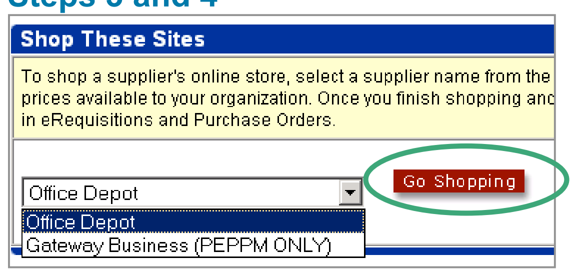
Ordering from Punchout – Side 1

Access Punchout with district-approved pricing

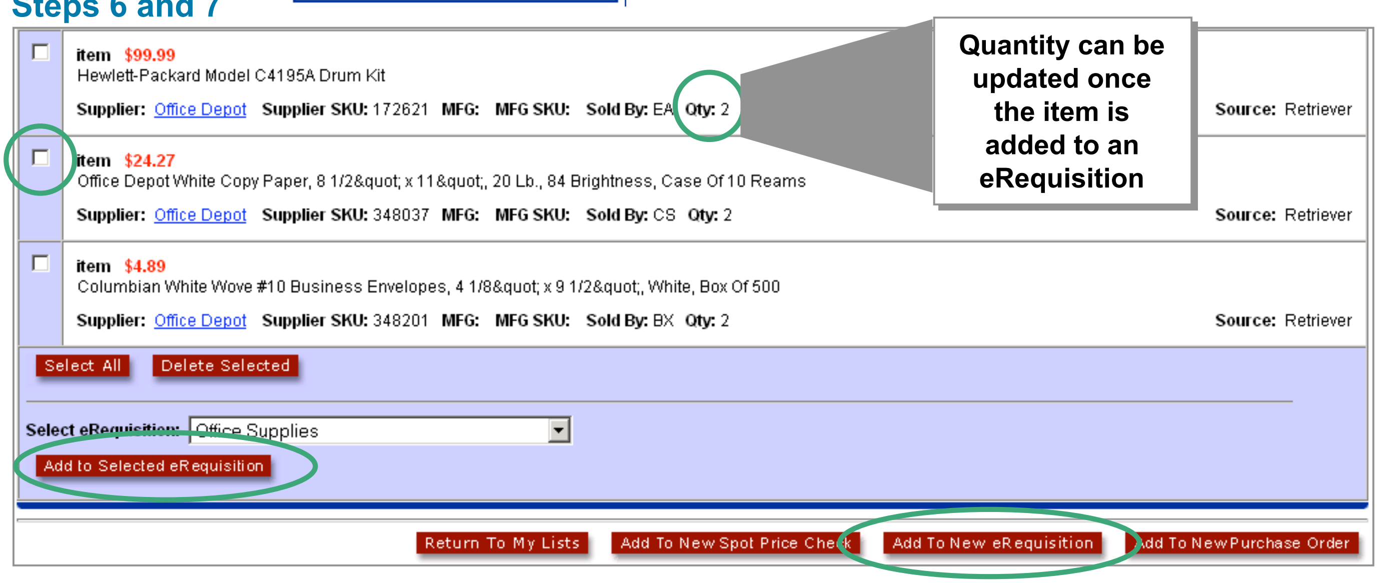
1. At www.epylon.com, login with your username and password.
2. Click on the button "Shop by Suppliers."
3. In the lower section of the screen, locate the "Shop these Sites" feature.
4. From the drop-down list, select the supplier whose site you want to shop, then click the "Go Shopping" button. Making this selection will open the supplier's website and display your district's approved pricing.
5. After adding items to your cart, use the Checkout feature to bring your items back into Epylon. <u>Completing the Checkout process does not issue a purchase order or any commitment to buy.</u>
   a. From the Shopping Cart, click "Checkout" and then "Continue."
   b. When prompted, click "Save Cart" to continue.
6. Your shopping cart items from the selected supplier's site are now stored in an Epylon List. This List will be always be available to you until you choose to delete it.
7. From this List, check the items you want to add to an **existing** or **new** Requisition. Once you click "Add to eRequisition" the eRequisition form is generated and pre-populates with information.
8. See next page to complete and forward an eRequisition.

Step 2

Steps 3 and 4



Steps 6 and 7



Ordering from Punchout – Side 2

Complete and Forward an eRequisition

Once you create the eRequisition, you can forward it without adding any additional information or checking the budget balance for fund availability. See Steps 1 - 4 to add more information and to pre-encumber funds. Skip to Step 5 if you just want to forward the eRequisition for approval and purchase.

1. Optional: Add Delivery Information. On the eReq form, provide as much information as you can such as Ship To Address, Delivery Need Date, etc.
2. Optional: Select Account Code(s). Select the appropriate Account Codes and fiscal year for your purchase. Split the order among account codes by percentage or by dollar amount.
3. Optional: Add Notes. Add Internal Notes to indicate any additional information to your approver. These notes become part of the permanent audit trail of this eRequisition..
4. Optional: Pre-Encumber Funds. At the bottom of the form, click “Check Budget” to check for fund availability and pre-encumber funds for your purchase. After a few moments, the status should change from “Pending Check” to a status indicating the status of your funds check. If it fails, you can forward the eReq but funds must be identified prior to the PO being issued.
   - Click on the approved status “Checked” (see below) to view the pre-encumbrance information that is now part of the permanent audit trail. Click “Continue” to review your eReq before forwarding it.
5. At the bottom of the form, Click “Forward” to select an approver for your eRequisition.
6. Select the “Approve” option then select the name of the individual who will be approving the eReq.
7. Click “Submit” to forward the eRequisition. The individual will receive an email alerting them to the eReq awaiting their approval. When they login to Epylon, the eReq will be in their eRequisition Inbox.
8. Check Status on your eReq at any time after you’ve forwarded it. Go to your eReq Inbox and click on the status link (see below). The audit trail will be updated with any actions taken on the eReq.

Step 8