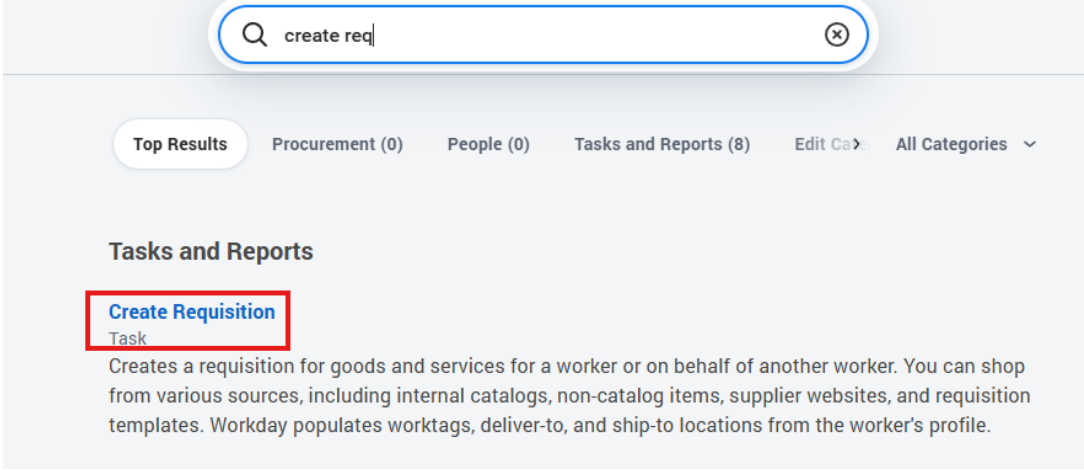
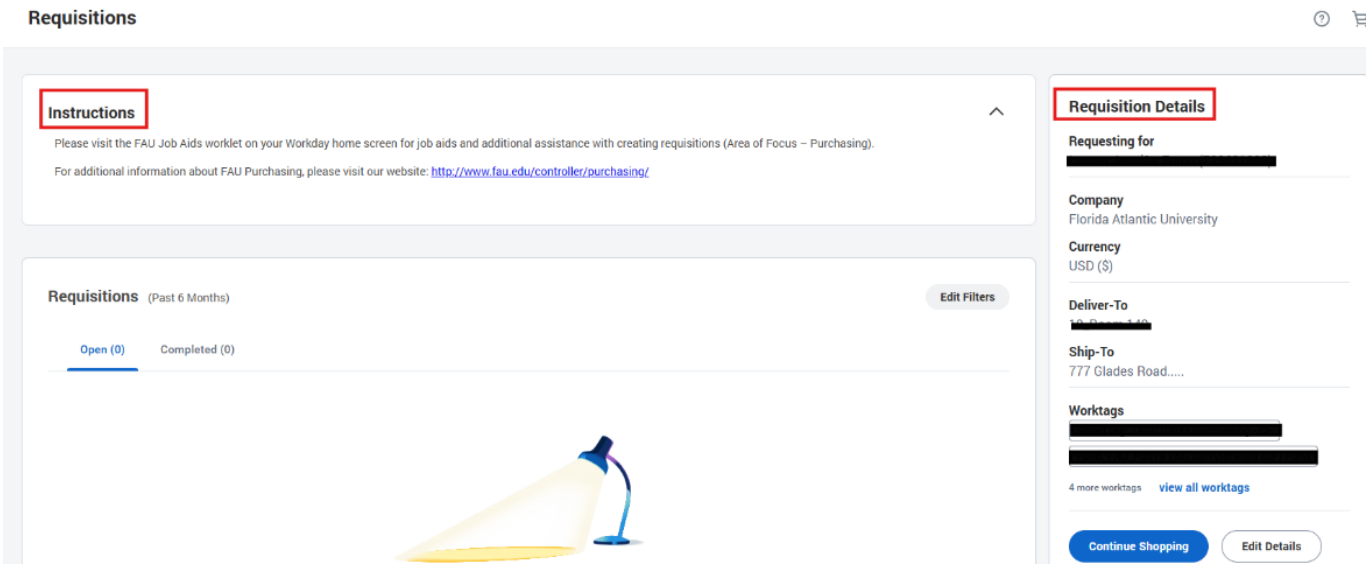
How to Connect to Supplier Website (Punchout)

