

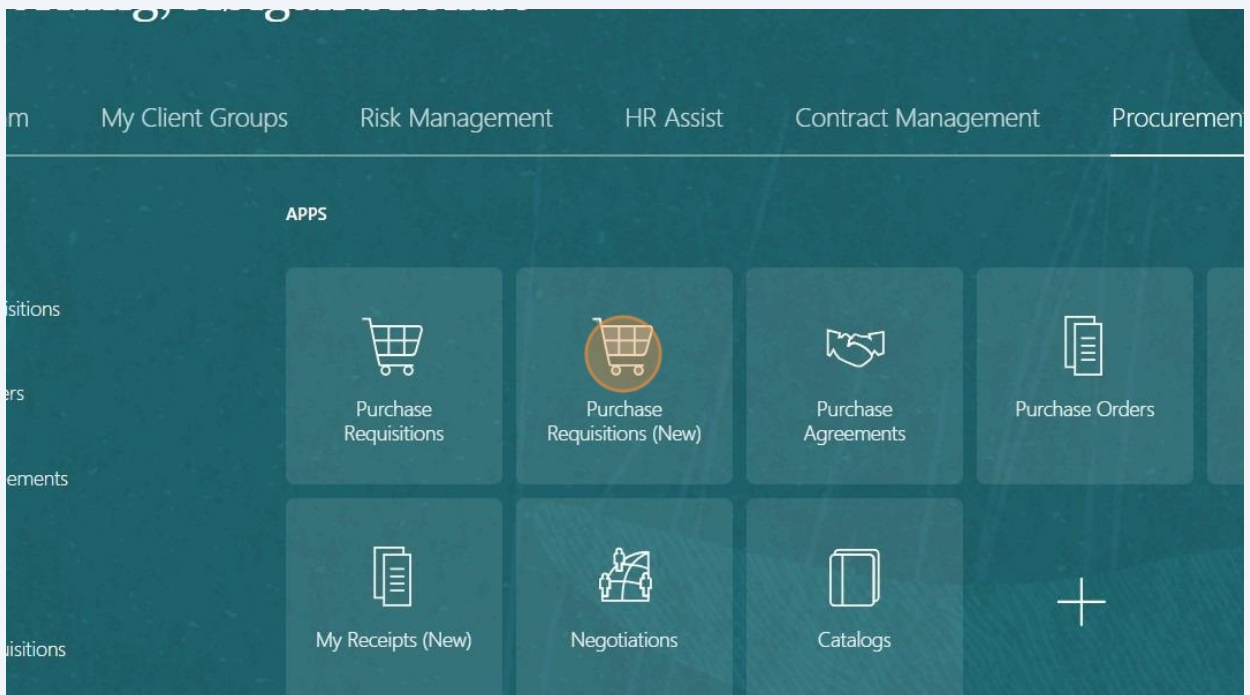
Marketplace Order



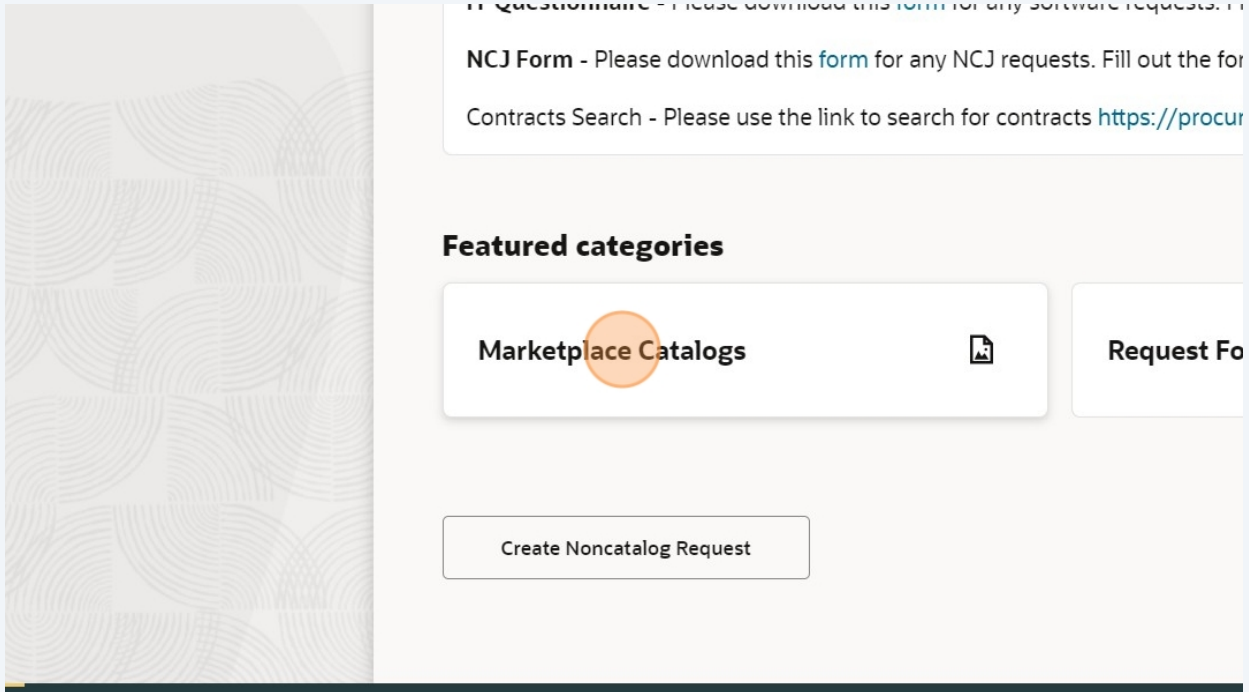
Tip! Punchout catalogs take you to the vendor's website so each catalog will have a different look and feel. For the purposes of these instructions, we are showing Dell's punchout catalog.

