Promotional Supplier Punchout Quote Approval and Checkout Process

Once in Workday, click Supplier Websites.

From the list of Buckeye Buy supplier website vendors, click your vendor of choice and their page will load.

Once you arrive at the vendor's page your shopping experience will be completed in two parts.

Part 1 involves clicking the "Store" button whereby you will be taken to the vendor's catalog. Here you are able to shop for the supplies you need.

Once you have chosen your items and added them to your shopping cart, click "Checkout". An email will be sent to the vendor informing them of the items you are requesting. The vendor will reply to your email with a Quote number embedded in the email. They will also load the quote into their system for you to retrieve.

Once you receive the vendor email with the quote number. Log back into Workday and into the Roundtrip Supplier Website Vendor's site then click "Approve". This begins Part 2 of the process.

*NOTE: ONCE YOU APPROVE YOUR QUOTE YOU MUST CHECK OUT BACK INTO WORKDAY AT THE TIME YOU APPROVE IT. If you are unable to approve it and checkout at the same time, the quote will need to be re-set by the vendor, and you will need to re-approve it.

Enter the Quote Number into the text box and click "Search"

Click the blue hyperlink and your quote will open.

Review your quote to confirm it is correct.

G&G OUTFITTERS, INC.

Find Your Order

[Search For Orders]

Quote # `731test3` (* required)

Quote Expires:

`September` ▼ `7` ▼ , `2015` ▼

Quote Status: `Pending Customer Approval` ▼

Vendor:

Vendor Email: `tburgan@ggoutfitters.com` (* required)

Customer Name: `Amy Bronstein` (* required)

Customer Email: `bronstein.11@osu.edu` (* required)

Customer Phone #: `6302071997`

Notes: `test #3 for the process - this order is just a test`

Line #	Qty *	Unit Price *	Description *	Supplier Part # *	Manuf Part #	Manufacturer	Unit of Measure
1	5000	$ 1.25	drawstring bags with full color logo	7258	*Manuf Part #*	*Manuf Name*	Each ▼
		List Price	**Comments**				**Extended Price**
		$ 0.00	*optional*				$ 6250.00
2	15	$ 22.50	Red polo shirt with embroidered logo	4852	*Manuf Part #*	*Manuf Name*	Each ▼
		List Price	**Comments**				**Extended Price**
		$ 0.00	*optional*				$ 337.50
							Total: $ 6587.50

[Checkout]

If all is well, click "Checkout". A Popup will appear Click OK for each popup to continue and you will be routed back into Workday.

Message from webpage

? Are you sure you want to approve this?

OK   Cancel
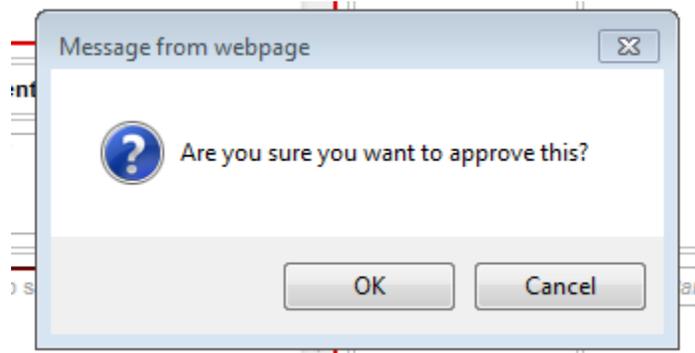
Another Popup will appear. Click "OK" to continue.

Message from webpage

⚠ Please be patient, large orders may take a moment or two to be approved.

OK
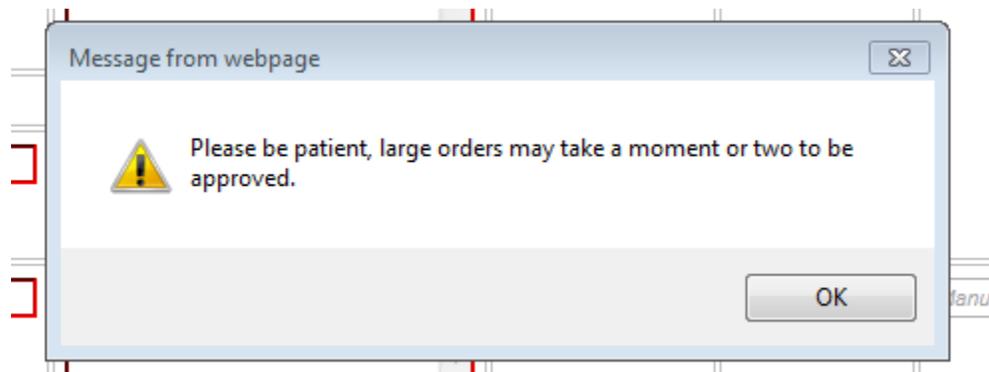
You will be asked to click the green "Checkout" button. This final checkout routes you back into Workday where you are able to complete your Requisition.

If you have any question, contact the Buckeye Buy team at 2-2694 or BF-Marketplace@osu.edu