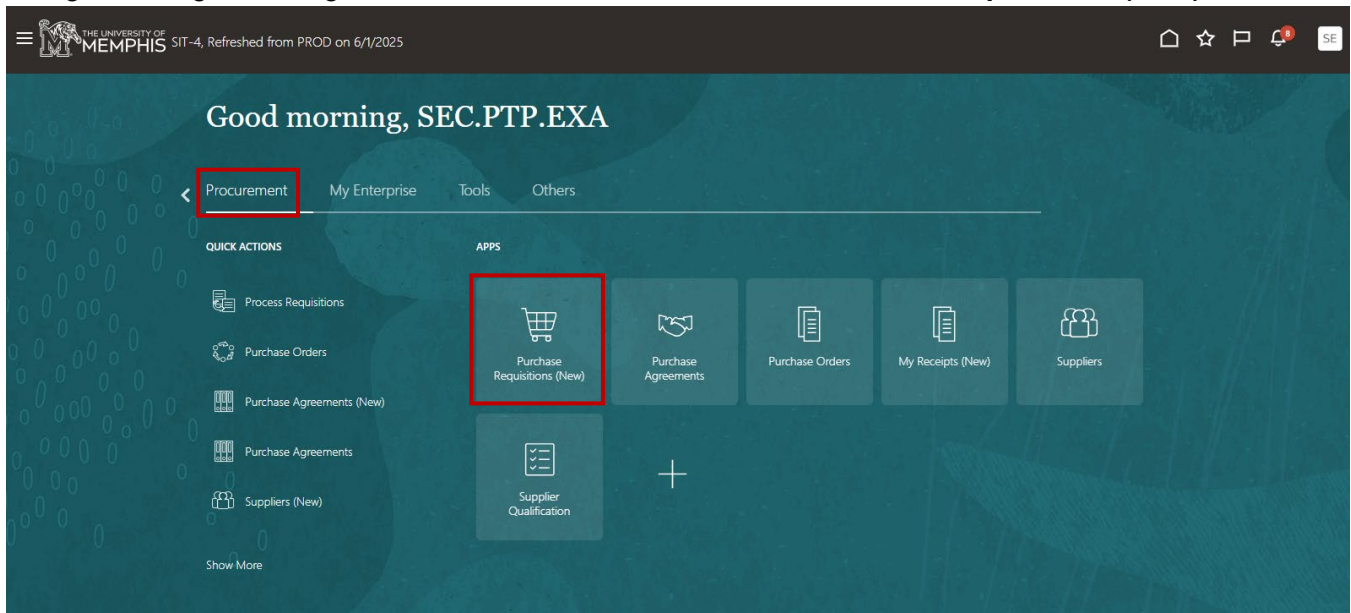
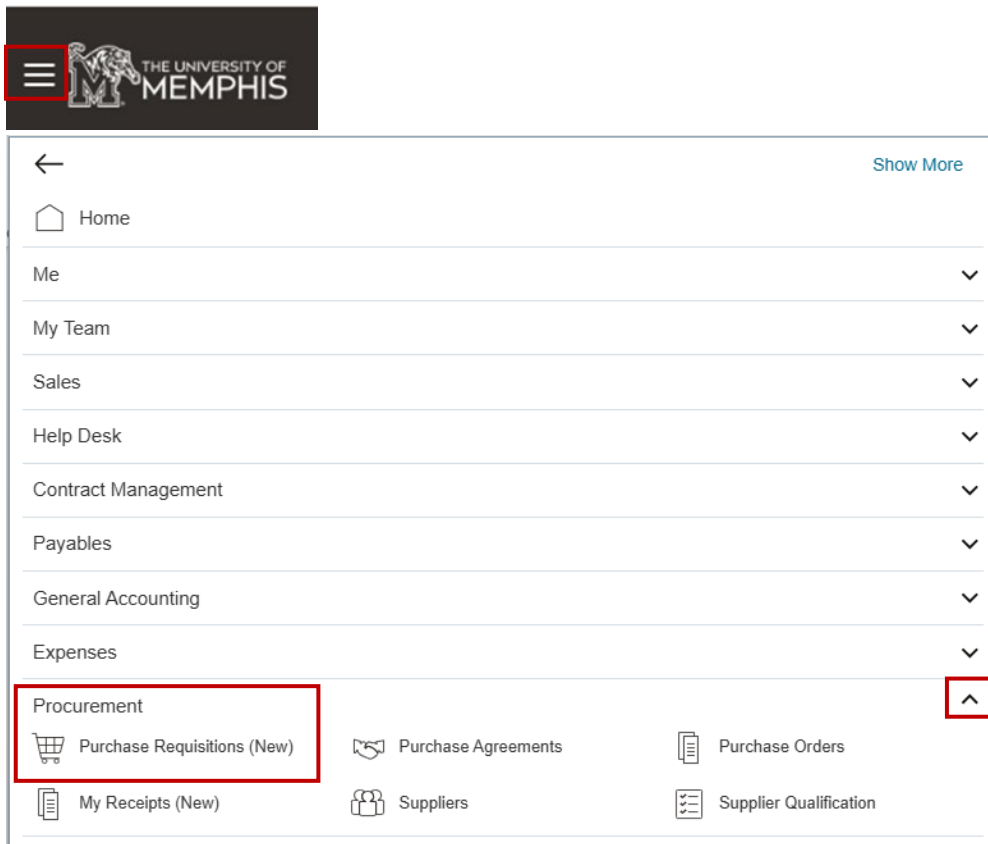


