1. Delivery address defaults to home delivery as advised to Agresso Support office

2. Enter cost centre code (defaults to home cost centre)

3. NB: Enter project code (NA if departmental)

4. Click on the 'Punch-Out' tab

5. On the Punch-Out tab, we select 'Go Shopping'. Please note any pop-up-blocker messages that may appear on the screen (*depending on your browser settings*) as these will prevent you from entering the Shopping Area**.**

6. We are then be presented with the Supplier Directory page which hosts all of our online suppliers. The suppliers are located **either** within the Catalogue Search tab (*for our smaller/ medium*

Requisitions - standard

Requisition entry | Punchout | 4

Requisition

Requested by
AGRESSO
Agresso Milestone 5 test user
Status *
Active
Period
201604

Default supplier & contract

Supplier
leave blank

Default GL analysis

Cost centre (CC) | 2
7694
AGRESSO FMS Support and Development

Project code * | 3
NA
Departmental

Delivery contact

Delivery date
24/02/2016
Contact *
Delivery Address (Delivery) | 1

Requisitions - standard

Requisition entry | Punchout

⋀ **Remote shopping**

	Marketplace	Last update
5	Go shopping	Generate to requisition	Retrieve shopping

UCC Punchin (Punch In) — LIVE | My Account | Help | Checkout with empty basket

eos clevercommerce

Catalogue — Basket (0 Item(s) - €0.00)

Catalogue Search | Punch-Out Suppliers | Supplier Directory | Basket History

6 **SUPPLIER DIRECTORY**

Search for a supplier or view them all

Search for a supplier... | Optional Postcode | **Search**

☐ Include disabled suppliers

Category description | | Find category

suppliers) or the Punchout Suppliers tab (*for the larger suppliers*) *

7. In this example we select 'Catalogue Search' then pick the Supplier we wish to use, type in the product in the search field and click on Search.

8. Add the product to the basket, a message will appear onscreen advising that it has been added. Go to the shopping cart/basket to checkout. The shopping cart/basket appears at the top right corner of the page.

9. When shopping completed, click on the shopping basket and you will be brought to the checkout area. Click Checkout & you will then be returned back to Agresso.

Catalogue **7**

Catalogue Search | Punch-Out Suppliers | Supplier Directory | Basket History

🖥 Basket (0 item(s) - €0.

CATALOGUE SEARCH
Search by keyword or supplier

| *Enter Product you wish to purchase here*
 e.g. toner, HP1234 | Select suppliers ⬍ | **Search** |

✔ Check all ✘ Uncheck all ⊗
☐ Datapac Ltd
☐ Kylemore Services Group

Developed and implemented by ✖ **PROACTIS** *The Spend Control Company* Copyright © 2002 -2016 Question

✔ Item(s) have been added to the basket successfully   ⊗ Close

Message appears at the top of the screen when item has been added to the basket

| **276** results | 🗐 Compare Products | 🗐 Find alternatives | **Add to basket** | Sort by: — Sort By — ▼ |

TIP: You can amend how you 'view' the items here, e.g. as tiles format or grid list, click on whichever one is your preference

View as: ▦ ☰

RECOMMENDED RESULTS

NORMAL RESULTS

| ☑ select item | ☐ €124.99 1 | ☐ €68.98 1 |

Datapac *Making life easier* **Datapac** *Making life easier* **Datapac** *Making life easier*

8

Update quantity as needed and Add to basket

HP CE740A *BLACK TONER*▢▢▢▢▢▢▢▢▢▢▢

| Details | 1 | Add to basket | Details | 1 | Add to basket | Details | 1 | Add to basket |

BASKET

| 1 item(s) : **€75.09** | **Expand all** | **Collapse all** | 🗐 Find alternatives | **Checkout** **9** |

| | | **Add Supplier +** | **Empty basket** |

Datapac Ltd (catalogue) (EUR)			Net price	Qty	UOI	Action
HP CE740A BLACK TONER▢▢▢▢▢▢▢▢▢▢▢		◄	€75.09	1	1	⊗ Remove
Datapac Ltd (non-catalogue) (EUR)			Net price	Qty	UOI	Action

| **Update basket** | **Add non-catalogue items** | ⊗ **Remove supplier** |

| 1 item(s) : Net total: **€75.09** | **Continue shopping** | **Checkout** |

10. On the Agresso screen, select 'Retrieve Shopping' and tick the square box located besides your shopping. The basket/cart will be retrieved with the description 'EGS Parabillis Marketplace'. Select 'Generate to Requisition', you will be able to view order details on requisition details. When finished save the requisition by clicking 'Save' at the bottom of the requisition entry form.	**UNIT4** Agresso UC Requisitions - standard ✕ **Requisitions - standard** Requisition entry Punchout ⌃ **Remote shopping** 10 ☐ Marketplace Delete Go shopping Generate to requisition Retrieve shopping

*Note: Difference between Catalogue and Punch-out Suppliers

The Catalogue is a list of items a Supplier offers for sale but are not necessarily in stock at the time you are shopping, whereas the Punchout Suppliers is a link to the particular suppliers **live** website so items that are out of stock will not be available for purchase but you will be advised of alternatives or an expected date for the item to be available