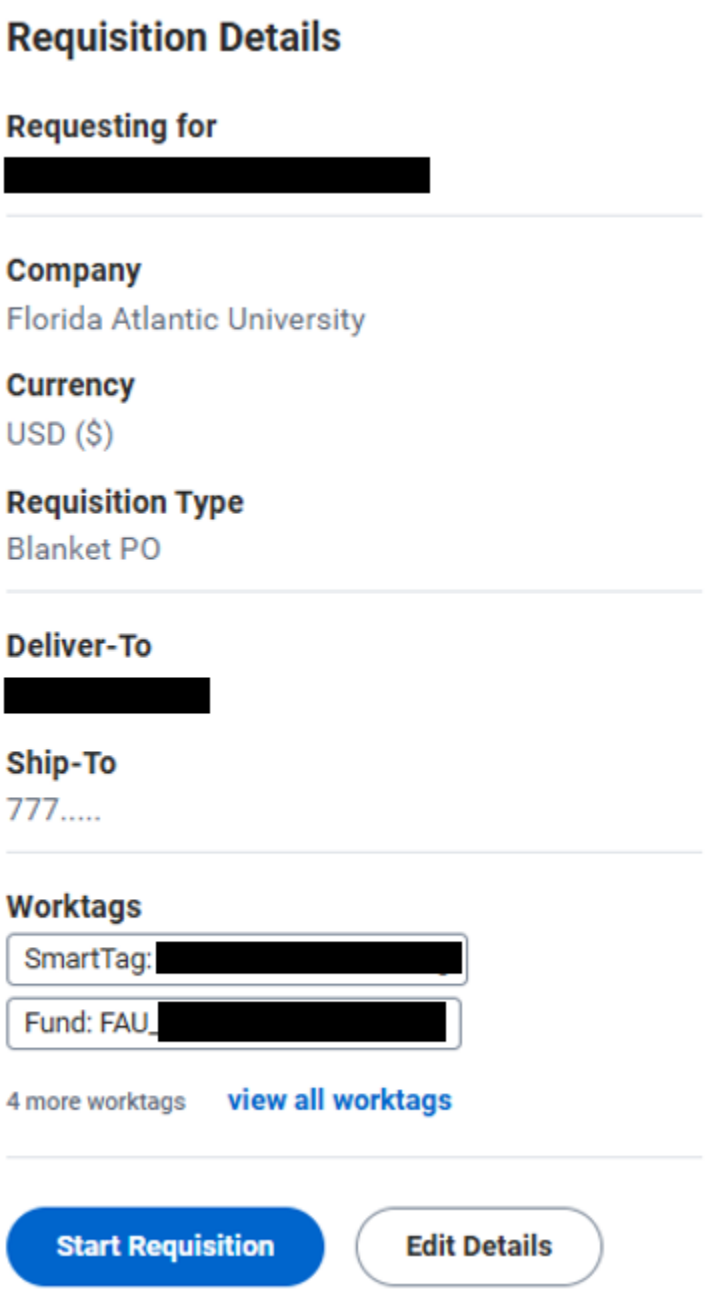
1. On the Workday search box, type in **Create Requisition** and select the task



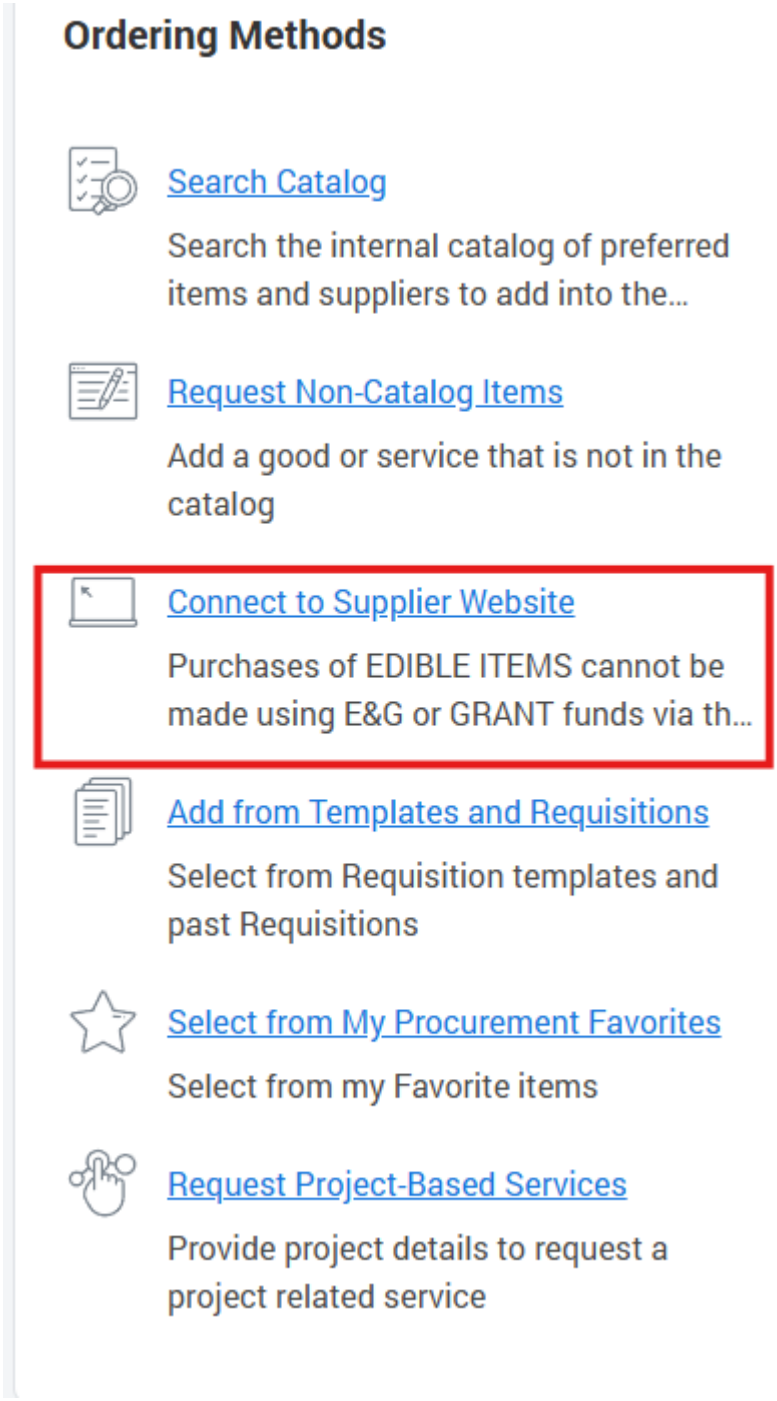
2. Review the **Instructions**, and **Requisition Details** to make sure the information is correct.