How to - Create a Punchout Catalog Requisition

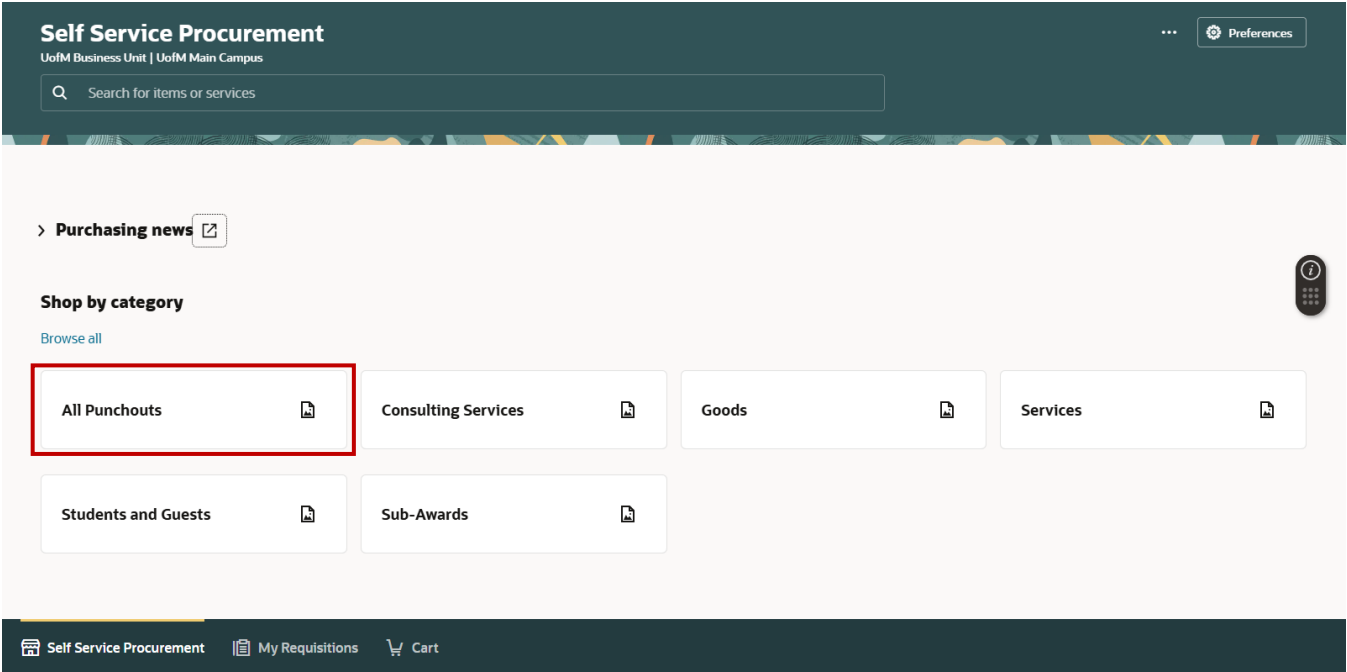
Using the navigator bar, go to **Procurement** and click on the **Purchase Requisitions (New)** tile.



