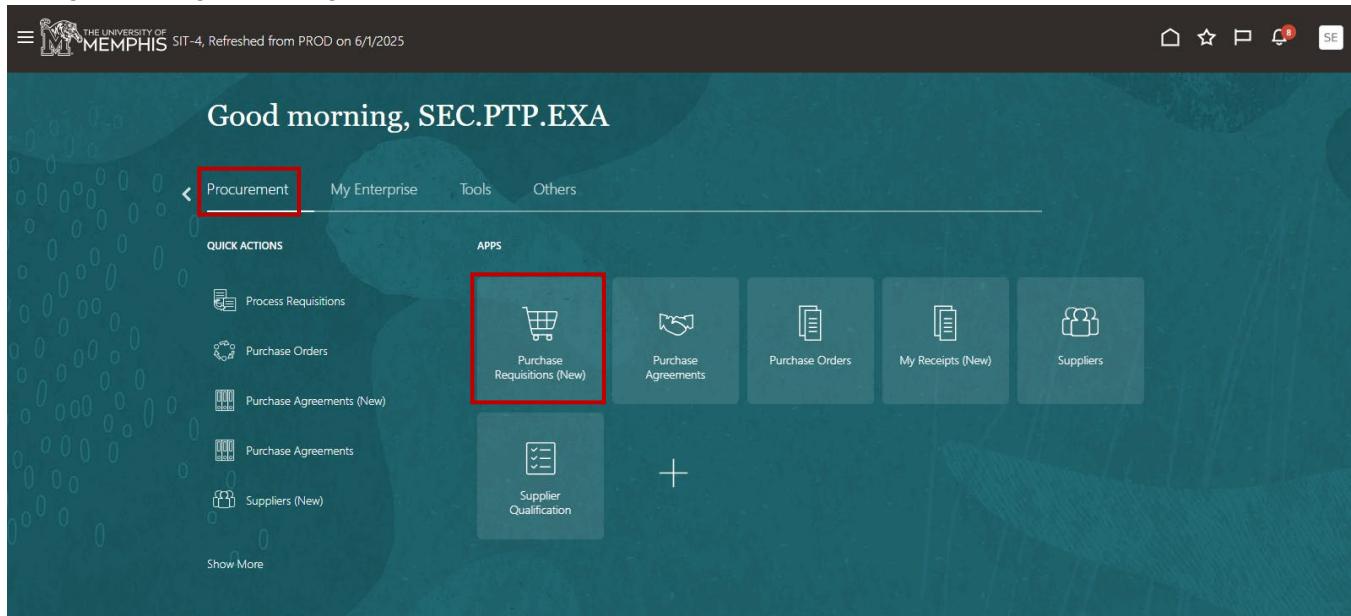
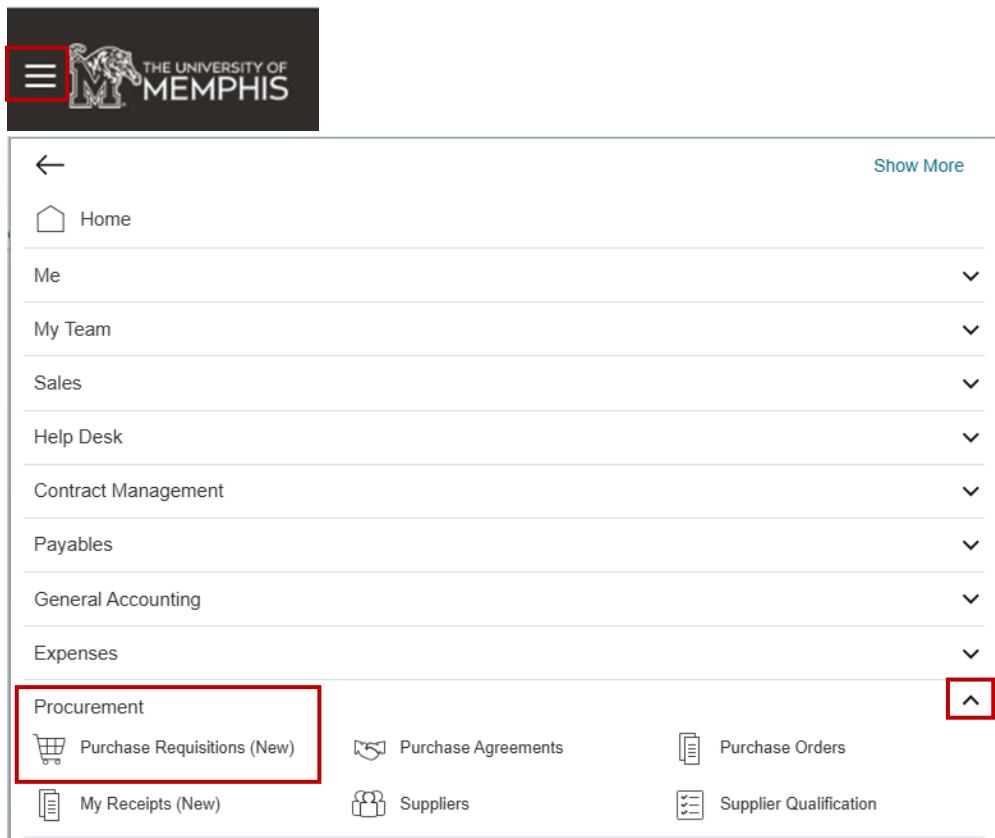


