



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

IMPACS Shopping

Step-by-Step Guide for PunchOut and
Purchasing from Contracts and Solicitations

Table of Contents

[Shopping Instructions](#)

[Login](#)

[PunchOut Navigation](#)

[Shopping Cart Navigation](#)

[Purchase Requisition Navigation](#)

[Purchasing from Contracts](#)

[Purchasing Zero Dollar Non-Catalog Items from Contracts](#)

[Purchasing from Sourcing Event](#)

[Purchase Orders](#)

[Invoicing](#)



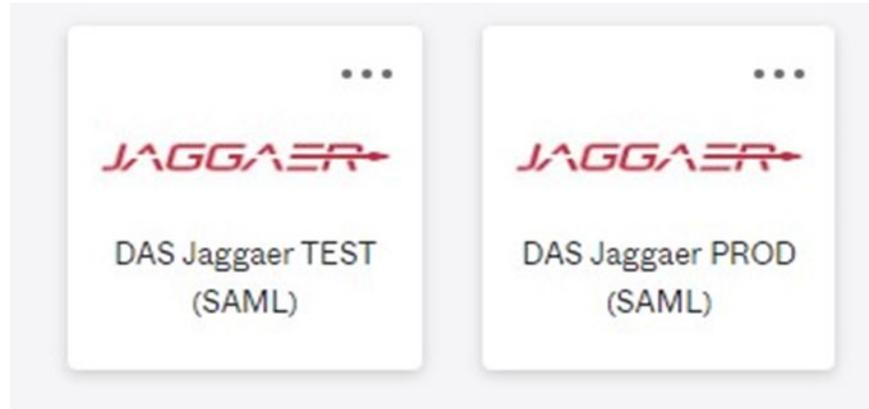
Shopping Instructions

1. Please make sure that you and your approver have been onboarded to Jaggaer / IMPACS.
2. Verify your “Ship To” and “Bill To” Addresses in your profile.
3. Check that your Department has an active account with the PunchOut Vendor.
4. One Purchase Requisition (PR) per Vendor. Please do not mix vendors on a PR.
5. Each Vendor may have different procedures to place orders. Please reach out to the State of Iowa Contract Manager for more information. At a later date, there will be a depository of Vendor instructions.



Sign into Okta and locate the Jaggaer stickers

Click on DAS Jaggaer PROD to enter the Production site.



Main Menu



You may expand the Main Menu by clicking the arrow at the bottom-left of the screen

Home
Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing
Reporting
Administer
Setup

Menu Search

Shop Dashboard - LS

Search for products, vendors, forms, part number, etc.

Showcases

PunchOut Catalogs

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3663824	2022-12-05 laura.shannon@iowa.gov 01	My Drafts	12/5/2022	2,674.81 USD
3647507	2022-11-08 laura.shannon@iowa.gov 01	My Drafts	11/8/2022	19,456.64 USD
3647535	Copy of RFB 17 Test 001	My Drafts	11/8/2022	1,595.00 USD



Shopping Dashboard

Open the Home Dashboard or the SHOP Dashboard. From the Shop Section, the Buyer may search for products, services, vendors, part numbers, etc. or use the PunchOut Vendor Catalogs.

Shop

Simple Advanced Go to: Favorites | Forms | Non-Catalog Item | Service Item | Quick Order Browse: Vendors | Categories | Contracts

Search for products, vendors, forms, part number, etc.

Showcases

PunchOut Catalogs

My Draft Carts

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3652754	Copy of RFB 17 Test 001	My Drafts	11/16/2022	1,595.00 USD
3647507	2022-11-08 laura.shannon@iowa.gov 01	My Drafts	11/8/2022	19,456.64 USD
3647535	Copy of RFB 17 Test 001	My Drafts	11/8/2022	1,595.00 USD
3637913	Test Palo Alto	My Drafts	10/28/2022	71,820.48 USD

