SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

July 27, 2026

Create a Catalog Punchout Requisition

The EProcurement 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. The CTR creates a Catalog Punchout (CTP) purchase order.

Note: You cannot copy CTR requisitions and CTP purchase orders to create a new CTR or CTP.

This guide shows how to create a Catalog Punchout Requisition using the 'punchout' process to order catalog items from supplier websites for a new requisition.

This guide provides the steps to create a CTR with one line.

It also provides steps to create a CTR with multiple distributions using Accounting Tag templates. You must use the same supplier on all the lines on this CTR.

Steps to create and process a CTR with one distribution

Step 1: Enter requisition information on the Requisition Defaults page

1. Navigate to the **Requisition Defaults** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Create Requisition, Requisition Defaults page.

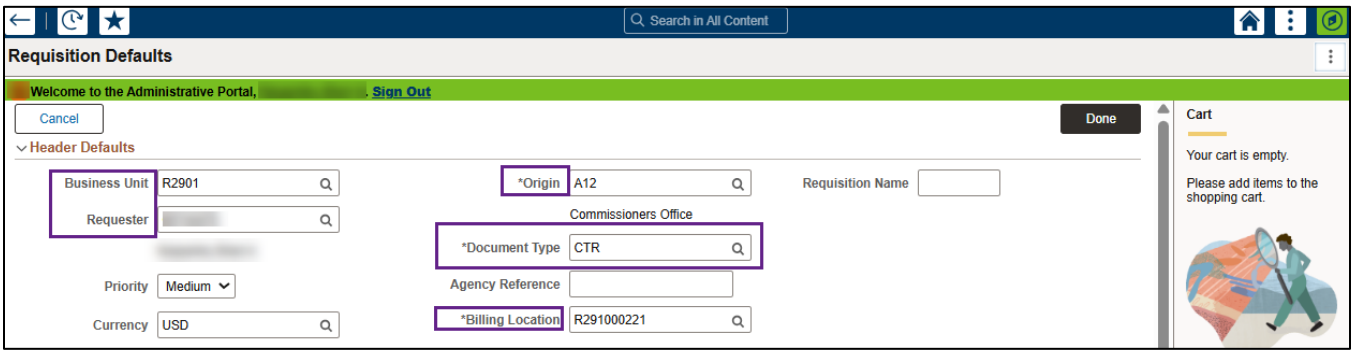
Adding information on the Requisition Defaults page carries throughout the requisition, such as ChartFields or Ship To values.

2. On the **Header Defaults** section, enter or confirm these fields.
   a. Business Unit
   b. Requester, which is your Employee ID
   c. Origin
   d. Document Type, enter "CTR"
   e. Agency Reference, which is optional
   f. Billing Location

g. Requisition Name, which is optional

Fields on the Header Default section of the Requisition Defaults page.
Required fields are marked with an asterisk (*).

Field	Field Description
*** Business Unit**	The Business Unit (agency number) will default in this field.
*** Requester**	Your employee ID will default in this field.
Requisition Name	Optional field to use for internal purposes only. If left blank, the requisition ID will default in this field after saving.
*** Origin**	This code represents which division, area, or unit in the Business Unit that originated this requisition.
Agency Reference	Optional field used for internal purposes only.
*** Billing Location**	Location where invoices should be sent.
*** Doc Type**	Use CTR for Catalog Punchout Requisition.



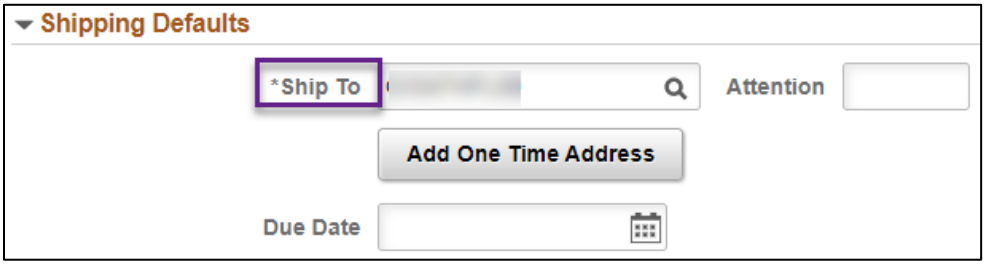
You can see your Cart on the right side of the page. Make sure it is always empty for starting a new CTR.

