2021

PUNCHOUT WEB SHOPPING GUIDE

MANUAL BUSINESS SOFTWARE HELPDESK



BROWNSVILLE ISD | 1900 PRICE RD BROWNSVILLE TX -78521-

Table of Contents

Step 1: Log in to system	2
Step 2: Access the PunchOut Web Shopping (POUPPP) Screen	3
Option 1-Secretary Dashboard	3
Option 2-Menu	4
Option 3-Search Field	5
Step 3: Input Account #	6
Step 4: Input Ship to ID	7
Step 5: Input Security Code (Campus/Department Location #)	7
Step 6: Input Ship to Address	8
Step 7: Select Vendor-Start Shopping	8
Step 8: Input Details Information: Account Type, BID# and Contract#	13
Step 9: Add Attachments	15
Step 10: Approve PR	19

Step 1: Log in to system.



You are now logged in to the BusinessPLUS Software.

BusinessPlus			0 Q EC
≡ Menu			BISD IFAS79
Complete Menu	User Name Personal Dashboard		
AP Accounts Payable	User Name Personal Dashboard MY FAVORITES SECRETARY TRANSPORTATION	SPECIAL PROCESSING SUB PROCESSING PAYROLL STAFF 504s & I9's Employ	ee Online BISD Web Page FINANCE
AR Accounts Receivable			i
BD Budget Item Detail			(A 1)
BK Bank Reconciliation	ACTIVE USERS		
EN Encumbrances	COGNOS		C 0 ^
FA Fixed Assets	Cognos DashBoard		
GL General Ledger	JOBS		C 0 A
GM Grants Management	Go to Jobs A		
HR Human Resources	Note: Menu will display	/. Scroll up/down	End Type
NU NUCLEUS		ontions	No items to display
PA Project Allocation	WORKFLOW AFT ROVAL		2 0 A
PB Position Budgeting	Go to Workflow Tasklist		
PE Person/Entity Database	Purchase Rec. Approval Model (11) Refreshed at Thursday. October 7. 2021 1:51:17		In Office
PI PEIMS			
PO Purchasing	Web Links C O A	REPORTS 2 0 A	BusinessPLUS C O A
PY Payroll System	θ' BISD Web θ' Employee Online	CDD Folders	POUPPR Purchase Requests POUPPP PunchOut Web Shopping
RC Recurring Calculations	o ^o TimeClock Plus	C 7.9 Standard Reports	POUPRC Receiving Information
RR Regulatory Reporting		🗅 BI-Tech	
RX Ad Hoc Report Writer		C Development	
SI Stores Inventory		C Food Services	
		C Food Services HR Reports	

Step 2: Access the PunchOut Web Shopping (POUPPP) Screen.

****NOTE:** There are **three** options for accessing the PunchOut Web Shopping Screen.

Option 1 – Secretary Dashboard

D BusinessPlus									0	Q	EC
≡ Menu										BISD	IFAS79
	User Name Person	al Dashboard									
	User Name Personal Dashbo										
	•	SECKETAR									Þ
										,	
									~		
	ACTIVE USERS					SECRET			0	6	
	COGNOS				Click:	SECKEN	MA I		0	0 \	
					_						
	JOBS								2	0 /	•
	Go to Jobs Archive										
	Desc	Job #	S	itatus	Start		End	Туре			^
									No items to dis	play	÷
	Refreshed at Thursday, October 7	7, 2021 2:15:55							Your Jobs (•	
	WORKFLOW APPROV	/AL							ø	0 /	
	Go to Workflow Tasklist Purchase Rec. Approval M	Model (11)									
	Refreshed at Thursday, October 7	7, 2021 2:15:55							In Office (
	Web Links		20 ^	REPORTS		20 ^	BusinessPL	US	0	0 /	•
	P BISD Web			Go to CDD Archiv	e		POUPPR Pu	rchase Requests			
	P Employee Online			CDD Folders			POUPPP Pu	nchOut Web Shopping			
	TimeClock Plus			C 7 9 Standard Re	oorts	*		ceiving Information			

PunchOut Web Shopping (POUPPP) Screen will populate. (To skip example of Option 2 go to page 6 to proceed.)

D BusinessPlus				PunchOut	Web Shopp	ing (POUPPI	P)				0	٩	EC
/ Clear	PunchOut \	Vendors											
	Shop Ve	endor ID	Vendor Name										
	v.	000276	LAKESHORE LEARNIN	IG MATERIALS									
	C VC	000712	OFFICE DEPOT										
	C V	0890 REALLY GOOD STUFF											
		001546	1546 SCHOOL HEALTH CORPORATION										
	C V	001555	555 SCHOOL SPECIALTY LLC.										
	Finance De	faults											
	Account:*	GL V FUND	FUNC	OBJ	SUBO	LOC	FY	PGIC	PROJ	РҮ			
	Ship To ID:				3	Ship To Addr:		•					
	Product Code:				3	Security Code:		•					
	Tax Code:		•		59	Varehouse:		•					
	Fixed Asset?:												

Option 2 – Menu

BusinessPlus					0	Q	CV
■Menu						BISD	IFAS79
			ersor	nal Dashboard			
	Click:	≡ Menu	ıboard	SECRETARY			







PunchOut Web Shopping (POUPPP) Screen will populate. (To skip example of Option 3 go to page 6 to proceed.)

