

# HOW TO PUNCHOUT IN EQUALLEVEL MARKETPLACE

## Create a traditional requisition in TEAMS and Select the Vendor (Punchout)

### Select Requisition Type

Selected Position: 45285      Role Name: Coordinator Purchasing

**Requisition Types**

Requisition Type:  Traditional (New)      Fiscal Year:

Warehouse (New)      Process Lines:  Yes  No

Replenishment (New)      Separately:  Yes  No

Saved Requisitions      Confirmation Only:  Yes  No

Not To Exceed Requisition -      Cart Name:

Maximum Amount \$250

Project

**Continue**

## Click Add Line Items

### Create Traditional Requisition

Selected Position: 45285      Role Name: Coordinator Purchasing      Fiscal Year: 2020      Cart Name: Traditional Veronica Couzynse 10-23-2019 Cart #1

**Create Requisition**      **Line Items**

**Traditional Requisition Header**

Category:       Vendor:

Contract:       Order From:

Requestor:       Needed By Date:

Ship-To Location:       Ship-To Receiving Group:

Cart Validation:       Characters remaining: 240 (255 max)

**Messages**



**Add Line Items**      **Clear**

Click “Add Line from Catalog” – This will take you to the Marketplace

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Save as Fav.?	Quantity	Vendor Stock Number	Vendor	Order From	Purchasing Category	Unit of Measure	Short Description	Justification	Special Instructions	Unit Price
<input type="checkbox"/>	1.00		Office Depot (Punchc (eP)	Office Depot (Pl	Office Supplies					0.00

Requisition Attachments

   
**Drop files here**  
or use the Upload button to attach.

File Name	Description	Delete
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**Add Line from Catalog** **Save Cart as Incomplete**

This is the Home Page for Plano ISD. Click on the "World" Icon on the vendor to access website.

PLANO Independent School District

Welcome to the Plano Independent School District Marketplace.

All Suppliers

- amazonbusiness
- BLICK art materials
- CDWG
- completebook.com
- Dorr-Rauch OFFICE SUPPLIES
- GOPHER SPORT
- GRAINGER
- Lakeshore
- limitless OFFICE PRODUCTS
- Office DEPOT OfficeMax
- School Specialty
- STAPLES

Search for items - Add to Cart - Check Out




Office DEPOT

Search by Keyword or Item#

Account 26445751 Hi, pisd\_Veronica.Couzyne Logout

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies Print + Copy Services

### Shopping Cart

	Price	Qty.	Total
 Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Item # 810838 Entered Item # 810838 BEST VALUE	\$4.90 / box	3	\$14.70
 Scotch® Magic™ 812 Greener Invisible Tape, 3/4" x 900", Pack Of 10 Rolls Item # 452913 Entered Item # 452913 BEST VALUE	\$15.98 / pack	3	\$47.94
 Sharpie® Fine Point Permanent Markers, Gray Barrel, Black Ink, Pack Of 12 Markers Item # 203349 Entered Item # 203349 BEST VALUE	\$7.84 / dozen	5	\$39.20

Continue Shopping

Update Cart | Empty Cart | Save Cart To List

Need Help? Email FAQs Print

### Order summary

Subtotal \$101.84

Estimate Shipping & Taxes

**Total (3 Items) \$101.84**

Checkout

Order by item #

### Need Stamps?

USPS® Four Flags FOREVER® Postage Stamps, Booklet Of 20 \$9.80

Add to Cart

This will bring the cart back in the EqualLevel Marketplace- Click on Checkout (**DO NOT EMAIL ITEMS**)

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Independent School District

Veronica Couzynse | Transferred Carts | Orders | Quotes | Support | | [Return to Application](#)

All | Search by keyword or part number | | [Supplier Sites](#)

Successfully imported 3 item(s)

### Shopping Cart

Displaying 1 - 3 of 3 results

[Restore Last Cart](#) | | [Email Items](#) | [Export PDF](#) | [Export CSV](#)