3. In the **Line Defaults** section, enter your Employee ID or the buyer who will be processing the purchase order, in the Buyer field. **Leave other fields in this section blank**.

4. In the **Shipping Defaults** section, enter the "Ship To."

Fields in the Shipping Defaults section.
Required fields are marked with an asterisk (*).

Header Field	Field Description
*** Ship To**	"ShipTo" is where the supplier should deliver the items. **Multiple Ship To Addresses:** The use of multiple Ship To addresses is not allowed.
Add One Time Address	If you need to enter a one-time ship address on the requisition, enter "ONETIME" in this field. Select the Add One Time Address button and enter the address in the pop-up window.
Due Date	The State of Minnesota does not use this field.
Attention	Enter an attention line, if applicable.

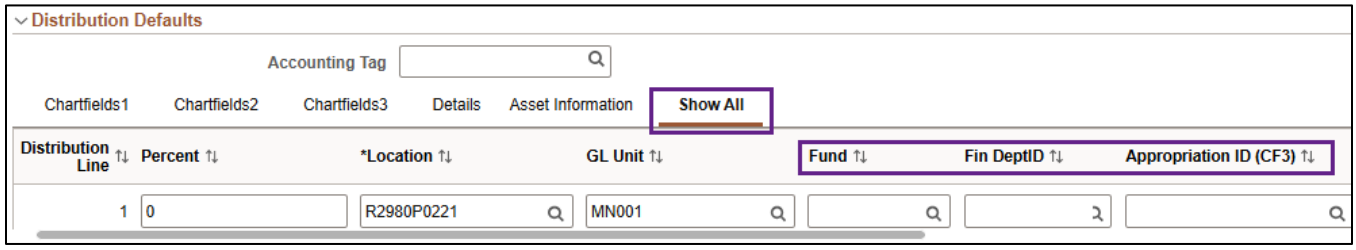


5. Use the **Distribution Defaults** section to add chartfield values, which are required on requisitions. Either select an Accounting Tag or enter the values in the Chartfields section. tab. Make sure to select the **Show All** tab
   a. Location
   b. Fund
   c. Fin DeptID
   d. Appropriation ID

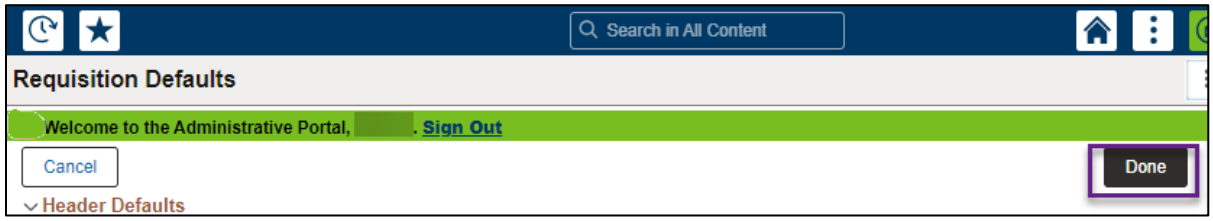
Fields on the Default Distributions section. Required items are marked with an asterisk (*) in this guide: Fund, Fin DeptID, and Approp ID.

Header Field	Field Description
*** Location**	Enter the Location.
*** 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 the Account field blank.** The account will default from category codes tied to items.
Sub Acct, SW Cost, Agency Cost, and other chartfields	Other chartfields may be required for your agency.