1

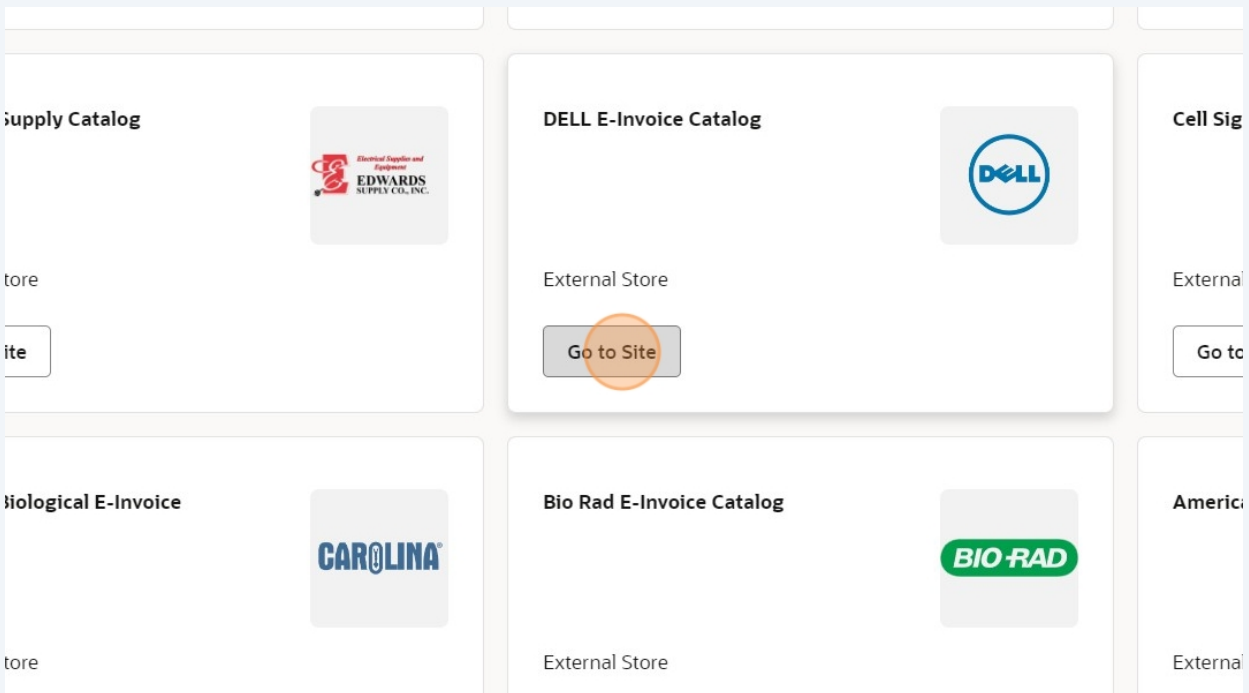
Click on Purchase Requisitions



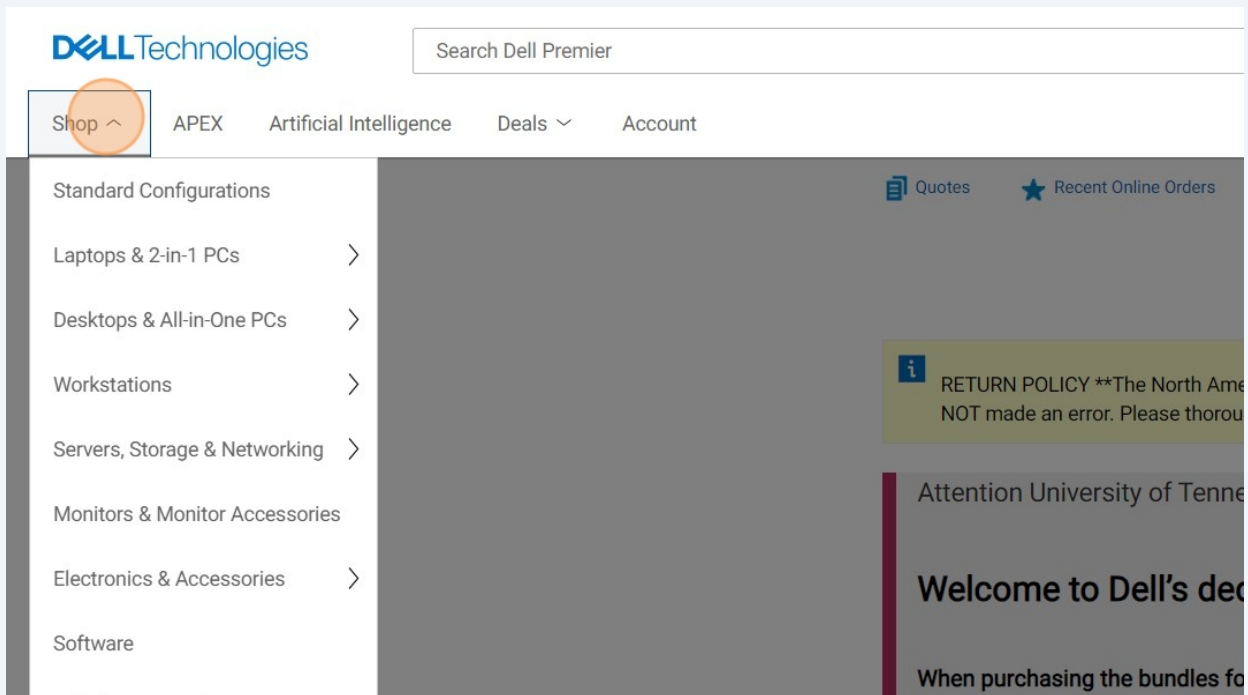
2 Scroll to the bottom of the