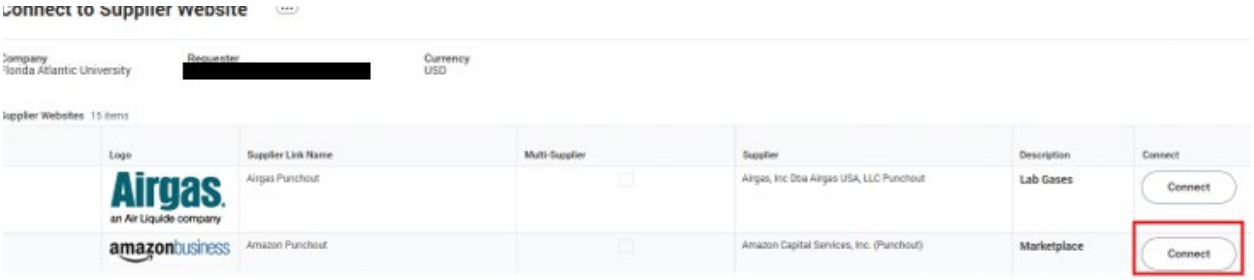
3. Click the **Start Requisition** blue button



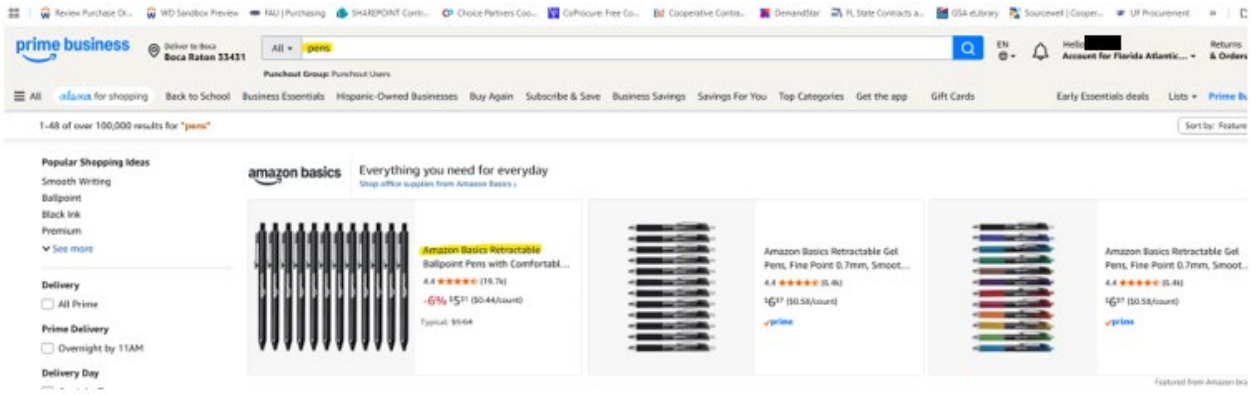
4. Scroll down to **Ordering Methods** and select **Connect to Supplier Website**.