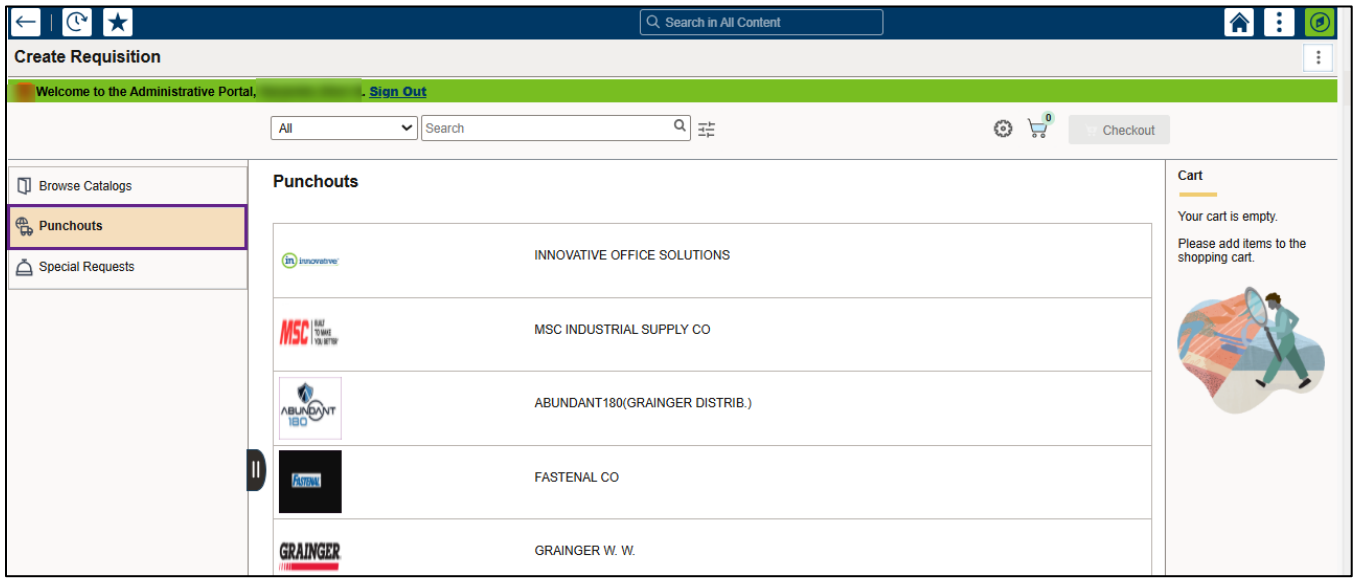


6. After you complete the defaults sections, go to the top of the page. Select the **Done** button.



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

1. SWIFT displays the Create Requisition page. In the **Punchouts** section, select a supplier to order catalog items from.



2. The supplier website displays. You should not be prompted to login again.

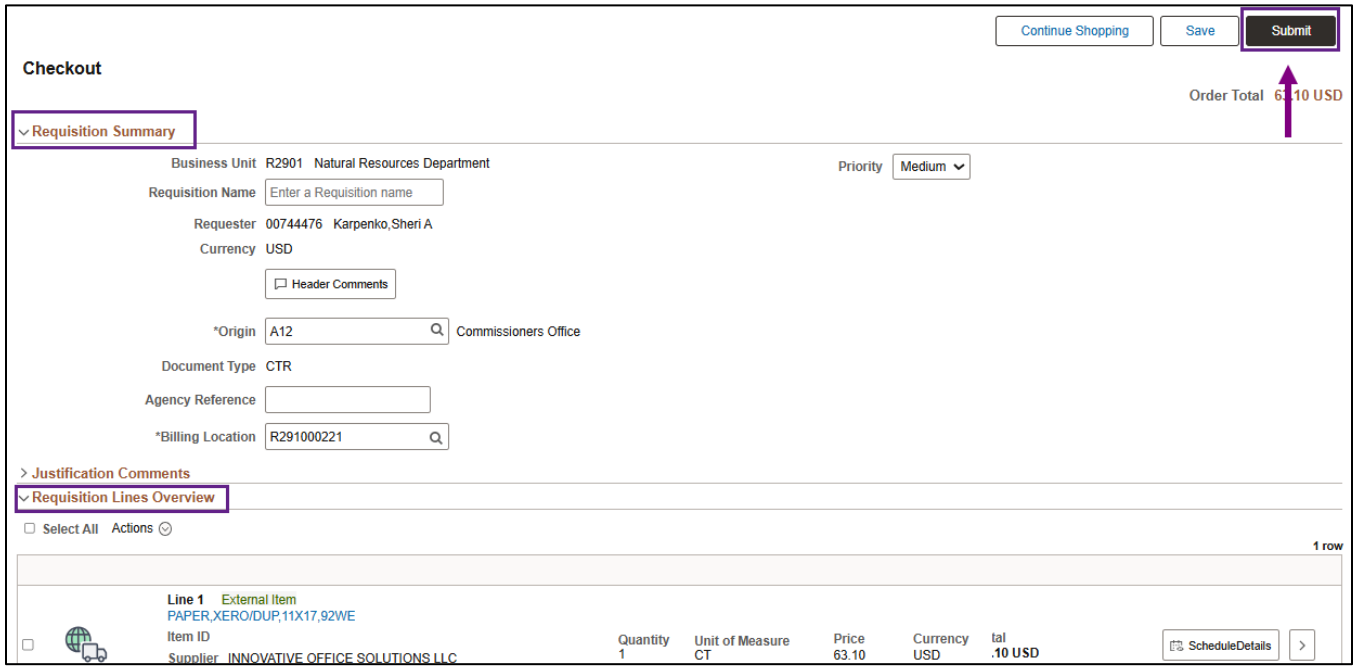
a. Use the search function to search for catalog items and add them to your cart with the correct quantity.
b. When finished, view your cart to ensure it has the correct catalog items and amounts.
c. Then, go to the checkout and submit the order.