page and click "Marketplace Catalogs"



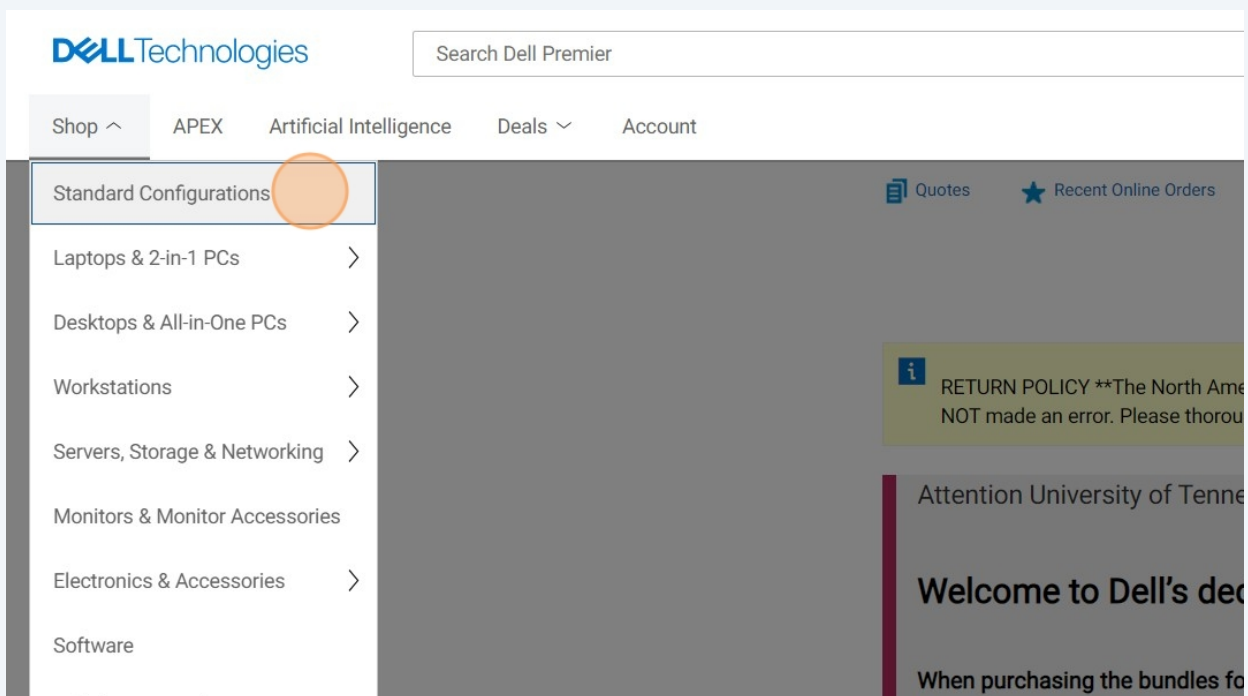
3 Choose the catalog you want to order from and click "Go to Site"