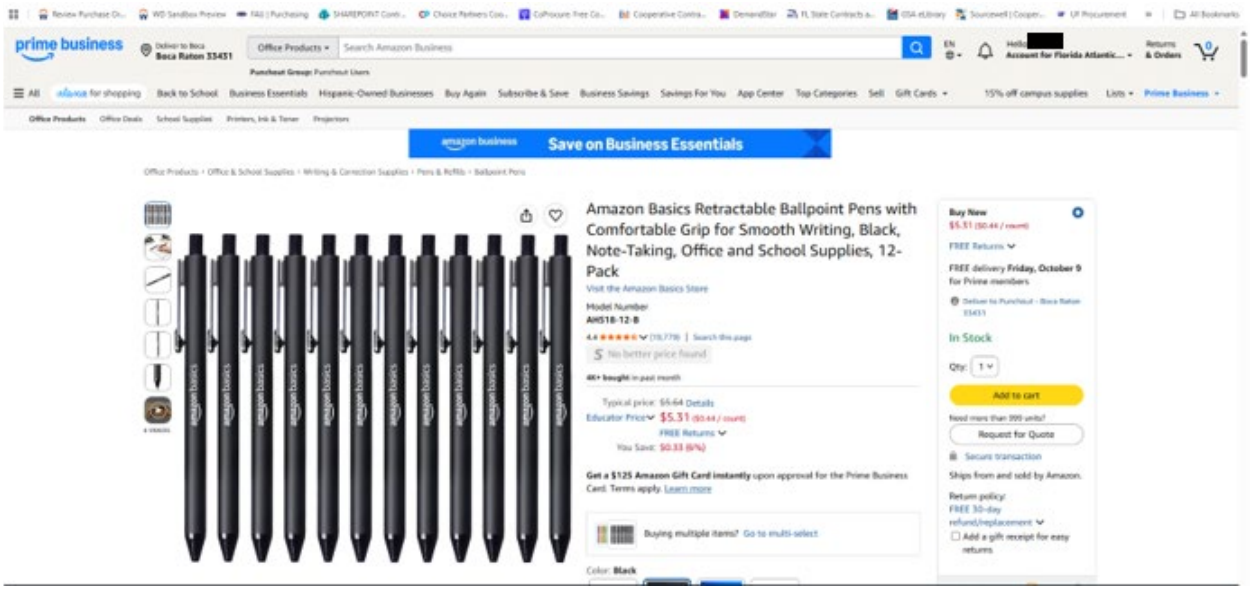
5. Select which Supplier website is needed for this request (for this example, we are going to use Amazon) select **Connect**



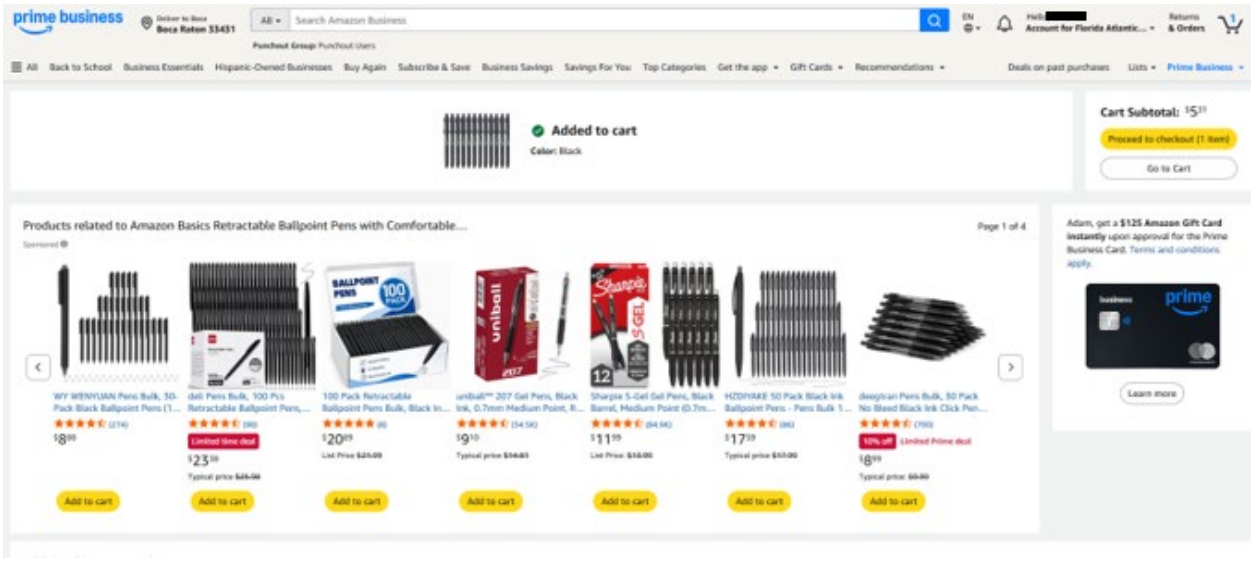
6. Browse or search for needed items or materials and add the items to your cart by clicking on the desired item:



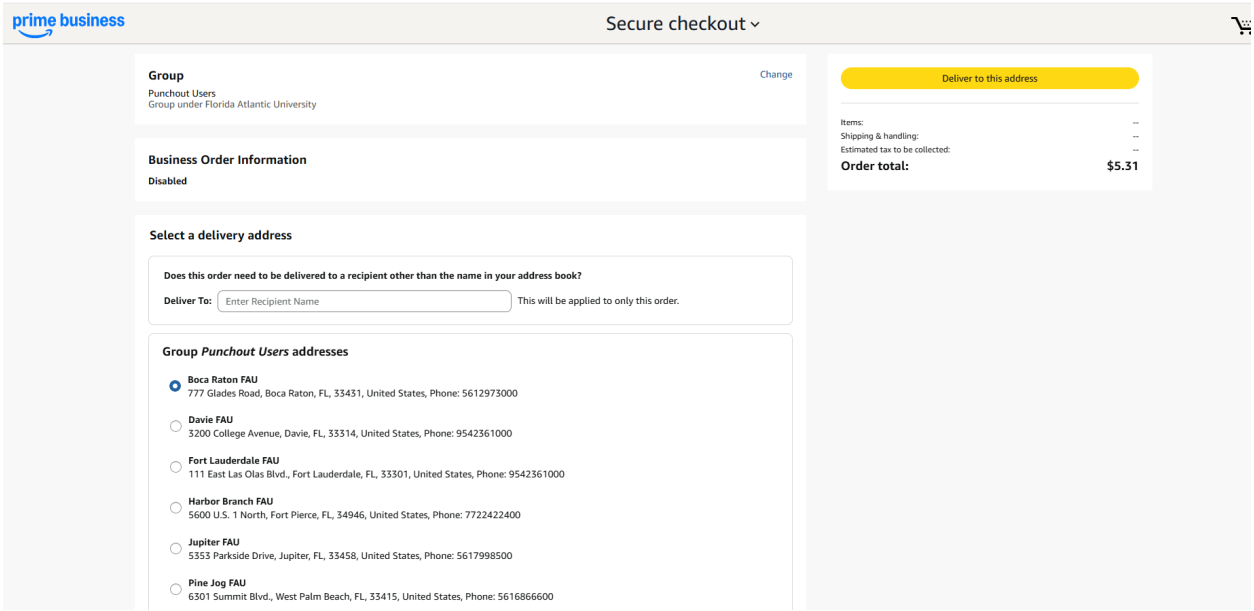
7. Click "**Add to Cart**" yellow button:



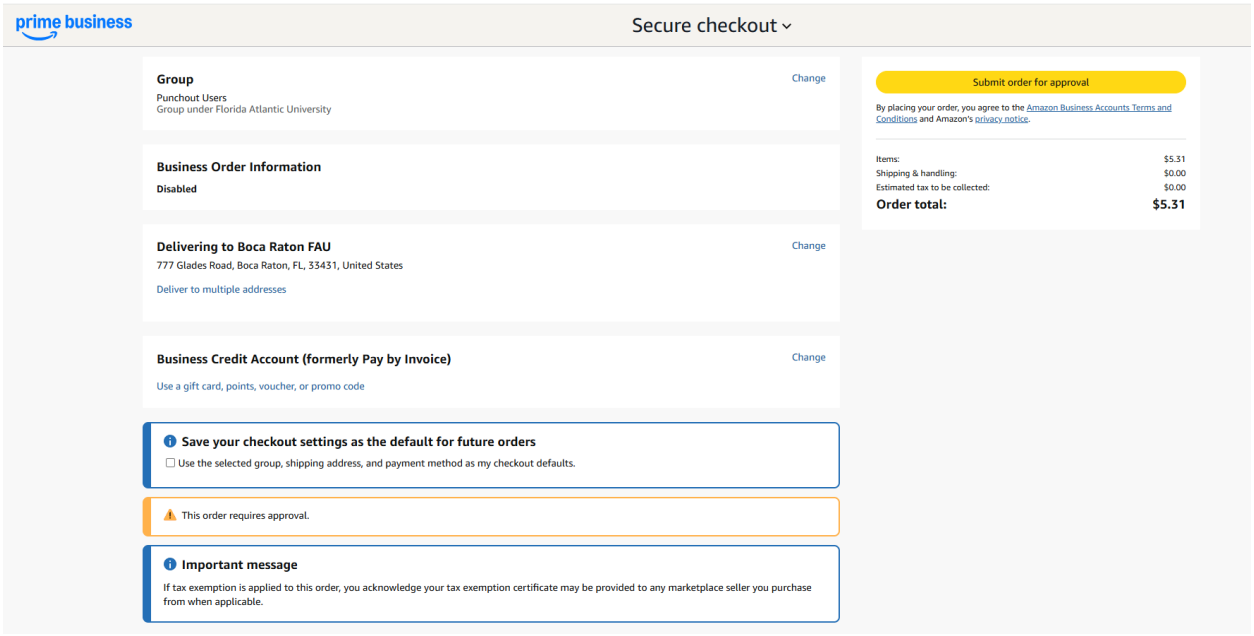
8. Repeat steps 6 and 7 if additional items are needed. **Click Proceed to Checkout** once shopping is complete.