BusinessPlus				PunchOut W	eb Shopping (POUPF	PP)				0	٩	CV
/ Clear	PunchOut Ve	endors										
	Shop Ven	ndor ID	Vendor Name									
	C V00	00276	LAKESHORE LEARNING	5 MATERIALS					<u>^</u>			
	✓ V00	00712	OFFICE DEPOT									
	∠ voo	00890	REALLY GOOD STUFF									
	2 V00)1546	SCHOOL HEALTH COR	PORATION								
	✓ V00)1555	SCHOOL SPECIALTY LI	С.								
	Finance Defaults											
	Account:*	GL 🔻 ORG KE	CY OBJECT									
	Ship To ID:				Ship To Addr:		•					
	Product Code:				Security Code:		•					
	Tax Code:		•		Warehouse:		•					
	Fixed Asset?:	Fixed Asset?.										

Option 3 – Search Field

BusinessPlus		<u>्</u> र्
≡ Menu		BISD IFAS79
	User Name Personal Dashboard	Click:



PunchOut Web Shopping (POUPPP) Screen will populate.

BusinessPlus	PunchOut Web Shopping (POUPPP)											
Ø Clear	PunchOut Vendors											
	Shop Vendor ID	Vendor Name										
	☑ V000276	LAKESHORE LEARNING MATERIALS										
	✓ V000712	OFFICE DEPOT										
	✓ V000890	Image: Woodshift of the second stuff										
	☑ V001546	V001546 SCHOOL HEALTH CORPORATION										
	V001555 SCHOOL SPECIALTY LLC.											
	Finance Defaults											
	Account GL V ORG KEY OBJECT ···											
	Ship To ID:		Ship To Addr:	.								
	Product Code:		Security Code:	•								
	Tax Code:	٣	Warehouse:	•								
	Fixed Asset?:											

Step 3: Input Account #.

		PunchOu	it Web Shopping (POUPPP)	(
PunchO	ut Vendors			
Shop	Vendor ID	Vendor Name		
ß	V000276	LAKESHORE LEARNING MATERIALS		Ť.
ľ	V000712	OFFICE DEPOT	List of Vendors will	
C	V000890	REALLY GOOD STUFF	display here. Use Scroll	
ľ	V001546	SCHOOL HEALTH CORPORATION	bar to view all vendors.	
Z	V001555	SCHOOL SPECIALTY LLC.		
Nance	Defaults GL • 19 (GL) 199537340	99 53 6399 02-6399 LM BITECH SUPP - GENERAL SUPPLIES	00 734 Y 99 000 Y	
Ship To ID:			Ship To A ddr:	
Product Coo Tax Code: Fixed Asset	de:	Input: allowe	Account # (Only one account is d; you may change account # if	

Step 4: Input Ship to ID.

Finance De	faults									
Account:*	GL ▼ 199 (GL) 1995373402-6399 LM	53 M BITECH SUPP - GENER	6399 RAL SUPPLIES	00	734	Y	99	000	Y	•••
Ship To ID:	S915 PALO ALTO SERVICE CENT	TER	[Input: S	Ship To Addr: hip ID (L	.ocatior	of whe	• 3760 ROBINDALE	RD., BROWNSVILL	E, TX
Security Code: Warehouse:		v		need to be "S" follow	e deliver ed by 3	red.) Co digit loo	de need cation #	s to be an (Ex: S915)	L	

**Note: Only Schools should change the Ship ID for Office Depot and Gulf Coast orders. All Departments should default to S915 (Warehouse) 3760 ROBINDALE RD., BROWNSVILLE, TX, 78526

Step 5: Input Security Code (Campus/Department Location #).



Step 6: Input Ship to Address.



Step 7: Select Vendor-Start Shopping.

PunchOu	ut Vendors											
Shop	Vendor ID	Vendor Na	ame									
	V001801	FASTENAL		ſ	Г			_				
ľ	V002130	GATEWAY	PRINTING	& OFFICE SUPPLY INC.		Clic						
	V002506	STAPLES				for de	k: sired ve	endor.				
	V003568	GULF COA	AST PAPER	CO.			Sheu ve					
	V016603	LD PRODU	JCTS INC.									•
Finance [Defaults											
, 1000 ant.	GL 🔹 19	99 53	3	6399	00	734	Y	99		000	Y	
	(GL) 19953734	02-6399 LM BITECH S	SUPP - GENER	AL SUPPLIES								
Ship To ID:	S915					Ship To Addr:	P1		۳	3760 ROBINDALE	RD., BROWNSVILLE	E, TX
	PALO ALTO SE	RVICE CENTER				Product Code:						
Security Code	e: 734		¥	Bi-tech Help Desk		Tax Code:			•			
Warehouse:			¥			Fixed Asset?:						

You will be redirected to the vendor website.

📴 BusinessPlus PowerSchool 🛛 🗙 📴 PunchOut Web Shopping Busin 🗴 🧧 Office Supplies: Office Products 🛛 🗙 🕇	• - • ×
C C C	🔄 🛸 🗐 🏝 📴
#I Apps	📰 Reading list
Products ✓ Search	
😰 Orders 🔠 Order By Item 🔂 Shopping Lists 🖓 Bulletin Board	Account: 69810128
Bulletin Board & Messages	
For additional assistance reach out to K12 Education Manager	
Resources	
Store Locator	
Services	
User Guide	
Bulletin Board	
Online Reporting	
Copyright © 2021 LLC. All rights reserved. Prices shown are in U.S. Dollars. Please login for your pricing. Prices are subject to change. All use of the site is subject to the Terms of Use. Prices and offers on www.officedepot.com may not apply to purchases made on busine .See Terms and Conditions for details.	

Search items you wish to purchase; see example provided.