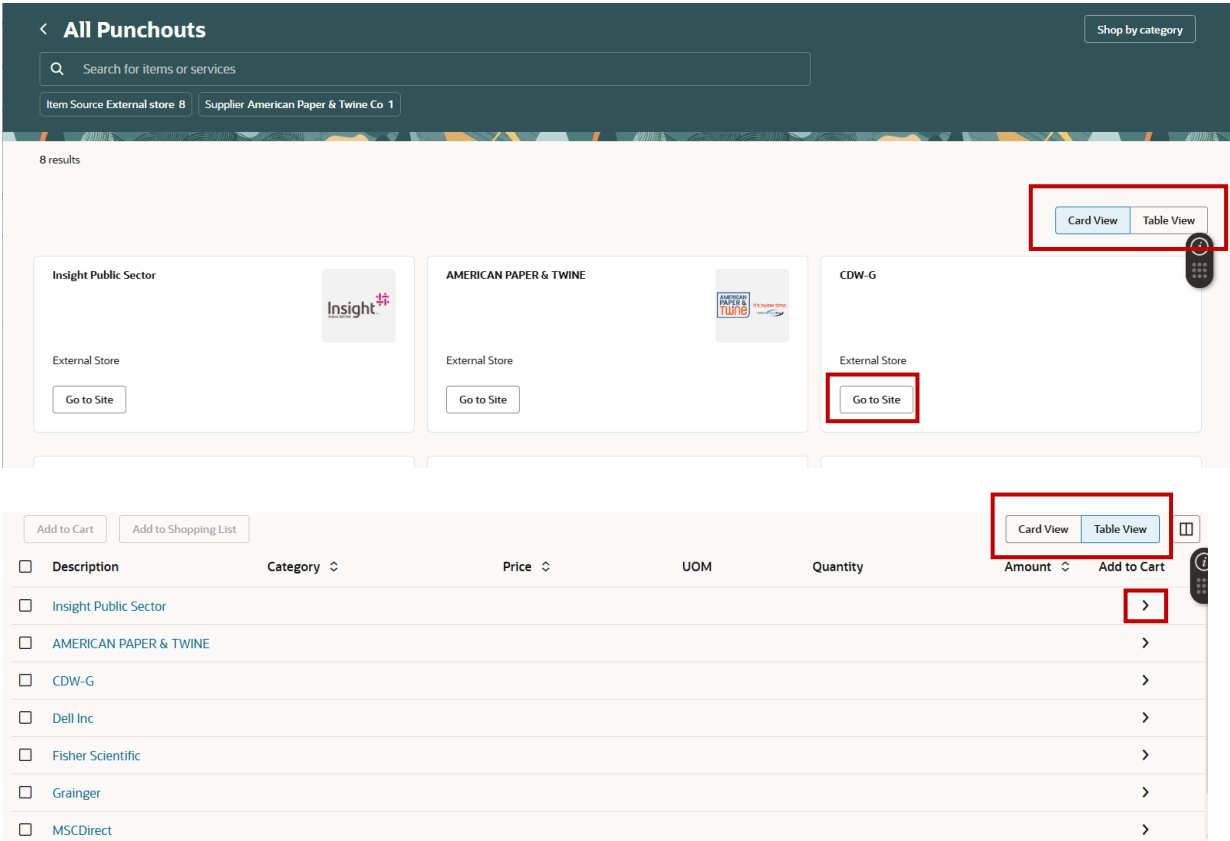
OR click the navigator menu (top left) and click the arrow on the **Procurement** row, then click on **Purchase Requisitions (New)**



