SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated December 01, 2020

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.

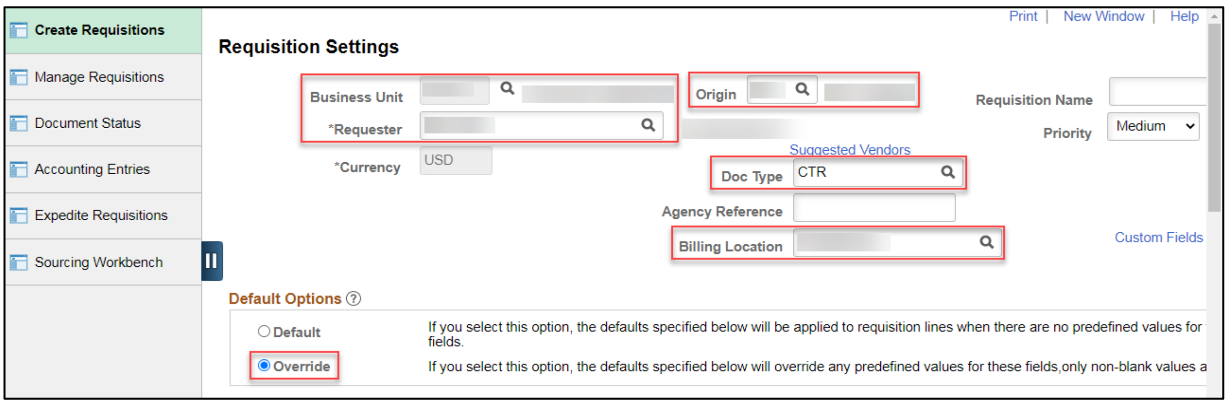
Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions. The *Requisition Setting* page will display by default. (If not, simply select *Create Requisitions* from the left-menu to open this page.)

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.

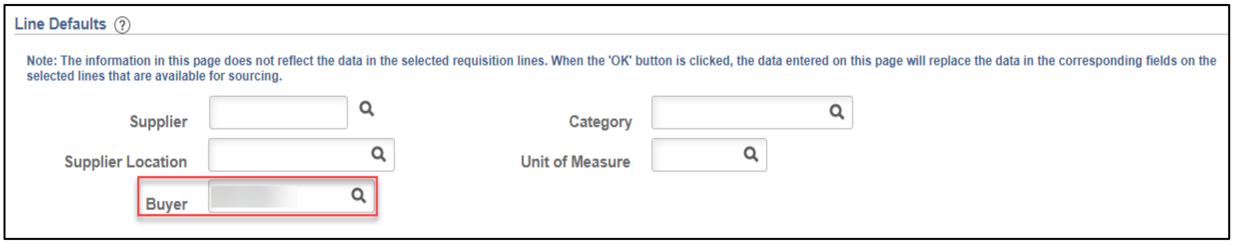
*** Origin**	Enter the division number.
*** Doc Type**	Enter “CTR” for Catalog Punchout Requisition.
Agency Reference	Optional field that carries over to the purchase order to reference your agency. (Follow agency guidelines for filling out this field, if applicable.)
*** Billing Location**	Enter the 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.)

3. 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.



4. 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.

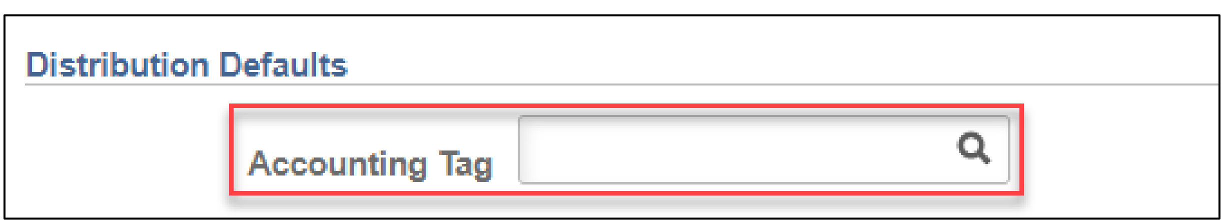


5. In the *Shipping Defaults* section, enter line information for the requisition in the following fields.

Header Field	Field Description
*** Ship To**	Enter the number identifying the address for where goods or services will ship to. **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. **Note about Multiple Ship To Addresses**: The use of multiple ship-to addresses on a requisition can vary, depending on the supplier: • *Grainger* allows for the use of multiple ship-to addresses. • *Innovative Office Solutions* does not allow for multiple ship-to addresses. If multiple ship-to addresses are used for this supplier, *Innovative* 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.