9. Select the delivery address and click on **Deliver to this address** yellow button:



10. Click on **Submit Order for Approval** yellow button:



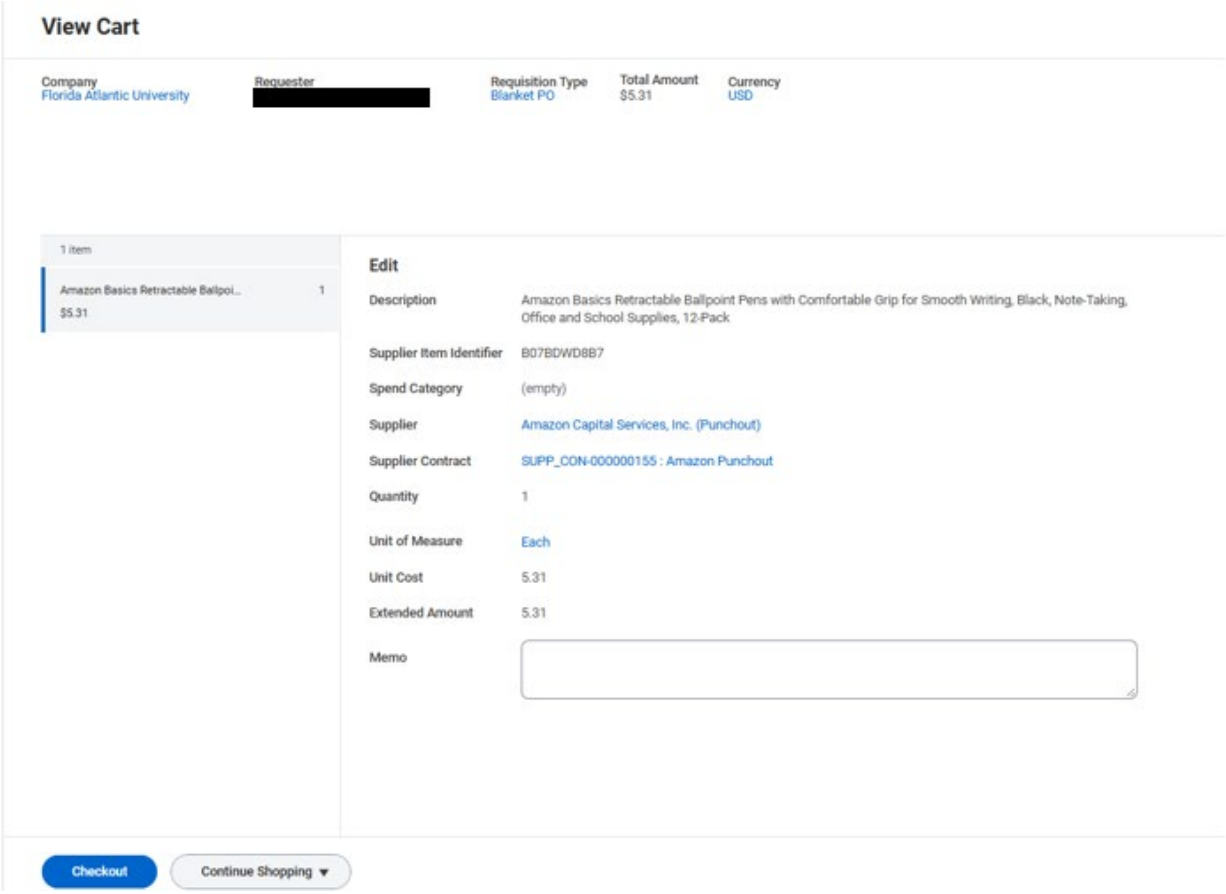
11. You will see message "**We're sending your cart to your procurement system**"



