



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Create Requisitions

DATE DEVELOPED: 07/27/2021

REVISED DATE:

SUBJECT: **Punchout Requisitions - Amazon**

Punchout Requisitions - Amazon

With electronic procurement (also called eProcurement or Punchout) you can create traditional requisitions directly via the shopping carts on selected vendors' websites. This process saves you the extra work of shopping at a vendor site, presenting your cart to the approvers at your district, then entering all the line items into FRONTLINE afterward.

The steps below describe the process.

- Access the Create Requisitions entry point to view the Requisition Types screen.

The screenshot shows the 'Requisition Types' screen. On the left, under 'Requisition Type', there are four radio button options: 'Traditional (New)' (selected), 'Warehouse (New)', 'Replenishment (New)', and 'Saved Requisitions'. On the right, there are several fields: 'Fiscal Year' with a dropdown menu set to '2021', 'Process Lines' with a lock icon, 'Separately:' with a lock icon, 'Confirmation Only:' with a lock icon, and 'Cart Name' with a text box containing 'Traditional Laurie Pruett 08-10-2021 Cart #1'. At the bottom left, there is a blue 'Continue' button highlighted with a red border. At the bottom center, there is a blue 'Cancel' button.

- On the Requisition Types screen, make your selections and click the Continue button to view the Create Requisition tab.

Electronic procurement is only allowed on Traditional requisitions.

- On the Create Requisition tab, select the Category and the Vendor that have been set up for electronic procurement.



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Create Requisition | Line Items

Traditional Requisition Header

Category: ★ ART - Fine Art Supplies | Vendor: ★ AMAZON.COM LLC - 444250

Contract: | Order From: ★ (eP) AMAZON.COM LLC - 410 TERRY AVENUE NORTH, SEATTLE, WA, 98109

Requestor: ★ Pruet, Laurie Katherine - 121157

Ship-To Location: ★ Purchasing - 729 | Ship-To Receiving Group: ★ 729 Purchasing

Messages

Add Line Items | Clear

Cancel

- Create Requisition tab with electronic procurement vendor selected

The Order From field for an electronic requisition must contain the (eP) prefix, which will trigger the accessibility to the vendor's Marketplace. Other Order From options can still be used as they have in the past without electronic processing.

- Complete the other required fields on this tab, then click the **Add Line Items** button to view the Line Items tab.

Create Requisition | **Line Items**

Traditional Requisition Line Items

Cart Total Amount: \$0.00

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type
<input type="checkbox"/>	1.00						0.00	0.00	0.00	(click to add an account)	Traditional

Add Line from Catalog | Save Cart as Incomplete

Submit | Return | Cancel Shopping Cart

The Add Line from Scratch button does not appear on this tab. The Show Install, Show Freight, Show Tax and Split Accounts by Type options have also been removed.

- Click the **Add Line from Catalog** button to go to the vendor's website.



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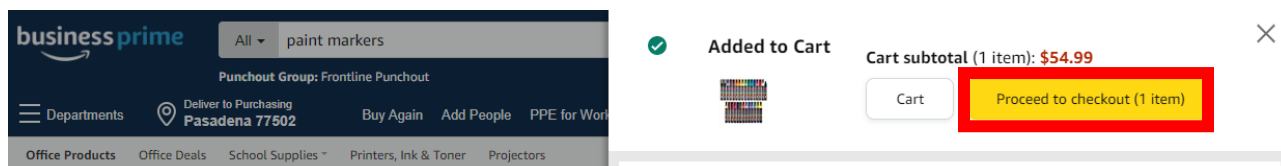
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- Select the items to be added to the shopping cart using the vendor's Marketplace website.



- When you are finished adding items to the cart, click Proceed to checkout
- Select shipping address



Select a shipping address

Is the address you'd like to use displayed below? If so, click the corresponding "Deliver to this address" button. Or you can [enter a new shipping address](#).

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group Frontline Punchout addresses

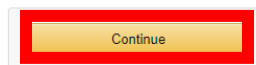
- Purchasing 1515 CHERRYBROOK LN, PASADENA, TX, 77502-4048, United States, Phone: 7137400195 [Edit address](#)

Deliver to this address (highlighted in red)

- Click Deliver to this address



Choose your shipping options



Shipment 1 of 1

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Purchasing, 1515 CHERRYBROOK LN, PASADENA, TX, 77502-4048
United States

- **Uni Posca Paint Marker FULL RANGE Bundle Set , Mitsubishi Poster Colour ALL COLOR Marking Pen Medium Point (PC-5M) 29 Colours (22 Standard & 7 Natural) Japan Import**
\$54.99 - Quantity: 1
Sold by: Verve Joy

[Change quantities or delete](#)

Choose your Prime delivery option:

- Thursday, Aug. 12**
FREE Prime Delivery
- Monday, Aug. 16**
FREE Amazon Day Delivery
Get your orders together in fewer boxes and deliveries each Monday. [Change delivery day](#)



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- Choose your shipping option and click Continue



Select a payment method

Frontline Punchout line of credit

Pay By Invoice
Provided by your organization

Continue

You can review this order before it's final.

- Payment method is Pay By Invoice, click Continue

Warning This order requires approval.

Info There are 2 important messages about your order.

- ▶ If your hours ever change at an address, click [Edit delivery preferen...](#)
- ▶ If tax exemption is applied to this order, you acknowledge your tax exemption...

Group
Frontline Punchout (Pasadena ISD)
[Change](#)

Payment method [Change](#)
Pay by Invoice

Promotional Codes:
Enter Code [Apply](#)

Shipping address [Change](#)
Purchasing
1515 CHERRYBROOK LN
PASADENA, TX 77502-4048
United States
Phone: 7137400195

Submit order for approval

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

Order Summary

Items:	\$54.99
Shipping & handling:	\$0.00
Total before tax:	\$54.99
Estimated tax to be collected:	\$0.00
Order total:	\$54.99

[How are shipping costs calculated?](#)
Prime shipping benefits have been applied to your order.

- Click Submit order for approval
- All items in cart are populated back to Frontline

Create Requisition | **Line Items**

Traditional Requisition Line Items

Show Yes No Show Yes No Show Yes No Split Yes No Accounts By Yes No Cart Total Amount: **\$54.99**

Install?: No Freight?: No Tax?: No Type?:

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type
<input type="checkbox"/>	1.00	43160-302646	EACH	Uni Posca Pai			54.99	0.00	54.99	(click to add an account)	Traditional



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- The line items on the table are populated by the items in the vendor's shopping cart.

Vendor stock number, unit of measure, short description, unit price are all populated by the vendor site and cannot be manually changed in FRONTLINE. This is also true for approvers and analyzers of requisitions.

- In the Accounts field, click the (click to add an account) link to view the Edit Requisition Accounts box.

- The box contains two buttons for adding an account number to line items. After you have entered the number, you can:
 - Click the **Ok (save current line)** button to apply the account number only to the line item you selected.
 - Click the **Copy to ALL empty lines** button to apply the account number to all the line items in the requisition which do not currently have accounts assigned to them.
- If you are satisfied with the requisition shopping cart, click the **Submit** button for approval.



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- If you are not yet ready to submit the requisition, you can click the [Save Cart](#) as Incomplete button. If you want to add additional items from the vendor site, you can click the [Add Line from Catalog](#) button again to return to the vendor site and add items.

The requisitions process after this point remains unchanged. Approvals, Rejections, and Voids are still handled in the same way with the exception of changes to fields mentioned in the Notes above.