



## **Punch Out Users Guide**

## Ordering GovConnection Products in the PENN Marketplace

The GovConnection punch-out site takes users directly to the customized GovConnection website.

Once searching is completed and items have been placed in your shopping cart, all information is then transferred back to the Penn Marketplace. The Penn Marketplace will complete the requisition by assigning account codes, shipping information, and creating purchase orders.

To use the GovConnection punch out site, please click on the GovConnection logo that appears under Product Search tab under the categories of **Office/Technology**

The screenshot shows the Penn Marketplace Product Search interface. The browser window title is "Penn Marketplace - Product Search - Microsoft Internet Explorer". The address bar shows the URL: <http://solutions.sciquest.com/apps/Router/Home?tmstmp=1147706168273&tmstmp=1147706168274>. The page header includes the "ben buys" logo and the user name "BRIAN CAPUTO". The main navigation bar has tabs for "home", "favorite lists", "product search", "carts", and "user info". The "product search" tab is active.

The page content is divided into several sections:

- Welcome BRIAN CAPUTO**
- Organization Message**: A list of announcements including "Excel Document Solutions joins the Penn Marketplace", "Gemini Bio-Products joins the Penn Marketplace", "Effective immediately, BioSource content is available through Invitrogen", "BioLegend content now available in the Penn Marketplace", and "Allied Data Supplies content now available in the Penn Marketplace".
- System Messages**: A section for system notifications.
- Review**: A section for reviewing draft carts, showing one "Draft Carts".
- My Resources**: A section for recent enhancements, including "Product Timeline", "SelectSite v5.2 Release Notes", and "SelectSite v5.2 Focus Group Notes".
- Product Search**: A search interface with a search bar, "Search" button, and "Include similar terms" checkbox. Below the search bar are "Other Searches" (Browse by Supplier, Browse by Category) and a "Punchout" section.

The "Punchout" section displays a grid of logos for various suppliers, categorized by "Lab Supplies", "Office/Technology", "Facilities", and "Furniture". The "Office/Technology" category includes logos for Dell, Office Depot, CDWG, club colors, crucial, Gov Connection (circled in red), hp invent, and NEWARK INNOV. The "Facilities" category includes GRAINGER. The "Furniture" category includes Stockcase.

## Creating an Order

There are multiple ways a user can search for products.

Browse Category:

Item / Manufacturer part numbers:

Quick Lists:

## Browsing the Catalog

From the Main page, select a category to browse. The categories can be found on the main header bar, or by selecting a link located in the **Browse Category** box located in the center of the page.

Items can be added by selecting the **Add to Cart** button located directly next to the product description.

The screenshot displays the GovConnection website interface. The browser window title is "GovConnection - SearchNav - Microsoft Internet Explorer". The address bar shows the URL: <http://it.pcconnection.com/web/Shopping/SearchNav.htm?HasProducts=624&category%5FName=202850&Location=BPB>. The page header includes the GovConnection logo, contact information for MARY ELLEN MONTPLAISIR (800-986-2316), and the text "UNIV OF PENNSYLVANIA Univ of Penn Procurement". Navigation links include "Configurators", "Site Help", "Customer Support", "About Us", and "ServiceConnection". A main navigation bar lists categories: "Computers", "Monitors & Displays", "Printers", "Software", "Electronics", "Networking", "Storage", "Upgrades", and "Accessories".

The main content area is titled "Search Results" and shows a "Current Search Selection" of "Category > Computers > Desktops". A "Refine Results Below" box is visible on the left, with a "REFINE" button. The search results list several desktop computers with their specifications and prices:

Item #	Description	Price	Action
5620487	HP/Compaq dx2000 Microtower P4 2.8AGHz 256MB 40GB CD-ROM Nic XPP Platform: P Mf #:PX836AA#ABA	\$519.08	ADD TO CART
5229066	Lenovo, Inc Express ThinkCentre A50 P4-2.8GHz 256MB 40GB 48x CD NIC XPP - 3x5 Tower Platform: P Mf #:814815U	\$557.02	ADD TO CART
5234615	HP/Compaq dc7100 CMT P4 540 3.2GHz w HyperThreading 1GB 80GB DVD CD-RW Gigabit NIC XPP Platform: P Mf #:PC938A#ABA	\$1,111.57	ADD TO CART
5620461	HP/Compaq dx2000 Microtower Celeron 2.4GHz 256MB 40GB CD-ROM Nic XPP Platform: P Mf #:PX835AA#ABA	\$429.07	ADD TO CART
5620516	HP/Compaq dx2000 Microtower P4 2.8AGHz 256MB 40GB CD-RW Nic XPP Platform: P Mf #:PX837AA#ABA	\$539.08	ADD TO CART
	HP/Compaq dc5000 Small Form Factor P4 3.0GHz w HyperThreading 512MB 40GB DVD Gigabit NIC XPP Platform: P Mf #:PB483A#ABA	\$885.44	ADD TO CART

Items can be refined by utilizing the **Refine Results Below** box located on the

left hand side of the category results screen. This will help narrow down your search results based on characteristics and specifications of the selected product.