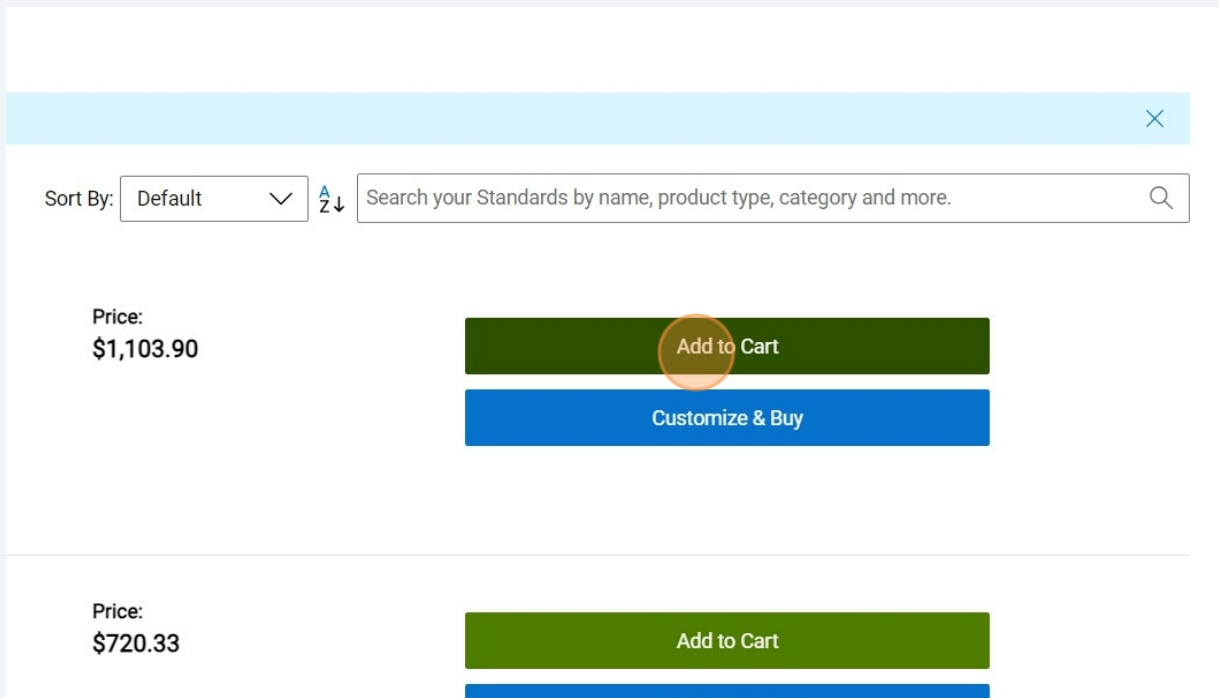
4 Click "Shop"



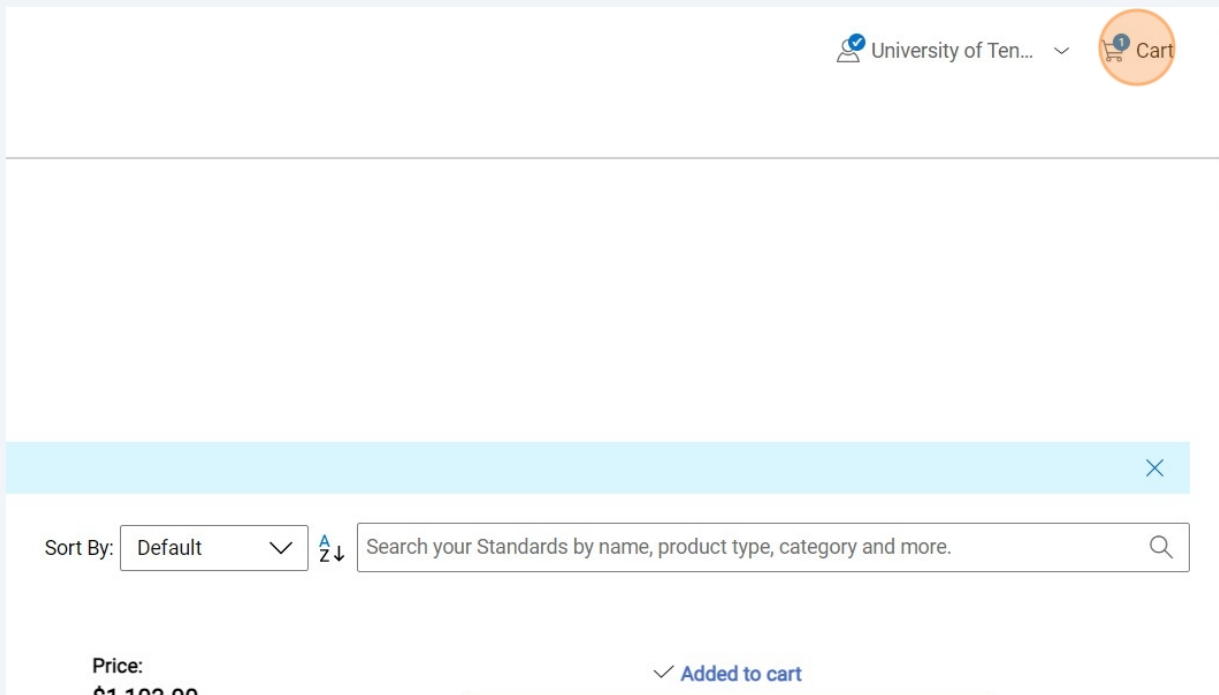
5 Click "Standard Configurations"