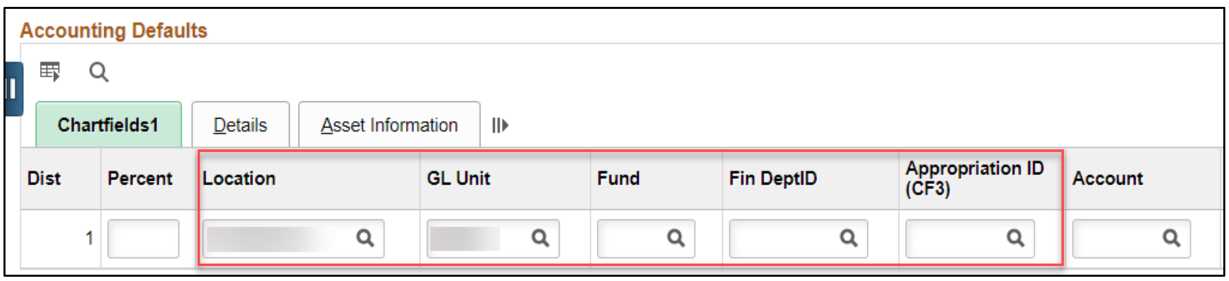
6. In the *Distribution Defaults* section, select an *Accounting Tag*, if applicable.

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



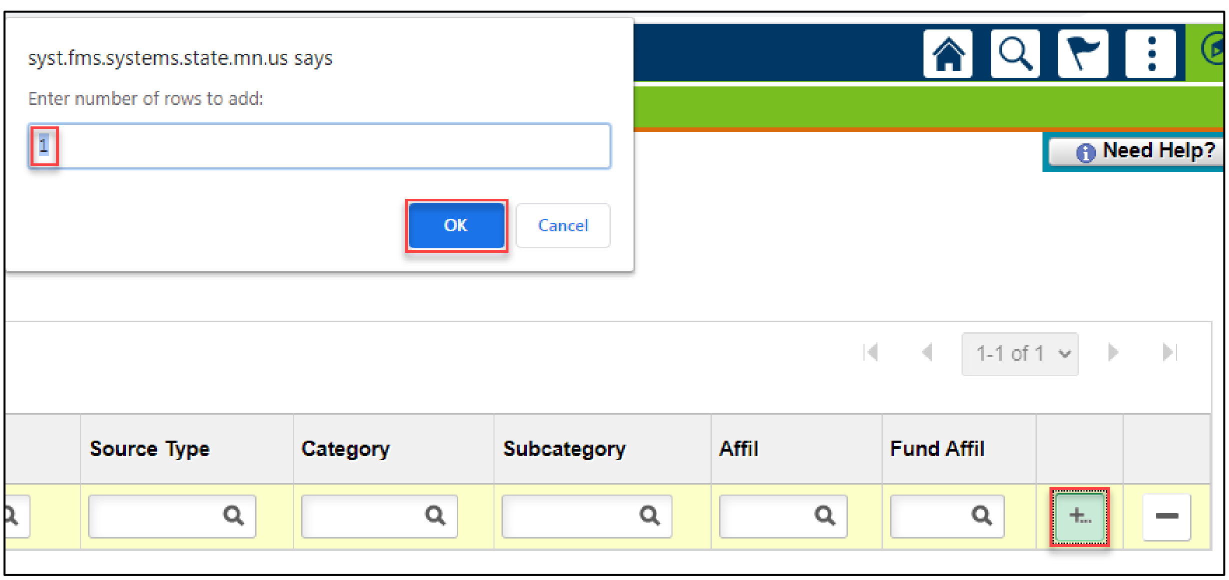
7. In the *Accounting Defaults* section, make sure the *Chartfields 1* tab is selected, and enter chart of accounts information in the following fields.