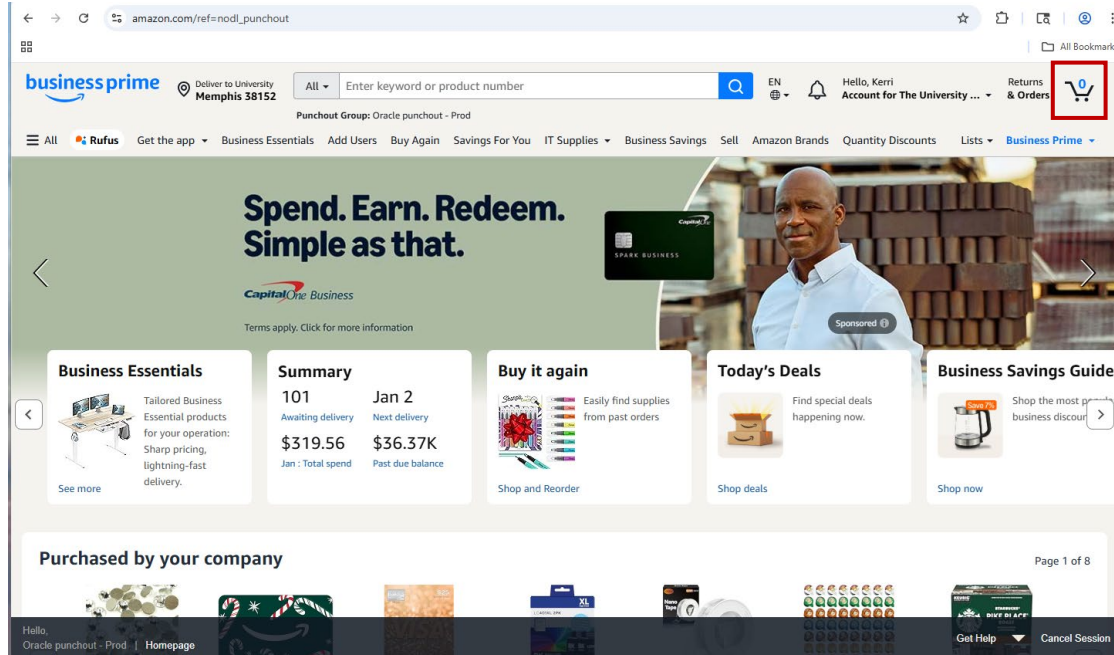
The **Self-Service Procurement** workspace will open. Click on **All Punchouts**.



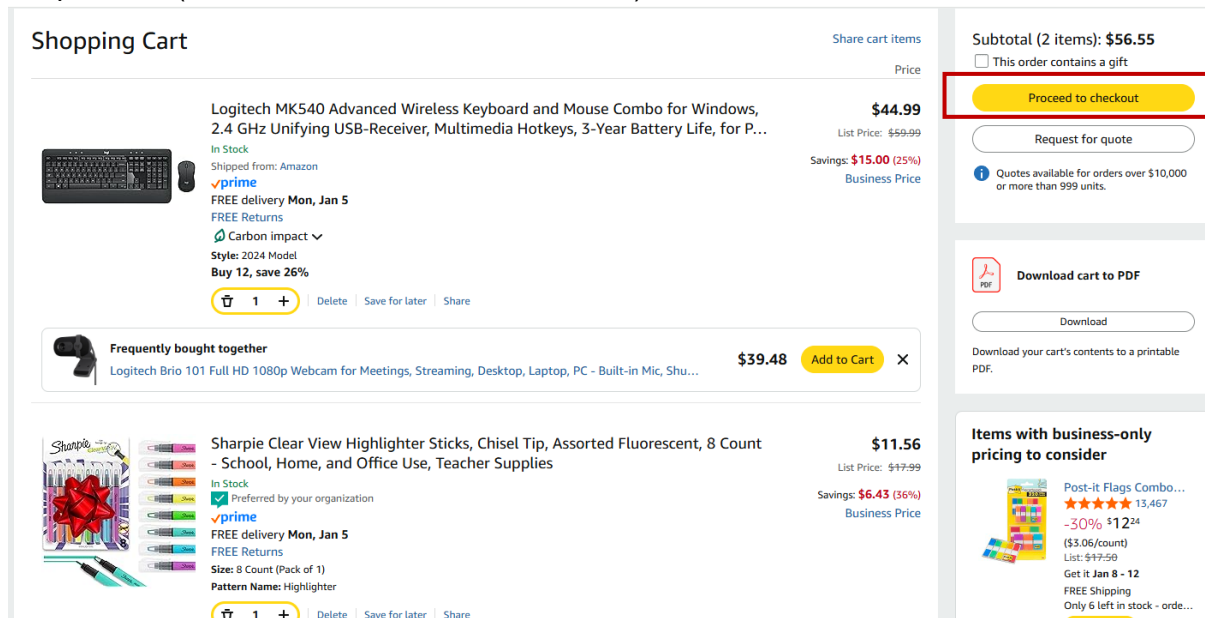
You can view the punchout catalog page as a card view or table view (list). Click on **Go to Site** or the > arrow to go to a particular vendor site.



