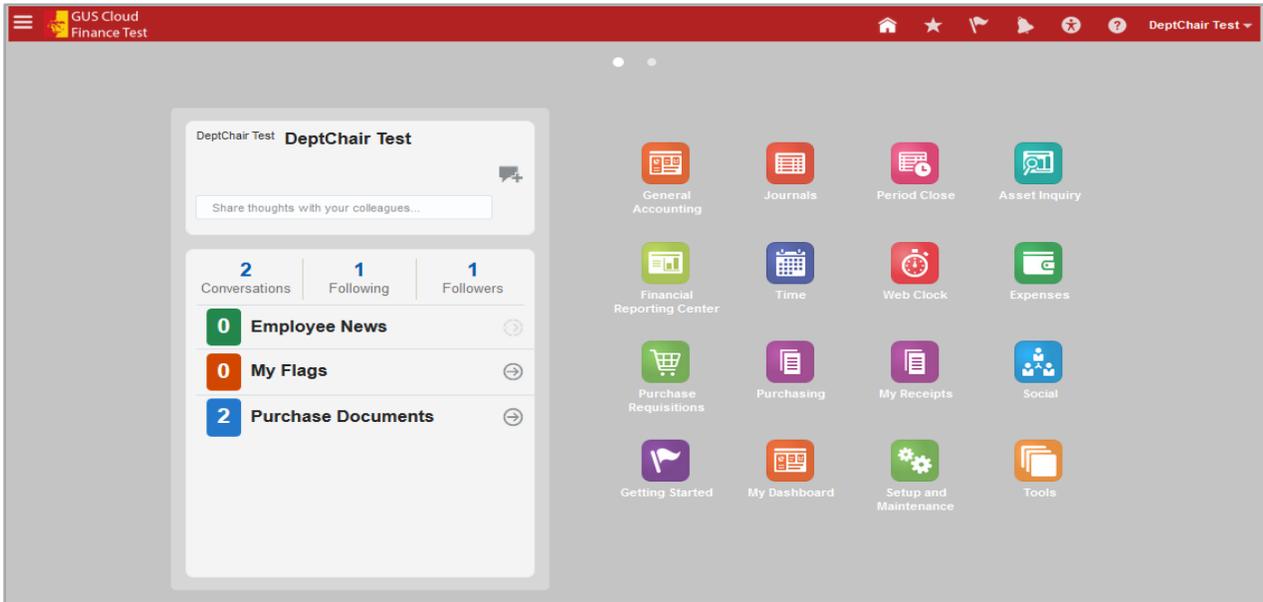


# Job Aid

## Shopper Punchouts



This Job Aid walks through the process of adding your shopper requisition preferences (favorites), shopping a punchout and then **reassigning** that order to another user in the Procurement Module.

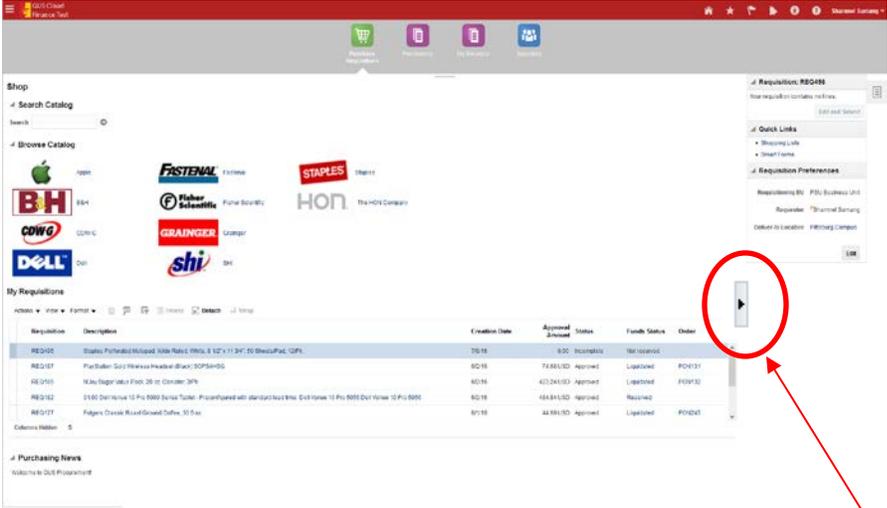


Step	Action
1.	<p>Begin by clicking on the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b>.</p> 
2.	<p>Click on the <b>Purchase Requisition</b> icon. If this icon is not visible, click on the <b>Procurement</b> icon which will reveal your task icons within the Procurement module. Click the <b>Purchase Requisitions</b> icon.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>