				- 101		
 See All Featured Items 	191 60	A A A A A A A A A A A A A A A A A A A		annual i		
[□] Brand	BALLPOINT	GEL	ROLLERBALL	TUL	FINE WRITING >	FELT TIP
Pilot (257)						
Paper Mate (242)	For access to additiona	I sort options, plea	ase use one of the search or	category filters on th	ne left to narrow your sear	ch.
Uni-Ball (173)	By Relevance	\sim			24 Per Page ➤	🔛 Grid 📃 List
MONTEVERDE USA (172)						
Pentel (163)	2 Pin					
See All Brand	Round Stic*					
□ Categories	xtra-life	10/ 2	Item 664011			
Ballpoint Pens (682)	Writes 90% LONGER	la la	BIC® Round Stic®	Ballpoint Pens		\$ 1 96
Gel Pens (580)			Medium Point, 1.0	mm, Translucent	-	· 4 / bi
			Barrel, Black Ink, Pa	ick Of 60 Pens	Qty 1	Add to Cart
Pen Refills (358)					7	Add to li
Pen Refills (358) Bollerball Pens (254)	1 as	60	Availability: 4,046			Add to II.
 Pen Refills (358) Rollerball Pens (254) Folt Tip Pans (201) 	1 a		Availability: 4,046 Sold Online			Add to it.
 Pen Refills (358) Rollerball Pens (254) Felt Tip Pens (96) 	Pa		Availability: 4,046 ✓ Sold Online ✓ Sold in Stores			Add to h
 Pen Refills (358) Rollerball Pens (254) Felt Tip Pens (96) See All Categories 			Availability: 4,046 ✓ Sold Online ✓ Sold in Stores			
Pen Refills (358) Rollerball Pens (254) Felt Tip Pens (96) See All Categories Pen Ink Color			Availability: 4,046 Sold Online Sold in Stores	Inni	ut: Quantity	

PUNCHOUT WEB SHOPPING GUIDE

 BusinessPlus F ← → × △ 	PowerSchool x 2	User Information Busine om/cart/shoppingCart	ssPlus × .do;jsessionid	PunchOut Web Shopping Busin × O 0000vbLpdF0YJLeCLsmCLYJgS7-:17ir6ml	https://biz.officedepot.c	om/carti × +				<u>ت</u> و	0 - 0 ★ ₩ ₽ € (1
Apps											II Rea
Office DEPOT	Products	✓ Sea	rch					-	Ų (2 50	\$54.46 (.U
		🕅 Ore	ders	Bill Order By Item	Co Shop	ping Lists	🖓 Bulletin Board	Cart Sum	imary		5981012
	Home / Find Ye	our Product						BROWNSVIL	LE ISD E RD	17	
	The item list	ted below v	vas ado	ded to your shopping	cart.			BROWINSVIL	LE, 1X 70521-24	17	
	Description						Ye	ur	Boise® X-9® Paper, Letter S	Multi-Use Copy Size Pap	
	Description						P	ice	\$41.18 each	QIYI	
		Boise® X-9 Per Ream, C Item # 196517 Best Value	Clic you	k: Cart, to vion r list of item	ew origh	ntness, 20 Lb	, White, 500 Sheets \$4	1. 6 ₆₆₆	Office Depot® Paper Clips, 1- \$5.32 each	Brand Jumbo 7/8", 20 QTY 1	
								Subtotal(3	BIC® Round S	tic® Ballpoint	\$51.46
	Continue Shopping	g					SHOPPING C	View	r Cart	Checkou	t

You will be directed to your shopping list/cart; review all items prior to checkout.

🖻 BusinessPlus PowerSchool 🛛 🗙 🛛 📴 User Informa	tion BusinessPlus 🗴 📴 PunchOut Web Shopping Busin: 🗴 📴 Add to cart Office Supplies: Offi	× +		o - 0 ×
← → C ☆ 🌢 biz.officedepot.com/cart/sho	ppingCart.do;jsessionid=0000vbLpdF0YJLeCLsmCLYJgS7-:17ir6mhf0			[일 Q ☆ 🛊 팩 😩 Error :
Apps				E Reading list
Office Products	✓ Search		∮ Q	⊊ (3) \$51.46 (U)
	🗊 Orders 🔠 Order By Item 🗘 Shopping	Lists 🖓 Bulletin Board		Account: 69810128
Shopping	Cart		Order Summary	
		Continue Shopping	3 🖶 Subtotal	\$51.46
	Shipping	Otv.	Estimated Tax Price Estimated Delivery	S0.00
	BIC® Round Stic® Ballpoint Pens, Medium Point, Delivery		\$4.96 Total (3 Items)	\$51.46
malife	1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Estimated arrival Oct 13 Pens	Save For Later	\$4.96 box Checkout	
1.11	Item # 664011 Entered Item # 664011	Remove	Need Stamps?	_
E _E .	Office Depot ® Brand Jumbo Paper Clips, 1-7/8°, 20- Delivery Sheet Capa Boxes	For Later	\$5.32 \$5.32 pack	
	Click:	pve	USPS® Four Flags FOREVER® Postage Booklet Of 20	≥ Stamps,
	Boise® X-9® Multi-Use Copy Paper, Letter Size Delivery		\$41.18 More stamp options	
	Paper, 92 Brightness, 20 Lb, White, 500 Sheets Per Estimated arrival Oct 13 Ream, Case Of 10 Reams Item # 196517 Entered Item # 196517	Save For Later	\$41.18 case Need Sanitizer?	
	Eest Value	kemove	Handy Solutions Antibacterial Gel Han Aloe, Citrus Scent, 16 Oz Pump Bottle	d Sanitizer With
Saund for later		Update Empty Ac	Add to List Add To Cart	
Saved for later				
Structure - Andrews		KONDERGARTEN		

******Note: Be sure to review all items! You will NOT be able to make any changes after this point.

Order is being processed, screen may blank out for a few seconds.