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

Step 3: Review, save, and submit the requisition

1. On the Checkout page, the Requisition Summary section will include the requisition information (entered in Step 1). The Requisition Lines Overview section will include details about catalog items (ordered in Step 2). Review these sections to ensure all the data are correct.

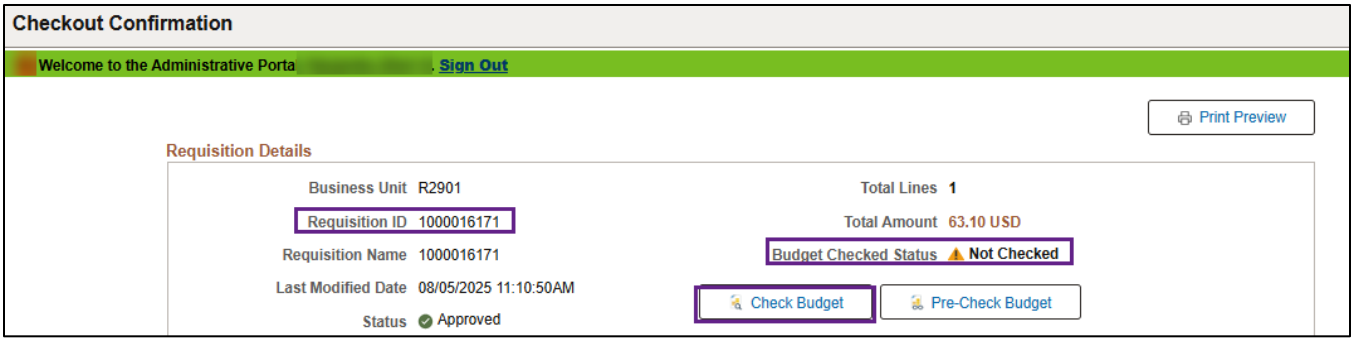
2. At the top of the page, press the **Submit** button.



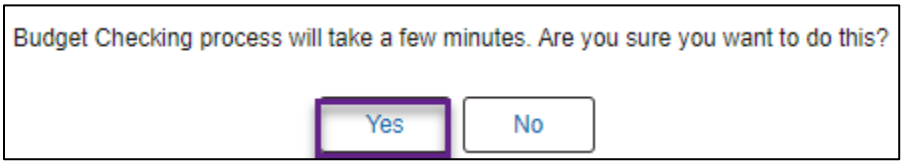
3. SWIFT displays the **Checkout Confirmation** page. SWIFT generates a number for the Catalog Punchout Requisition (CTR) in the Requisition ID field. Note the requisition number for further processing.

Step 4: Run the budget check for the requisition

1. After saving and submitting the requisition, the Budget Checking Status field is “Not Checked.” To run a budget check, select the **Check Budget** link on the bottom left of the page.



2. SWIFT display a message about waiting for the budget checking process to run. Select **Yes**.



3. If there are any errors found during the budget check, correct those errors. Then, re-run budget checking to complete the requisition.
4. Once the budget check is complete, the Status field will say “Approved.” The Budget Status field will say “Valid.”
5. The requisition will get picked up in the next batch and will process to a purchase order. Batch processes run every two hours starting at 8 a.m., ending with the overnight batch at 6 p.m.

