



eProcurement Website Training Guide

Ordering Parmetech Products in the PENN Marketplace

The punch-out site takes users directly to the customized **Parmetech** 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 **Parmetech** punch-out site, please click on the **Parmetech** logo that appears under Product Search tab under the categories of **Office/Technology**.

The screenshot displays the Penn Marketplace user interface. On the left, a sidebar contains sections for 'Organization Message', 'System Messages' (showing 0% of total 524MB usage), 'Review' (listing draft carts, pending files, and registrations), and 'My Resources' (listing recent enhancements and messages). The main content area features a 'Product Search' tab with an 'All Category Search' section, a search input field, and a 'Search' button. Below the search area is a 'Punchout' section with a grid of supplier logos. The logos are organized into categories: 'Lab Supplies' (DHARMACON, Fisher Scientific, SIGMA BENDISYS), 'Office/Technology' (Apple, B&H, CDWG, club colors, crucial, DELL, Gateway, Gas Connector, hp, lenovo, Office DEPOT), and 'Facilities' (GRAINGER, NEWARK IRONE, and Parmetech). The Parmetech logo is circled in red.

Introduction | [back to top](#)

Thank you for choosing Parmetech. Parmetech is very excited to participate in your eProcurement initiative. By requesting Parmetech as a supplier, you not only receiving the latest in office technology, environmental friendly products and services, you're also working with a vendor that has been partnering with the University of Pennsylvania since 1991.

The following pages will represent a walk through guide of the custom Parmetech catalog that is offered. All products and pricing are based on your contract with Parmetech and are available to all buyers who are eligible to procure from your contract.

This walk through guide will preview the basic functionality of the 'punch-out'ⁱ catalog provided by Parmetech. The shopper will experience all of the richness of Parmetech's office technology solutions, environmentally friendly products and services catalog within an easy to navigate shopping environment. The shopper is afforded the ability to **SEARCH** for specific Parmetech items. The shopper can easily navigate the product offering catalogs by clicking on drop down menu for their Parmetech catalogs on the left menu. Items such as printers and toner cartridges are presented on the **PRODUCT CATALOGS** drop down menu. From here the shopper can view most anything the catalog has to offer. If the user doesn't see the series of product they simply select the **LINK** that represents the particular category they are shopping for in the Parmetech Punch-out. The shopper can browse a product category to get to the desired products. There is a **MY FAVORITES** link that shoppers can use to save product bookmarks for review at a later time. When the shopping experience is complete the shopper can check out via their **CHECKOUT LINK** on the bottom left side of the screen, a preview of the order will be displayed for review prior to sending the order back to their procurement application.

That's All! Parmetech provides a shopping experience that offers a quick and easy way to process orders. We hope you enjoy using your Parmetech catalog and thank you for letting Parmetech be your **Green** office technology provider!

ⁱ Punch-out is a term that represents a catalog that is integrated your procurement application. When a user chooses Parmetech they are taken from the procurement application to the Parmetech catalog. When the user 'checks out' of the Parmetech catalog, they (and their shopping cart) are then sent back to their procurement application.

Home Page | [back to top](#)

The Home Page represents the first page the shopper lands on. From here, the shopper can browse all product categories. If a product category contains more products, click on the **LINK** to display the full product list. Once the product link is selected - it will take you to the [PRODUCTS PAGE](#), and from here you will be able to view all products within the category. **The following items are part of the Global Navigation for all pages on the sites;** **PRODUCTS** (returns user to home page), [MY FAVORITES](#) (takes user to account level favorites), [SEARCH](#) (takes user to search page), **ASK SALES** (displays support email) and **HELP** provides an online tutorial for shoppers. [VIEW CART](#) (which takes user to the cart).

Search | [back to top](#)

By clicking using the search tool, which is always available, the tool allows the shopper to search using many criteria:


All / Description / MFG Name / MFG Part

Products View Cart Checkout Account Activity

Products xerox all starts with Search [Multi-Part Search](#)
[Additional Search](#)

My Favorites
Edit Favorite Products List

all
Description
Mfr Part #
Mfr Name

Keywords and part numbers provide the user the most efficient means of returning their desired products. Parmetech has added search criterion that are going to be more useful in the catalog such as the recycled image  to identify environmentally friendly toner products.

Products Page | [back to top](#)

The **PRODUCTS PAGE** main purpose is to show all the available categories that Parmetech offers the user to shop from.

- The page displays all the product categories. For instance, Printers, Multi-Function machines and toner.