<input type="checkbox"/> Item	Price	Quantity	Item Total
<input type="checkbox"/> <b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (Supplier Part # 810838)	\$4.90 BX	3	\$14.70
<input type="checkbox"/> <b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (Supplier Part # 452913)	\$15.98 PK	3	\$47.94
<input type="checkbox"/> <b>Sharpie(R) Fine Pointamp;nbsp;Permanent Markers, Gray Barrel, Black Ink, Pack Of 12 Markers</b> Office Depot (Supplier Part # 203349)	\$7.84 DZ	5	\$39.20

[Copy Selected](#) | [Remove Selected](#)

Total: **\$101.84**

[Checkout](#)

When the cart is transferred, EqualLevel Savings Advisor (ELSA) will compare pricing with other vendors within the Marketplace.

You may replace the item in your cart with a lesser-priced item.

To select the Suggested Item for the markers below click “Replace”.

**If the lesser-priced item is NOT selected, select the justification from the options listed. This is required and critically important when using Federal Funds.**

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Veronica Couzynse | Transferred Carts | Orders | Quotes | Support | 4

All | Search by keyword or part number | Supplier Sites

Your cart is already optimized, click Continue to proceed

### Cart Optimization

Alternatives were found for 4 items in your cart. 1 replacement is suggested.



Current Item	Suggested Item
<b>Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 12 Markers</b> Office Depot (203349)	<b>Office Depot Brand Permanent Markers Fine Point 100 Recycled Black Ink Pack Of 12 - Office Depot</b> Office Depot (781242) 12 per Dozen Save 66%
<input type="text" value="(Select a justification for not purchasing the suggested item)"/>	<input type="button" value="Replace"/> <input type="button" value="Compare (8)"/>
<b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (810838)	<input checked="" type="checkbox"/> Suggested item is in your cart 6 alternatives found <input type="button" value="Compare (6)"/>
<b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (452913)	<input checked="" type="checkbox"/> Suggested item is in your cart 1 alternative found <input type="button" value="Compare"/>
<b>Post it(R) Notes Super Sticky Notes, Pop-Up, 3 x 3, Canary Yellow, Pack Of 12 Pads</b> Office Depot (428468)	<input checked="" type="checkbox"/> Suggested item is in your cart 2 alternatives found <input type="button" value="Compare (2)"/>


**Current Total: \$123.74**

#### THE JUSTIFICATION OPTIONS ARE AS FOLLOWS:

- The suggested item is similar to my selected item, but not exact match.
- The suggested item is not similar to my selected item and not an appropriate match.
- The suggested item is a different unit of measure, pack quantity, or minimum order quantity.
- The suggested item is more expensive than my selected item.
- The suggested item is from a supplier that will have a greater shipping cost or longer shipping time.
- The suggested item is from a different supplier than other items in my cart.
- Other

Once the final selections are made, click “Continue”.






Veronica Couzynse ▾ Transferred Carts Orders Quotes Support 

All ▾   Supplier Sites ▾


Your cart is already optimized, click Continue to proceed

### Cart Optimization

Alternatives were found for 4 items in your cart. 0 replacements are suggested.

Current Item	Suggested Item
 <p><b>Office Depot Brand Permanent Markers Fine Point 100 Recycled Black Ink Pack Of 12 - Office Depot</b> Office Depot (781242)</p> <p><input type="checkbox"/> Add Comment</p>	 <b>Suggested item is in your cart</b> <span>Savings: 49-89%</span> 7 alternatives found <input type="button" value="Compare (7)"/>
<p><b>Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100</b> Office Depot (810838)</p> <p><input type="checkbox"/> Add Comment</p>	 <b>Suggested item is in your cart</b> <span>Savings: 73-87%</span> 6 alternatives found <input type="button" value="Compare (6)"/>
<p><b>Scotch(R) Magic(TM) 812 Greener Invisible Tape, 3/4 x 900, Pack Of 10 Rolls</b> Office Depot (452913)</p> <p><input type="checkbox"/> Add Comment</p>	 <b>Suggested item is in your cart</b> <span>Savings: 36%</span> 1 alternative found <input type="button" value="Compare"/>
<p><b>Post it(R) Notes Super Sticky Notes, Pop-Up, 3 x 3, Canary Yellow, Pack Of 12 Pads</b> Office Depot (428468)</p> <p><input type="checkbox"/> Add Comment</p>	 <b>Suggested item is in your cart</b> <span>Savings: 44-71%</span> 2 alternatives found <input type="button" value="Compare (2)"/>

**Current Total:** \$97.74



The items are brought back into TEAMS. Add your account number and Submit.