## How to - Create a Punchout Catalog Requisition

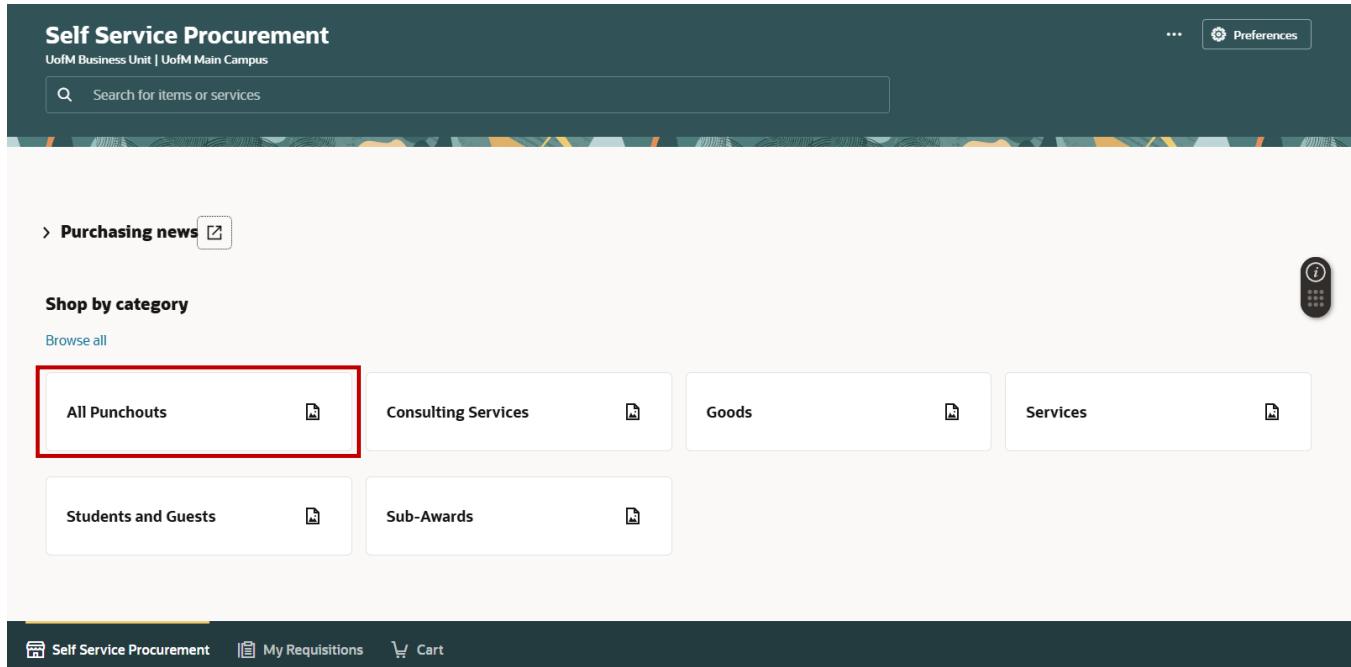
Using the navigator bar, go to **Procurement** and click on the **Purchase Requisitions (New)** tile.