Once you are on the vendor's site, shop for your items and add them to your cart.



When you have all your items, go to your cart. If everything looks ok, go to the checkout and complete the process. (this looks different for each vendor)



In the checkout, you need to check your items, ensure there is no sales tax, check your address, etc.

Processing your cart



Your cart will process and open in Oracle as a draft Requisition.

Click the **pencil** in the **Requisition Summary** (top right) to complete the Requisition header.

Cart
Requisition REQ0000004

...

Submit

☐ 2 items Edit Multiple

Sharpie Clear View Highlighter Sticks, Chisel Tip, Assorted Fluorescent, 8 Count - School, Home, and Office Use, Teacher Supplies
Sold By Amazon Capital Services Inc

\$11.56 Each

Quantity
1

☐

Logitech MK540 Advanced Wireless Keyboard and Mouse Combo for Windows, 2.4 GHz Unifying USB-Receiver, Multimedia Hotkeys, 3-Year Battery Life, for PC, Laptop
Sold By Amazon Capital Services Inc

\$44.99 Each

Quantity
1

Requisition summary

Subtotal\$56.55

Nonrecoverable Tax\$0.00

Approval Amount\$56.55

Description

Requester
Ms Kerri Reece

Deliver-to Location
222 Admin Bldg MC

Charge To
Multiple

Funds Status
Not reserved

Budget Date
01/02/2026

Self Service Procurement

My Requisitions

Cart 2

Add your business purpose in the **Description** field.

Under the Delivery section you will see your default information. You can change this if needed.

REQ0000004
Requisition

Cancel

Update

Description
Your business purpose goes here.

Justification
Any additional information you need to add can go here

☐ Emergency purchase order request

Delivery

Requester
Ms Kerri Reece

Deliver-to Location
222 Admin Bldg MC

Requested Delivery Date
01/03/2026

Project costing

Project Number ▼

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To 🔗

Budgetary control

Budget Date
01/02/2026 📅

Additional information

Attribute Value ▼

If this is a project related expense, fill in the **Project Costing** field.

Otherwise, you will use the **Charge account** field to enter your COA (Chart of Accounts). This is for the overall order. Splitting or charging lines separately is at the line level (see below)

The **Budgetary control** field would be used in June / July to indicate the correct fiscal year budget to use.

Additional information is not currently used.

The **Notes** section is not applicable to punchout catalog orders – the system does not read notes.

Attachments for punchout catalog orders are only useful for internal documents, such as documentation of what the items are for or permission to order. Attachments intended for the vendor cannot be read by their system.

Notes

Note to Supplier ✗

Attachments

Category
Internal to Requisition ▼

Drag and Drop
Select or drop files here.

URL Add URL

- Category
Internal to Requisition
- Internal to Requisition
- Miscellaneous
- To Approver
- To Buyer
- To Receiver
- To Supplier

Scroll up to the top and hit **Update** to save the information and return to the Requisition screen.

Cancel Update

You will see the information on the right side of the screen has updated. You can now work on individual lines

The **pencil** takes you to **line details** (you do not want to edit these on a catalog order)

The **truck** takes you to **delivery & billing**. This is where you split a line or code it differently from the overall order.

The **trash can** deletes the line.

Under the **Delivery and Billing Details** tab, the lines have an ellipses (...) menu that allows you to edit or split the COA details for the line. Once you have everything the way you need it, click the **Update** button.

Before you **Submit**, you have the ability to **Check Funds** (budget check) using the ellipses (...)