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.

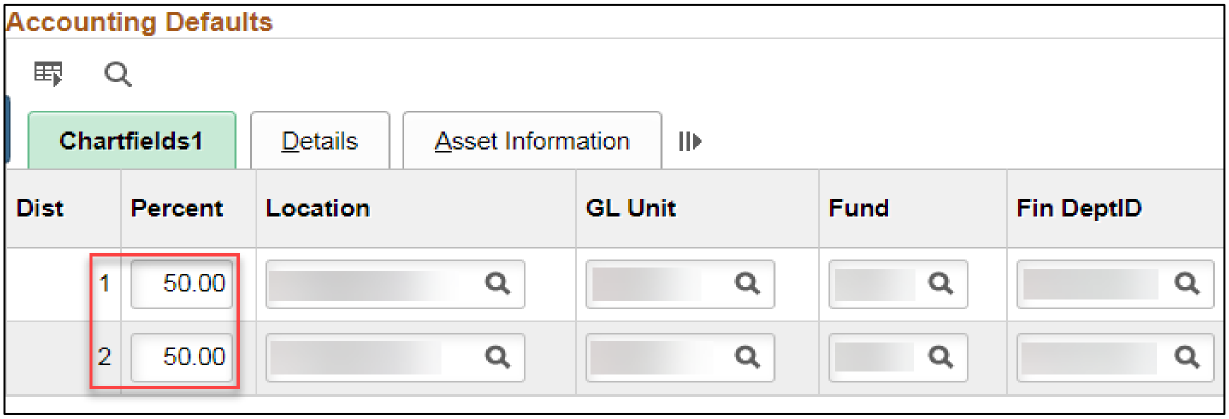


Note: To create a requisition with split funding, add another distribution line:

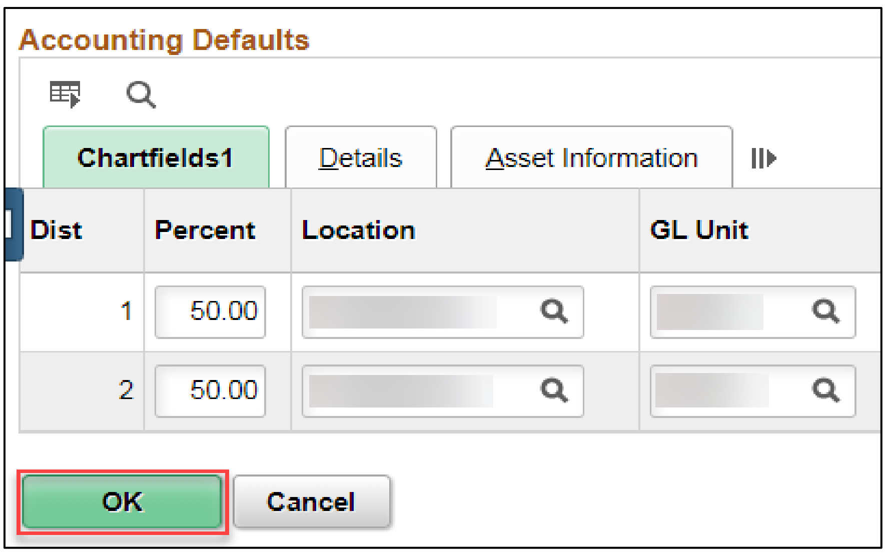
- First, select the **Add New Row** icon toward the right.
- Next, enter the number of additional lines to add, and press **OK**.



- 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.