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

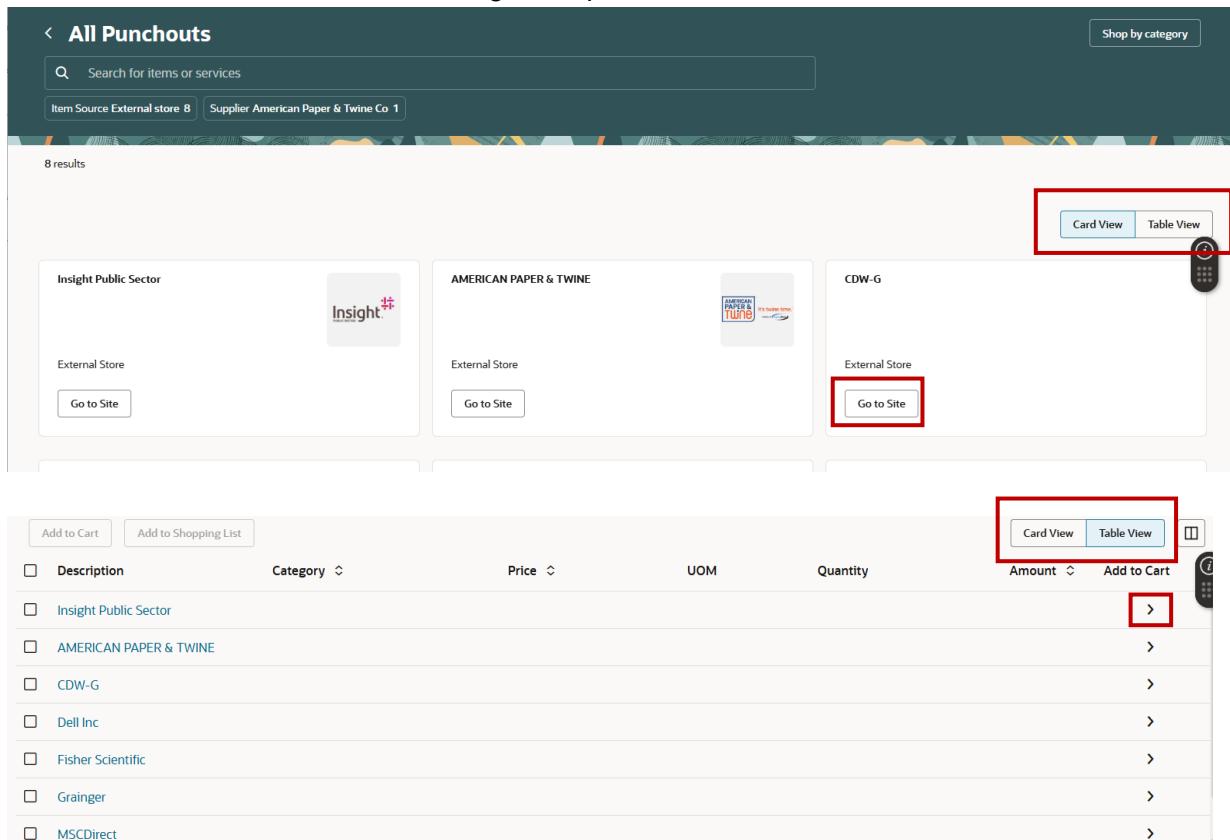


The **Self-Service Procurement** workspace will open. Click on **All Punchouts**.



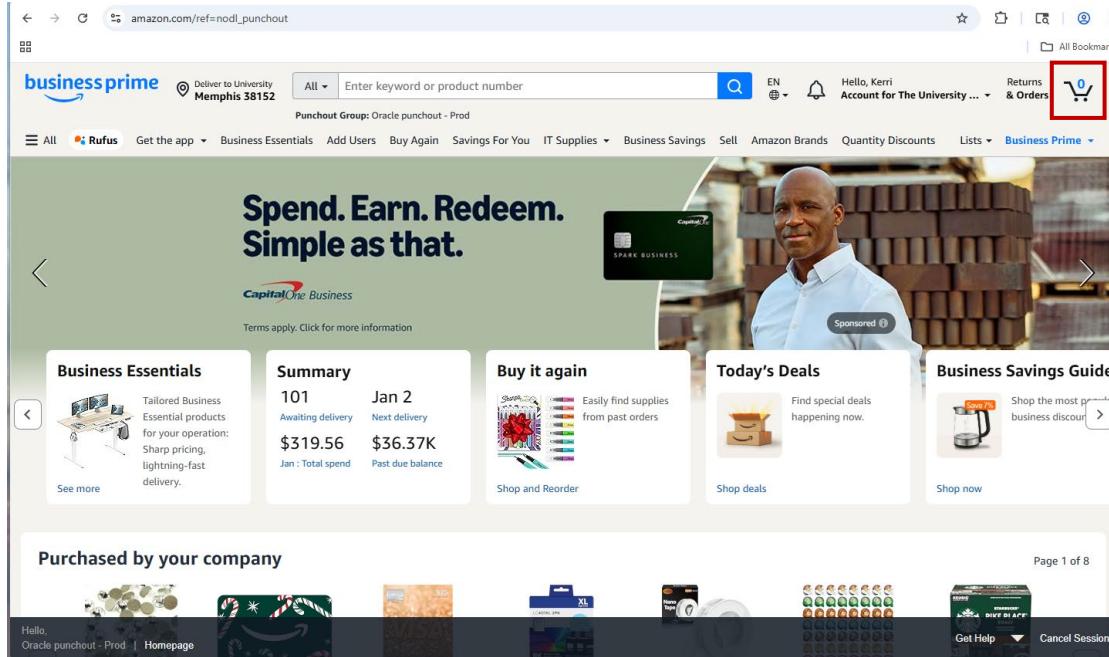
The screenshot shows the 'Self Service Procurement' workspace. At the top, there is a header with the title 'Self Service Procurement' and 'UofM Business Unit | UofM Main Campus'. A search bar is present with the placeholder 'Search for items or services'. On the right side of the header are 'Preferences' and a 'More' button. Below the header, a 'Purchasing news' section is shown with a 'Shop by category' link. A 'Shop by category' section follows, featuring a 'Browse all' link and five categories: 'All Punchouts' (highlighted with a red box), 'Consulting Services', 'Goods', 'Services', 'Students and Guests', and 'Sub-Awards'. At the bottom of the page is a navigation bar with links for 'Self Service Procurement', 'My Requisitions', and 'Cart'.

