Punchouts

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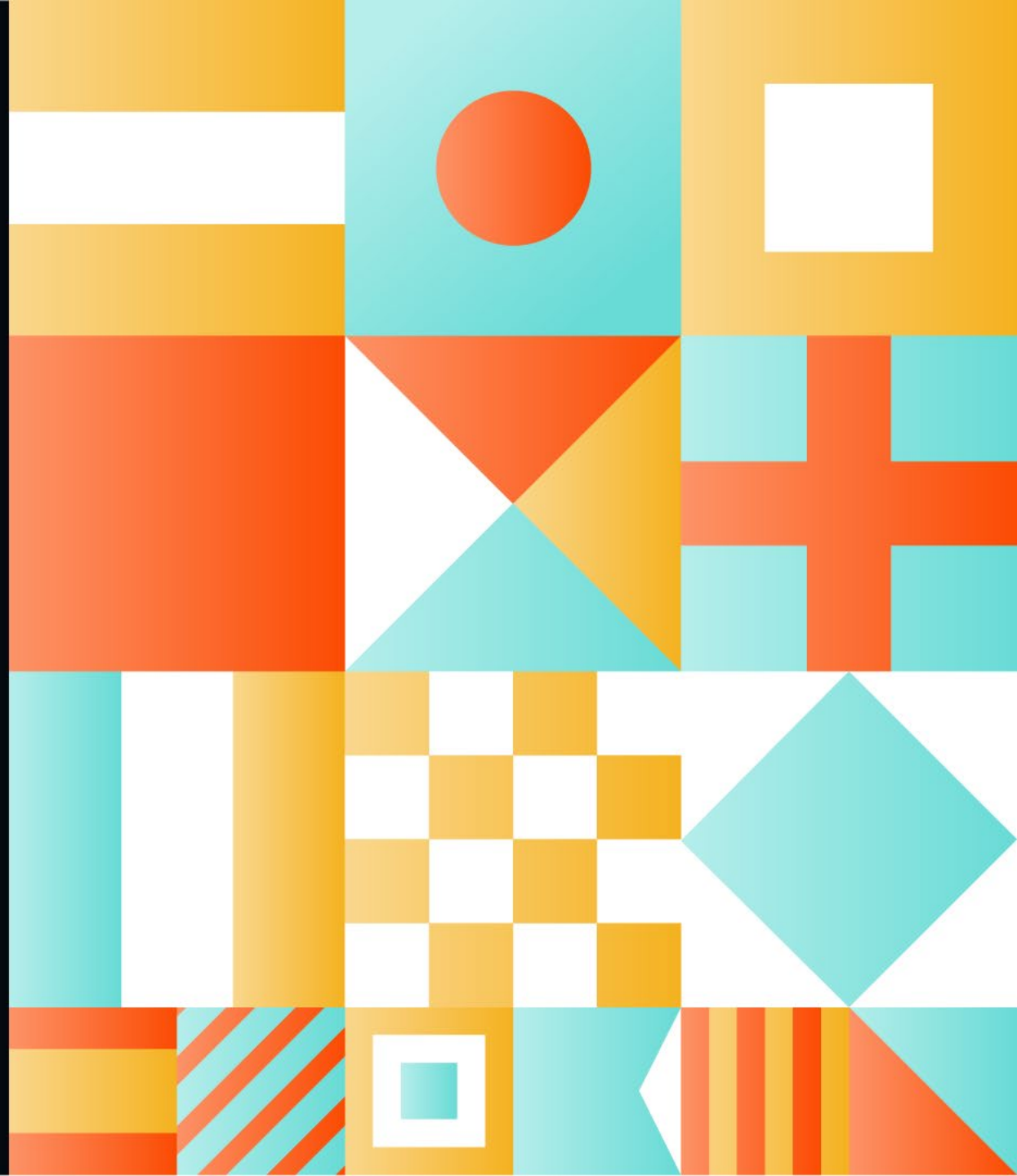
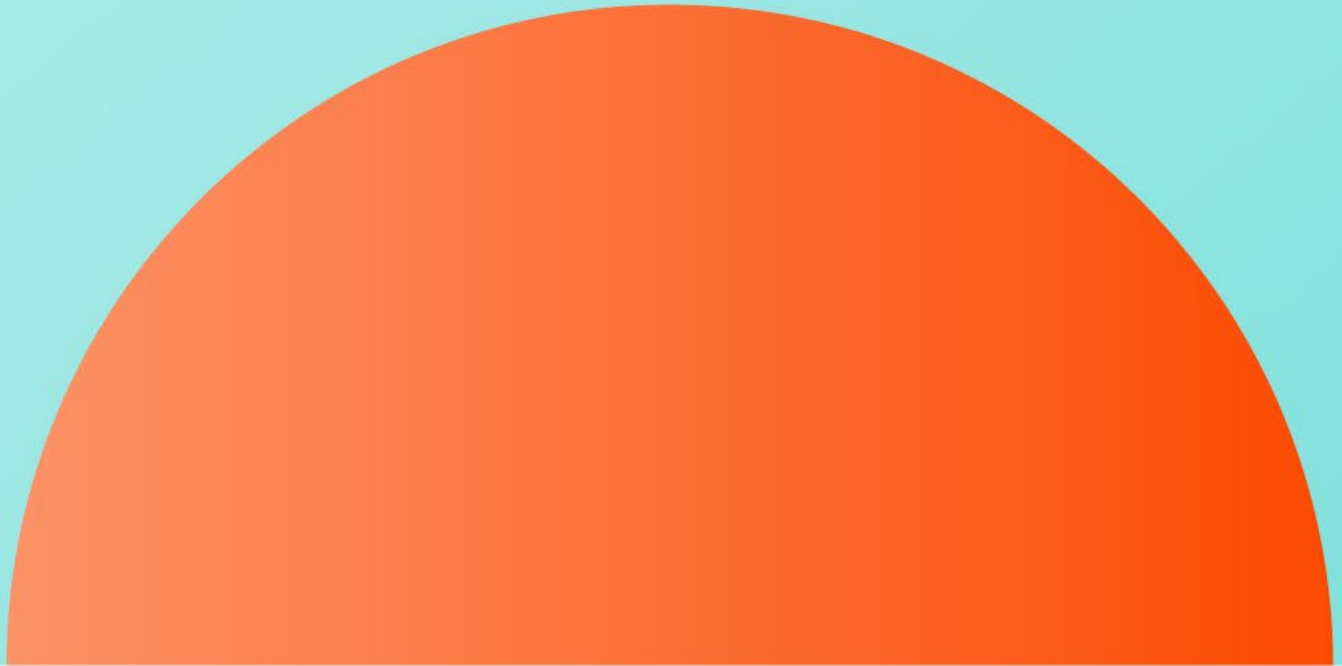


