



## Punch-out Orders

Punch-out shopping allows users to search an external supplier's web-based catalog to find items to purchase. Once selected, items are returned to the SpartanMart shopping cart for processing.

1. Click the vendor's icon listed in the Punch-out section or click Suppliers (See **Browse Suppliers** Instructions).



The screenshot displays the SpartanMart Shopping Dashboard. At the top, there is a navigation bar with the following links: [Go to: Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#) | [Browse: Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#). The [Suppliers](#) link is highlighted with a red box. Below the navigation bar is a search bar with a magnifying glass icon. The main content area is titled "Showcases" and lists several categories with right-pointing arrows: "NEW!! - Laws, Rules, Policies, Procedures, Training", "NEW!! - State Term Contracts, University Convenience Contracts, Group Purchasing Organization Contracts", "UNCG FORMS", "UNCG Internal Providers" (which has a square button with a right-pointing arrow), and "Facilities (MRO) & Automotive Parts/Accessories" (which has a downward-pointing arrow). Below these categories is a grid of supplier cards. The first card, "Buckeye Janitorial Supplies", is highlighted with a red box. Other visible cards include "CORRECTION ENTERPRISES Janitorial, Safety", "FASTENAL Fasteners, Tools, Janitorial", "#FERGUSON Facilities Supply, PPE, & more", "GRANGER", "GraybaR", "Pro", and "LOWE'S".

2. You are taken to that vendor's external website. \*\*\*PLEASE NOTE\*\*\*This is not the vendor's standard website that you would find when performing a Google search. This is a webpage created for SpartanMart, specifically for UNCG. You can order your items here just as you would from the standard website but with State contract pricing.


solutions.scquest.com/apps/Router/PunchoutFrameSet?ReturnUrl=https%3A%2F%2F solutions.scquest.com%2Fapps%2FRouter%2FDa...  
 SpartanMart - Proc... Procurement - Proc... Home | Microsoft 3... Outlook Mail - UITE Market... Surplus/FS Personal Purchasing All Bookmarks  
 PunchOut Cancel PunchOut  
 Buckeye® Ecommerce SHOP ALL ▾ Enter keyword or part number Shopping Cart (Empty) MY ACCOUNT  
 **BUCKEYE CLEANING CENTERS**  
 Buckeye Cleaning Centers offer an extensive line of high-quality cleaning and maintenance products, equipment, and a wide assortment of custodial supplies for a full-facility solution in any market. We have 30 Buckeye Cleaning Centers nationwide.  
 Our centers provide service-oriented, market specific representatives, specialized training programs that help standardize cleaning procedures in your facility, and multiple ordering options that include meeting with local Buckeye representatives or ordering online.  
 Buckeye Hard Floor Care Program Symmetry® Hand Hygiene Program  
 

3. Follow the vendor's website instructions to order. In this example you:

- Search for the item you would like with the search box.

PunchOut Cancel PunchOut  
 Buckeye® Ecommerce SHOP ALL ▾ E12 Shopping Cart (Empty) MY ACCOUNT  
 **SEARCH RESULTS FOR - "E12"**  
 2 Products - Page 1 of 1 Did you mean 112?  
   
 Eco 1 quart Trigger Spray Bottle - 12 Glass Cleaner (44016012)  
 \$28.68 per case  
   
 Eco HD Glass Cleaner - 4x1.25L pouches (60121400)  
 \$88.40 per case

4. Some punchouts will provide a success message that lets you know you added an item to you cart. You can view the cart by clicking the Shopping cart button.

SHOP ALL ▾ E12  **Shopping Cart (1)**

**SUCCESS!**  
You have successfully added this item to your cart!

## SEARCH RESULTS FOR - "E12"



2 Products - Page 1 of 1 [Did you mean 112?](#)


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5. Once you are ready to check out Click the **'CheckOut'** button or the **'Submit Cart'** Button.


Cancel PunchOut

SHOP ALL ▾ Enter keyword or part number  **Shopping Cart (1)**  MY ACCOUNT

ADDED ITEMS	QTY	PRICE	TOTAL	ACTION
 ECO SPRAY BOTTLE, E12 GLASS CLEANER HD (Case) Product #: 44016012	1	\$28.68	\$28.68	<a href="#">✕REMOVE</a> <b>UPDATE</b>

[CONTINUE SHOPPING](#) SUBTOTAL: \$28.68 **CHECKOUT**

6. Click the **'Return to Jaggaer'** button.

SHOP ALL ▾ Enter keyword or part number  **Shopping Cart (1)**

SHOPPING CART	QTY	PRICE	TOTAL
ECO SPRAY BOTTLE, E12 GLASS CLEANER HD	1	\$28.68	\$28.68

[BACK TO SHOPPING CART](#) **RETURN TO JAGGAER**

7. It should return you to SpartanMart to your Cart and the selected items are placed in your cart. Continue to finalize your order. (See **Order/Requisition** Instructions).

The screenshot displays the SpartanMart Shopping Cart interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, Setup, and Menu Search. The top header features the SpartanMart logo, a dropdown menu, a search bar (Search (Alt+Q)), the current total (28.68 USD), and notification icons. The main content area is titled "Shopping Cart" and includes a search bar for products, suppliers, forms, and part numbers. Below this is a form with fields for Cart Name (2023-10-25 AWBIRCHE 01), Description, Priority (Normal), Freight/Handling Pre-approved?, and Bankwire. A section titled "1 Item" shows a single item: "Buckeye Cleaning Center Raleigh/Durham" with a total value of 28.68 USD. Below the item is a "SUPPLIER DETAILS" section with a table showing Contract (no value) and PO Number (To Be Assigned). On the right, a "Summary" panel provides details for the user (Allysa Robinson) and a breakdown of costs: Subtotal (28.68), Shipping (0.00), and Handling (0.00), resulting in a Total of 28.68. Buttons for "Assign Cart" and "Proceed To Checkout" are visible at the top right of the main content area.