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.



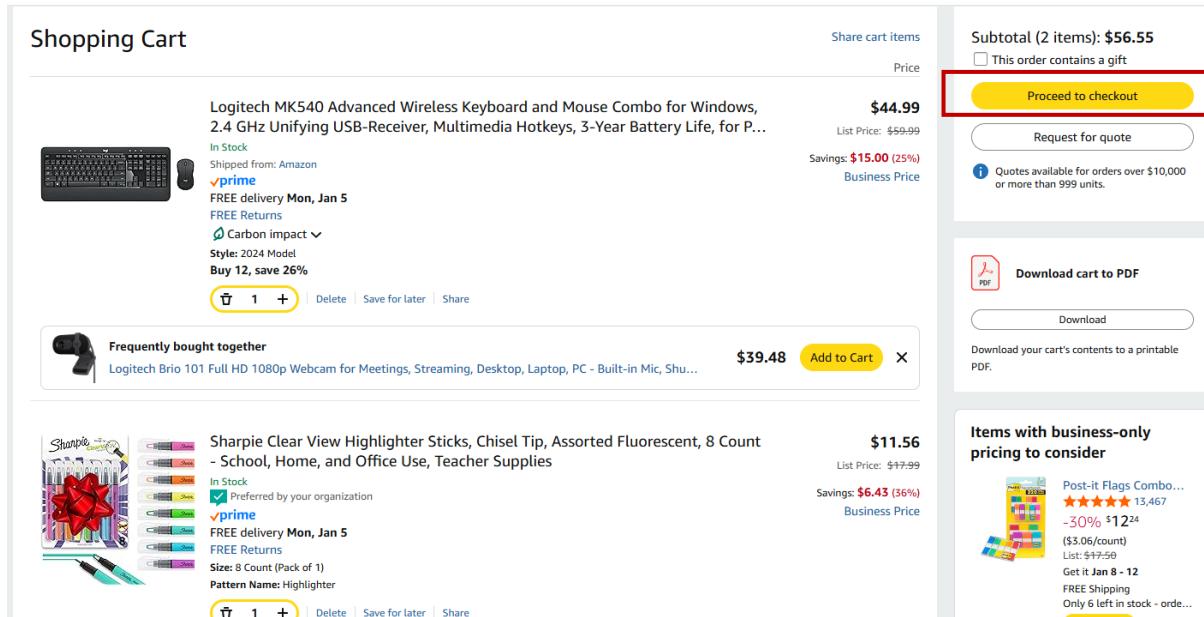
The screenshot shows the 'All Punchouts' catalog page. At the top, there is a header with a back arrow, a search bar, and a 'Shop by category' link. Below the header, there are two buttons: 'Item Source External store 8' and 'Supplier American Paper & Twine Co 1'. The main content area shows 8 results for external stores. Each result card includes the vendor name, logo, and a 'Go to Site' button, with the 'Go to Site' button for CDW-G highlighted with a red box. At the bottom of the page, there is a table view section with columns for Description, Category, Price, UOM, Quantity, Amount, and Add to Cart. Each row in the table has a 'Go to Site' link to the right, with the link for CDW-G highlighted with a red box. There are also 'Card View' and 'Table View' buttons at the bottom of the table section.