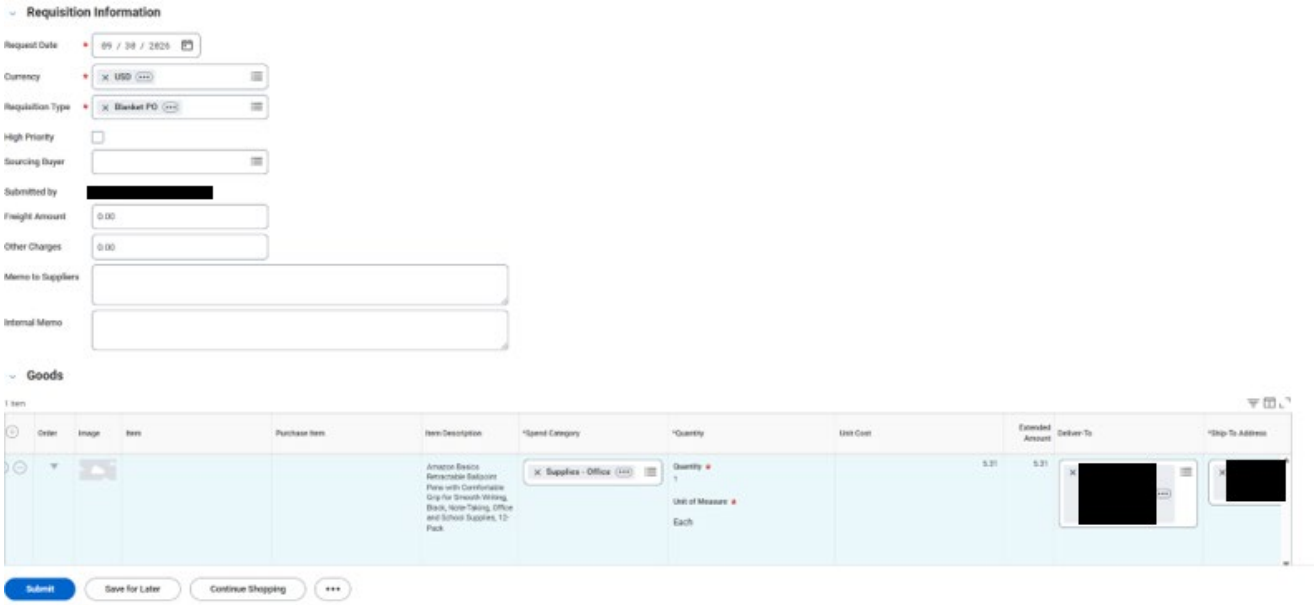
12. Add **"Memo"** section, if needed



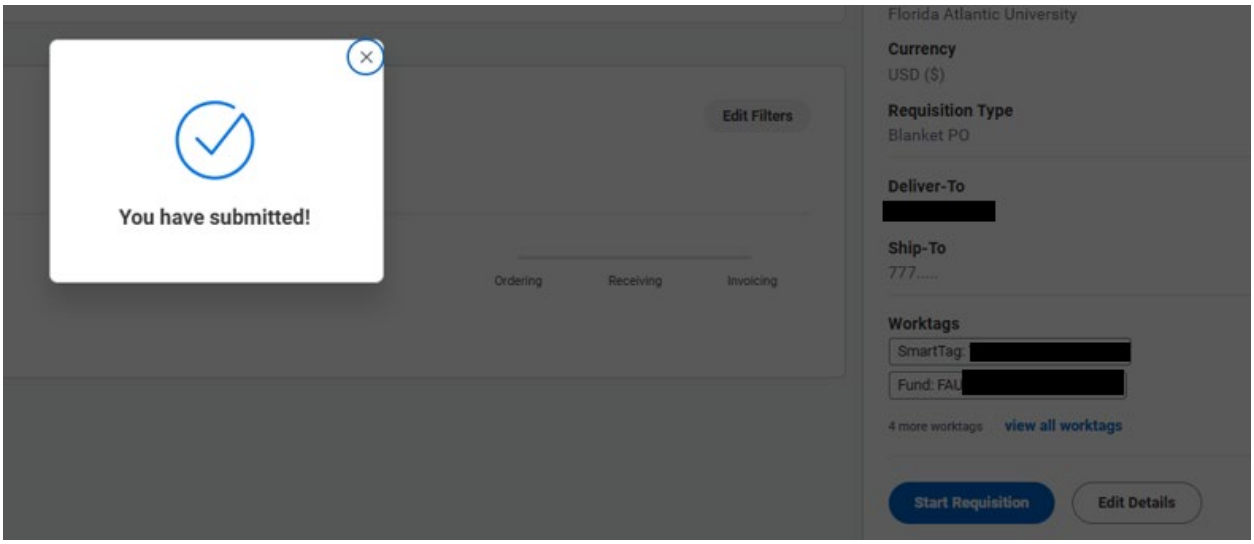
13. Click **"Checkout"** blue button



14. Add **Spend Category** and review the **Deliver to** and **Ship to Address** on the **Goods Line**

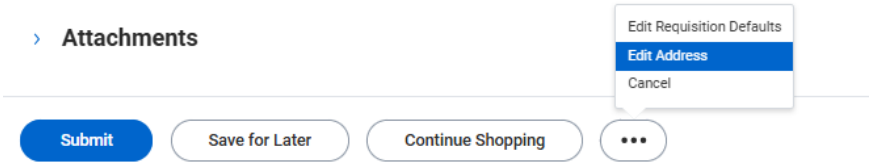


15. Click the **Submit** blue button

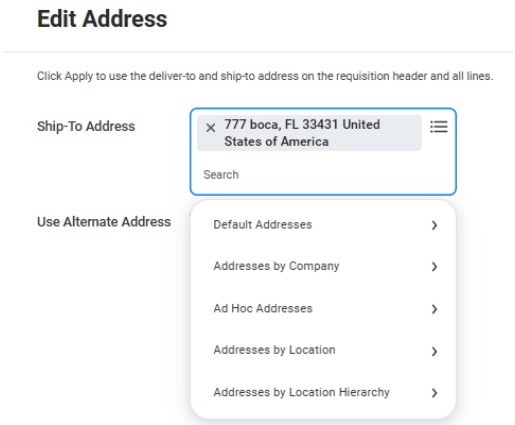


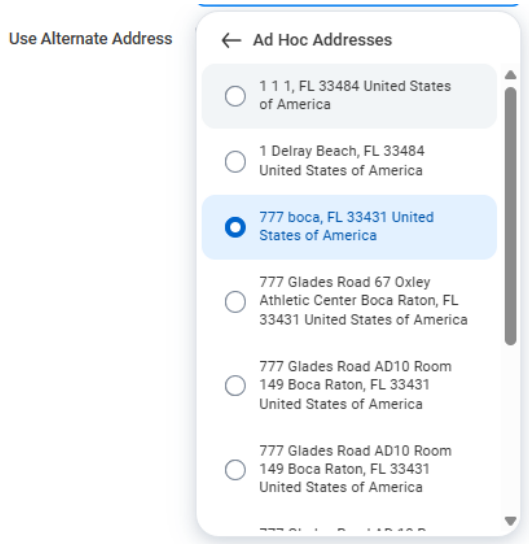