My Requisitions





**Department of
Administrative Services**

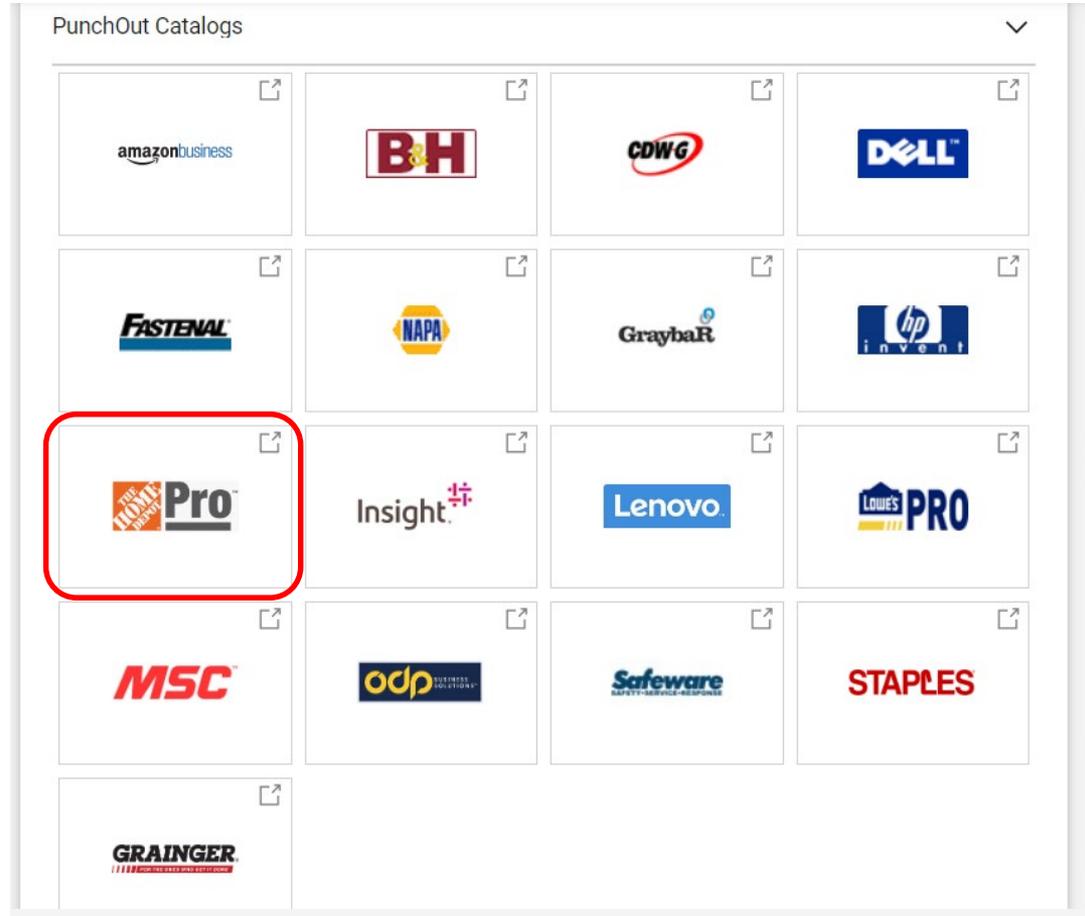
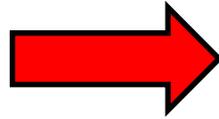
*Empowering People
Collaboration
Customer Service*

PunchOut

Shopping with Vendor PunchOut Catalogs

PunchOut Stickers

Under the **Showcases** Section, on the Shopping Dashboard, there are 17 PunchOut Vendors featured on IMPACS. Each is represented by a Vendor sticker.



PunchOut Vendor Navigation

Once you click on the sticker, you will be directed to the Vendor's website which has the contract pricing built into the product & service offerings. Follow the Vendor instructions. Each Vendor might have different instructions on how to proceed.



**How does
get more done.**

Need help with your account?

Please contact our Pro Solution Center

1-800-292-4208

For quotes and/or orders: eprocurement@homedepot.com

For order assistance/exceptions:

procommsupport@homedepot.com

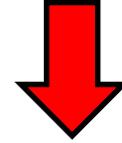
STORE FINDER

Please enter the zip code of your local store.

SUBMIT

By selecting your local store, you'll see items that are in stock and ready for pickup or delivery. This selection covers every item in the store, including large and heavy items like lumber, sheetrock, and sand... All handled by our Pro Support team.

PunchOut Vendor Navigation



STORE FINDER

****NOTE**** If you choose "In-Store Pickup", you will receive an email notifying you when the order is ready to pickup. Please print that email and bring to the ProDesk.

Continue to follow the Vendor instructions and note any special instructions.