📴 BusinessPlus PowerSchool x 📴 User Information BusinessPlus x 📮 PunchOut Web Shopping Busin: x 🔿 BusinessPlus PowerSchool x +		0	-	ø ×
🗲 🔶 X 🙆 🔒 bp.bisdus/screens/ul/ulscreens/Purchasing/POUPPR7Filter=PNN%20eq%20%27PF455755%27%20and%20Pr4refix%20eq%20%27PR%27	Q \$			Error :
III Apps				Reading list
N				
Resolving host				

Purchase requisition is being created...

P	BusinessPlus		Purchase Re	quests (POUPPR)			EC				
=	Search	≡ + ≘				Edit 💼-					
4	Apply Search	🛛 🕶 🛛 PR Number	PO Number	Vendor ID	Vendor Name	Status					
•	Clear Criteria	PR455758	V000712		OFFICE DEPOT	PR					
C	Filters:	н « 1 » м 10 «									
0	POS Only OCSAD_Filter OCSAR_Filter	Switch to Added Records			k	1-1 of 1 Records					
	PRUPPO_Filter POUPPR_Filter Search Criteria:	items Notes									
		Item Number: 0000 Vendor Item	No:	T Product Code:	Quantity:	0.00					
	Purchase Document x PR Number equal to	Units: Unit Price:		Extended Amt:	0.00 T Catalog Number:						
	'PR455758' X PR Prefix equal to 'PR'	Item Description									
		Switch to: Amount			Total: 100.00%	Remaining: 100.00%					
		Account				Percent					



A purchase requisition has been created; PR# has generated and your items are listed.

Step 8: Input Details Information: Account Type, BID# and Contract #.

:= +	► 🖻									Edit 🔳 🗸	
. ₪		PR Number	PO Number		Vendor ID		Ver	idor Name		Status	
	PR455758				V000712	OFFICE DEPOT				PR	
	~ OT N 4 T N N										
=	Switch to Abried Records										
Items	ms Notes										
:	- 🖻		ø							Edit 🔳 🗧	
. ₪	ltem Number	Vende Cli	ck:		Description Q			Unit Price	Units	Extended Amt	
1	0001	664011	GL 199-53-6399-00-734-Y-99-000-Y	E	3IC(R) Round Stic(R) Ballpoint Pens,		1.00	4.96000	вх	4.96	
	0002	221784	GL 199-53-6399-00-734-Y-99-000-Y	(Office Depot(R) Brand Jumbo Paper Clips,		1.00	5.32000	PK	5.32	
/	0003	196517	GL 199-53-6399-00-734-Y-99-000-Y	E	3oise(R) X-9(R) Multi-Use Copy Paper,		1.00	41.18000	CS	41.18	
					H (1) H 10 ~						
=	➡ Switch to Added Records 1-3 of 3 Records										

Detailed purchase requisition screen will populate.

В	usinessPlu	5			Purchase F	Requ	uests (POUPI	PR)					0	Q (EC
= a	∷ <	> + 🖮										Edit	1 of 1		٦
	PR Number*	PR455758	•	PO Number:		4	Status*	PR	•	Security Code:	734				•
9	Approval Code:			Requested By:	User Name		Date Requested:	10/12/2021							- 18
-	PO Total:				0.	.00	PR Total:							51.4	16
														/	~
0	Vendor ID:	V000712					Remit To ID:	V000712					/		
	Vendor Name:	OFFICE DEPOT						OFFICE DEPOT			/				117
2	Vendor Addr Code:	P3	•					ccroll bar to							
P		LAS TIENDAS PLAZA					Use								
		515 E. MORRISON RD. BROWNSVILLE, TX 78526					navi	gate through							
c	Phone Cd:	OF - 8008884032						scroon		_					_
5						-۱.		5010011.							
	Details														
	Confirm:						Vend Account:								
	Bid Number:						Contract Number:								-
ac +	End Use:						Buyer								
	Life 0a6.						buyor.								-
	Discount Terms:						PO Type."	Ρ	•						
	Requisition Co	des													

	A	Input Vend pproved dat	dor Bid # <u>or</u> Resolution te. If none; specify type	# <u>or</u> Board e of purchase,				
	รเ	uch as: TRA\	/EL, REIMBURSEMENT,	MEALS, etc			Specify whether F	und is
ŝii.		Details					FEDERAL, STATE or	LOCAL.
C	H	Confirm:			Vend Account:	LOCAL		
	H	Bid Number:	R001/21-22		Contract Number:	R190303		•
0	H	End Use:			Buyer:			
		Discount Terms:			PO Type.*	Р		•
٢		Requisition Co	odes					
Ø		Req Code 1:	•	Input: Coo	perative Cor	ntract # (ex	(: DIR-SDD-1951) four	nd in the second
				input the Tr	avel Id# fror	n WebTrav	vel. If none; input "N	L; /A"

******Note: All three fields needs to be filled in with correct information, to avoid system error and/or PR rejections causing delays.

