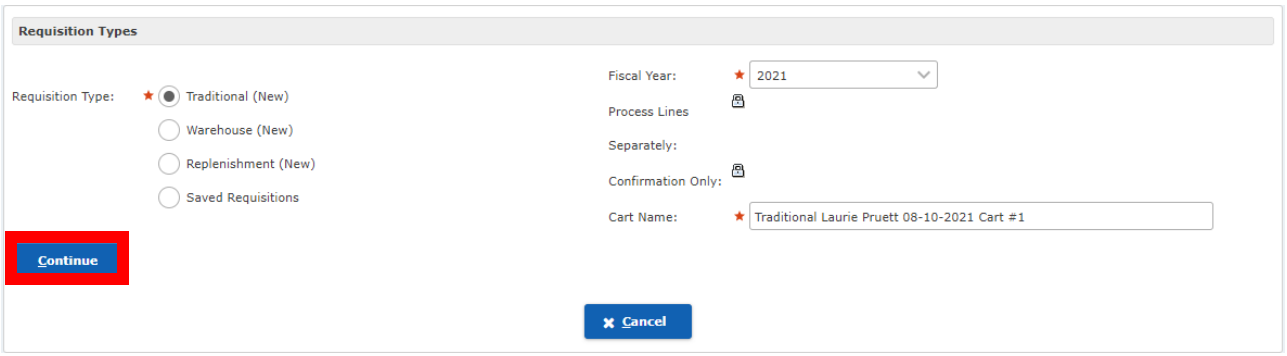
	FRONTLINE PROCEDURES Pasadena ISD	ENTRY POINT: Create Requisitions
DATE DEVELOPED: 07/27/2021	REVISED DATE:	
SUBJECT: Punchout Requisitions - Amazon		

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.



- 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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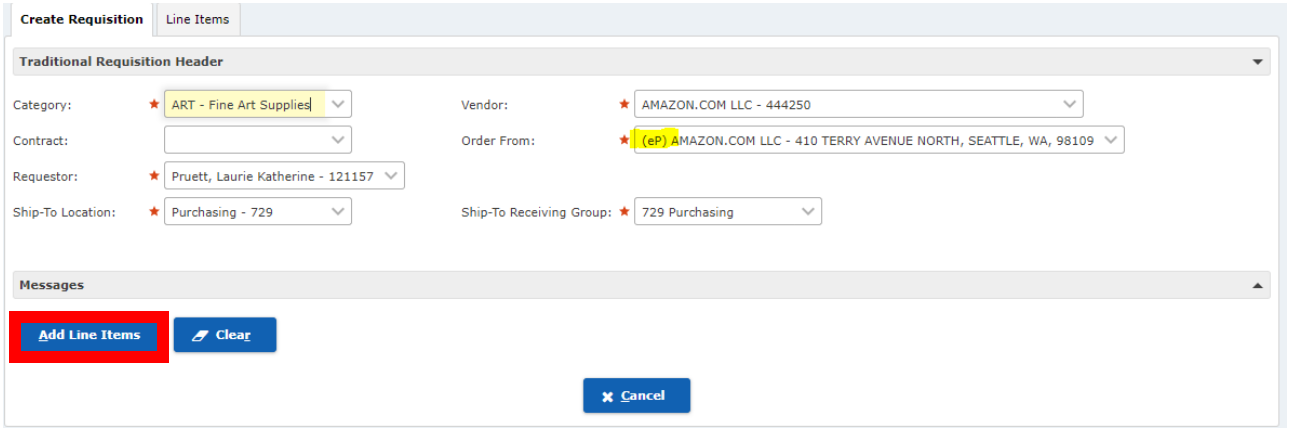
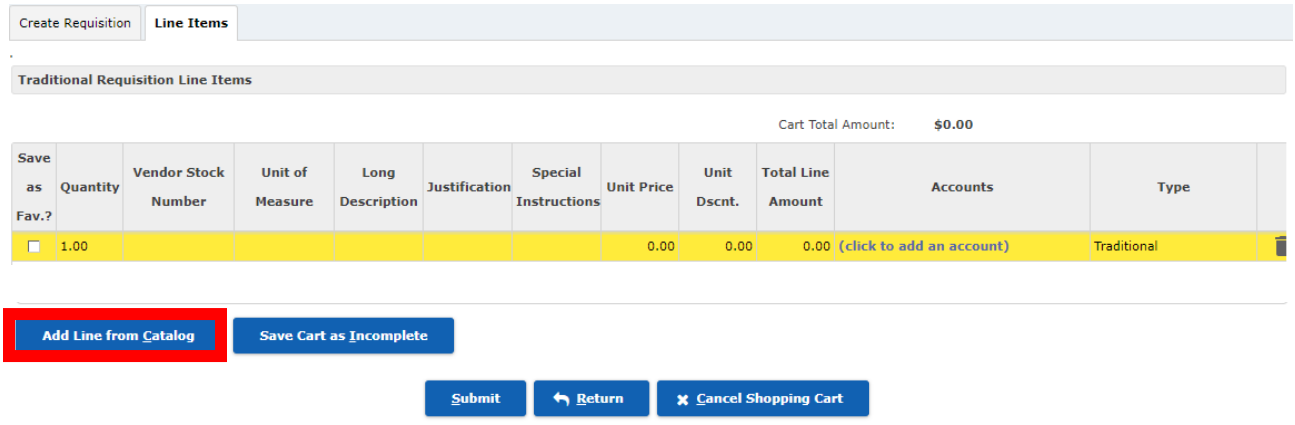