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## Create Requisition Line Items

Selected Position: 45285      Role Name: Coordinator Purchasing      Cart Name: Traditional Veronica Couzynse 10-23-2019 Cart #1      Fiscal Year: 2020      Requested For: Couzynse, Veronica  
 Procurement Category: Office Supplies      Vendor: Office Depot (Punchout) (Office Depot (PunchOut))      Ship To Location: Bethany Elementary      Ship To Receiving Group: 3rd

Traditional Requisition Line Items

Cart Total Amount: **\$84.54**

Quantity	Vendor Stock Number	Vendor	Order From	Purchasing Category	Unit of Measure	Short Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts
2	428468	Office Depot (Punchout) (eP)	Office Depot (Pl)	Office Supplies	PK	Post it(R) Not			10.95	0.00	21.90	<a href="#">(click to add an account)</a>
3	452913	Office Depot (Punchout) (eP)	Office Depot (Pl)	Office Supplies	PK	Scotch(R) Ma			15.98	0.00	47.94	<a href="#">(click to add an account)</a>
3	810838	Office Depot (Punchout) (eP)	Office Depot (Pl)	Office Supplies	BX	Office Depot(I			4.90	0.00	14.70	<a href="#">(click to add an account)</a>

The requisition will go through the approval process in TEAMS.

Once the final approval is done by Purchasing, the PO is electronically submitted to the vendor.