# Job Aid

## Shopper Punchouts



Step	Action
3.	<p data-bbox="362 411 701 447"><b>Purchase Requisition page:</b></p>  <p data-bbox="362 1016 1305 1052">This <b>side toolbar</b> view can be hidden or viewable with the use of the arrow key.</p>

# Job Aid

## Shopper Punchouts



The **requisition preferences**, located on the **side toolbar** is designed to help speed up the requisition process and minimize errors from entry by specifying default information for creating requisitions.

\* **PRIOR** to accessing any punchout, change Requisition Preferences Requester name to the name of the admin you are shopping for.

Deliver to Location should always be Central Receiving (300 E Lindburg).

Favorite Charge Account should say REASSIGNED with Charge Account code of 9999.9.999999.0.0.0.0

This will default all lines on your order to these presets.

4.

**Edit Requisition Preferences**

Requisitioning BU PSU Business Unit

**Shipping and Delivery**

\* Requester Jem

\* Deliver-to Location Jemison, Barbara Purchasing Administrative Officer bjemison@pittstate.edu 235-4167

Destination Type More...

\* Deliver-to Location Central Receiving

Destination Type Expense

**Billing**

**Projects**

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

**Favorite Charge Accounts**

Nickname	Charge Account	Primary
Reassigned Computers	9999.9.541390.0.0.0.0	✓

Actions View Format + - Freeze Detach Wrap

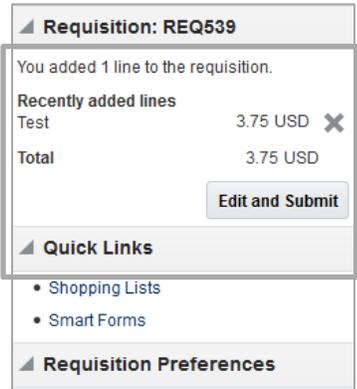
Save and Close Cancel

Save and Close your preferences.

# Job Aid

## Shopper Punchouts



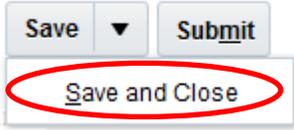
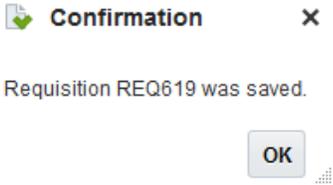
Step	Action						
5.	<p><b>Punchout links</b> are displayed with the Vendor's logo.</p>  <p>▲ Browse Catalog</p> <p>Apple, B&amp;H, CDW-G, DELL, FASTENAL, Fisher Scientific, GRAINGER, SHI, STAPLES, The HON Company</p>						
6.	<p>Click on the <b>logo link</b> to be directed to that vendor's website. Shop as you would with any online purchase, and place your order following the prompts of the website.</p>						
7.	<p>Once you have submitted your "Check Out" from the website, your shopping cart will be redirected back to the Purchasing Requisitions <b>Document Builder</b> in Gus Cloud, at the top right of your screen. The items you are purchasing will be listed under your requisition number.</p>  <p>▲ Requisition: REQ539</p> <p>You added 1 line to the requisition.</p> <table border="1"> <thead> <tr> <th colspan="2">Recently added lines</th> </tr> </thead> <tbody> <tr> <td>Test</td> <td>3.75 USD ✕</td> </tr> <tr> <td><b>Total</b></td> <td><b>3.75 USD</b></td> </tr> </tbody> </table> <p><a href="#">Edit and Submit</a></p> <p>▲ Quick Links</p> <ul style="list-style-type: none"> <li>• <a href="#">Shopping Lists</a></li> <li>• <a href="#">Smart Forms</a></li> </ul> <p>▲ Requisition Preferences</p>	Recently added lines		Test	3.75 USD ✕	<b>Total</b>	<b>3.75 USD</b>
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Test	3.75 USD ✕						
<b>Total</b>	<b>3.75 USD</b>						