What is a Punchout?

A punchout is a catalog that resides on a supplier's e-commerce site but is used by customers through their own district's procurement applications (ERP) to make purchases. Using punchout, a requester can access suppliers' catalogs and then purchase products seamlessly, within their district's internal infrastructure.

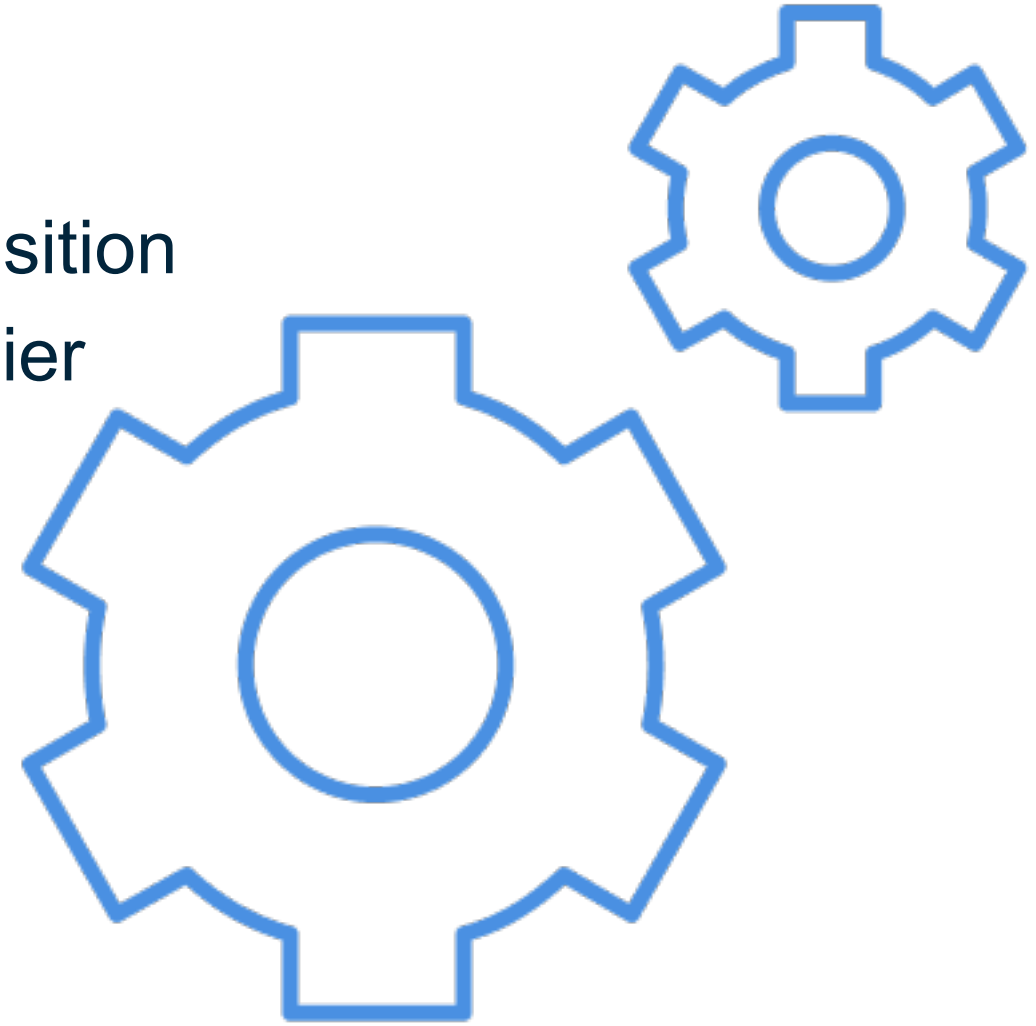
Why Should We Implement Punchouts?



- Faster and More Efficient
  - End Users
  - Approvers
  - Purchasing