D	BusinessPlu	s	Purchase Requests (POUPPR)	?	Q	EC
=	Remit To Addr Co	de: P3	👻 Record(s) Accep	oted		
۹	Phone Cd:	OF 🔻 OF	1			
Ē						-1
G	Details					
	Confirm:		Message box			
0	Bid Number:	R001/21-22	will populate. 303		×	•
	End Use:		Buyer:			
C.	Discount Terms:		PO Type* P			•

You are now ready to approve Purchase Requisition.

Step 9: Add Attachments

р в	usinessPlus	\$	Purcha	ase Red	quests (POUPI	PR)		0 Q (EC
(=)		> + 🛍						Edit 1 of 174 📺-	٦
	PR Number:	PR455758	PO Number:	4	Status*	PR	 Security Code: 	734	•
0	Approval Code:		Requested By: User Name		Date Requested:	10/12/2021			
C R	PO Total:			0.00	PR Total:			51.46	5
	Vendor ID:	V000712			t To ID:	V000712			
	Vendor Name:	OFFICE DEPOT	_		t To Addr Coo	de: P3	•		
C,	Vendor Addr Code:	P3 👻	Click		e Cd:	OF V OF			
Ø	Phone Cd:	OF 🔻 OF	CIICK.						-1
			to open menu	field	d.				
3	Details								
Ċ	Confirm:				Vend Account:	LOCAL			
	Bid Number:	R001/21-22			Contract Number:	R190303		•	,
⊞	End Use:				Buyer:				
<i>s</i> e +	Discount Terms:				PO Type.*	P	•		

PUNCHOUT WEB SHOPPING GUIDE

Menu X	Edit 1 of 1 □
Q Search	PR Number.* PR455758 • PO Number. • Security Code: 734
🖲 Records	
C Reselect	Approval Code: User Name Date Requested: 10/12/2021
Field Help	PO Total: 0.00 PR Total: 51.
About	Vendor ID: V000712
Threaded Notes	Vendewreme: Click: Attachments OFFICE DEPOT
C Screen Links	Vendor Addr Code:
P Attachments	Phone Cd: OF V OF
🛱 Pending Tasks	
C Reload Record	Details
D Revert Changes	Confirm: Vend Account: LOCAL
Save Changes	Bid Number: R001/21-22 Contract Number: R190303
I Export to Excel	End Use: Buyer.
🖋 Tools	Discount Terms: PO Type* P

=	Attachments	:= <	>			_			Edit 1 of 1	-
Q	Purchase Doc 🝷	PR Number.*	PR45				PR	 Security Code: 	734	•
	Add New Attachment	Approval Code:			Add New Attachment	quested:	10/12/2021			
C	Search (ave add)	PO Total:	Clic	ck: 🖣						E1 46
	Search (ex. put)									51.40
0		Vendor ID:	V000712			Remit To ID:	V000712			

****NOTE:** Document to be attached should be saved in your files prior to attempting to attach.

Attachment Dialogue Box will display.

D	BusinessPlus		Purchase Pequests (POLIPPP)	-		0	Q	
10			Add New Attached Item					
=	Attachments	≡ < :			Edit 1 of 1 🔳-			
Q	Purchase Doc 🔻	PR Number*	Description 4	Code:	734 💌			
C	Add New Attachment	Approval Code:	Browse Choose Document					
	Search (ex: pdf) Q	PO Total:	Choose an Attach Definition		51.46			
0		Vendor ID:	Close Attach					
		Vendor Name:						
Ľ		Vendor Addr Code:	3 v					

Add New /	Attached Item	
Quote Browse Choose Document PO attachment - Purchase Document	Input a title/name. Click: Browse Click: Select PO attachment - Purchase Document	
		Close Attach

		Durchase	Doquosts (Di	וסססוור			
	_	,	Add New Atta	ched Item			_
= <	Open Open	his DC > Decuments > Decision			A B Sareh Deelten	×	П
mber.*	Organize New fold	der					Code:
val Code: :al:	Prsnl ^	Name Po restart.docx PR Restart-Susie.docx PR.docx	Date modified 10/7/2019 4:35 PM 8/6/2019 1:25 PM 7/23/2019 3:57 PM	Select th (Will displa	e file. ay in "File name" field)	
or ID:	 This PC 3D Objects Desktop 	PR419587_Rejected.pdf Quote HIPPA 8-26-2020 pdf Quote.pdf Quote.pdf S_Sloan.xlsx	12/9/2019 10:27 AM 8/27/2020 9:16 AM 2/25/2019 9:41 AM 4/27/2015 4:21 PM	Adobe Acrobat D Microsoft Excel W	еп 17 кв		
or Addr Code:	 Documents Downloads Music Pictures 	 Scanner Quote.htm Secretary In-Service Agenda 082014.doc SHI Dameware Quote-8766513.pdf Sickleave Bank.docx 	2/13/2019 3:53 PM 8/5/2014 1:47 PM 11/4/2014 1:38 PM 11/11/2019 4:58 PM	HTML Document Microsoft Word 9 Adobe Acrobat D Microsoft Word D	7 KB 222 KB 97 KB 143 KB		ł
e Cd:	 Videos Local Disk (C:) DVD RW Drive (C 	 Terry's.docx Ticket 14265 Open Install Snaglt Softw User Menu Access.xlsx Vendor Rpt.pdf 	2/26/2020 3:20 PM 8/18/2020 3:21 PM 2/3/2015 3:07 PM 1/24/2019 4:52 PM	Microsoft Word D Outlook Item Microsoft Excel W Adobe Acrobat D	126 KB 121 KB 16 KB 33 KB		
ile	💣 Network 🗸 🗸	Vendor Rpt_1.pdf	1/24/2019 4:11 PM	Adobe Acrobat D	233 KB All Files (*.*) Open Can	cel V	
n:	_			Vend Account	nt: LOCAL	ii.	