6 Make a selection of items and click "Add to Cart"



7 Click "Cart"



8 Click "Create Order Requisition"

remove All items

[View all eQuotes](#)

	Price
1 +	\$2,804.00
① -	-\$1,700.10
	\$1,103.90

Items (1) \$2,804.00
Premier Discount **-\$1,700.10**
Price does not reflect applicable shipping, taxes and state environmental fee.
Subtotal \$1,103.90

[Create Order Requisition](#)

[Create eQuote](#)

[Continue Shopping](#) ▾

Flexible Payment Solutions and Financing

✔ Choose how you want to purchase your technology with flexible payment solutions and

9 Click "Submit Order Requisition"

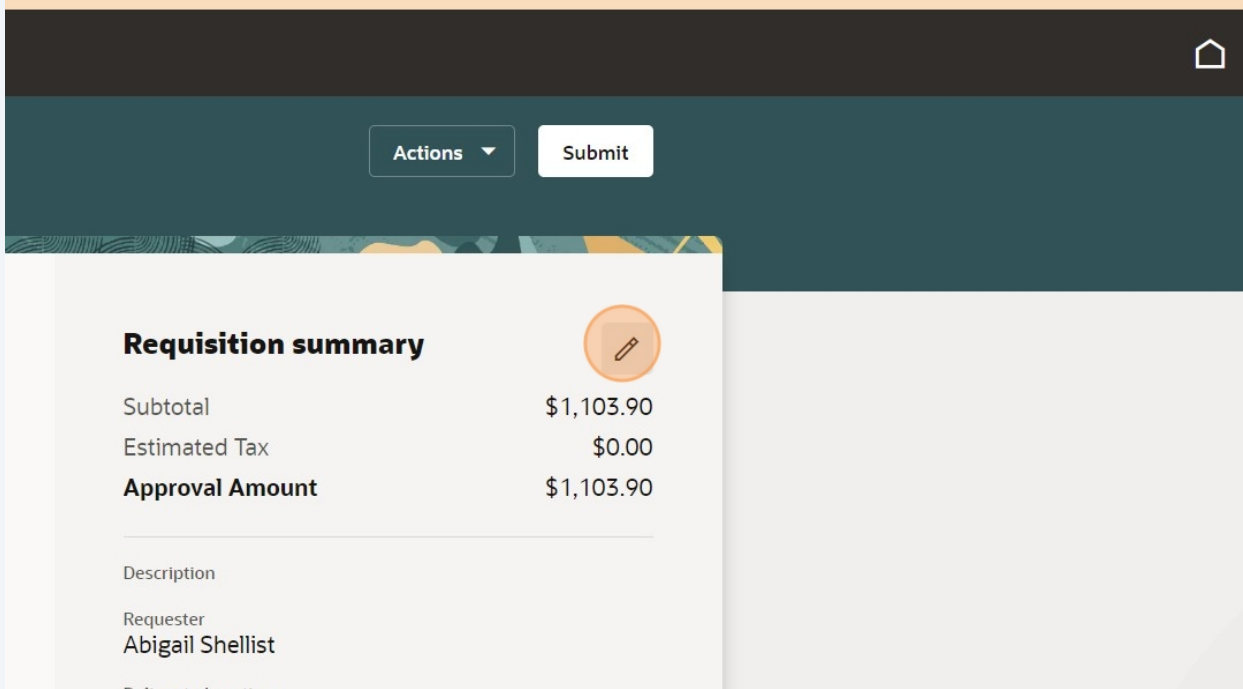
How easy was it to create this order requisition?