  - Accounting
  - Suppliers
- Pricing / T&Cs
- Audit Compliance

How Does a Punchout Work?

- Initiate requisition in ERP
- ERP connection to supplier website
- Go shopping!
- Ordered items downloaded to ERP requisition
- ERP electronically transmits PO to supplier
- Items shipped and invoice sent
- Received items entered into ERP
- 3-way match
- Invoice submitted through ERP
- Payment



How Do You Implement Punchouts?

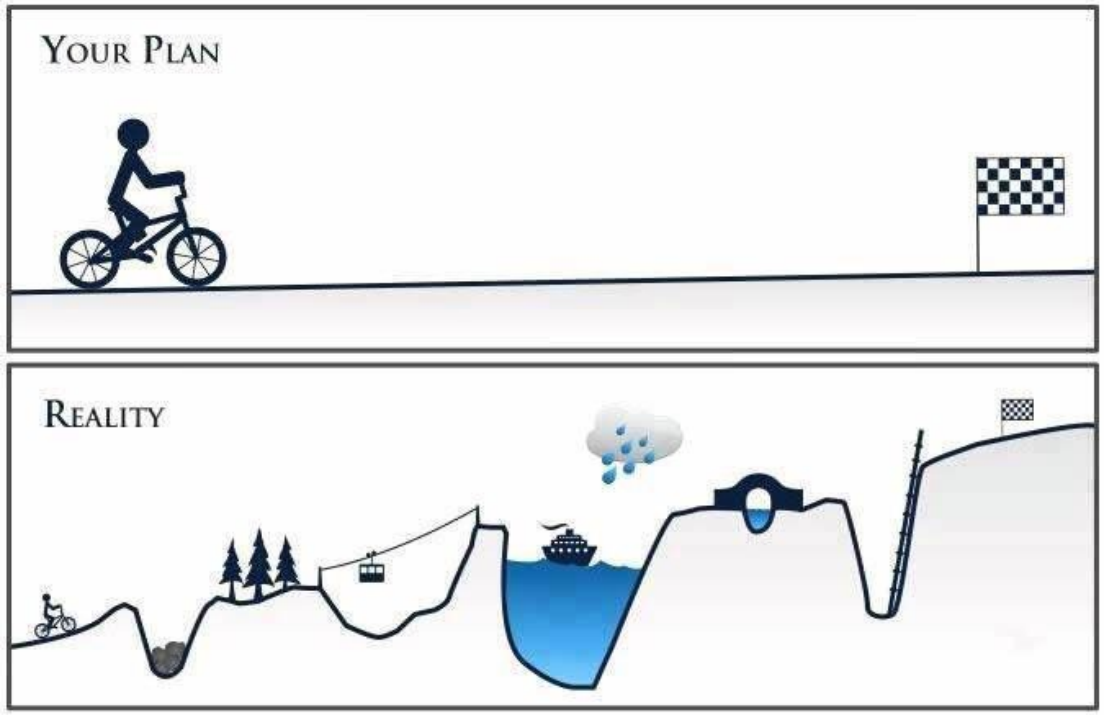
Do Your Homework!

