

QUICK REFERENCE GUIDE

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Create Catalog Punchout Requisitions

The EProcurement (EPro) module in SWIFT allows for the creation of Catalog Punchout Requisitions. Punchout requisitions pre-encumber funds for purchase orders. A Catalog Punchout Requisition (CTR) allows requesters to create a requisition by browsing and ordering catalog items from supplier websites.

Note: There is no feature in SWIFT to create a Catalog Punchout Requisition (CTR) by copying a Catalog Purchase Order (CTP).

- You cannot copy a Catalog Purchase Order to create other Catalog Purchase Orders.
- You cannot copy a Catalog Punchout Requisition to create other Catalog Punchout Requisitions.
- Purchasing cards (PCards) cannot be used for Catalog Punchout Requisitions.

This Quick Reference Guide shows how to create a Catalog Punchout Requisition using the ‘punchout’ process, in which you can order catalog items from supplier websites for a new requisition.

Steps to complete

- Step 1: Enter requisition information on the *Requisition Settings* page.
- Step 2: Order catalog item(s) from the supplier website.
- Step 3: Review, save, and submit the requisition.
- Step 4: Run the budget check for the requisition.

Step 1: Enter requisition information in the *Requisition Settings* page.

1. Navigate to the *Requisition Settings* page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions. The <i>Requisition Setting</i> page will display by default. (If not, simply select <i>Create Requisitions</i> from the left-menu to open this page.)

2. Enter requisition information in the following header fields. (**Note:** * means required.)

Header Field	Field Description
* Business Unit	The business unit or agency number will default in this field. (To change this field, select the Look Up Glass icon to search for and enter the correct value.)
* Requester	Your employee ID will default in this field.

* Origin	Enter the division number.
* Doc Type	Enter "CTR" for Catalog Punchout Requisition.
Agency Reference	Optional field that carries over to the purchase order to reference your agency. (Follow agency guidelines for filling out this field, if applicable.)
* Billing Location	Enter the location to send invoices to.
Requisition Name	Optional field to enter the name of the requisition. (If you leave this field blank, the requisition number will default in this field after you save and submit it in SWIFT.)

- In the *Default Options* section, select the **Override** radio button to ensure populated fields on the *Requisition Settings* page carry over to all lines on the requisition and the purchase order.

The screenshot shows the 'Requisition Settings' page in SWIFT. On the left is a navigation menu with options like 'Create Requisitions', 'Manage Requisitions', 'Document Status', 'Accounting Entries', 'Expedite Requisitions', and 'Sourcing Workbench'. The main area contains various input fields: 'Business Unit', '*Requester', '*Currency' (set to USD), 'Origin', 'Requisition Name', 'Priority' (set to Medium), 'Doc Type' (set to CTR), 'Agency Reference', and 'Billing Location'. A 'Suggested Vendors' link is present. At the bottom, the 'Default Options' section has two radio buttons: 'Default' and 'Override', with 'Override' selected. A note explains that the 'Override' option will override predefined values for these fields.

- In the *Line Defaults* section, enter line information for the requisition in the following fields.

Header Field	Field Description
Supplier	Leave blank—the identification number for the supplier will default in this field later in the punchout process.
Supplier Location	Leave blank—the code for the supplier location will default in this field after the supplier is entered.
* Buyer	Enter the identifying number for the buyer. Note: If the buyer isn't identical to the requester, then the requester must know who the buyer is to fill in this field.
Category	Leave blank—the category code will default in this field later in the punchout process.
Unit of Measure	Leave blank—the unit of measure will default in this field later in the punchout process.

Line Defaults [?](#)

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier [Q](#) Category [Q](#)

Supplier Location [Q](#) Unit of Measure [Q](#)


Buyer [Q](#)

5. In the *Shipping Defaults* section, enter line information for the requisition in the following fields.

Header Field	Field Description
* Ship To	<p>Enter the number identifying the address for where goods or services will ship to.</p> <p>Note about One-time Ship To Addresses: If you need to enter a one-time ship address on the requisition, enter "ONETIME" in this field.</p> <p>Note about Multiple Ship To Addresses: The use of multiple ship-to addresses on a requisition can vary, depending on the supplier:</p> <ul style="list-style-type: none"> • <i>Grainger</i> allows for the use of multiple ship-to addresses. • <i>Innovative Office Solutions</i> does not allow for multiple ship-to addresses. If multiple ship-to addresses are used for this supplier, <i>Innovative</i> will send all items ordered to the shipping address on the first line of the order.
Due Date	Optional: Enter the due date for the goods or services.
Attention	Enter an attention line, if applicable.