ERROR MESSAGE - If you receive an error message for the **Ship-To-Address** when submitting, please follow the steps below:

1. Click on 3 dots icon (related actions) and select **"Edit Address"**



2. Then select **Ad Hoc Addresses**

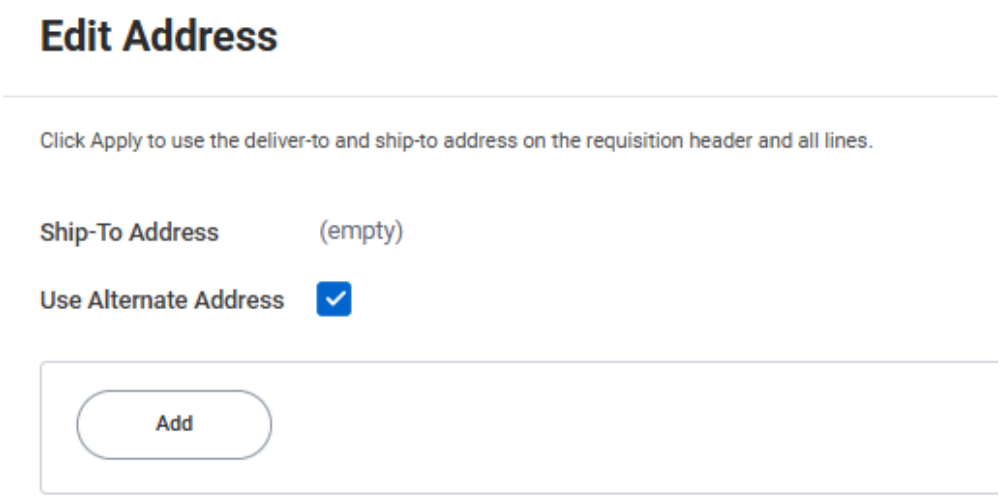




3. Click **"Apply"**



If the desired address is not listed in **AD HOC ADDRESSED,** you will need to check the box marked **"Use Alternate Address"** and then click the **"Add"** button and add all required address lines.



Then, click **“Apply”**