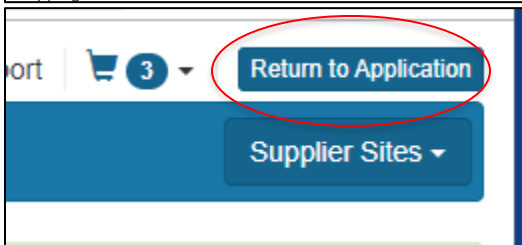
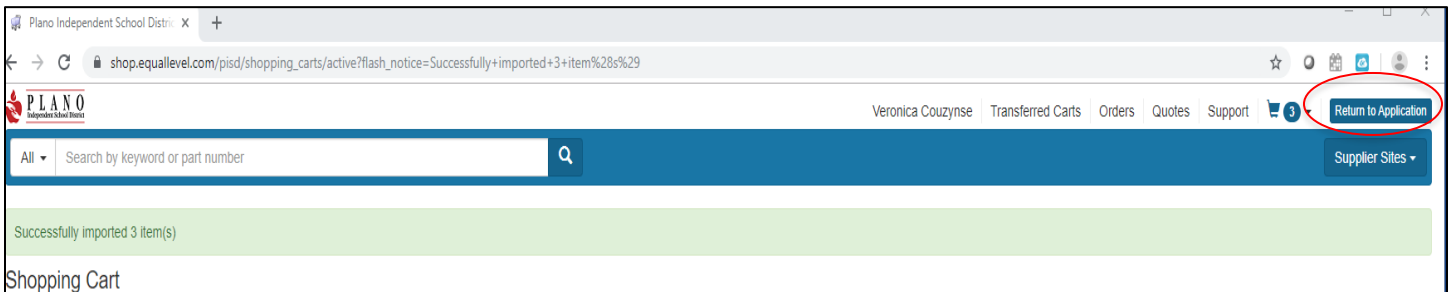
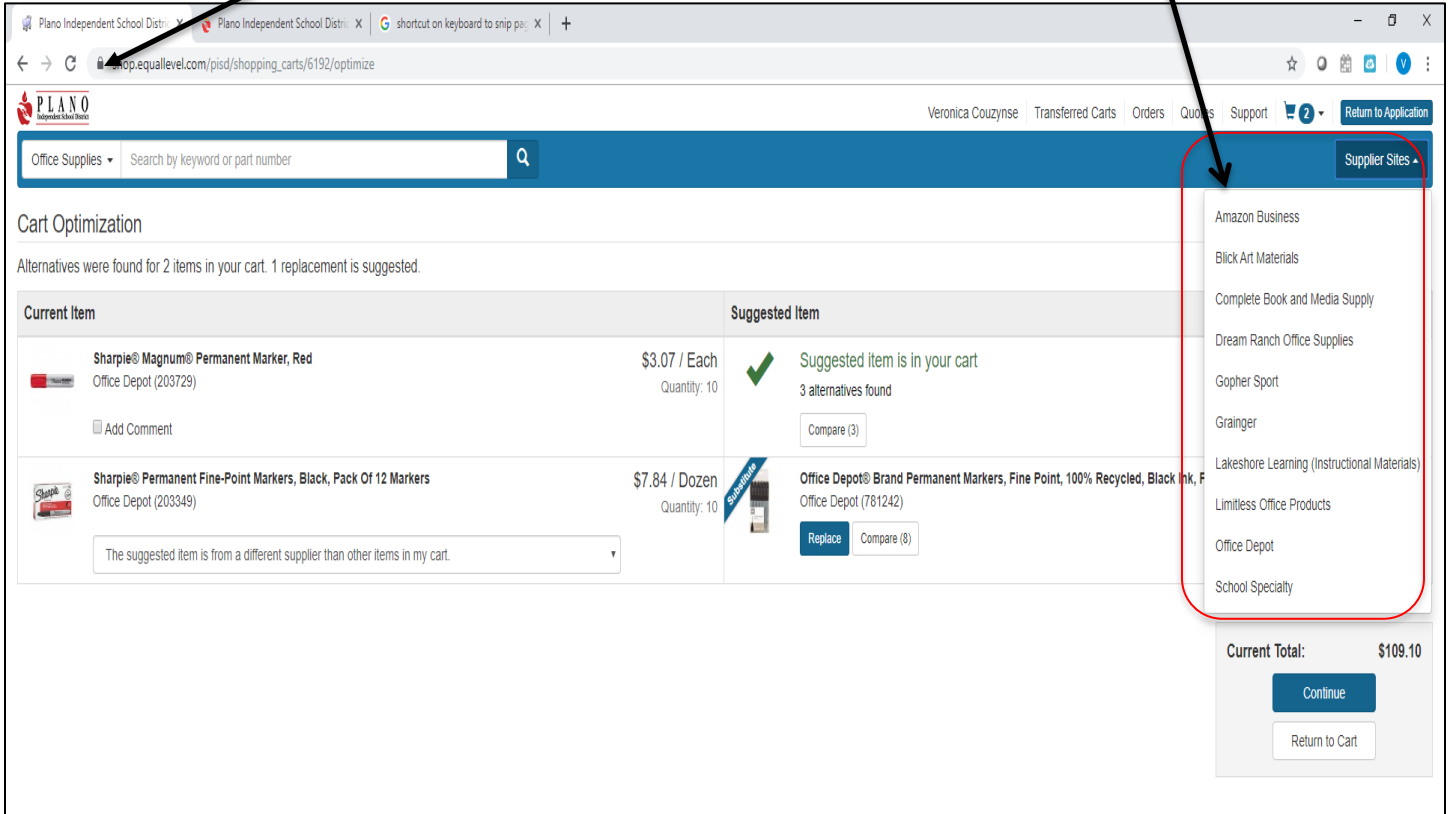
You will NOT receive a copy of the PO.

You WILL receive an email confirmation with the items ordered and the PO number.

Additional Information:

To get back to the Home Page click on Plano Icon

To may also get to the Supplier websites by clicking on Supplier Sites and select the vendor



Return to Application will take you back into TEAMS without any items.

Purchasing Contacts: Veronica Couzynse ext. 20285 Veronica.couzynse@pisd.edu  
John Orr ext. 20290 John.orr@pisd.edu