Very Difficult ☆ ☆ ☆ ☆ ☆ ☆ Very Easy

[Submit Order Requisition](#)

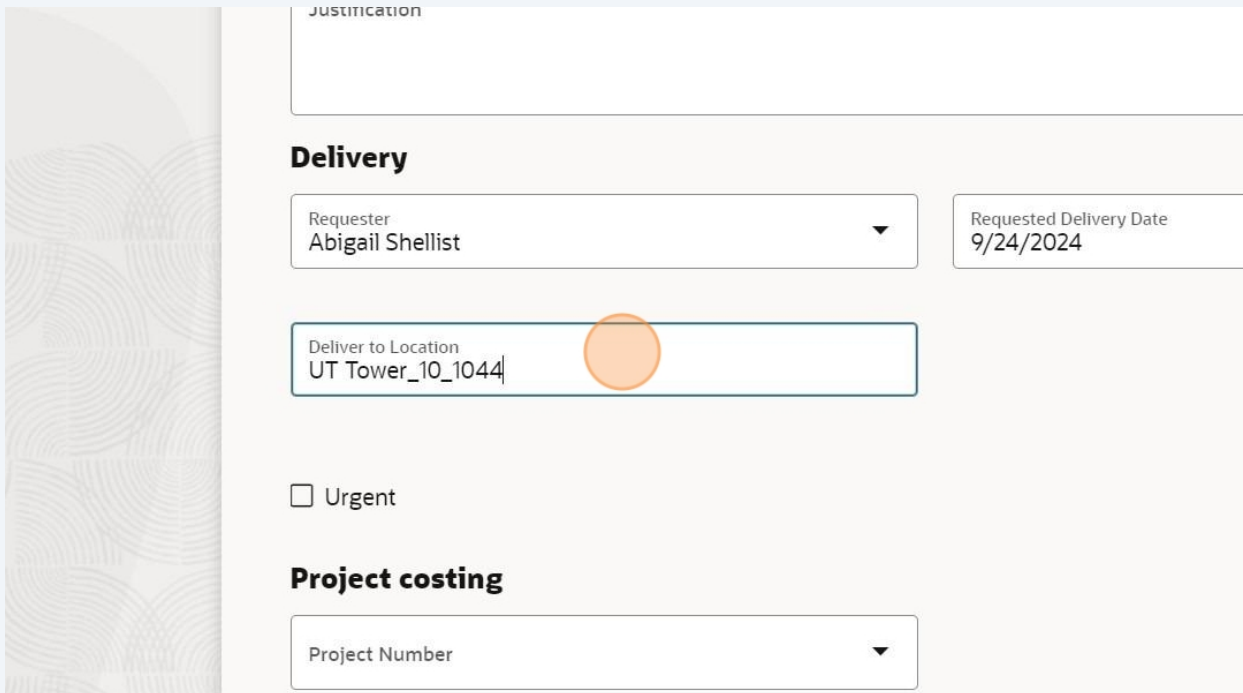
10

After you check out with the punchout catalog, you will be brought back into DASH and you will click on the pencil icon next to Requisition summary.



11

Your delivery location defaults from your preferences. If you need to change the deliver to location, you can do so here.



12

Your primary account number from your preferences will be the default account that populates, You can use the dropdown menu to select another saved account or you can click on enter charge account number to change the account segment (formerly called GL code) on an account from your preferences or enter a new charge account.

Delivery

Requester
Abigail Shellist

Requested Delivery Date
9/24/2024

Deliver to Location
UT Tower_10_1044

Urgent

Project costing

Project Number

Charge account

Select favorite charge account Enter charge account number

Charge Account Nickname
supplies

Budgetary control

Budget Date
9/17/2024

Additional information

13

You must select requisition type.