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



The screenshot shows the businessprime.com homepage. At the top, there is a search bar with the placeholder "Enter keyword or product number" and a "Search" button. Below the search bar, the "Business Prime" logo is visible. The top navigation bar includes links for "All", "Rufus", "Get the app", "Business Essentials", "Add Users", "Buy Again", "Savings For You", "IT Supplies", "Business Savings", "Sell", "Amazon Brands", "Quantity Discounts", "Lists", and "Business Prime". A "Cart" icon with a red box around it is located in the top right corner. The main content area features a banner with the text "Spend. Earn. Redeem. Simple as that." and an image of a man in a business suit. Below the banner, there are several sections: "Business Essentials" (with a thumbnail of a desk setup), "Summary" (showing 101 items awaiting delivery, Jan 2 next delivery, \$319.56 total spend, and \$36.37K past due balance), "Buy it again" (with a thumbnail of a box of markers), "Today's Deals" (with a thumbnail of a gift box), and "Business Savings Guide" (with a thumbnail of a coffee maker). The bottom of the page shows a "Purchased by your company" section with various product thumbnails and a "Page 1 of 8" indicator.

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)



The screenshot shows the Amazon Business shopping cart page. The cart contains two items: a Logitech MK540 Advanced Wireless Keyboard and Mouse Combo and a Sharpie Clear View Highlighter Sticks. The Logitech item is \$44.99 with a \$15.00 (25%) Business Price savings. The Sharpie item is \$11.56 with a \$4.99 Business Price savings. Both items have "In Stock" status and "FREE delivery Mon, Jan 5". The "Proceed to checkout" button is highlighted with a red box. Other buttons include "Share cart items", "Request for quote", "Download cart to PDF", and "Items with business-only pricing to consider".

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

For Amazon:

**Group:** Oracle Punchout (do not change)

**Business Order information** (disabled)

**Pay by Invoice** (do not change)

Warning: This order needs approval (approval will take place in the Oracle system)

Any tax message: (our tax certificate is on file and will be applied as applicable)

Choose delivery options as needed

**Submit Order for Approval** to send the cart to the Oracle system to complete the process.

**businessprime** Secure checkout 

**Group** Oracle punchout - Prod [Change](#)

**Business Order Information** Disabled

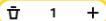
**Delivering to University of Memphis** 946 E PARK LOOP, MEMPHIS, TN, 38152-4040, United States [Change](#)

**Pay by Invoice** Use a gift card, voucher, or promo code

**Important message** If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

**Estimated Delivery: Depends on Approval** For example, if approved now: Monday, Jan 5

 **Sharpie Clear View Highlighter Sticks, Chisel Tip, Assorted Fluorescent, 8 Count - School, Home, and Office Use, Teacher Supplies**  
 Organization preferred  
\$11.56 (\$1.45 / count)  
Business Price   
  
Ships from Amazon.com  
Sold by [HiTouch Business Services](#) a BU of Staples

1 

Tax Exemption Applied. [Remove](#)

[Add gift options](#)

Item often ships in manufacturer's container to reduce packaging and reveals what's inside. To change, click below.

[Hide what's inside, ship in Amazon packaging](#)

 **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**  
\$44.99

**Submit order for approval** By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items (2): \$56.55  
Shipping & handling: \$0.00  
Estimated tax to be collected: \$0.00  
**Order total:** **\$56.55**

## 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 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	
<input type="checkbox"/> \$11.56 Each Quantity 1	<a href="#"></a> <a href="#"></a> <a href="#"></a>
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	
<input type="checkbox"/> \$44.99 Each Quantity 1	<a href="#"></a> <a href="#"></a> <a href="#"></a>

[Self Service Procurement](#) [My Requisitions](#) [Cart 2](#)

**Requisition summary**

Subtotal	\$56.55
Nonrecoverable Tax	\$0.00
<b>Approval Amount</b>	\$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

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

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

**REQM0000004**

Requisition

[Cancel](#) [Update](#)

**Description**  
Your business purpose goes here.

**Justification**  
Any additional information you need to add can go here

[946](#)

Emergency purchase order request

**Delivery**

Requester Ms Kerri Reece	Requested Delivery Date 01/03/2026 <a href="#"></a>
Deliver-to Location 222 Admin Bldg MC	

**Project costing**

**Charge account**

Select favorite charge account     Enter charge account number

**Budgetary control**

**Additional information**

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**

**Attachments**

Category  
Internal to Requisition

**Drag and Drop**  
Select or drop files here.

Category  
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.

Cart

Requisition REQM0000004

... 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 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

Self Service Procurement My Requisitions Cart 2

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.

