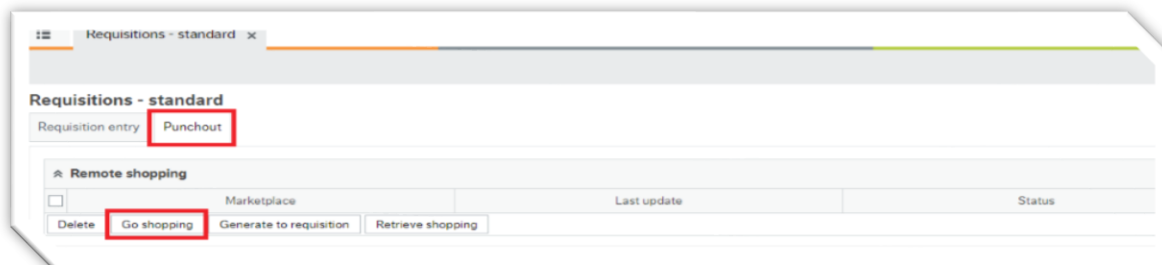


Create a Requisition in Self Service using Punchout

Login to FRIS- Menu - Procurement – Requisitioning – Requisition Standard

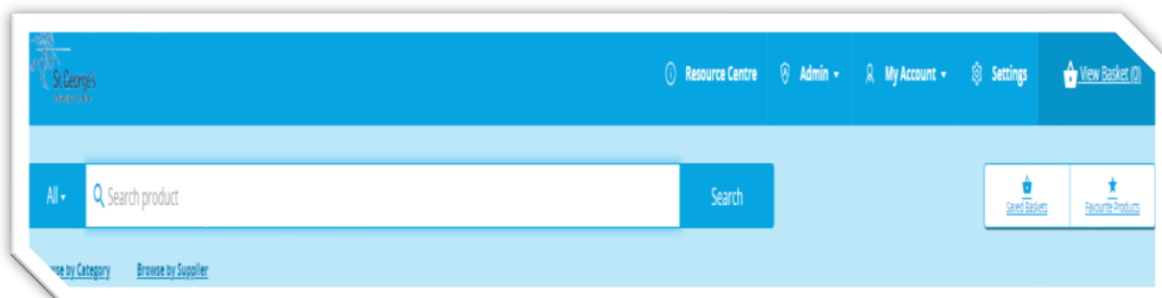


The screenshot shows the 'Requisitions - standard' interface. The 'Punchout' tab is selected under 'Requisition entry'. Below this, the 'Remote shopping' section is visible, containing a table with columns for 'Marketplace', 'Last update', and 'Status'. At the bottom of this section, the 'Go shopping' button is highlighted with a red box. Other buttons visible are 'Delete', 'Generate to requisition', and 'Retrieve shopping'.

Whilst using punchout you will need to follow a different order to standard requisitioning. Enter **Subproject** code **before** you select **Go Shopping**. If unknown use search field

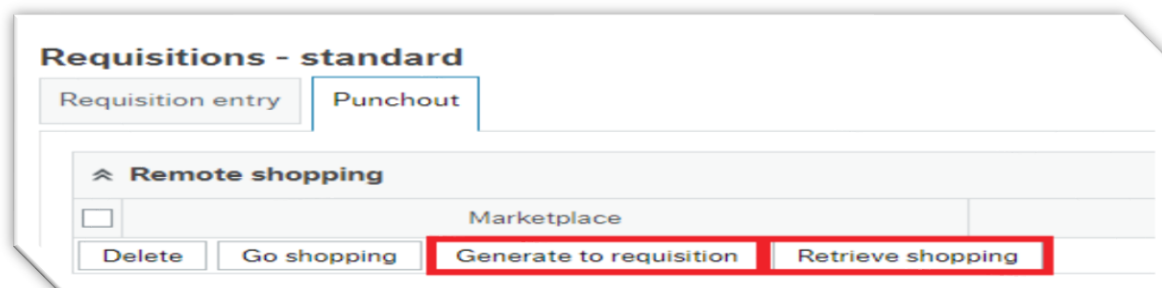
Once ready to view the shopping site click **Go Shopping**. It will automatically open a new window.

To search enter the applicable item description e.g., pen and either hit **enter on keyboard** or **search product** on the web page. You can search for products based on the following parameters: keywords or generic terms e.g., needle, Catalogue number, Brand name. Supplier e.g., Invitrogen, Required sizes/attributes e.g., 100gsm or Product applications.



The screenshot shows the St. Georges Healthcare website. The top navigation bar includes links for 'Resource Centre', 'Admin', 'My Account', 'Settings', and 'View Basket (0)'. Below this is a search bar with the placeholder text 'Search product' and a 'Search' button. On the right side of the search bar, there are icons for 'Saved Searches' and 'Favourite Products'.

Once ready to extract your order from Marketplace, click **checkout**. It will automatically open a FRIS Self Service window, click **Retrieve Shopping** on Punchout tab. A line(s) will appear with the Marketplace name and date of update.



The screenshot shows the 'Requisitions - standard' interface. The 'Punchout' tab is selected under 'Requisition entry'. Below this, the 'Remote shopping' section is visible, containing a table with columns for 'Marketplace', 'Last update', and 'Status'. At the bottom of this section, the 'Generate to requisition' button is highlighted with a red box. Other buttons visible are 'Delete', 'Go shopping', and 'Retrieve shopping'.

Click the line(s) you want to create a requisition for then click **Generate to Requisition**.

The lines will appear on the Requisition Entry tab as usual.

requisitions - standard

Requisition entry | Punchout

Remote shopping

Marketplace	Last update	Status
SCIWARE	01 August 2023 10:17:36	Available for requisition
<input checked="" type="checkbox"/> SCIWARE	01 August 2023 10:59:32	Available for requisition
SCIWARE	01 August 2023 11:08:43	Available for requisition
SCIWARE	04 October 2022 10:25:08	Available for requisition
SCIWARE	12 June 2023 16:12:10	Available for requisition
SCIWARE	13 January 2023 09:15:58	Available for requisition

Delete | Go shopping | **Generate to requisition** | Retrieve shopping

Requisition details

#	Product	Name / Des...	Unit	Unit descripti...	Supplier	Quantity	Currency	Price	Curr. amount	Supplier pro...	Supplier prod...	Status
<input checked="" type="checkbox"/> 1	PA18	NOTEBOOK	EA	14111514E...	M100004	1.00	GBP	13.50	13.50	818-0257	72791248	Active

Paper pads or noteboo... Each E-Marketplace - VWR Int... GB Sterling

Follow usual requisition process, Click **Save** then requisition goes into workflow for approval and also to generate Purchase Order. A copy will also be available in Marketplace website scroll down to the bottom under **Manage Orders** on the marketplace dashboard.

If you order regularly, you can create a saved basket for **future use**. Once items have been added to your current basket, go to **Checkout**, and click **Add this basket to a saved basket**.

shopping basket

continue sh...

Add line format lines | Delete selected items | Update basket | Empty basket

Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<p>NOTEBOOK SPAPER AS RULED</p> <p>Catalogue number: 818-0257</p> <p>Supplier: VWR International</p> <p>Manufacturer: VWR Collection</p>	No delivery charge	1 items	13.50	1	13.50

Checkout

Subtotal: 13.50

Checkout

Add this basket to a saved basket

Enter a memorable name and click the **Create new saved basket button**. All saved baskets you create will be visible from your Marketplace home page.