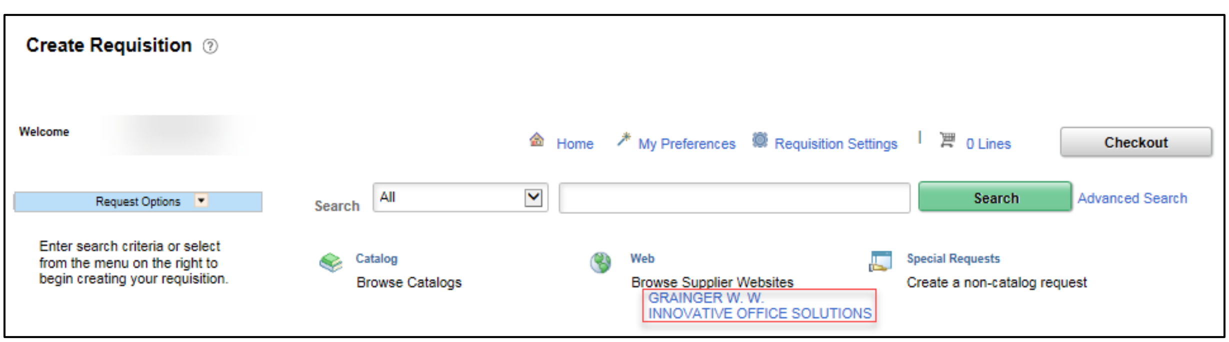


8. Press the **OK** button after entering requisition information on the *Requisition Settings* page.



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.



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.

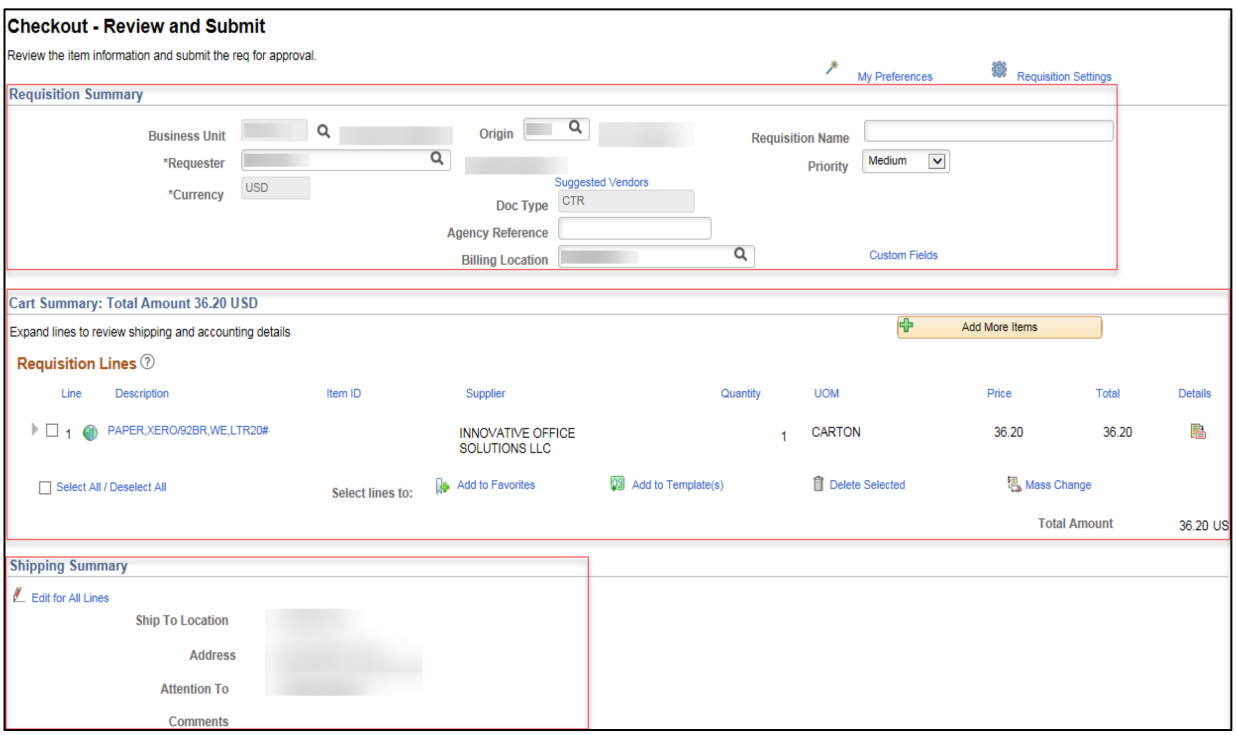
   Note: Make sure to view your order before going to the checkout and submitting it, because you cannot stop the order after you check out and submit it on the supplier website.