# Job Aid

## Shopper Punchouts

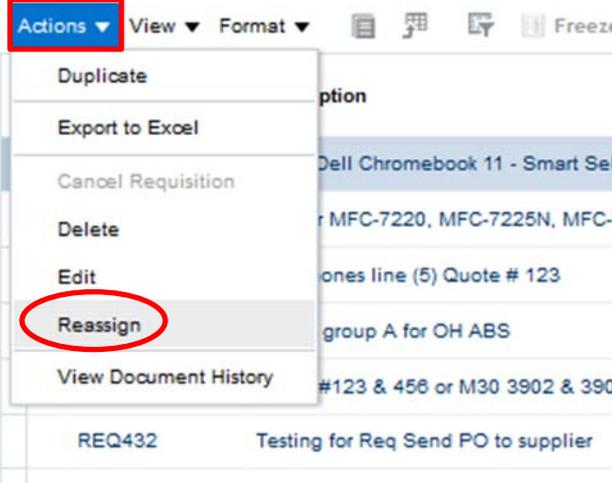
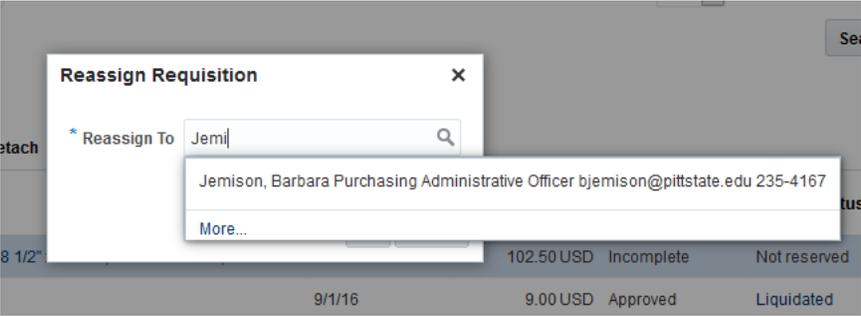


Step	Action																																										
12.	<p>Click <b>Save</b> and <b>Close</b> to save and close your requisition. This will return you to the purchase requisition home page.</p> 																																										
13.	<p>Confirmation page including <b>Requisition Number</b> is displayed. Note your requisition number. You may want to print a copy of this REQ, once it is reassigned, you will no longer have access to it.</p> 																																										
14.	<p>Click <b>OK</b> to close the confirmation box.</p> 																																										
15.	<p>On the requisition page, under <b>My Requisitions</b>, you will see your incomplete requisition.</p> <p><b>My Requisitions</b></p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Description</th> <th>Creation Date</th> <th>Approval Amount</th> <th>Status</th> <th>Funds Status</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>REQ613</td> <td>Staples Perforated Notepad, ...</td> <td>9/2/16</td> <td>102.50 USD</td> <td>Incomplete</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>REQ596</td> <td>SanDisk Cruzer Glide - USB fl...</td> <td>9/1/16</td> <td>9.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>PON282</td> </tr> <tr> <td>REQ571</td> <td>Little Receptacles pending res...</td> <td>9/1/16</td> <td>1.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>PON280</td> </tr> <tr> <td>REQ564</td> <td>Printing of PSU Fall 2016 Mag...</td> <td>8/31/16</td> <td>859.60 USD</td> <td>Approved</td> <td>Reserved</td> <td></td> </tr> <tr> <td></td> <td>https://psuapps.pittstate.edu/ui/psu/directory/3 - 38 Gallon O...</td> <td>8/31/16</td> <td>526.85 USD</td> <td>Approved</td> <td>Reserved</td> <td></td> </tr> </tbody> </table>	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	REQ613	Staples Perforated Notepad, ...	9/2/16	102.50 USD	Incomplete	Not reserved		REQ596	SanDisk Cruzer Glide - USB fl...	9/1/16	9.00 USD	Approved	Liquidated	PON282	REQ571	Little Receptacles pending res...	9/1/16	1.00 USD	Approved	Liquidated	PON280	REQ564	Printing of PSU Fall 2016 Mag...	8/31/16	859.60 USD	Approved	Reserved			https://psuapps.pittstate.edu/ui/psu/directory/3 - 38 Gallon O...	8/31/16	526.85 USD	Approved	Reserved	
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# Job Aid