- Does your ERP system allow for punchout integration?
- Identify and meet with other districts that have developed punchouts.
- Identify available punchout suppliers.

Have a Plan!

- Convince your District
  - Administrative Support
  - Technology Team
  - Accounting Team

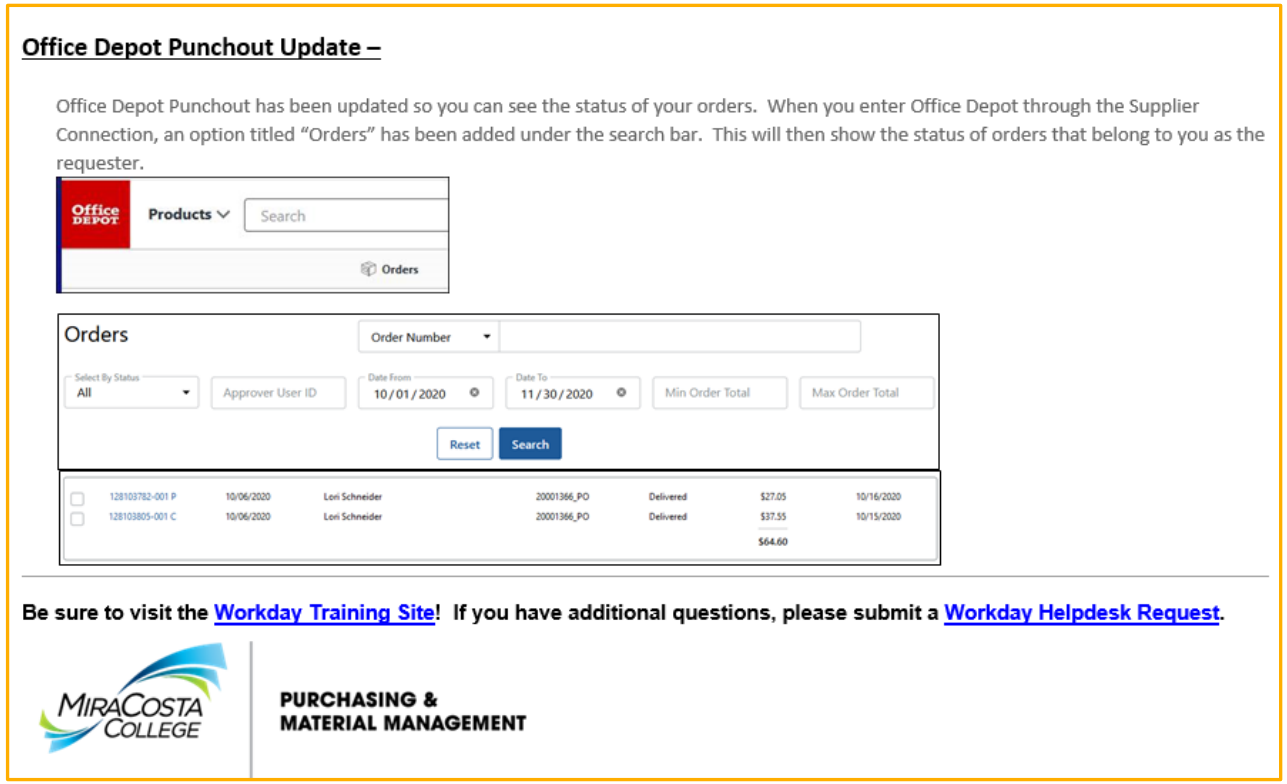
- End User Buy-In
  - Smart Small
  - Target Specific User Groups



Behind the Scenes - Integration

- Kick-off meeting
- System Requirements
- Credentials
- Controls / Restrictions
- Testing

Going Live!