	Add New Attached Item
Quote	Click: Attach
Browse Quote.pdf	
PO attachment - Purchase Document	
	Close Attach

Message bar File attached successfully will populate.

D	BusinessPlus		Purchase Dequests (DOLIDDD)		Q 🕜 EC
10			Add New Attached Item		
=	Attachments	:= < >		Ed File attached	successfully
Q	Purchase Doc 🔻	PR Number* PR4	Description	/ Code: 734	*
	🛱 Ouote 📾				
		Approval Code:	Browse Choose Document		
0	Add New Attachment	PO Total:	PO attachment - Purchase Document 🔹	41.	188
	Search (av. pdf)				_
		Vendor ID: V0	Close Attach		
C		SAM			
R		vendor Addr Code. pi	Close		
			Click:		

File has been uploaded/attached. Click on file name to open document.

D	BusinessPlus			Purchase Requests (POUPPR						
= a () () () () () () () () () ()	Attachments Purchase Doc Quote	PR Number.* Approval Code PO Total:	> + PR429197	For any additional attachments needed Click: Add New Attachment	7 0.00	Status.* Date Requested: PR Total:				
	Search (ex: pdf) Q	Vendor ID:	V001639			Remit To ID:				

****NOTE:** Verify all information; once complete, you may proceed to approving the PR.

Step 10: Approve PR

Menu 🗙 Î	
Q Search	
🖺 Records	PR Number.* PR455758 f PO Number:
C Reselect	Approval Code: Requested By: User Name
💋 Field Help	Click:
1 About	Vendor ID Pending Tasks
F Threaded Notes	Vendor Name
C Screen Links	Vendor Addr Code: P3
	Phone Cd: OF OF
🛱 Pending Tasks	
C Reload Record	Details
D Revert Changes	Confirm:
Save Changes	Bid Number: R001/21-22
Export to Excel	End Use:
✗ Tools ▼	Discount Terms:

PUNCHOUT WEB SHOPPING GUIDE

D	Busines <u>sPlus</u>						
	Annungia	-					
λ	Approvais	∷≡ <	> + 🖻				
		PR Number.*	PR455758	5	PO Num		
	Direct Task Items Awaiting ID Approval	Approval Code:			Request		
	User ID: BI734ECC Role ID: Document: PR:PR442238~P	PO Total:					
	O:~Vend:V000712~Stat:PR						
	User ID: BI734ECC Role ID: Document: PR:PR455032~P	Vendor ID:	V000712				
	O:~Vend:V000276~Stat:PR	Vendor Name:	OFFICE DEPOT	Clic	:k:		
	Role ID: Document: PR:PR455033~P	Vendor Addr Code	: P3				
	0:~Vend:V000712~Stat:PR	Phone Cd:	OF V OF				
	Role ID: Document: PR:PR455034~P						
	0:~Vend:V000890~Stat:PR User ID: BI734ECC						
	Role ID: Document: PR:PR455035~P	Details					
	User ID: BI734ECC	Confirm:					
	Role ID: Document: PR:PR455036~P O:~Vend:V001555~Stat:PR	Bid Number:	R001/21-22				
	User ID: BI734ECC	End Use:					
Þ	Role ID: Document: PR:PR455037~P O:~Vend:V001801~Stat:PR	Discount Terms:					
	User ID: BI734ECC	Diototini Iomio.					
				_			
					/	Approvals	
				Q			
					Dire	t Task It	-
				m (Purch	iase Docum	ent
				_	1	Table	
				C	Await	ing ID Appi	oval
					Role ID	U	-
				F	Docum	ent: PR:PR4422	38~P
			_	1	O:~Ven	:V000712~Stat	PR
		Click:		0	User ID	BI734ECC	
	Durchas		ment		Role ID	ent: PR:PR4550	32~P
	Pulchas	e Docui	nent		O:~Ven	:V000276~Stat	PR
	L				User ID	BI734ECC	
				2	Role ID		
					Docume O:~Ven	ent: PR:PR4550	33~P PR
				Ø	Una de la	- DI704500	
					Role ID	BI/34ECC	
				🔁	Docum	ent: PR:PR4550	34~P

D	BusinessPlus				Pu	irchase Reque	sts (PO	JPPR)					?	۹ (EC
 Q 	Approvals Purchase Doc Pending Bi734Ecc	PR Number.*	▶ + ₪ PR455758	4	PO Number: Requested By:	User Name	5	Status.* Date Requested:	PR 10/12/2021	•	Security Code:	Edit 734	1 of 1		•
C'	Group: Since: 10/14/21 10:00:20 On: 12/31/50 00:00:00	PO Total:					0.00	PR Total:						51.46	5
6	Group: WF Dept 734 O Future Group: WF AS CFO	Vendor ID:	V000712					Remit To ID:	V000712						
C,	Future Group: WF Fixed Asset O Future	Vendor Name:		s fi	eld will	expand	П	Remit To Addr Cod		•					
Ø	Group: WF Purchasing Verification O Future Group: WF Buyer 02	Phone Co				cxpana									-
C	O Future Group: WF Purchasing Agent	Details													
с В	C Link to Task List	Confirm:						Vend Account:	LOCAL						
⊞	× Reject	Bid Number: End Use:	R001/21-22					Contract Number: Buyer:	R190303					•	
<i>₽</i> € ►	Hold Forward	Discount Terms:						PO Type.*	P	•					