Products [View Cart](#) [Checkout](#) [Account Activity](#)

Products all starts with [Multi-Part Search](#)
[Additional Search](#)

Products


Penn Full Catalog

Use the "Search" above or browse by categories or manufacturers below to find and add products into a quote. Products may also be saved to your favorites.

Search By: [Category](#) | [Manufacturer](#)

<u>Systems</u> (14,920)	<u>Memory</u> (7,977)
Desktops & Servers (2,359)	RAM (6,557)
Notebooks (1,724)	Cache Memory (89)
Processor Upgrades (1,127)	Flash Memory (1,049)
Motherboards (470)	Read-Only Memory (112)
System Cabinets (674)	Memory Adapters (170)
UPS & Power Devices (3,316)	
System & Power Cables (1,547)	<u>Input Devices</u> (4,447)

My Favorites | [back to top](#)

The accounts **MY FAVORITES** page allows users the opportunity to select products they will use on a regular basis for ordering those items later. This list is also saved for all shopping experiences by the user until the product is no longer offered. This functionality operates at the user level, meaning visibility will be only open to the user creating the favorites list. A user can add an item directly to their cart by selecting the item and clicking **ADD TO CART**. If a user wishes to remove the product from their **MY FAVORITES** page, they simply select the Remove button  to the right of the product.

Products | [View Cart](#) | [Checkout](#) | [Account Activity](#)

Products all starts with [Multi-Part Search](#) [Additional Search](#)

My Favorites



Edit Favorite Products List

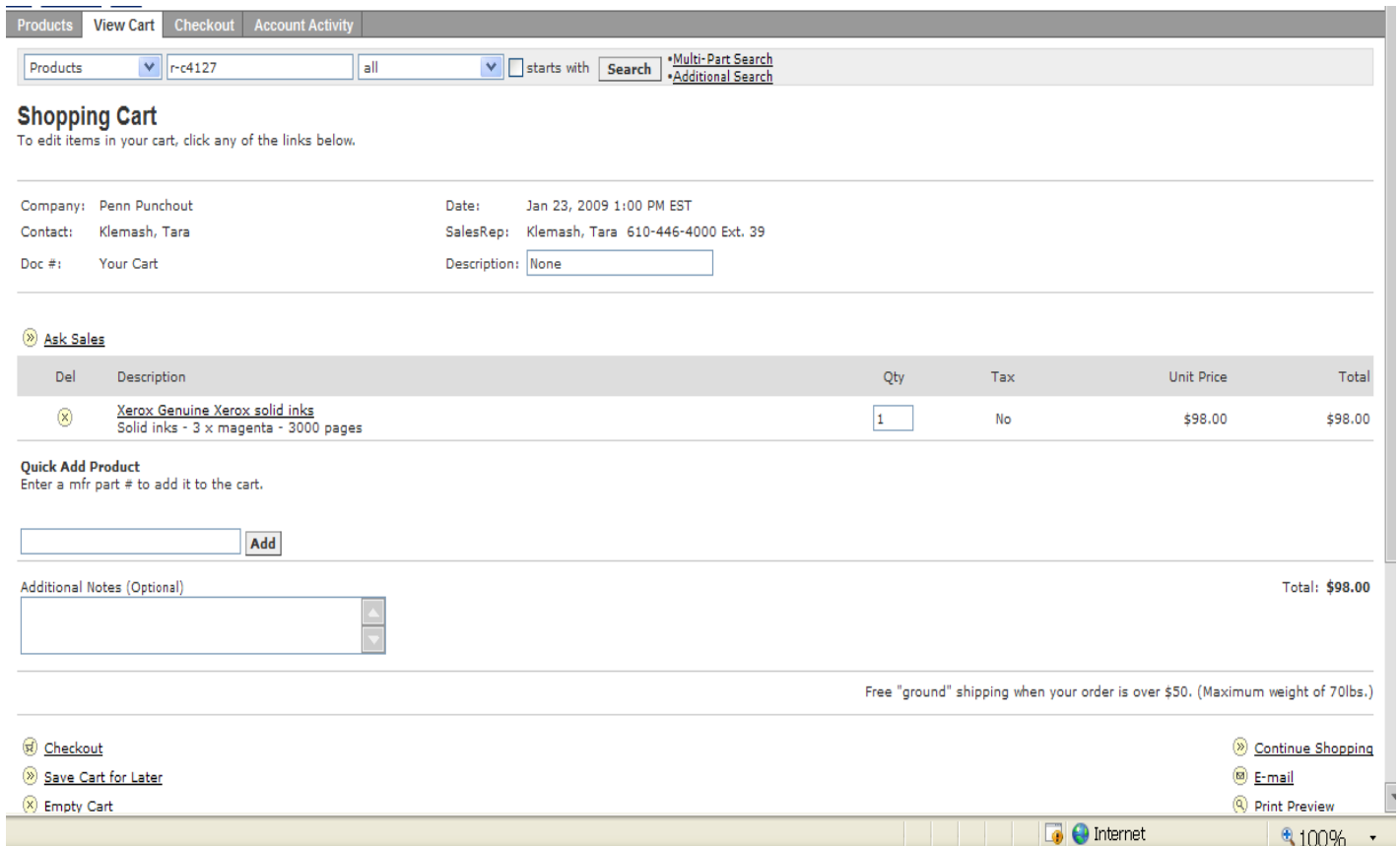
This section offers a way to modify your Favorite Products list, found at the bottom left side of the page. You can rename, move and delete from your Favorite Products List below.