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.

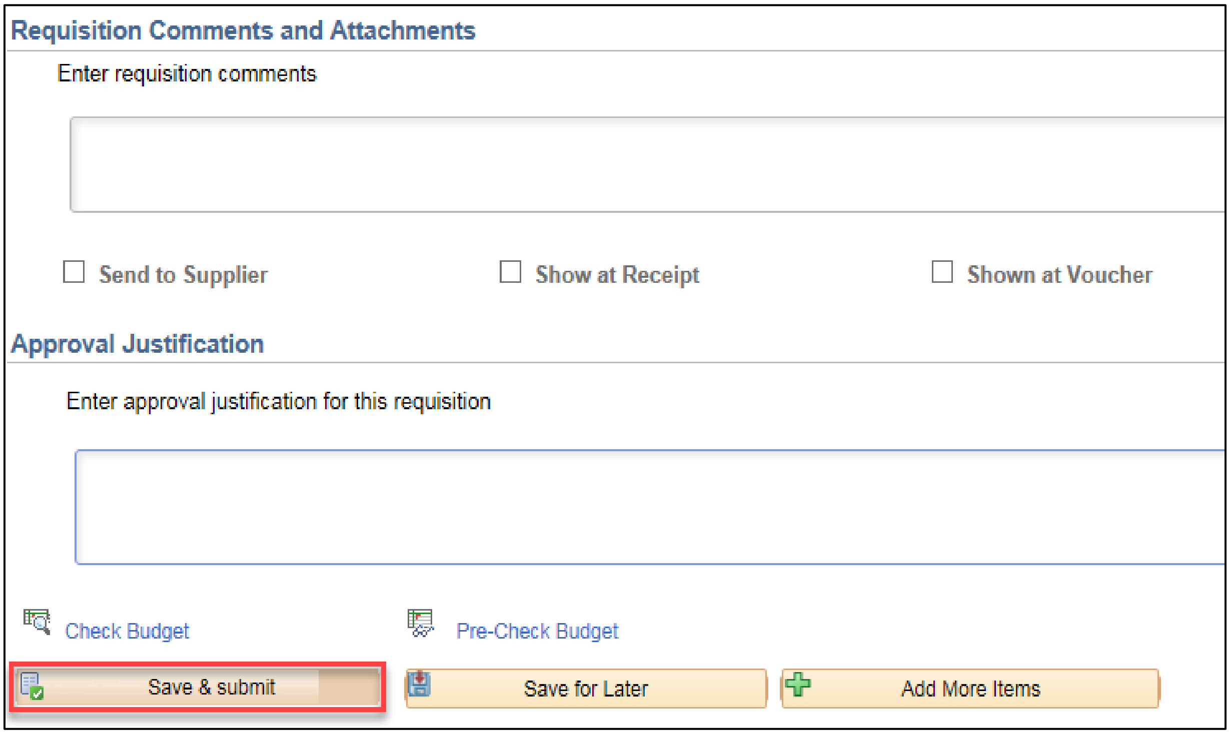
1. On the *Checkout – Review and Submit* page, the *Requisition Summary* section will include the requisition information (entered in Step 1), and the *Cart Summary* section will include details about catalog items (ordered in Step 2). Review these sections to ensure all the data are correct.