Shipping Defaults

Ship To [Q](#) [Add One Time Address](#)

Due Date  Attention

6. In the *Distribution Defaults* section, select an *Accounting Tag*, if applicable.

(Otherwise, proceed to enter ChartField information in the *Accounting Defaults* section.)

Distribution Defaults

Accounting Tag [Q](#)

7. In the *Accounting Defaults* section, make sure the *Chartfields 1* tab is selected, and enter chart of accounts information in the following fields.

Header Field	Field Description
* Location	The location will default in this field.
* GL Unit	The general ledger unit will default in this field.
* Fund	Enter the fund value.
* Fin DeptID	Enter the financial department identification number.
* Appropriation ID	Enter the appropriation identification number.
Account	Leave blank—the account number will populate in this field later in the punchout process.
Sub Acct, SW Cost, Agency Cost, and other ChartFields	Other ChartFields may be required for your agency.

The screenshot shows the 'Accounting Defaults' window with the 'Chartfields1' tab active. Below the tabs, there is a table with columns: Dist, Percent, Location, GL Unit, Fund, Fin DeptID, Appropriation ID (CF3), and Account. The 'Location', 'GL Unit', 'Fund', 'Fin DeptID', and 'Appropriation ID (CF3)' fields are highlighted with a red border. The 'Dist' column has a value of '1' and the 'Percent' column has an empty input field.

Note: To create a requisition with split funding, add another distribution line:

- First, select the **Add New Row** icon toward the right.
- Next, enter the number of additional lines to add, and press **OK**.

The screenshot shows a dialog box titled 'sys.fms.systems.state.mn.us says' with the prompt 'Enter number of rows to add:'. The input field contains the number '1'. There are 'OK' and 'Cancel' buttons. Below the dialog box, a table is visible with columns: Source Type, Category, Subcategory, Affil, Fund Affil, and a '+' icon. The '+' icon is highlighted with a red box.

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- Finally, once a new distribution line appears, enter the percent values for each line below the *Percent* column, and then update the chart of accounts information on the new line.

The screenshot shows the 'Accounting Defaults' dialog box. It has three tabs: 'Chartfields1' (selected), 'Details', and 'Asset Information'. Below the tabs is a table with columns: 'Dist', 'Percent', 'Location', 'GL Unit', 'Fund', and 'Fin DeptID'. There are two rows. The first row has '1' in the 'Dist' column and '50.00' in the 'Percent' column. The second row has '2' in the 'Dist' column and '50.00' in the 'Percent' column. The 'Location', 'GL Unit', 'Fund', and 'Fin DeptID' columns contain search input fields with magnifying glass icons. A red box highlights the 'Dist' and 'Percent' columns for both rows.

Dist	Percent	Location	GL Unit	Fund	Fin DeptID
1	50.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	50.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Press the **OK** button after entering requisition information on the *Requisition Settings* page.

This screenshot is identical to the previous one, but with a red box highlighting the 'OK' button at the bottom left of the dialog box. The 'Cancel' button is to its right.

Step 2: Order catalog item(s) from the supplier website.

1. The *Create Requisition* page will display. Under the *Web* option to browse supplier websites, select the link for the supplier to order catalog items from.

The screenshot shows the 'Create Requisition' page. At the top, it says 'Create Requisition' with a help icon. Below that is a 'Welcome' message and a navigation bar with links for 'Home', 'My Preferences', 'Requisition Settings', and a shopping cart icon showing '0 Lines'. There is a 'Checkout' button. Below the navigation bar is a search bar with a dropdown menu set to 'All', a search input field, and a 'Search' button. To the right of the search bar is a link for 'Advanced Search'. Below the search bar is a section with three options: 'Catalog Browse Catalogs', 'Web Browse Supplier Websites', and 'Special Requests Create a non-catalog request'. Under the 'Web Browse Supplier Websites' option, there is a link for 'GRAINGER W. W. INNOVATIVE OFFICE SOLUTIONS' which is highlighted with a red box.