Budgetary control

Budget Date
9/17/2024

Additional information

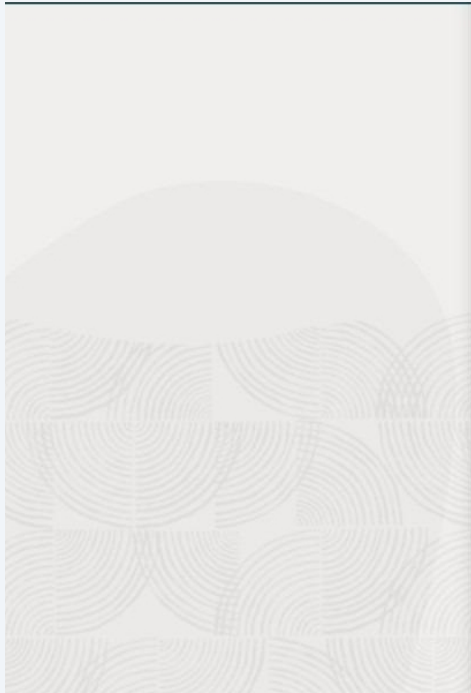
Requisition Type Required

Bill-to Location

Notes

Note to Supplier

14 Click "Marketplace Catalog Punchout transaction"



Additional information

Requisition Type

Bi

Cooperative Agreement Attach a copy of the cooperative agreeme

Informal Bid Bid conducted by department in accordance with FIC

Marketplace Catalog Punchout catalog transaction

Sole Source- NCJ Required Attach NCJ form to transaction

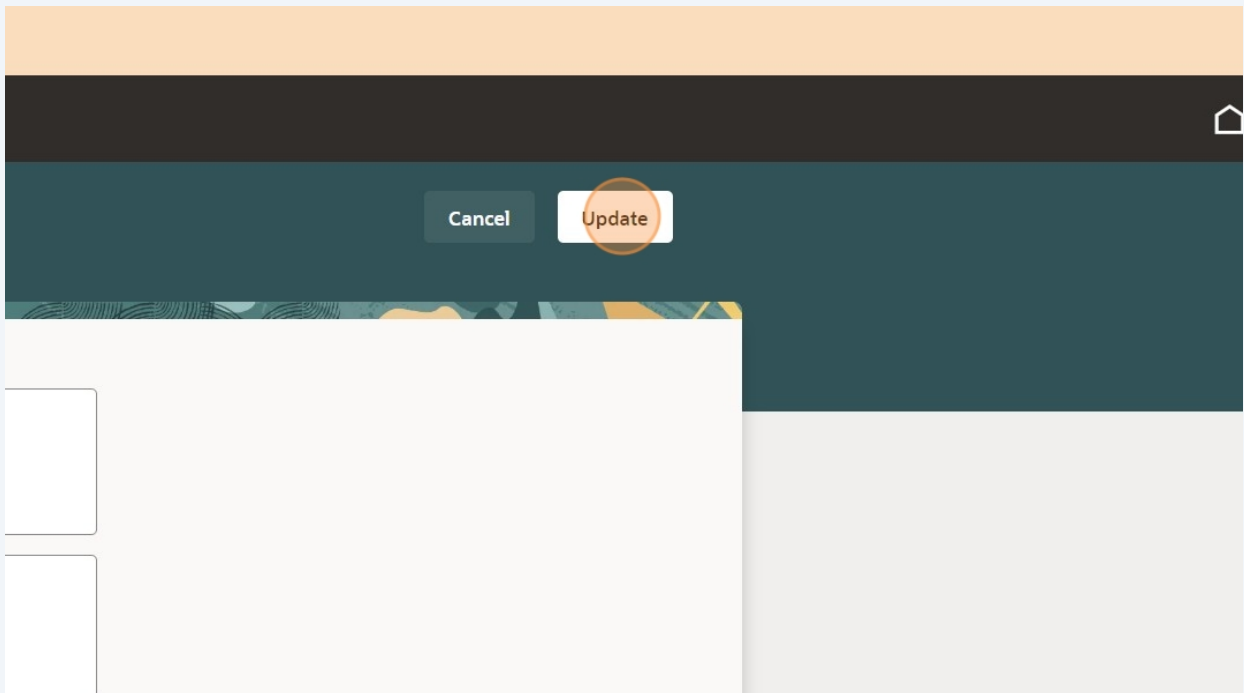
Sole Source- No NCJ Required Per FI0405, NCJ form is not requir

Standard Purchase- No NCJ required Standard Purchase - No NC.

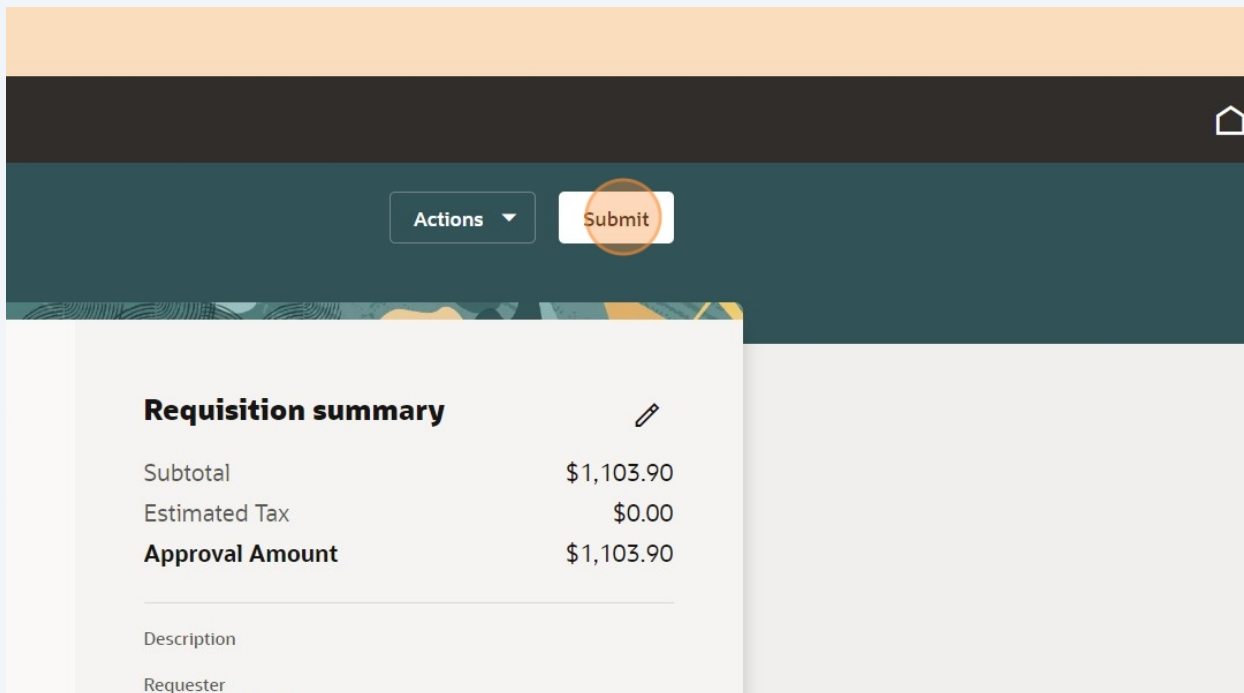
State of TN Contract Provide the state contract number