Office Depot Punchout Update –

Office Depot Punchout has been updated so you can see the status of your orders. When you enter Office Depot through the Supplier Connection, an option titled "Orders" has been added under the search bar. This will then show the status of orders that belong to you as the requester.

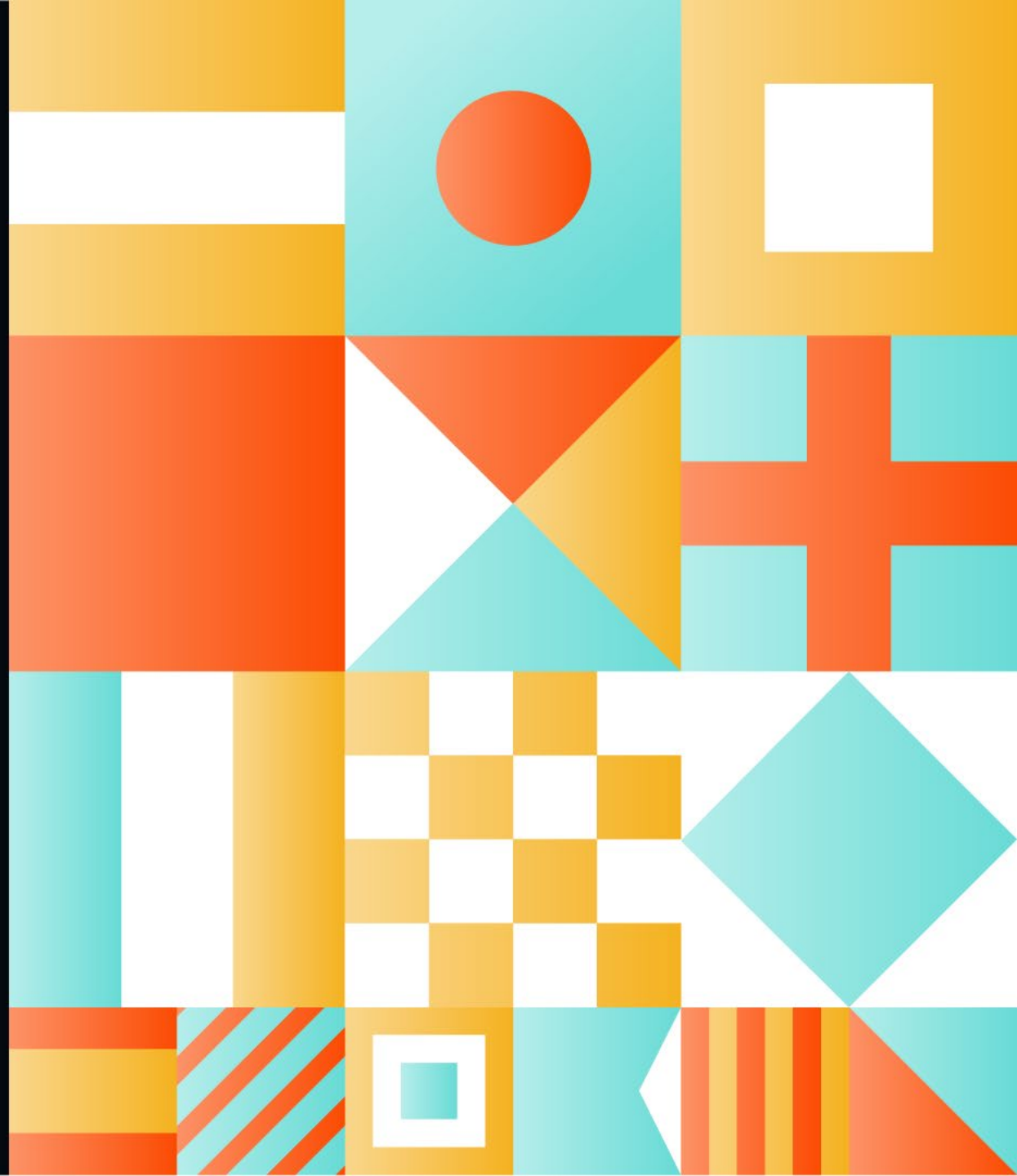
Be sure to visit the Workday Training Site! If you have additional questions, please submit a Workday Helpdesk Request.

MiraCosta College

PURCHASING & MATERIAL MANAGEMENT

- Implementation
  - Communication Plan
  - User Groups
- Training
  - Job Aide
  - Recorded Trainings
  - Tips & Tricks Emails

Q&A

Thank you!

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