2. The supplier website will display. Use the search function to search for particular catalog items and add them to your cart with the correct quantity. When finished, view your cart to ensure it has the correct catalog items and amounts. Then, go to the checkout and submit the order.

Note: Make sure to view your order before going to the checkout and submitting it, because you cannot stop the order after you check out and submit it on the supplier website.

3. After submitting the order, you will return to the *Checkout – Review and Submit* page in SWIFT. If a confirmation message appears, press **OK** to continue.

Step 3: Review, save, and submit the requisition.

1. On the *Checkout – Review and Submit* page, the *Requisition Summary* section will include the requisition information (entered in Step 1), and the *Cart Summary* section will include details about catalog items (ordered in Step 2). Review these sections to ensure all the data are correct.
2. Also, in the *Shipping Summary* section, make sure the *Ship to Location* is correct.

Checkout - Review and Submit
Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit Origin Requisition Name

*Requester Priority

*Currency Suggested Vendors

Doc Type Agency Reference

Billing Location Custom Fields

Cart Summary: Total Amount 36.20 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	PAPER_XERO/92BR.WE.LTR20#		INNOVATIVE OFFICE SOLUTIONS LLC	1	CARTON	36.20	36.20	

Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 36.20 US

Shipping Summary

[Edit for All Lines](#)

Ship To Location

Address

Attention To

Comments

3. **If applicable**, enter any additional information in the *Requisition Comments and Attachments* or the *Approval Justification* sections. Please note that comments and justifications are for internal use only—this information will not be read by the supplier.

4. Press the **Save & Submit** button toward the bottom of the page.

Requisition Comments and Attachments

Enter requisition comments

 Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget Pre-Check Budget

Save & submit Save for Later Add More Items

5. The *Confirmation* page will display. Make sure that SWIFT generates an identification number for the CTR in the *Requisition ID* field.

Confirmation

Your requisition has been submitted.

Requested For	<input type="text"/>	Number of Lines	1	
Requisition Name	100000770	Total Amount	36.20	USD
Requisition ID	100000770			
Business Unit	<input type="text"/>			
Status	Approved			
Priority	Medium			
Budget Status	Not Checked			

View printable version Edit This Requisition Check Budget Pre-Check Budget

Note: Make sure to remember this number, because you will need the Requisition ID if you need to expedite the CTR after running the budget check for the requisition—see next step.

Step 4: Run the budget check for the requisition.

1. After saving and submitting the requisition, the *Budget Status* field will read, “Not Checked.”

To run a budget check, select the *Check Budget* link toward the bottom of the page.

Requisition ID 100000770
Business Unit [Redacted]
Status Approved
Priority Medium
Budget Status Not Checked

[View printable version](#) [Edit This Requisition](#) [Check Budget](#) [Pre-Check Budget](#)

2. Wait for the budget checking process to run.
 - If the budget check runs successfully, the *Budget Checking Status* field will say “Valid.”
 - If the budget check does not run successfully, the field will say “Error.”
3. If there are any errors found during the budget check, correct those errors and re-run the budget check to complete the requisition.
4. Once the budget check is complete, the *Status* field will say “Approved” and the *Budget Status* field will say “Valid.”

Confirmation

Your requisition has been submitted.

Requested For	[Redacted]	Number of Lines	1
Requisition Name	100000770	Total Amount	36.20 USD
Requisition ID	100000770	Pre-Encumbrance Balance	36.20 USD
Business Unit	[Redacted]		
Status	Approved		
Priority	Medium		
Budget Status	Valid		

[View printable version](#) [Edit This Requisition](#)

5. At this point, you may wait for the Purchase Order (PO) auto-source process to run, or you may expedite the requisition.
 - **PO-auto source:** SWIFT runs the PO auto-source process every two hours. After the PO auto-source runs, a Catalog Purchase Order (CTP) will be created and the PO approval process will initiate. Once approved, the PO may be dispatched by the buyer to the supplier.
 - **Expedite requisition:** If you need to expedite this process, see the [Expedite Catalog Punchout Requisition Quick Reference Guide](#) for details.