| Purpose:	This section outlines the steps necessary to enter a Requisition for Punch-out Supplier in the Bull Marketplace.
Navigation:	Navigate in Bull Marketplace > Shopping
Notes:	Department Users (a.k.a. Shoppers, Requestors) will initiate a request for purchase by utilizing the BMP Shopping functionality. Expenses will be charged using a "Ghost Card" and then reconciled to a Chartfield. Approved requisitions result in the creation of a Purchase Order that is sent to the supplier.

1.1 From the Shopping Home page, Click on the supplier's sticker. Suppliers are divided into high level commodity groups for ease of navigation
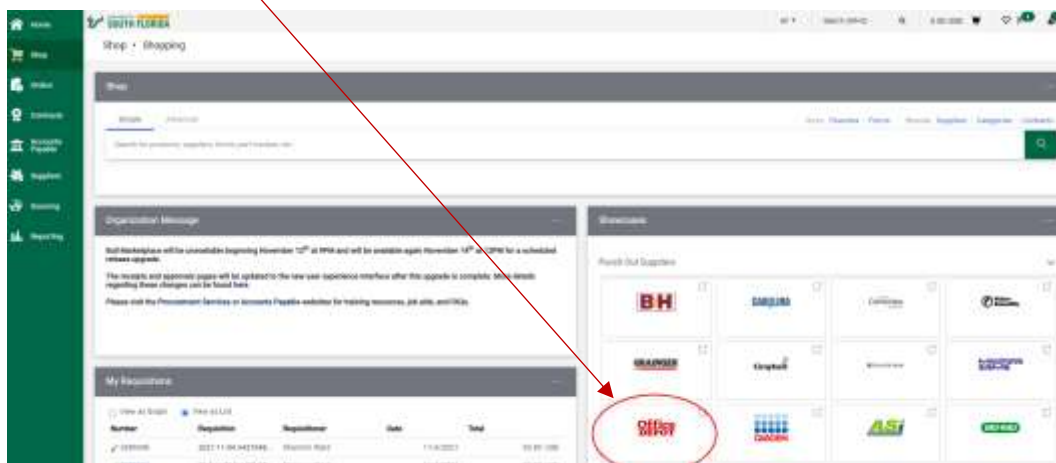

1.2 The icon will "PUNCH-OUT" to the supplier's online website where you search and browse through their products, select the product you want, select the quantity and click "Add to Cart". Products follow USF Contract pricing.
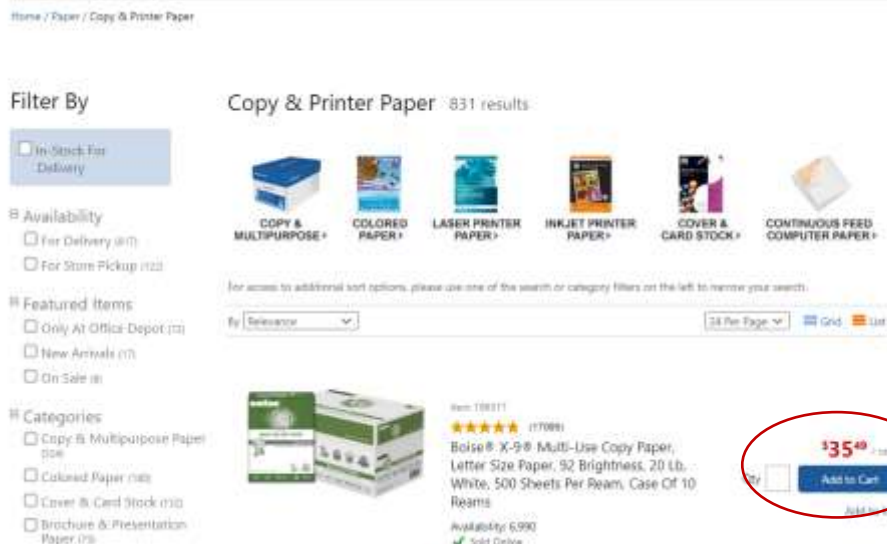
1.3 When finished shopping you can view your cart and select Checkout to bring your cart back into the Bull Marketplace. Note: each Punch Out supplier may list the checkout option a little differently.