Se Des Moines # 2104

4900 Se 14th St
Des Moines, IA 50320
(515)287-7269
Distance : 3.75 Miles

SELECT THIS STORE



W Des Moines # 2103

3700 University Ave
West Des Moines, IA 50266
(515)221-2233
Distance : 7.93 Miles

SELECT THIS STORE



Ankeny # 2107

2335 Se Delaware Ave
Ankeny, IA 50021

SELECT THIS STORE

PunchOut Navigation

Once on the shopping site, navigation is similar to any online shopping experience. A banner at the top of the webpage shows that you are on the Vendor's PunchOut website and you may exit at any time by clicking on the **Cancel PunchOut** button.

SelectSite PunchOut Cancel PunchOut

WHEN YOU'RE A PRO, TIME IS MONEY. THE HOME DEPOT IS DEDICATED TO SAVING YOU BOTH.

THE HOME DEPOT How does it get more done. QUICK ORDER | SHOPPING LISTS | ORDER HISTORY | MY INFO

HOME | QUOTES | CONTACT US

Shop by Department Search All What can we help you find?

Changes are here: [check out what's new!](#)

SHOP BY DEPARTMENT

				
Bath >	Building Materials >	Cleaning >	Doors & Windows >	Electrical >
Bathroom Accessories & Hardware	Boat Docks & Hardware	Air Care	Awnings	Alternative Energy Solutions
Bathroom Faucets	Builders Hardware	Cleaning Tools & Supplies	Door & Window Flashing	Dimmers, Switches & Outlets
Bathroom Mirrors	Concrete, Cement & Masonry	Floorcare	Doors	Door Bells & Intercoms
Bathroom Safety & Accessibility	Drywall	Household Cleaners	Exterior Shutters	Electrical Boxes, Conduit & Fittings
Bathroom Sinks		Laundry	Garage Doors, Openers & Accessories	

- Bath >
- Building Materials >
- Cleaning >
- Decor >
- Doors & Windows >
- Electrical >
- Flooring >
- Heating, Venting & Cooling >
- How-To >
- Independent Living >
- Kitchen >
- Lighting & Ceiling Fans >
- Lumber & Composites >
- Outdoors >
- Paint >
- Plumbing >



PunchOut Navigation

Select your item(s), quantity, and add to cart.

WHEN YOU'RE A PRO, TIME IS MONEY. THE HOME DEPOT IS DEDICATED TO SAVING YOU BOTH.

THE HOME DEPOT How does get more done.

QUICK ORDER | SHOPPING LISTS | ORDER HISTORY | MY INFO

HOME | QUOTES | CONTACT US

Shop by Department What can we help you find?

Home > Lumber & Composites > Plywood > MDF >

Reset Filter by Keyword Sort by Page 1 of 1 1 - 8 of 8

 3/4 in. x 4 ft. x 8 ft. MDF Panel \$59.98 Store Pickup Local Delivery Shipping Unavailable Qty: <input type="text" value="1"/> Add to Cart	 Hardboard Tempered Panel (Common: 1/8 in. x 4 ft. x 8 ft.; Actual: 0.115 in. x 47.7 in. x 95.7 in.) \$12.98 Store Pickup Local Delivery Shipping Unavailable Qty: <input type="text" value="0"/> Add to Cart	 MDF Panel (Common: 1/2 in. x 4 ft. x 8 ft.; Actual: 1/2 in. x 49 in. x 97 in.) \$49.98 Store Pickup Local Delivery Shipping Unavailable Qty: <input type="text" value="0"/> Add to Cart
--	--	--



PunchOut Navigation

Select your Fulfillment option and note the Vendor terms for delivery.

The screenshot displays the Home Depot PunchOut interface. At the top, there is a navigation bar with links for QUICK ORDER, SHOPPING LISTS, ORDER HISTORY, and MY INFO. Below this is a search bar with the text "What can we help you find?". The main content area is divided into two sections. The left section, titled "Shipping and Delivery Fees", lists three options: "Store Pickup: No Minimum, No Fee", "Ship to Location: Shipped Through .COM. Minimum \$45 Purchase, Free Shipping", and "Local Delivery: Delivery From Store. Minimum \$45 Purchase, \$25 Delivery Fee for Orders Under \$150". A red arrow points to this section. The right section, titled "Your Order", shows a subtotal of \$299.90, shipping of TBD, and a total of \$299.90. Below the order summary are buttons for "Checkout", "Clear Cart", and "Cancel Order". A "Continue Shopping" button is also present. The product being viewed is a "3/4 in. x 4 ft. x 8 ft. MDF Panel" priced at \$299.90. Below the product name are three fulfillment options: "Store Pickup" (Available), "Ship to Location" (Not Available), and "Local Delivery" (Available). A red arrow points to the "Local Delivery" option. At the bottom of the product card, there is a quantity selector set to 5, a price of \$59.98 / each, and links for "Add to Favorites", "Update Qty", and "Remove From Cart". A red box highlights a message at the bottom of the product card: "Please Choose a Fulfillment Method for This Item".