**Reminder: Make sure Purchase Requisition is correct prior to approving!

D	BusinessPlus			Pu	rchase Reques	ts (POUPPR)				0	٩	EC
=	Approvals		> + ⊕						Edit 1 of 1 🔳	-		
Q	Purchase Doc 🔻	PR Number.*	PR455758	PO Number:	+	Status*	PR	✓ Security Code:	734	•		
C	Pending BI734ECC	Approval Code:		Requested By: User Name	e	Date Requested:	10/12/2021					
	Group: Since: 10/14/21 10:00:20 On: 12/31/50 00:00:00	PO Total:			0.00	PR Total:		_	5	i1.46		
0	Future Group: WF Dept 734	Vandar ID:	1000742						_			
	Future Group: WF AS CFO	Vendor Name:	OFFICE DEPOT	Click	to	appro	ve					
C.	Future Group: WF Fixed Asset	Vendor Addr Code:	P3 •	and subr	nit to tl	ne Woi	rkflow.	•				
Ø	Future Group: WF Purchasing Verification	Phone Cd:	OF V OF					·				
Ċ	Future Group: WF Buyer 02											
2	Future Group: WF Purchasing Agent	Details										
Ċ	C Link to Task List	Confirm:				Vend Account:	LOCAL					
8	 Approve 	Bid Number:	R001/21-22			Contract Number:	R190303			•		
	× Reject	End Use:				Buyer:						
s€ ►	🕙 Hold	Discount Terms:				PO Type*	P	•				
	Forward	Requisition Co	odes									

PUNCHOUT WEB SHOPPING GUIDE

Comments box will populate. Space is available for any comments for the approvers.

D	BusinessPlus		Dur		DDD)			Q	0	EC
IU			_	Approve		×				
_	Approvals	:≡ <	>				Edit 1 of 1]-		
Q	Purchase Doc 🔹	PR Number*	PR4				Code: 734			
	Pending	Annual Cardo								
	BI734ECC Group:	Approvar Code.				Cancel Submit				
0	Since: 09/28/20 09:50:56 On: 12/31/50 00:00:00	PO Total:						41.88		
	Future Group: WF Dept 734		Contract of Contra		D 117 10	Containing and a state of the s				
C.	O Future Group: WF AS CFO	vendor ID:	SAM'S CLUB		Remit to ID:	SAM'S CLUB				
P	Future Group: WF Fixed Asset	Vendor Addr Code:	P1 •		Remit To Addr Coo	de: p1 🔹				
	Future Group: WF Purchasing Verification		3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526			3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526				
2	Future Group: WF Buyer 02	Phone Cd:	OF		Phone Cd:					
5	Future Group: WF Purchasing Agent	Details								
	C Link to Task List									
	✓ Approve	Confirm:			Vend Account:	LOCAL				
<i></i>	X Point	Bid Number:	20-002		Contract Number:	N/A		¥		

****Note:** <u>DO NOT</u> use special characters; such as: #, &, \$, @, *, %, etc... PR will not go thru.

P	BusinessPlus			Purch	Approve	IDDD)	×			۹	Ø	EC
Πα	Approvals Purchase Doc	PR Number*	Items needed fo	or meeting.	Approve		ĥ	Code:	Edit 1 of 1	•		
8	Pending BI734ECC Group: Since: 09/28/20 09:50.56 On: 12/31/50 00:000	Approval Code				Car	Submit			41.88		
	O Future Group: WF Dept 734 O Future Group: WF AS CFO	Vendor ID:	V001639 M'S CLUB	=		Remit To ID: V001639 SAM'S CLUB						
				Click:	bmit							

D BusinessPlus		Purchase Requests (POUPPR) Q ?	EC
d	Approvals Purchase Doc	Image: Successfully Updated Task. PR Number* PR Number* PR Security Optimizer	
	Pending BI734ECC Group: Since: 09/28/20 09:50:56 On: 12/31/50 00:00:00	Aproval Code: Request B0/2020 PO Total: Successful message 41.88	
	Future Group: WF Dept 734 O Future	Vendor/ID: V001639 Popup appears.	

PUNCHOUT WEB SHOPPING GUIDE

Þ	BusinessPlus		Purchase Requests (POUP	PR)		Q	?	EC
= 0	Approvals Purchase Doc		→ + ÷	Status *	an Samit Cala	Edit 1 of 1 🗐 -		
	✓ Accepted BI734ECC Group: On: 09/30/20 13:55:49 Note: Items needed for meeting.	Approval Code: PO Total:	Notice: Next	Status: Date Requested: PR Total:	06/30/2020	41.88		
•	◆ Pending BI734WRI Group: WF Dept 734 Since: 09/30/20 13:56:20 On: 12/31/50 00:00:00	Vendor ID:	approver in line	Remit To ID:	V001639 SAM'S CLUB			
P	Future Group: WF AS CFO	Vendor Addr Code:	P1	Remit To Addr Cod	e: P1 👻			
٢	Future Group: WF Fixed Asset		3570 W. ALTON'GLOOR BLVD. BROWNSVILLE, TX 78526		3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526			
C	Future Group: WF Purchasing Verification	Phone Cd:	OF ♥ 9563506917	Phone Cd:	•			
C	Future Group: WF Buyer 02	Details						
	Future Group: WF Purchasing Agent	Confirm:		Vend Account:	LOCAL			
		Bid Number:	20-002	Contract Number:	N/A	•		

D	BusinessPlus	Purchase Requests (POUPPR)	Q ? EC
= a	Approvals Purchase Doc	PR Number.* PR429197 5 Note: Approval comments	Edit 1 of 1 =-
8	✓ Accepted BI734ECC Group: Dn: 09/30/20 13:55:49 Note: Items needed for meeting.	Approval Code: APRV F Will display in this area under each approver role	20 🗃

See example of a complete PR below.