**NOTE: Other suppliers might have their website configured differently from the example used.**
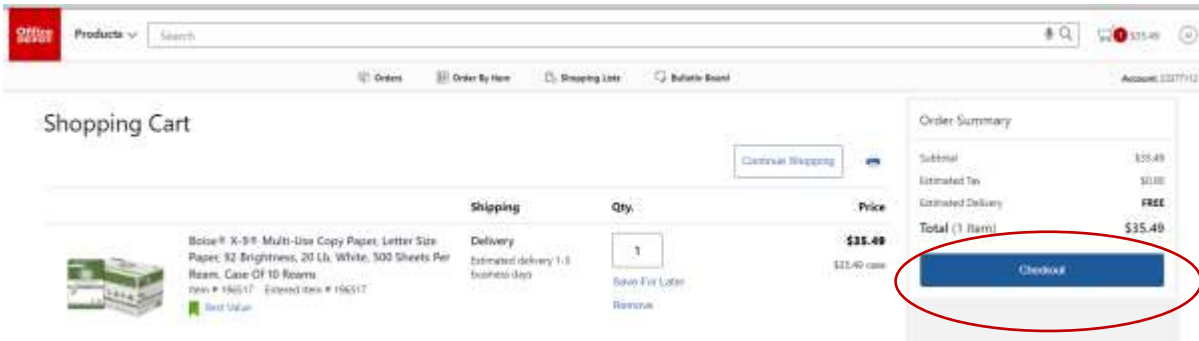
1.4 In the Bull Marketplace Shopping Cart, the system will assign a cart name to your order. The default Name of Cart is composed of the date the cart is created (2019-09-11) and the preparer's U number (U93431737). Users can rename their cart. **Review your order and click "Proceed to Check-out" if a Requestor or Approver or "Assign Cart" if a Shopper.**
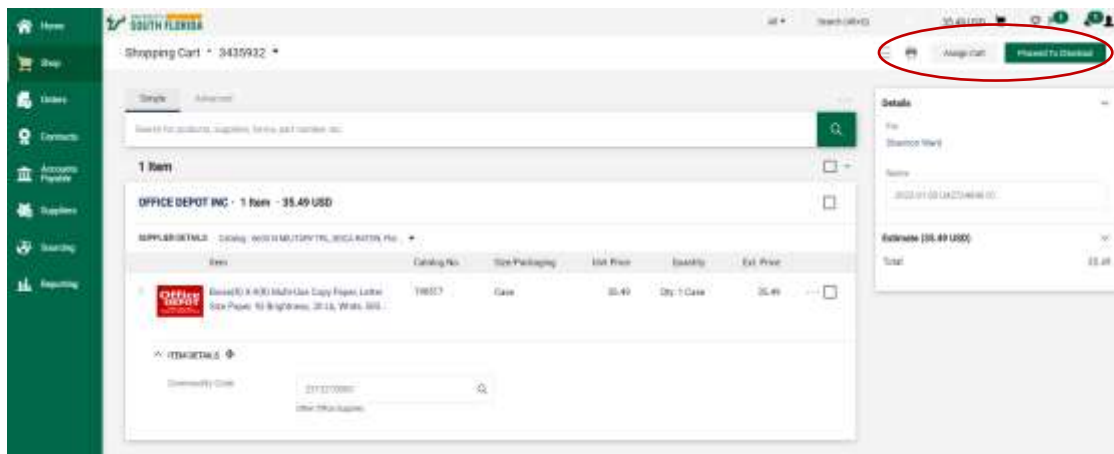
Editing General Information ✏️

1.5   To complete your check out, you need to complete the Punch-Out requisition. On the right side of the screen, you will see a list of required field(s) that needs to be addressed before the request can be submitted. These will also appear with a red "Required" note in each section. To update fields click on the "Edit" symbol.

> List of required field(s) that needs to be addressed
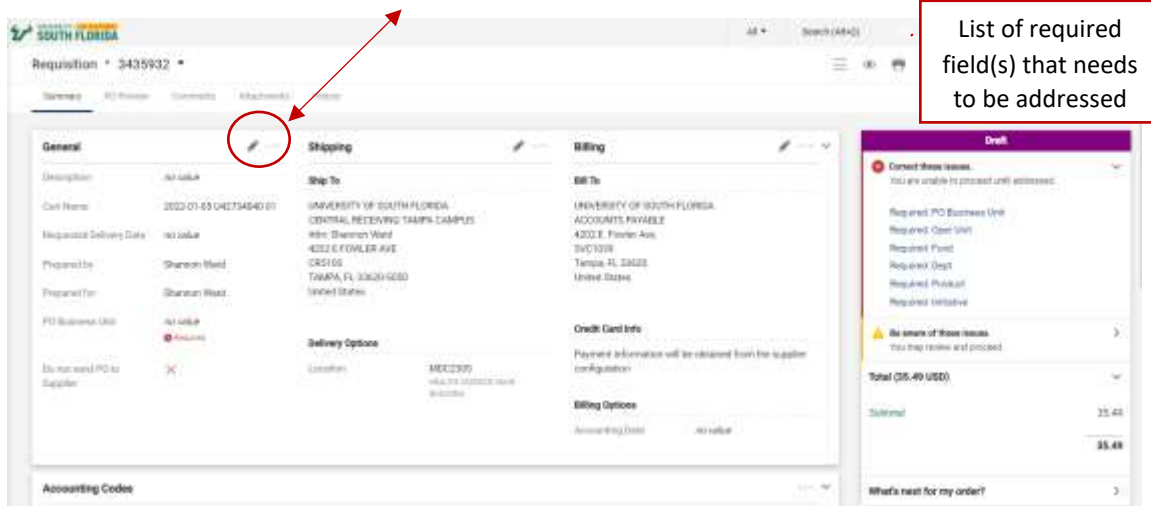
Note: At this point, the system has assigned a requisition number to the card. The requisition is still in "Draft" status, meaning that until submitted it will not be searchable by other users.