Requisition Line Details

Requisition REQM0000004, Line 1

Cancel Update

Line Details Delivery and Billing Details

Billing

Total

Total Percentage 100	Total Amount \$11.56	Total Quantity 1
-------------------------	-------------------------	---------------------

Distribution 1  
10-110001-32150-74250-452-00000-00000-00000

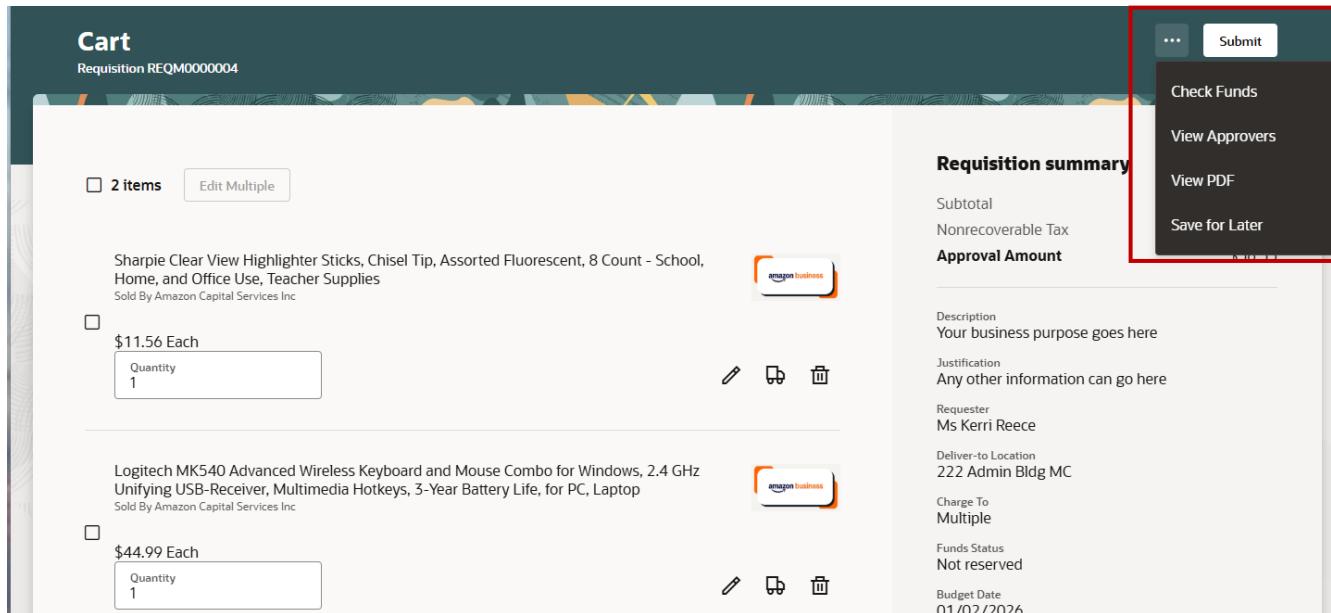
Percentage 100	Amount \$11.56	Quantity 1
-------------------	-------------------	---------------

...