Sub Award Use for payable sub award contracts

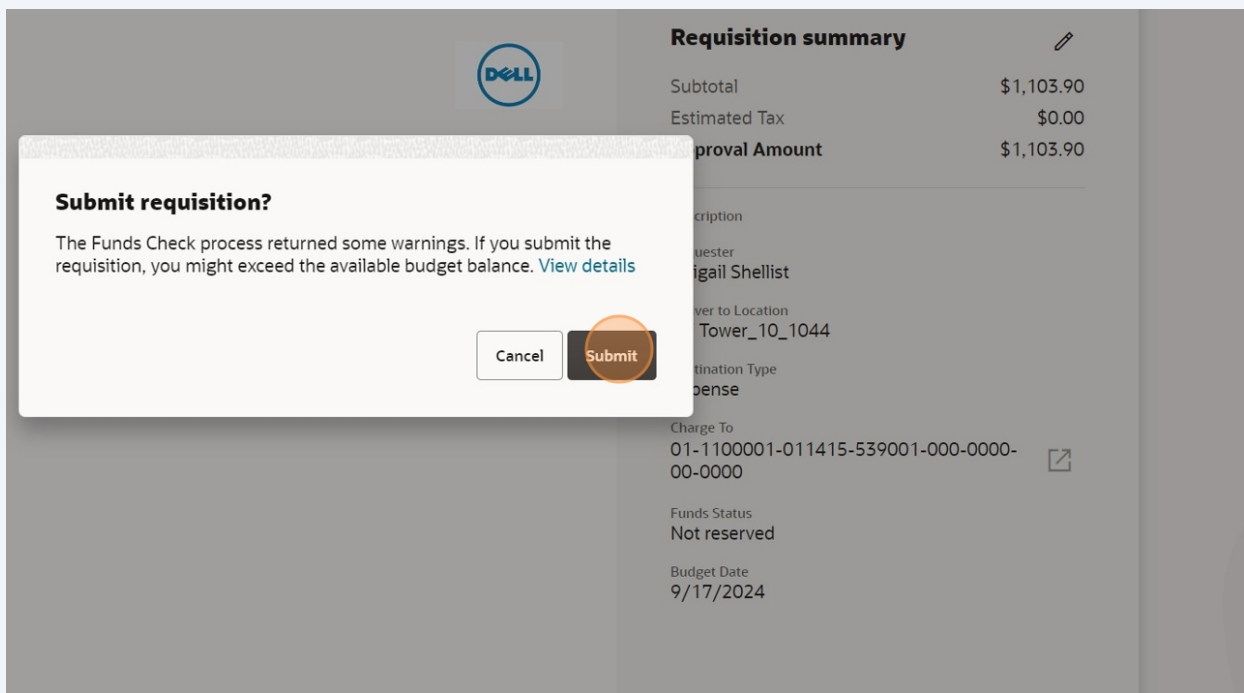
15 Click "Update"



16 Click "Submit" to place your order.



17 If you get a funds check warning, you can view the details for more information. If you want to proceed with your order you can click "Submit" and override the warning.



18

Here you can see the order is pending approval. This will automatically transmit your order to the vendor and one that has happened, you will see a status of "ordered" next to your requisition number.

The screenshot displays a 'Self Service Procurement' interface. At the top, it identifies the user as 'UT System BU | UT Tower_10_1044'. A search bar is present with the placeholder text 'Search for items or services'. Below this, a section titled 'My recent requisitions' features a card for a requisition with ID 'REQ01000000111'. The status is 'Pending approval', indicated by an orange circle. The item is 'Base;Dell Latitude 5450 XCTO BASE' with '1 Line' and the Dell logo. The 'Date Submitted' is '9/17/2024'. To the right, a partial view of another requisition shows the status 'Ordered' and the buyer 'Abig'.