## Shopper Punchouts



Step	Action
16.	<p>Highlight the line of Requisition by clicking on the far left side of it. Then, use your <b>Action</b> dropdown to select the <b>Reassign</b> function.</p> <p>Search Results</p> 
17.	<p>A Reassign Requisition pop-up window will appear. Reassign by users last name, first name.</p> 
18.	<p>Make sure to check box to indicate <b>send notification to person</b>. Click OK.</p> 

# Job Aid

## Shopper Punchouts



Step	Action																																										
19.	<p>Back at your Home Shopping Page, once your screen has been refreshed, you should no longer see that Requisition listed under <b>My Requisitions</b>.</p>  <p>The screenshot shows the 'My Requisitions' page with a table of requisitions. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Description</th> <th>Creation Date</th> <th>Approval Amount</th> <th>Status</th> <th>Funds Status</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>RE046</td> <td>Staples Partekalok Notebook Water Pouch, White, 8 1/2" x 11.34", 50 Staples/Pack, 10PK</td> <td>7/8/16</td> <td>100.00 USD</td> <td>Incomplete</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>RE087</td> <td>PlayStation 4 Slim Wireless Headset (Black) D0PS4HSC</td> <td>6/2/16</td> <td>74.83 USD</td> <td>Approved</td> <td>Liquidated</td> <td>PO#131</td> </tr> <tr> <td>RE095</td> <td>NJoy Super Value Pack, 26 ct. Caramel, 3PK</td> <td>6/2/16</td> <td>423.24 USD</td> <td>Approved</td> <td>Liquidated</td> <td>PO#132</td> </tr> <tr> <td>RE092</td> <td>HTC DESIRE 510 Pro 5000 Series Tablet - Preconfigured with 32GB of RAM, 1GB of RAM, 13 MP Camera</td> <td>6/2/16</td> <td>494.84 USD</td> <td>Approved</td> <td>Reserved</td> <td></td> </tr> <tr> <td>RE077</td> <td>Fingers Classic Round Ground Coffee, 30.8 oz.</td> <td>6/1/16</td> <td>44.83 USD</td> <td>Approved</td> <td>Liquidated</td> <td>PO#046</td> </tr> </tbody> </table>	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	RE046	Staples Partekalok Notebook Water Pouch, White, 8 1/2" x 11.34", 50 Staples/Pack, 10PK	7/8/16	100.00 USD	Incomplete	Not reserved		RE087	PlayStation 4 Slim Wireless Headset (Black) D0PS4HSC	6/2/16	74.83 USD	Approved	Liquidated	PO#131	RE095	NJoy Super Value Pack, 26 ct. Caramel, 3PK	6/2/16	423.24 USD	Approved	Liquidated	PO#132	RE092	HTC DESIRE 510 Pro 5000 Series Tablet - Preconfigured with 32GB of RAM, 1GB of RAM, 13 MP Camera	6/2/16	494.84 USD	Approved	Reserved		RE077	Fingers Classic Round Ground Coffee, 30.8 oz.	6/1/16	44.83 USD	Approved	Liquidated	PO#046
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20.	<p>Congratulations!</p> <p>You have reached the end of this tutorial.</p> <p>End of Process.</p>																																										