Edit

Split

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

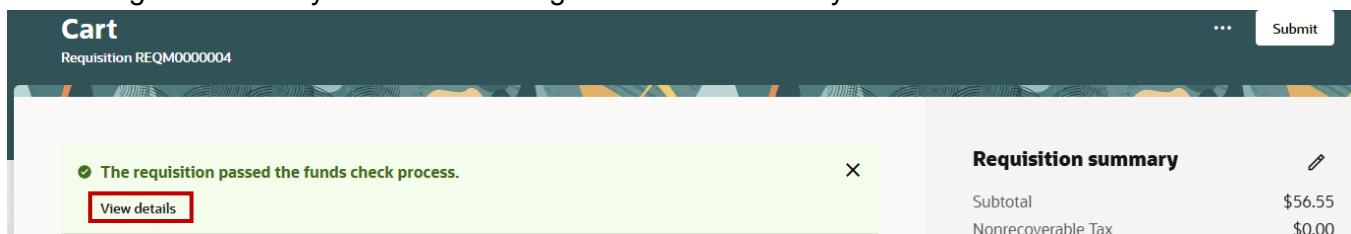
Deliver-to Location  
222 Admin Bldg MC

Charge To  
Multiple

Funds Status  
Not reserved

Budget Date  
01/02/2026

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



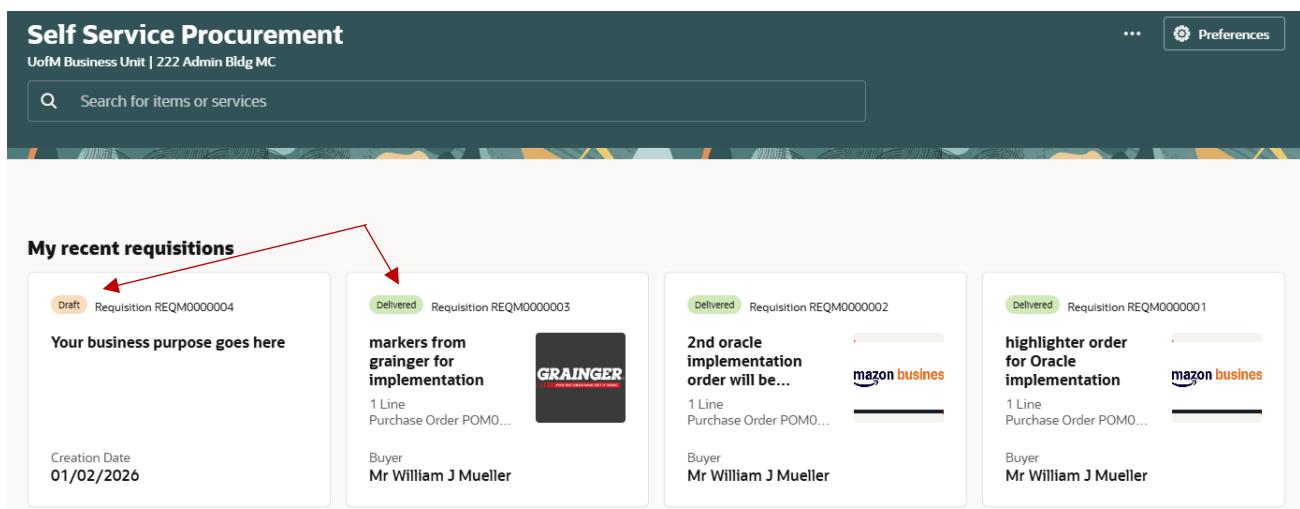
**Cart**  
Requisition REQM0000004

✓ The requisition passed the funds check process.

**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

Search for items or services

**My recent requisitions**

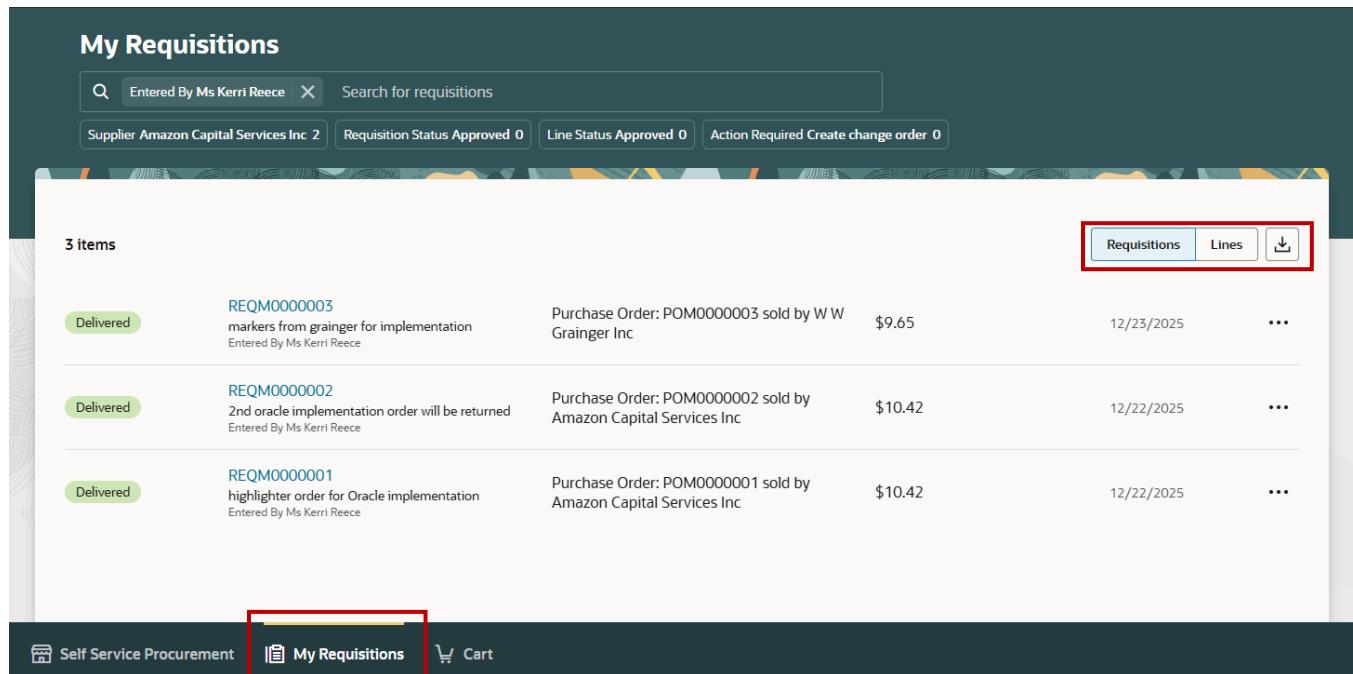
Draft Requisition REQM0000004  
Your business purpose goes here  
Creation Date 01/02/2026

