# How to Create a Punchout Catalog Order

#### 1. What is a Punchout Catalog Order?

A. Punchout Catalog Order – A punchout catalog integrates DustyBuy and a supplier's online catalog. DustyBuy users will have the ability to navigate the supplier's website and place orders within DustyBuy.

## 2. Punchout Catalog Order

A. On the DustyBuy home page, select the desired vendor catalog you wish to use.



## **B.** You will be redirected to the vendor's website to shop directly from the vendor.



C. Shop on the vendor's website and create your cart.



## **D.** When finished, review your cart, and click on **<u>Submit Order</u>**.

Summus Industries				Search		٩	<b>8</b> ⊟ Lists
	Review & C	heckout			Print to odf		
	Order Summary		536.93 Delivery	v to: Laredo TX 78041			
	Total	s	336.93	Submit Order			
	1 item in cart						
	Cen contract	Postul Sweet Sitkly Notes 3" 3 2. Sweetnova Neons Collect men # 30905451 MM # c052430Mc01 (CH # 2095545 Delivery by Monday, 3d 10, 2023	ion. 70 Sheets/Pad. 24 Pads/Pack (654-2455MIA-CP)	1 × 536.93 24/9K	管 Remove \$36.93		

# E. You will be redirected to DustyBuy; click Proceed to Checkout.

A Home	TEXAS A&M INTERNATIONAL UNI	WERSITY			All 👻 S	Search (Alt+Q)	Q 36.93 US	) <b>A</b>	0 <b>1</b> 07
) Shop	Shopping Cart • Sho	pping Cart					∃ ⊛ ⊕ …	Proceed To (	Checkout
Orders	Simple Advanced							$\uparrow$	
Contracts	Search for products, supplie	ers, forms, part number, etc.							Q
Accounts Payable	Business Unit	16-Texas A&M International University (16)	Pre-Pay & Add	D	o Not Encumber				
<b>0</b> <sub>₫</sub> Pay	Cart Name	Description of Purchase	Emergency (attach		which the Durant Droces				
Suppliers	Share cart	No user groups available	justification)		usin the Fyrint Proces				
20			Pala Pauraa lattaah	S	pecial Payment Metr	00		Ľ	

**F.** Before submitting your requisition through DustyBuy, include the following information(i-iv). Edits can be made by clicking the pencil icon in the corresponding section.

Summary	Taxes/S&H PO Preview Comme	ents Attachments History				
General	Ø	Shipping	Billing	ø v	Draft	
Business Unit	16-Texas A&M International Univer	Ship To	Bill To		Total (36.93 USD)	v
Ordering Department	16-PURC (16-PURC)	Attn: Purchasing c/o Central Receiving	Texas A&M International University – Accounts Pa ***Do Not Mail Invoice*** Email Invoices to invoices@tamiu.edu	yable	each supplier. The values shown here are for each supplier. The values shown here are for each budget checking, and workflow approvals.	stimation purposes,
Cart Name	Description of Purchase	Room 5201 University Blvd	5201 University Blvd. Laredo, TX 78041-1920		Subtotal	36.93
Share cart	No user groups available	Laredo, TX 78041 United States	United States		Shipping	0.00
Prepared by	Carlos Bella		Accounting Info		Handling	0.00
Prepared for	Carlos Bella	Delivery Options Ship Via Best Carrier-Best Way	Do Not Encumber			36.93

- i. Cart Name A description of what is being purchased.
- **ii.** Ship To Ensure that the department information is accurate.
- iii. Accounting Codes You will list the account used to pay for this purchase here.

Accounting Cod	es							<i>*</i> ··· · ·	Shipping
Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1	Handling
2023	16 Texas A&M International University	16-PURC 16-Purchasing and Support Services	16-210179-00000 Dt-Purchasing & Contract Administra	no value	no value	no value	no value	L Account Code	
									What's no

 iv. Internal Notes and Attachments – Include any necessary attachments essential to the purchase, such as OIT approvals, EHS approvals, VPAT, IT Security approval, etc.

Internal Notes and Attachments		ø ····	External Notes and Attachn	nents	ø v
Internal Note	no value		Note to all Suppliers	no value	
Internal Attachments	Add		Attachments for all suppliers	Add	
			PO Clauses	1 Edit   View details	

**G.** Once the order is ready for submission, click **<u>Submit Order</u>**.

Requisition $\cdot$	172906351					📃 👁 🖶 🔕 ···· Submit Order
Summary	Taxes/S&H PO Preview Comme	nts Attachments History Shipping	<i>"</i>	Billing	ø v	Draft
Business Unit Ordering Department Cart Name	16-Texas A&M International University (16) 16-PURC (16-PURC) Description of Purchase	Ship To Attr: Purchasing c/o Central Receiving Room 5011 Iniversity Blud		Bill To Texas A&M International University – Accounts Payable ***Do Not Mail Imvices** Email Imvices to Invices@stamiu.edu 5201 University Bvd. Lawdo TV 78n01.1921	e	Iotal (36.93 USD)         Shipping, Handling, and Tax charges are calculated and charged by each supplet. The values shown here are for estimation purposes, budget checking, and workflow approvals.           Subtotal         36.93

**H.** After submitting your order, the requisition will route through a workflow for approvals before a purchase order is issued.

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	Next Step Central Doc Check	
ccount Code	Approver Bella, Carlos	
ø v	Workflow	C 🖶
	Draft Active Carlos Bella	
🗌 💌	Central Doc Check Future	
🗆	16-Department Allocator Future	
	Budget Check Future	
	16-Department Approval Future	
Price	16-Final Dept Approver Future	
36.93 🗌	16-Specialized Approvals Future	
di .	Budget Check 2 Future	