**Ordering through the ERP Purchasing Catalog**

Punchout catalog requisitions allow you to order items in ERP using one of the following

suppliers’ websites:

Amazon, Blick, Lakeshore, Office Depot, School Health and School Speciality

You must start the order in the ERP. The items you select on the supplier’s website are

transmitted back to the ERP, so you can finish the requisition and gain approval.

The prices you see on the punchout supplier’s website are SDP negotiated prices.

You may find items that are restricted and not available for purchase.

Once you place the order on the supplier website and have the requisition in the ERP, you

cannot add any new items to that requisition. If additional items need to be ordered, start

a new requisition.

You must not have more than one supplier on a single requisition.

Do not mix requisition types. Keep noncatalog, punchout, inventory, and request forms

separate.

Every line item on a requisition is funds-checked against the budget when it is submitted.

The requisition does not go for approval unless every line item on the requisition passes

the funds check.

Once the requisition is submitted and approved, the funds are encumbered. This means

the funds are reserved and cannot be used for other purchases.