### Order by Item Number

You can directly add Manufacturer/ GovConnection item numbers directly into the **Product Search** box located on the left hand navigation bar.

Type the item number into the product search field. When finished, select Go and the item will be added to your cart. You can adjust quantities once the item is added to your cart.

### Quick Lists

There are two types of Quick Lists. A **“Company”** QuickList is created at the Group level and is accessible to all users who are members of that specific group. All users can create **“Personal”** Quick Lists (only accessible to them).

### Steps to Create a Quick List

1. From the shop home page, find the first product to be added to a Quick List via the search and product browse features on the site. Tip: Search by SKU# if known.
2. Once the item is found, click the “Add to List” button from the Search Results

Search

<input type="checkbox"/>	HP/Compaq <a href="#">HP LaserJet 4200 Printer Q2425A</a> Platform: P Item #: 413098 Mf #: Q2425A#ABA	<b>ADD TO LIST</b>	<b>ADD TO CART</b>	<b>\$989.01</b> Today
--------------------------	---	--------------------	--------------------	--------------------------

---

Product

	<b>Hewlett Packard Printing &amp; Imaging</b> HP LaserJet 4200 Printer Q2425A <i>Flexibility, superior performance, and professional output is what you get with HP's LaserJet 4200 Series Printers. Customize a select model with features ideal for your business needs.</i>	<b>Buy It</b> <b>ADD TO CART</b> <b>ADD TO LIST</b> Your Price: <b>\$989.01</b> Availability: Today Item#: 413098 Mfr. Part #: Q2425A#ABA
<b>Related Products</b>		

or Product Detail Page.

- On the Create Quick List page, you can either create a Quick List (by entering a name) or add the items to an existing Quick List via the dropdown menu (if

### Create Quicklist

#### Add item to an existing QuickList

Company Printers

ADD ITEM

#### Add item to a new QuickList

Name:

Enter Name Here

SAVE

one exists).

- When the Quick List is created or added to, the Edit Quick List page is displayed, so you can add additional products by SKU#, modify the description, etc.

### Edit QuickList

Description:

Quantity		Product	Item #	Availability	Price	Total
<a href="#">DELETE</a>	<input type="text" value="1"/>	HP/Compaq <a href="#">LaserJet 2100 Toner Cartridge C4096A</a>	108012	Today	\$97.96	\$97.96
<a href="#">DELETE</a>	<input type="text" value="1"/>	Inkjet Warehouse <a href="#">Inkjet Warehouse HP (C1823A) #23 Remanufactured Tri-Color</a>	424823	Today	\$29.65	\$29.65
<a href="#">DELETE ALL</a> <a href="#">UPDATE QTY</a> When changing quantities, you must click the "Update Qty" button to see the new item total and price.						<b>Total: \$127.61</b>

**Add product by Item #:**

Add by Item #:

ADD ITEM

SAVE

[View](#) | [Delete](#) | [QuickList](#)

**Save as new QuickList**

Personal  Company

Name:

SAVE

- Save the Quick List when complete by clicking the save button.

- The Quick List can now be accessed from the Left Navigation bar.

**Shopping Cart**

3 items \$2,620.53

[View Cart](#)

Add by Item #:

 [ADD](#)


---

**Quick List**

[Company \(2\)](#)

[Personal \(0\)](#)

---

**Orders**

[Saved Carts \(0\)](#)

[For Approval \(0\)](#)

Quick Lists are an easy way to create and access customized product lists. If the products are listed on the web, they can be added to a Quick List.

Once created, the entire product list can be added to a cart with one click or individual items from a Quick List can be selected and added to the shopping cart.

## Placing an Order

Once you have created your cart, select “Continue Check Out”.