Cart
Requisition REQM0000004

☐ 2 items [Edit Multiple](#)

☐ Sharpie Clear View Highlighter Sticks, Chisel Tip, Assorted Fluorescent, 8 Count - School, Home, and Office Use, Teacher Supplies
Sold By Amazon Capital Services Inc

☐ \$11.56 Each
Quantity: 1

☐ Logitech MK540 Advanced Wireless Keyboard and Mouse Combo for Windows, 2.4 GHz Unifying USB-Receiver, Multimedia Hotkeys, 3-Year Battery Life, for PC, Laptop
Sold By Amazon Capital Services Inc

☐ \$44.99 Each
Quantity: 1

Requisition summary

Subtotal
Nonrecoverable Tax
Approval Amount

Description
Your business purpose goes here

Justification
Any other information can go here

Requester
Ms Kerri Reece

Deliver-to Location
222 Admin Bldg MC

Charge To
Multiple

Funds Status
Not reserved

Budget Date
01/02/2026

... [Submit](#)

- [Check Funds](#)
- [View Approvers](#)
- [View PDF](#)
- [Save for Later](#)

You'll see a message across the top. If it does not pass the budget check, **View details** will let you see which stage if failed so you can move budget around or correct your COA.

Cart
Requisition REQM0000004

... [Submit](#)

✓ The requisition passed the funds check process. [View details](#)

Requisition summary

Subtotal \$56.55
Nonrecoverable Tax \$0.00

Once you hit submit, you will see a quick confirmation message and return to the Self-service procurement page. Your recent Requisitions are here on cards. The status will update as the order progresses. You can click the card to open the Requisition.

Self Service Procurement
UofM Business Unit | 222 Admin Bldg MC

... [Preferences](#)

Search for items or services

My recent requisitions

- Draft** Requisition REQM0000004
Your business purpose goes here
Creation Date 01/02/2026
- Delivered** Requisition REQM0000003
markers from grainger for implementation
1 Line Purchase Order POM0...
Buyer Mr William J Mueller
- Delivered** Requisition REQM0000002
2nd oracle implementation order will be...
1 Line Purchase Order POM0...
Buyer Mr William J Mueller
- Delivered** Requisition REQM0000001
highlighter order for Oracle implementation
1 Line Purchase Order POM0...
Buyer Mr William J Mueller

You can also view a list of Requisitions or Requisition Lines by clicking **My Requisitions** at the bottom of the page. You can also export the list(s) to excel using the download button.

My Requisitions

Q

Entered By Ms Kerri Reece

X

Search for requisitions

Supplier Amazon Capital Services Inc 2

Requisition Status Approved 0

Line Status Approved 0

Action Required Create change order 0

3 items

Requisitions

Lines

Download

Delivered	REQM0000003 markers from grainger for implementation <small>Entered By Ms Kerri Reece</small>	Purchase Order: POM0000003 sold by W W Grainger Inc	\$9.65	12/23/2025	...
Delivered	REQM0000002 2nd oracle implementation order will be returned <small>Entered By Ms Kerri Reece</small>	Purchase Order: POM0000002 sold by Amazon Capital Services Inc	\$10.42	12/22/2025	...
Delivered	REQM0000001 highlighter order for Oracle implementation <small>Entered By Ms Kerri Reece</small>	Purchase Order: POM0000001 sold by Amazon Capital Services Inc	\$10.42	12/22/2025	...

Self Service Procurement

My Requisitions

Cart

The export gives you a clean worksheet that allows you to work with your data immediately.

AutoSave Off

MyRequisitionsL... Saved to this PC

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

PasteClipboard

Font

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Cells

Editing

Sensitivity

Add-ins

Copilot

Create PDF and Share link

A1

Requisitioning BU

	A	B	C	D	E	F	G
1	Requisitioning BU	Requisition	Entered By	Status	Item	Item Description	Category Name
2	UofM Business Unit	REQM0000000	Ms Kerri Reece	Delivered		499H33 TK135482919T Permanent Marker Set Ass	Office Products and Suppli
3	UofM Business Unit	REQM0000000	Ms Kerri Reece	Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppli
4	UofM Business Unit	REQM0000000	Ms Kerri Reece	Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppli
5							
6							