SelectSite PunchOut Cancel PunchOut

WHEN YOU'RE A PRO, TIME IS MONEY. THE HOME DEPOT IS DEDICATED TO SAVING YOU BOTH.

THE HOME DEPOT How does get more done.

QUICK ORDER | SHOPPING LISTS | ORDER HISTORY | MY INFO

HOME | QUOTES | CONTACT US

Shop by Department Search All What can we help you find?

Shipping and Delivery Fees

- Store Pickup: No Minimum, No Fee
- Ship to Location: Shipped Through .COM. Minimum \$45 Purchase, Free Shipping
- Local Delivery: Delivery From Store. Minimum \$45 Purchase, \$25 Delivery Fee for Orders Under \$150

Your Order

Subtotal	\$299.90
Shipping	TBD
Total	\$299.90

Checkout

Clear Cart

Cancel Order

Continue Shopping

Need Help?
Contact Our Pro Solution Center:

3/4 in. x 4 ft. x 8 ft. MDF Panel \$299.90
304325742

Store Pickup Available

Ship to Location Not Available

Local Delivery Available

\$59.98 / each

5

Add to Favorites | Update Qty | Remove From Cart

Please Choose a Fulfillment Method for This Item

PunchOut Navigation

Select your Fulfillment option and note the Vendor terms for delivery.

The screenshot displays the Home Depot PunchOut interface. At the top, there is a navigation bar with the Home Depot logo and the slogan "How does get more done." The navigation menu includes "QUICK ORDER", "SHOPPING LISTS", "ORDER HISTORY", "MY INFO", "HOME", "QUOTES", and "CONTACT US". A search bar is present with the text "What can we help you find?". Below the search bar, the store location is identified as "SE DES MOINES#2104" at "4900 SE 14TH ST, DES MOINES, IA 50320".

The main content area is divided into two columns. The left column is titled "Shipping and Delivery Fees" and lists three options: "Store Pickup: No Minimum, No Fee", "Ship to Location: Shipped Through .COM. Minimum \$45 Purchase, Free Shipping", and "Local Delivery: Delivery From Store. Minimum \$45 Purchase, \$25 Delivery Fee for Orders Under \$150". Below this, a product listing for "3/4 in. x 4 ft. x 8 ft. MDF Panel" (SKU 304325742) is shown with a price of \$299.90. Three fulfillment options are presented: "Store Pickup Available" (highlighted with a red box and a checkmark), "Ship to Location Not Available", and "Local Delivery Available".

The right column is titled "Your Order" and shows a summary: "Subtotal \$299.90", "Shipping TBD", and "Total \$299.90". Below the summary are three buttons: "Checkout" (highlighted with a red box), "Clear Cart", and "Cancel Order". At the bottom of the right column is a "Continue Shopping" button.

PunchOut Navigation

Fill out the Vendor instructions.

SelectSite PunchOut

Cancel PunchOut



Pickup/Delivery Contact Info

Please provide Contact information for the person who will be receiving this order.

Contact Name:

Phone:

Email:

Continue





**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Shopping Cart Navigation

Shopping Cart Navigation

You are redirected to the IMPACS Shopping Cart. Note the action items.

The screenshot displays the IMPACS Shopping Cart interface. At the top, the header includes the Iowa Management of Procurement and Contracts System logo, a search bar, and a cart icon showing 309.90 USD. The cart title is "Shopping Cart • 3689996". Below the header, there are tabs for "Simple" and "Advanced" views, and a search bar for products, vendors, forms, part number, etc. The cart contains 6 items, with a sub-section for "Home Depot • 5 Items • 299.90 USD". Under "VENDOR DETAILS", there is a message: "Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM". A list of items is shown, including "WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel". Below the item list, there is an "ITEM DETAILS" section with a "Commodity Code" field, which is highlighted with a red box. A notification box on the right side of the screen, also highlighted with a red box, states: "Correct these issues. You are unable to proceed until addressed. Required: Commodity Code (Line 1)". The right sidebar shows details for the vendor "Laura Shannon" and a total of 309.90 USD.