- Create Requisition tab with electronic procurement vendor selected

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.



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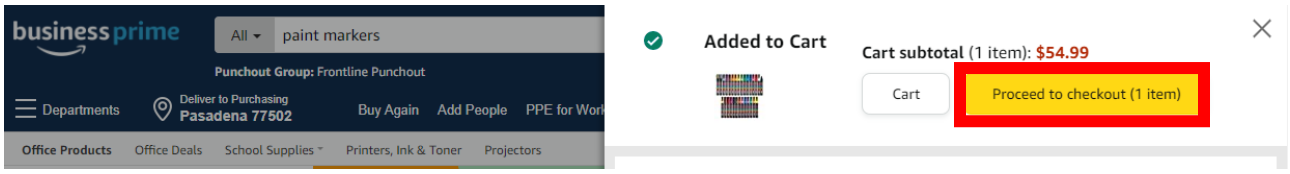
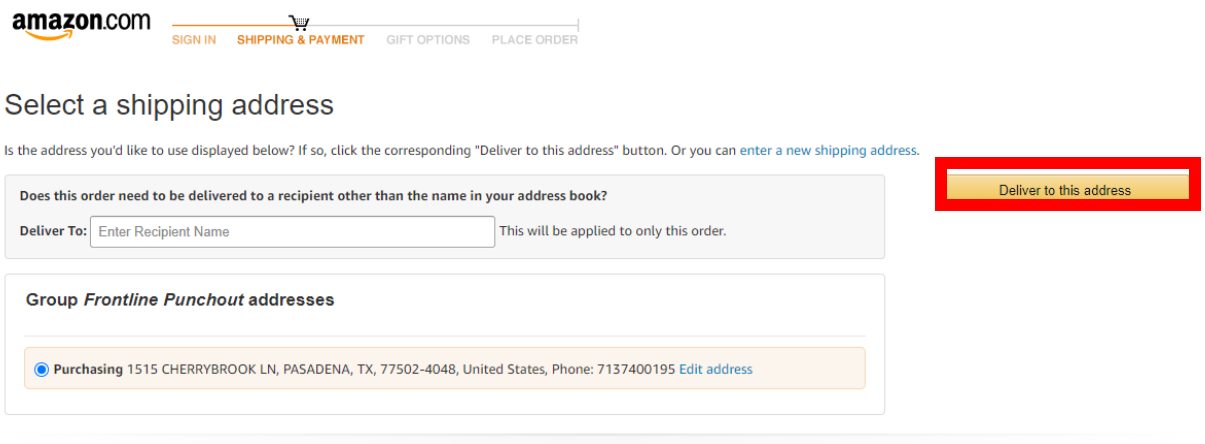
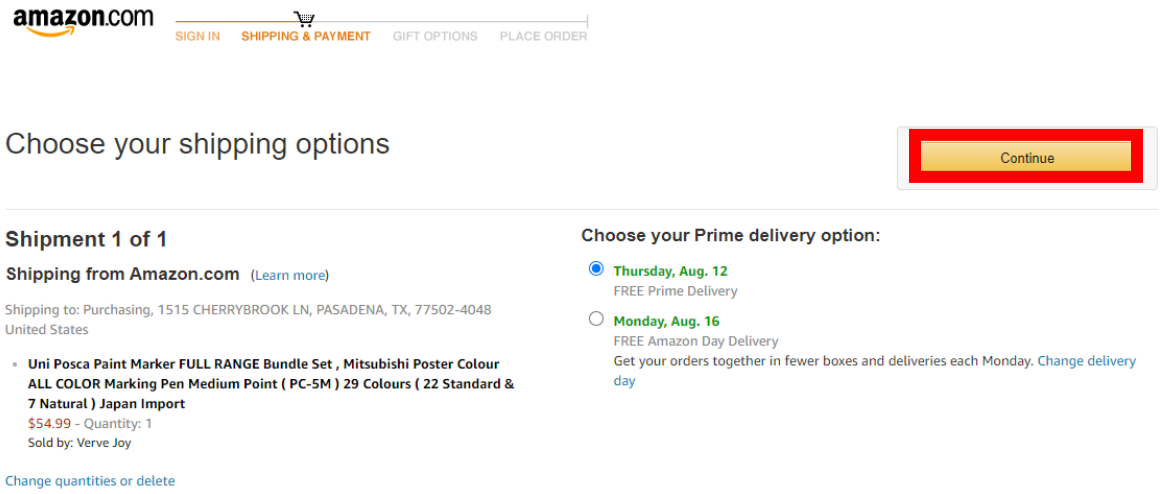
- Select the items to be added to the shopping cart using the vendor's Marketplace website.