Þ	BusinessPlus		Purchase Requests (POUPP	R)		Q	0	EC
=	Approvals	:≡ <	> + ≘			Edit 12 of 158 🔳 -		
Q	Purchase Doc 🔻	PR Number.*	PR422959 PO Number: P353969 4	Satus.*	FP • Security Code:	734		
	✓ Accepted	Approval Code:	APRV Requested By: User Name	Date Requested:	01/14/2020			
	Group: On: 01/14/20 10:03:57	PD Total:	40.72	PR Total:		40.72		
0	✓ Accepted BI734WRI						-	
	Group: WF Dept 734 On: 01/15/20 11:20:26	endor ID:	V016593	Remit To ID:	V016593			
C	✓ Accepted Todd A. Nichols	Yandar Addr Cod	Note: A "PO#" has been	mit To Addr Cos	NETSYNC NETWORK SOLUTIONS			
Ø	Group: WF PA technology HW/SW 2 On: 01/15/20 13:58:40	enuor Addr Coo		The To Addr Coo	2500 WEST LOOP SOUTH STE. 510			
Ċ	✓ Accepted David Robledo		assigned after PR has been		HOUSTON, TX 77027			
C	Group: WF AS CFO On: 01/15/20 14:13:45	thone Cd:	approved by all users in	one Cd:				
C	✓ Accepted WH915MRR		accordance to the workflow					
8	Group: WF Fixed Asset On: 01/16/20 10:01:28	Details	accordance to the worknow					
⊞	Accepted Delia Rodriguez Group: WE Purchasing	Confirm:	module.	d Account:	LOCAL			
<i>"</i> ¢	Verification On: 01/16/20 10:06:31	Bid Number:	R003/19-20	Contract Number:	DIR-TSO-3763	•		
	✓ Accepted Norma Lucio	End Use:		Buyer:		C22		
	Group: WF Buyer 02 On: 01/17/20 12:38:13	Discount Terms:		PO Type.*	P •			
	✓ Accepted Delia Rodriguez	Requisition Co	odes					
	Group: WF Purchasing Agent On: 01/17/20 13:12:04	Ring Code 1:		Req Code 2:	•			
		ц						

Once the PR has been fully approved; the PR Originator will receive an e-mail notification. See example e-mail below.

	_	-	-	
⊟ 5 0 ↑ ♦ ਵ			WORKFLOW/Notify PR_APRV	created by BI73
File Message Q Tell me what you want to do				
Ignore Image: Constraint of the second sec	Move to: ? □ Team Email □ Reply & Delete ↓ Create New ↓ Create New	Rules ▼ Move ↓ Actions ▼	Assign Mark Categorize Follow Policy + Unread + Up +	afg ♀ Translate
Delete Respond	Quick Steps	Move	Tags Fa	Editir
ifas@bisd.us Erika Cisneros WORKFLOW/Notify PR_APRV created	l by BI734ECC			
WORKFLOW MODEL INFORMATION: User=Bi734ECC Model=PR_APRV Activity=A13 Key=9576D237-7F7A-47D9-A6E5-7346228CA8CA Version=11 UniqueKey=600087463-6A1C-4FB1-BC66-8986D4EFD47F WORKFLOW INSTANCE INFORMATION: Purchase Request# = PR429197 PR Total\$ = 41.88 Request Date = 6/30/2020 Entry Date = 9/28/2020 Bid Number = 20-002 Vendor = V001639-SAM'S CLUB Iterm# Quantity Price Item Total Product Code Description Account Project(s) Percent Term= Total\$ Folgers Dark Roast Coffee. 0001 2.000 8.98 17.96 Folgers Dark Roast Coffee.	Split Amount/			
0002 4.000 5.98 23.92 Nestle Coffee Creamer 199-53-6399-00-734-Y-99-000-Y 100% 0003 2.000 .00 0.00 Disposable plates. 199-53-6309-00-734-Y-99-000-Y 100%				
WORKFLOW HISTORY INFORMATION:				
User ID : BI734ECC Status : Accepted Date/Time : 9/28/2020 9:50:56 AM Comments: Items needed for meeting. User ID : BI734WRI Status : Accepted Date/Time : 9/30/2020 1:56:20 PM Comments: test		-		
User ID: BI734ECC Email pt	rovides details of the Workflow	/		
Date/Time : 9/30/2020 4:14:29 PM history	and a link to the documents			
Status : Accepted that we	are attached to the PR			
Comments: Test				
Status : Accepted				
Date/Time : 10/1/2020 4:33:10 PM Comments: test 10012020				
User ID : BSI Status : Accepted Date/Time : 10/1/2020 4:38:14 PM				
TVPF/	/			
URL TABLE DESCRIPTION CREATED	Ţ			
https://bp.bisd.us/ifas7/Documents/Viewer.aspx?p1=60D87463-6A1C-4FB1-BC66-898	#6D4EFD47F&p2=936D5143-0505-49FA-92D4-5F98022D85E4			

Note: Delivery of items may vary depending on when a purchase order is generated by system; per completion of the workflow process module. For any questions or concerns regarding your order you will need to contact Purchasing Dpt. @ (956)548-8361.