Step 5: Make sure your agency completes the purchase order

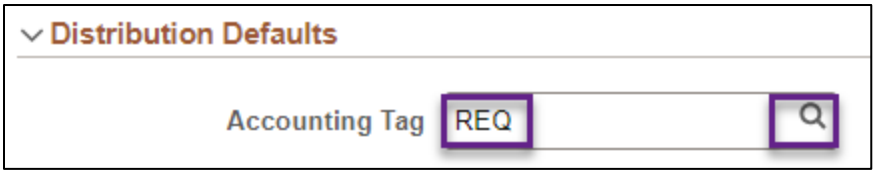
1. It must be approved.
2. It must be budget checked.
3. It must be dispatched.

How to create a CTR with multiple distributions

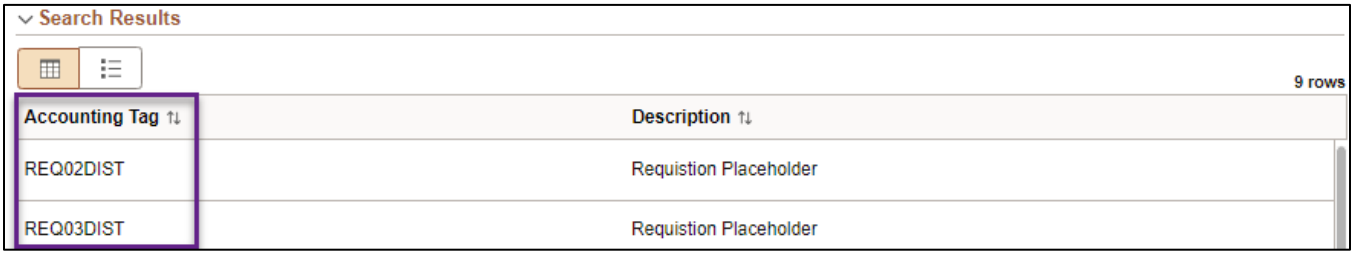
If you are creating a CTR with multiple distributions, use the Accounting Tags templates. There are ten templates starting with “REQ” that are available for adding multiple distributions.

IMPORTANT. Follow the steps from the “Create and process a CTR with one line” section of this guide for details on how to create and process a CTR with a one line distribution.

1. Enter requisition information on the Requisition Defaults page. Use the Distribution Defaults section to access the Accounting Tags templates.
    a. In the Accounting Tags section, enter “REQ” and select the **Lookup** icon. It looks like a looking glass.



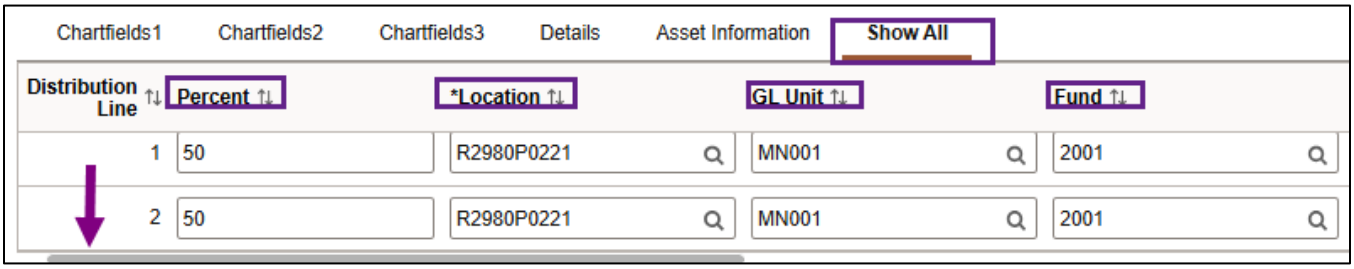
b. SWIFT opens the existing Accounting Tag templates. Select the template that adds the number of lines you need. For example, “REQ02DIST” adds two lines.



2. SWIFT returns to the Requisition Defaults page.

- It created distribution lines in the Chartfields1 tab in Distribution Defaults section.
- It populated Percent and distributed that by the number of lines.
- It also populated the Location, GL Unit, and Fund.

a. Update fields as appropriate. Select **Show All** and use the scroll bar at the bottom of the page to scroll to the right for all the chartfields.



b. After you complete the defaults sections, go to the top of the page. Select **Done**.

3. Continuing processing the requisition with the updated distribution lines.