NOTE: The maximum number of items that can be added to the "Favorite Products List" is 20 items.

Order	Name	Description	Part Number	Price	In Stock	Del
1 <input type="button" value="v"/>	<input type="text" value="43H5589"/>	Lexmark hard drive	43H5589	\$830.00	0	<input type="button" value="x"/>
2 <input type="button" value="v"/>	<input type="text" value="EN-IB76860C"/>	Enlight LCD PC IB-7686	EN-IB76860C	\$676.00	0	<input type="button" value="x"/>
3 <input type="button" value="v"/>	<input type="text" value="108R00670"/>	Xerox Genuine Xerox solid inks	108R00670	\$98.00	6167	<input type="button" value="x"/>

Found : 3 Displaying : 1 - 3

After adding products to the cart the shopper may want to view the cart. By selecting **VIEW CART** the user can see at any time the items they have selected during their shopping session. That means that if the user logs out, they will see an empty shopping cart upon returning to the Parmetech catalog. User can elect to  Continue Shopping which returns them to the Shopping Page, or the user can  Checkout which will send your order back into the Penn Marketplace for completion.





The screenshot shows a web application interface for a shopping cart. At the top, there are navigation tabs: Products, View Cart (selected), Checkout, and Account Activity. Below the tabs is a search bar with a dropdown menu set to 'Products', a text input field containing 'r-c4127', a dropdown menu set to 'all', and a 'Search' button. There are also links for '*Multi-Part Search' and '*Additional Search'.

Shopping Cart

To edit items in your cart, click any of the links below.

Company: Penn Punchout Date: Jan 23, 2009 1:00 PM EST
Contact: Klemash, Tara SalesRep: Klemash, Tara 610-446-4000 Ext. 39
Doc #: Your Cart Description:







 [Ask Sales](#)

Del	Description	Qty	Tax	Unit Price	Total
	Xerox Genuine Xerox solid inks Solid inks - 3 x magenta - 3000 pages	<input type="text" value="1"/>	No	\$98.00	\$98.00

Quick Add Product
Enter a mfr part # to add it to the cart.

Additional Notes (Optional) Total: **\$98.00**

Free "ground" shipping when your order is over \$50. (Maximum weight of 70lbs.)

 [Checkout](#)  [Continue Shopping](#)
 [Save Cart for Later](#)  [E-mail](#)
 [Empty Cart](#)  [Print Preview](#)

Internet 100%

Completing your Marketplace 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 displays the 'Cart - Draft Requisition' interface. At the top, the Ben Buys logo is visible along with the user's name 'Brian Caputo' and a search bar. The main navigation bar includes links for 'home', 'favorite lists', 'product search', 'carts', 'user info', 'user mgt.', 'catalog mgt.', and 'more >>'. Below this, there are tabs for 'active cart', 'draft carts', and 'my favorites'. The 'active cart' tab is selected, showing a 'Create Cart' button and a 'Save' button. The cart details section shows a 'Cart Name' of '2006-09-12 caputo 01' and a 'Supplier / Line Item Details' section. The supplier is 'Pametech, Inc.' and the item is 'E-1500D' with a unit price of 549.00 and a quantity of 1. The total amount is 549.00 USD. There are also buttons for 'Add Products', 'Edit Cart', and 'Return to Ben Buys Shopping Cart'.

Conclusion | [back to top](#)

That's all! If you have any questions please contact your Pametech sales rep or your eProcurement Team:

Thank You!

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