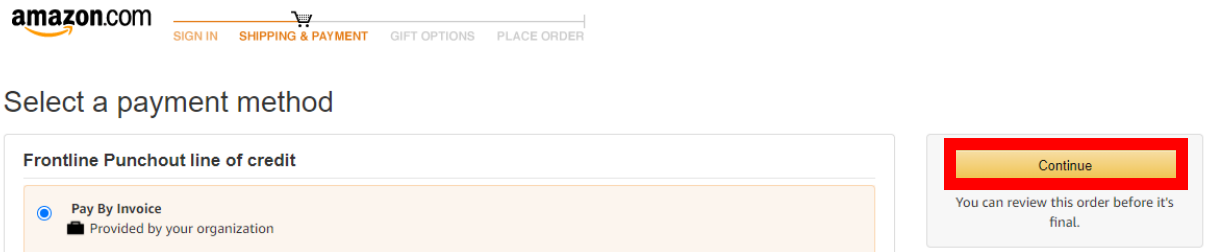
- When you are finished adding items to the cart, click Proceed to checkout
- Select shipping address



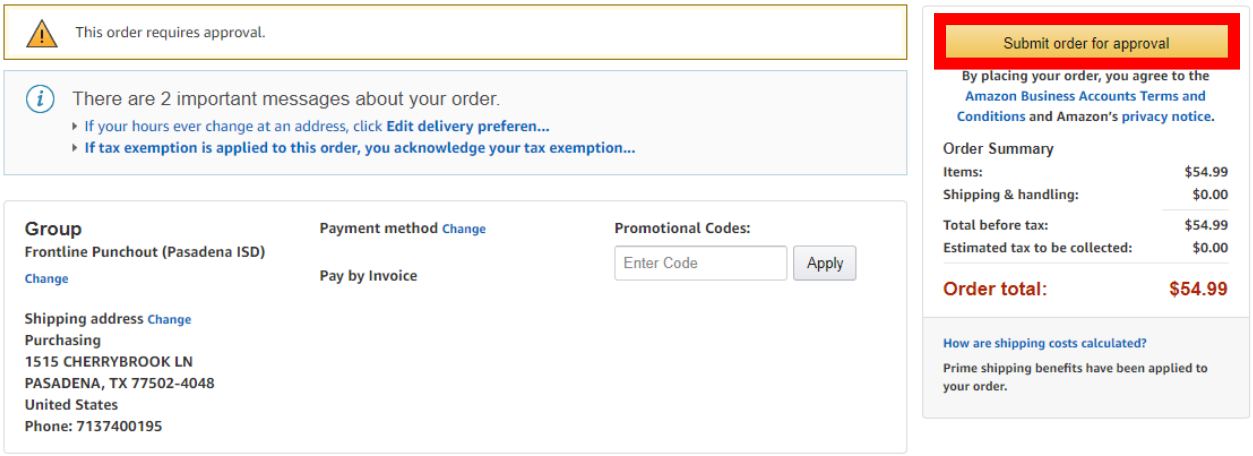
- Click Deliver to this address



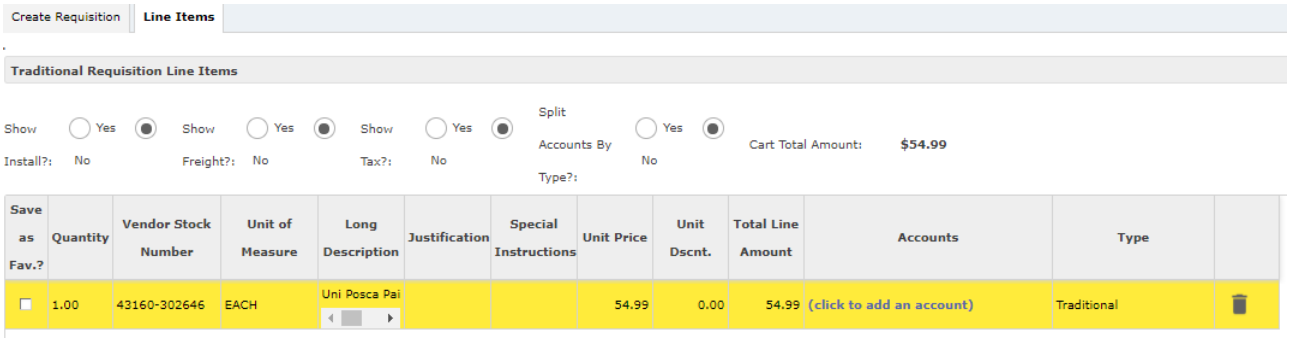
- Choose your shipping option and click Continue