Delivered Requisition REQM0000003  
markers from grainger for implementation  
1 Line Purchase Order POMO...  
Buyer Mr William J Mueller

Delivered Requisition REQM0000002  
2nd oracle implementation order will be...  
1 Line Purchase Order POMO...  
Buyer Mr William J Mueller

Delivered Requisition REQM0000001  
highlighter order for Oracle implementation  
1 Line Purchase Order POMO...  
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

Entered By Ms Kerri Reece | Search for requisitions

Supplier Amazon Capital Services Inc 2 | Requisition Status Approved 0 | Line Status Approved 0 | Action Required Create change order 0

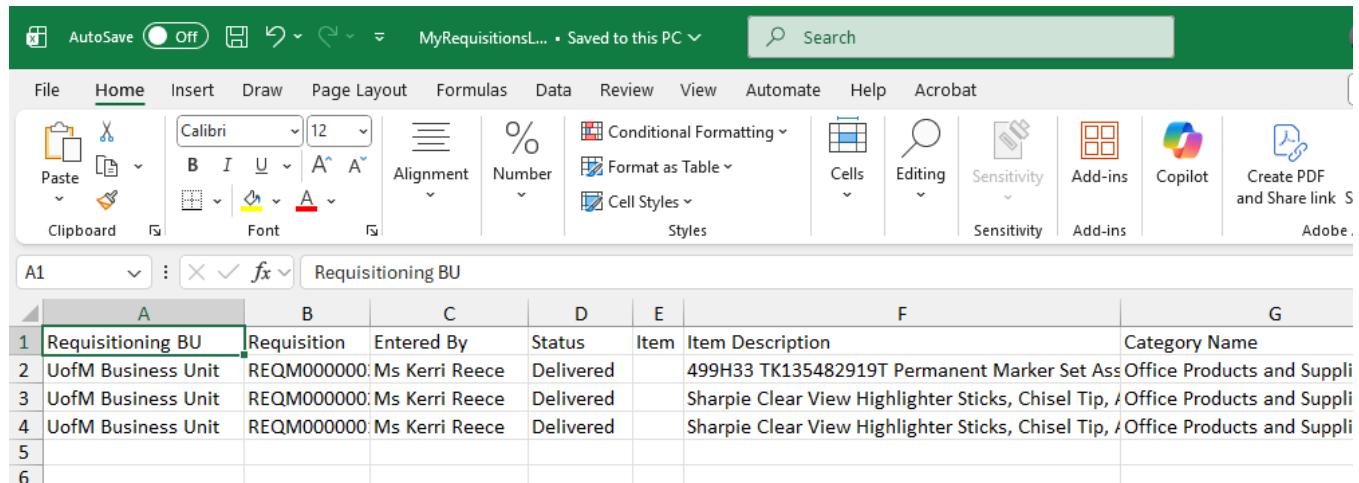
3 items

Delivered	REQM0000003 markers from grainger for implementation Entered By Ms Kerri Reece	Purchase Order: POM000003 sold by W W Grainger Inc	\$9.65	12/23/2025	...
Delivered	REQM0000002 2nd oracle implementation order will be returned Entered By Ms Kerri Reece	Purchase Order: POM000002 sold by Amazon Capital Services Inc	\$10.42	12/22/2025	...
Delivered	REQM0000001 highlighter order for Oracle implementation Entered By Ms Kerri Reece	Purchase Order: POM000001 sold by Amazon Capital Services Inc	\$10.42	12/22/2025	...

Requisitions | Lines | 

Self Service Procurement | **My Requisitions** | Cart

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



AutoSave Off | MyRequisitionsList.xlsx • Saved to this PC | Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

	A	B	C	D	E	F	G
1	Requisitioning BU	Requisition	Entered By	Status	Item	Item Description	Category Name
2	UofM Business Unit	REQM000000:Ms Kerri Reece		Delivered		499H33 TK135482919T Permanent Marker Set Ass	Office Products and Suppl
3	UofM Business Unit	REQM000000:Ms Kerri Reece		Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppl
4	UofM Business Unit	REQM000000:Ms Kerri Reece		Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppl
5							
6							