GovConnection - Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://it.pcconnection.com/web/Shopping/Cart.htm> Go Links

Quantity	Plat.	Item #	Mfr. Part #	Product	Ship Wt.	Availability	Price	Total
<input type="text" value="1"/> DELETE	PC	5620487	PX836AA#ABA	HP/Compaq <a href="#">dx2000 Microtower P4 2.8AGHz</a> <a href="#">256MB 40GB CD-ROM Nic XPP</a> <a href="#">Add Service Plan</a>	32.0 lbs	Today	\$519.08	\$519.08
<input type="text" value="1"/> DELETE	Both	5091394	71321371	Smart Modular Technologies <a href="#">256MB PC3200 184-Pin DDR DIMM</a> <a href="#">Add Service Plan</a>	0.2 lbs	Today	\$27.49	\$27.49

DELETE ALL | UPDATE QTY

Subtotal: \$546.57

The shipping & handling charges and taxes shown here are estimates. These charges, in addition to your shipping options, may change when you enter or change your shipping address.

Shipping & Handling: \$0.00

Ship Via:

Tax: \$0.00

**Order Total: \$546.57**

**Add Product to Cart**

Add product by Item #:  ADD

Add product(s) from QuickList:  
 ADD

[Continue Shopping](#)

[Save for later](#) | [Create Quicklist](#) | [Request Quote](#) | [CONTINUE CHECKOUT](#)

[About Us](#) | [Customer Support](#) | [Site Help](#) | [Contact Us](#) | [Services](#)  
[Terms and Conditions of Sale](#) | [Local Notice](#) | [Privacy Policy](#)

Done

Start | [Inbox - Micro...](#) | [UPENN1 - Micro...](#) | [GovConnection ...](#) | [Document16 - ...](#) | [Worknet Home...](#) | [http://worknet...](#) | Internet

11:39 AM

You will be directed to the Order Verification page. Once you have verified product selection and quantities, select **Submit Order**

**Payment Method**

**Purchase Order \***  
test

**P.O. Notes**

UNIV OF PENNSYLVANIA  
ACCOUNTS PAYABLE  
3451 WALNUT STREET  
PHILADELPHIA, PA 19104  
[Modify Payment Method](#)

\* Required Fields

**Shipping Address**

**Ship To**

First Name: Last Name:

TEMPLE UNIV/FOX SCHOOL OF BUSINESS  
V. SINGH-30 SPEAKMAN HALL  
1810 NO 13TH STREET  
PHILADELPHIA, PA 19122  
[Modify Shipping Address](#)

**Receipt Page Notes**

**Shipping Label Notes:**

**Receipt Page Notes:**

**Cart Name (Cart ID # is default):**  
461839939

Quantity	Plat.	Item #	Mfr. Part #	Product	Ship Wt.	Availability	Price	Total
1	PC	5620487	PX836AA#ABA	HP/Compaq dx2000 Microtower P4 2.8AGHz 256MB 40GB CD-ROM Nic XPP	32.0 lbs	Today	\$519.08	\$519.08
1	Both	5091394	71321371	Smart Modular Technologies 256MB PC3200 184-Pin DDR DIMM	0.2 lbs	Today	\$27.49	\$27.49

Subtotal: \$546.57  
Shipping & Handling: \$0.00  
Tax: \$0.00  
**Order Total: \$546.57**

[Modify Order Contents](#)

[Continue Shopping](#)

[Save for later](#) | [Create Quicklist](#)  
[Request Quote](#) |

**SUBMIT ORDER**

Upon Submission, all shopping cart information will be transferred back to the Penn Marketplace, and a requisition will be created and a Purchase Order issued.

## Completing your GovConnection Order

When you click the “Checkout” button your order will be brought back into the Penn Marketplace for completion.

When Back in the Penn Marketplace, you can add items to your shopping cart or complete the process by clicking on “Return to Ben Buys Shopping Cart” where your requisition will be created.

The screenshot shows the Ben Buys shopping cart interface. At the top, the user is identified as BRIAN CAPUTO. The cart contains one item: 'EPROC\_710562409 - 42? PPM42M55 Flat Panel Plasma Display' from the supplier GovConnection, with a catalog number of 5860624, a unit price of 1,499.00, and a quantity of 1 EA. The subtotal and total are both 1,499.00 USD. The interface includes navigation links like 'home', 'favorite lists', 'product search', 'carts', and 'user info'. There are also buttons for 'Add Products', 'Save Updates', and 'Return to Ben Buys Shopping Cart'.

Product Name	Supplier	Catalog No.	Unit Price	Qty / UOM	Extended Price	Line Item History	Select
EPROC_710562409 - 42? PPM42M55 Flat Panel Plasma Display	GovConnection	5860624	1,499.00	1 EA	1,499.00		
					Subtotal	1,499.00 USD	
					TOTAL	1,499.00 USD	