1.6   This is the pop-up for editing the General section: Mandatory fields are with an asterisk (*). Once filled, the "Required" tag disappears.

1.7   The Accounting Codes section is where you can enter your chartfield information. These can be at a header level – which applies the same chartfield string to all items – or individual by line. If your Accounting Codes section looks like this:

… then you will need to add the chartfield strings at the line level.

1.8   Scroll down to line 1 and view the chartfield string for the line. Click the Edit button ✏. Input your chartfield distribution. If you have a Code Favorite, click on "heart" icon ♥ to save it. If you choose an unavailable chartfield, the system will tell you it's unavailable.

Click "✏"

1.9   You also have the ability to split your chartfield by clicking "Add/Split" icon +.

If you split the chartfield, you can distribute by % or Amount of Price or Quantity. **When splitting chartfield by Amount of Price make sure you do this on the Line level especially if you have a multiple line requisition.**

1.10   When all mandatory information has been entered, the option to Place Order becomes available:
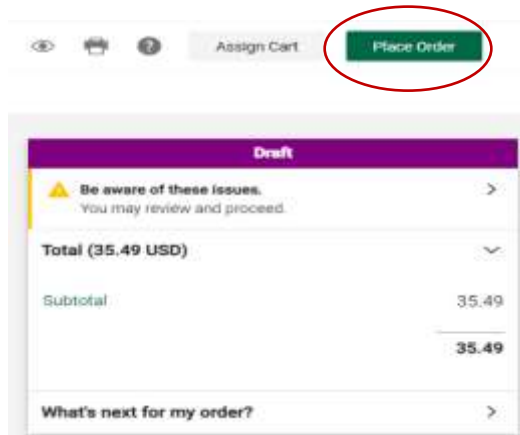
NOTE: Only Requestors and Approvers have the ability to Place Order. A Shopper can only assign a cart to a Requestor or Approver.

Once submitted you will see a confirmation and can follow the approval steps by looking at the workflow in the "What's Next" section.

Additional Approvals

- Punch Out orders above $10,000 need Procurement Services approval. After the Final PR Validation the system generates a Purchase Order in the Bull Marketplace, and the requisition status flips to "Completed." On the requisition page, a link to the PO number will show up.

The Purchase Order

- The system has generated a PO for this order. The PO sends information to FAST to encumber the funds, and to dispatch the PO to the supplier electronically. These steps can be viewed in the History tab of the PO:
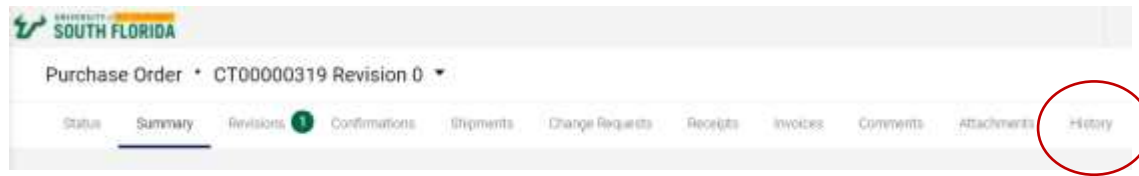
- Punch Out orders are paid through a central USF P-Card called a "Ghost Card". When items are shipped the payment will be reconciled against the chart field provided
- No receiving or invoicing is required.
- The PO will stay open for 120 days after being created, and then automatically close in the Bull Marketplace. If any remaining items are still encumbered in FAST, they will be unencumbered at this point. If a charge comes in after this point, the any unreconciled PO lines will be reopened to allow for reconciliation.