2. Also, in the *Shipping Summary* section, make sure the *Ship to Location* is correct.

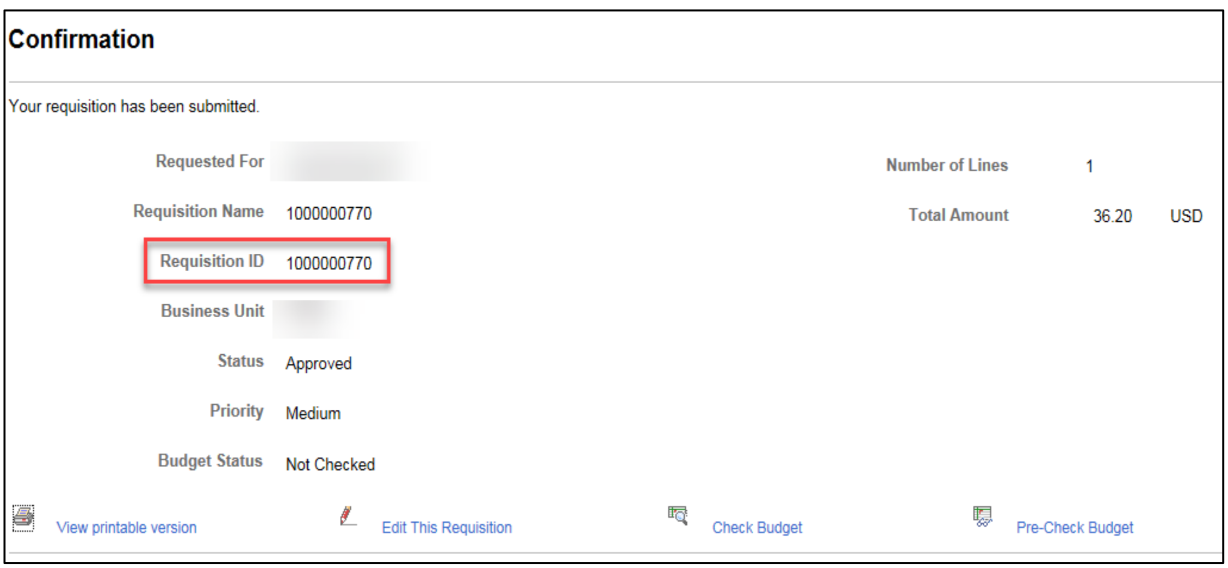


3. ***If applicable***, enter any additional information in the *Requisition Comments and Attachments* or the *Approval Justification* sections. Please note that comments and justifications are for internal use only—this information will not be read by the supplier.

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



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



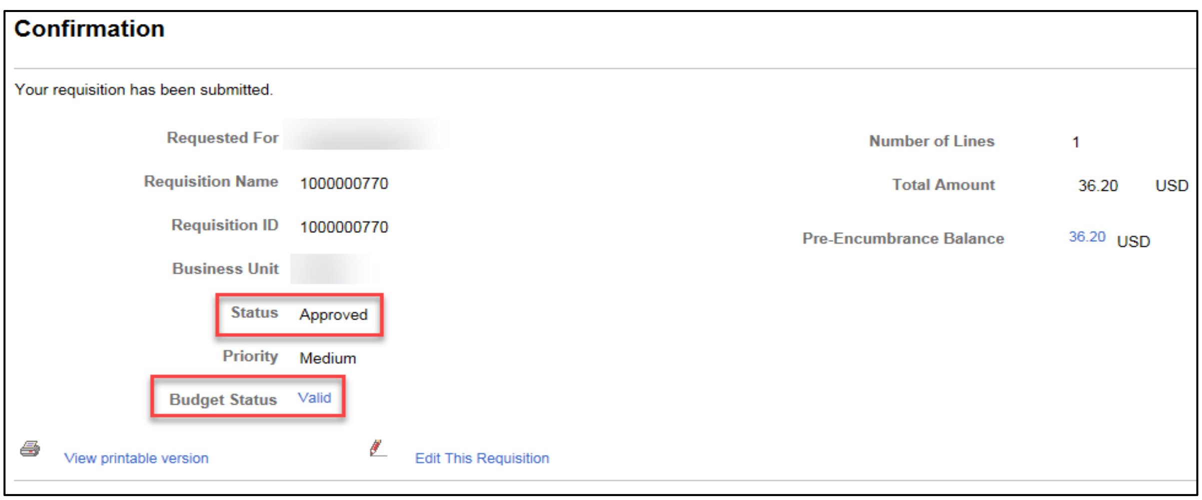
Note: Make sure to remember this number, because you will need the Requisition ID if you need to expedite the CTR after running the budget check for the requisition—see next step.

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.

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."



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.