- Payment method is Pay By Invoice, click Continue



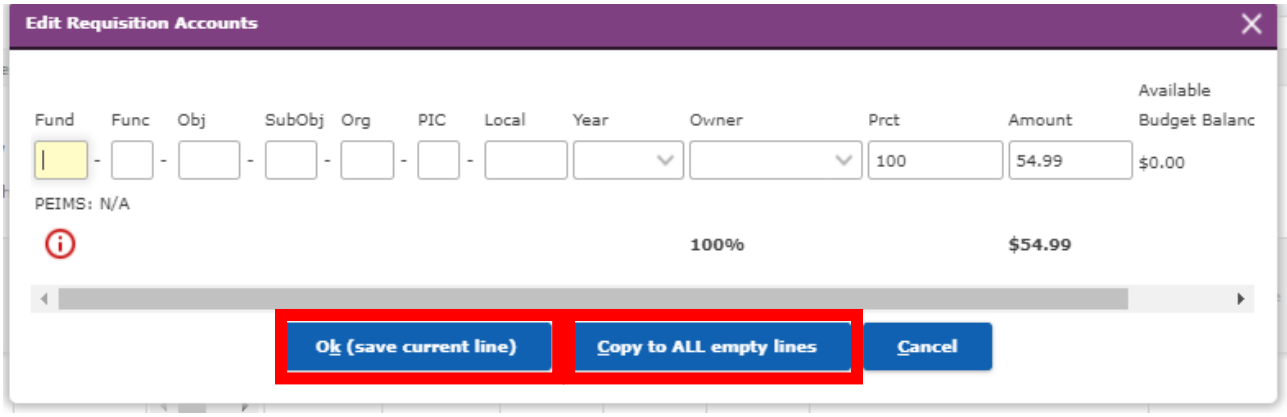
- Click Submit order for approval
- All items in cart are populated back to Frontline



- 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.

- 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.