main sections: 'General', 'Shipping', and 'Billing'. The 'General' section shows 'Cart Name: 2023-10-19 AWBIRCHE 01' and 'Description: no value'. The 'Shipping' section shows 'Ship To: Contact Name Tiffany Williams, Phone +1 336-334-5997'. The 'Billing' section shows 'Bill To: Accounts Payable preferred: acctpay@uncg.edu'.

The screenshot shows the 'History' tab for requisition 178406678. At the top, there is a navigation bar with tabs: 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'History' tab is highlighted. Below the tabs, there is a search and filter area with fields for 'Start date', 'End date', and 'User'. Below this is a table with the following columns: 'Line No', 'Date/Time', 'User', 'Step(s)', 'Action', 'Field Name', 'From', 'To', and 'Not'. The table contains the following data:

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Not
	10/19/2023 7:09:10 PM	Allysa Robinson		Requisition assigned		Allysa Robinson	Allysa Robinson	
	10/19/2023 6:36:23 PM	Allysa Robinson		Requisition modified	Shipping address	Contact Name Allysa Robinson, Rm 203G, Phone +1 336-334-5997, Email awbirche@uncg.edu, UNCG-Procu... Show more	Contact Name Tiffany Williams, Phone +1 336-334-5997, Email awbirche@uncg.edu, Western Youth Netw... Show more	
Line 2	10/19/2023 6:15:06 PM	Allysa Robinson		New Line added	60JL84	PunchOut	empty	
Line 1	10/19/2023 6:15:06 PM	Allysa Robinson		New Line added	2PYH5	PunchOut	empty	

- 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**

Summary →

Budget checking, and workflow approvals.

Subtotal	779.32
Shipping	0.00
Handling	0.00
Total	779.32

What's next for my order? ▾

Next Step: Create PO

Approvers: Automatically calculated by system

Workflow: ...

Show skipped steps

- Draft** (Active) - Allysa Robinson
- Create PO** (Future) - ...
- Finish** (Future)

Powered by JAGGAER | Privacy Policy

Summary →

Workflow ...

Show skipped steps

- Submitted** (10/19/2023 8:41 AM) - Tina Danner-Groves
- Start - Parallel Steps
- Banner PO Post Successful** (Active)
- Create Banner PO** (Active - Error)
- End - Parallel Steps
- Create Vendor Documents** (Future)
- Banner PO Update** (Future)
- Finish** (Future)

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

Purchase Order • Education First Consulting LLC • **Pending PO**56395

Status Summary Confirmations Shipments Receipts Invoices Comments 1 Attachments **History**

Filters: Start date (mm/dd/yyyy), End date (mm/dd/yyyy), Action, Purchase Order, Document type. Filter Clear All Filters Export CSV

1-8 of 8 Results 20 Per Page ▾

Line No	Revision No.	Date/Time ↓	User	Step(s)	Action	Field Name	From	To	Note
original		10/19/2023 9:41:32 AM	Jim Riedel		Comment Added				Tina, this is failing due to insufficient funds. Please transfer and advise when complete.
original		10/19/2023 9:02:41 AM	System	Create Banner PO	Step(s) Error	Automated task failure			
original		10/19/2023 9:02:41 AM	System	Create Banner PO	Message transmission to external system aborted.				
original		10/19/2023 9:02:41 AM	System	Create Banner PO	PO creation failed on external system	Number of retries: 5, retry interval: 240sec			[MSG-1004] Exception creating the PurchaseOrder object. Exception: PurchaseOrderProcessor: Exception occurred in create method. Exception: PurchaseOrderProcessor: Exception creating PurchaseOrder. Exception: SQL: SQLException executing fb_purchase_order.f_complete_order. Exception: ORA-20101: Insufficient budget for item 1, sequence 1, suspending transaction., *ERROR* Purchase Order is valid but failed available balance check. ORA-06512: at "BANINST1.FB_PURCHASE_ORDER", line 3784 ORA-06512: at "BANINST1.FB_PURCHASE_ORDER", line 3843 ORA-06512: at line 1 Show less

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

Purchase Order • Staples Business Advantage • 148785901 Revision 0

2 of 11 Results

Status Summary Revisions 1 Confirmations 1 Shipments 1 Receipts Invoices Comments Attachments History

General Information

PO/Reference No. **148785901**

Revision No. 0

Supplier Name Staples Business Advantage

Purchase Order Date 10/18/2023

Total 105.20

Requestor Name Allysa Robinson

RequestorPhone +1 336-334-5997

Requestor Email awbirche@uncg.edu

Requisition Number 178268852 [view](#) | [print](#)

Document Status

A/P status Open

Workflow **Completed**
(10/18/2023 8:56 AM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

cXML (Electronic Integration) no value

Distribution Date/Time 10/18/2023 8:56 AM

Supplier **Sent To Supplier Fully Shipped**
[view confirmations](#)
[view shipments](#)

Summary

105.20

Related Documents

[Requisition: 178268852](#)

What's next?

Workflow Status **Completed**

Workflow

Show skipped steps

- Submitted**
10/18/2023 8:55 AM
Allysa Robinson
- Create Vendor Documents**
Completed
- Send PO to Vendor**
Completed
- Completed**
10/18/2023 8:56 AM

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Staples Badge Reels, 33' Retractable Cord Length, Metal, Black, 5/Pack (37860)	810386	PK	4.53	2 PK	9.06

[DETAILS](#)

Supplier Receiving Invoicing Matching