Shopping Cart • 3689996

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

6 Items

Home Depot • 5 Items • 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90	...

ITEM DETAILS

Commodity Code

Required

Correct these issues.
You are unable to proceed until addressed.
Required: Commodity Code (Line 1)

Details

For
Laura Shannon

Name

Total (309.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 309.90



Shopping Cart Navigation

After addressing the action items, you may rename your Shopping Cart to your Agency preference. You might have noticed that there are six items in the cart instead of five. The next slide will show you how to remove the sixth item.

Iowa Management of Procurement and Contracts System

All Search (Alt+Q) 309.90 USD

Shopping Cart • 3689996

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

6 Items

Home Depot • 5 Items • 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90

ITEM DETAILS

Commodity Code 54011

Details

For Laura Shannon

Name 2023-01-18 laura.shannon@iowa.gov 01

Total (309.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 309.90



Shopping Cart Navigation

The sixth item was added by mistake. You may remove the item by selecting the checkbox next to the item and then clicking the small arrow which brings up a selection box. Select **Remove Selected Items**.

6 Items For

Home Depot · 5 Items · 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90

ITEM DETAILS

Commodity Code

SOJAGGAERTEST · 1 Item · 10.00 USD

VENDOR DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2  Cog 1	1	1/EA	10.00	Qty: 1 EA	10.00

ITEM DETAILS

Contract [0114-2023](#)
Test Contract 020

Shopping Cart Navigation

You are now ready to **Proceed to Checkout**

Shopping Cart • 3689996 Assign Cart **Proceed To Checkout**

Simple Advanced

Search for products, vendors, forms, part number, etc.

5 Items

Home Depot • 5 Items • 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90

ITEM DETAILS

Commodity Code

Details

For
Laura Shannon

Name

Total (299.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 299.90





**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Purchase Requisition Navigation (Checkout)

Purchase Requisition Navigation

You have now created a Purchase Requisition. Please note the action items. Select the pencil icon to edit the section that needs information. Fill in the Accounting codes as necessary.

Requisition • 3689996

Assign Cart Place Order

Summary PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2023-01-18 laura.shannon@iowa.gov 01	Ship To	Bill To
Description no value	PROCUREMENT SERVICES ADMINISTRATIVE SERVICES DEPT OF 1305 E WALNUT 3rd Floor HOOVER STATE OFFICE BLDG DES MOINES, IA 50319-0105 United States	PROCUREMENT SERVICES ADMINISTRATIVE SERVICES DEPT OF 1305 E WALNUT 3rd Floor HOOVER STATE OFFICE BLDG DES MOINES, IA 50319-0105 United States
Priority Normal		
Prepared by Laura Shannon		
Prepared for Laura Shannon		
Department Department of Administrative Services (005)	Delivery Options	Billing Options
	Ship Via Best Carrier-Best Way	Accounting Date no value
	Requested Delivery Date no value	

Accounting Codes			
Department	Fund	Appropriation	Unit
no value	no value	no value	no value

Internal Notes and Attachments	External Notes and Attachments
Internal Note no value	Note to all Vendors no value
Internal Attachments Add	Attachments for all vendors Add
	PO Clauses 1 Edit View details

5 Items ...

Home Depot • 5 Items • 299.90 USD ...

Draft

Correct these issues.
You are unable to proceed until addressed.
[Required: Department](#)

Total (299.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 299.90

299.90

What's next for my order?

Next Step Dept Approval Catch All

Approvers [Shannon, Laura](#)
[Wendt, Karl](#)
[Zepeda, Jennifer](#)

Workflow

Show skipped steps

Draft
Active
Laura Shannon

Dept Approval Catch All
Future

Create PO



Purchase Requisition Navigation

Check the Shipping and Billing addresses; edit if necessary. Also, check the PO clause to ensure the correct terms & conditions for the purchase. Change (if needed) by selecting **Edit**.

Summary PO Preview Comments Attachments History

General

Cart Name 2023-01-18 laura.shannon@iowa.gov 01

Description *no value*

Priority Normal

Prepared by Laura Shannon

Prepared for Laura Shannon

Department Department of Administrative Services (005)

Shipping

Ship To

PROCUREMENT SERVICES
ADMINISTRATIVE SERVICES DEPT OF
1305 E WALNUT 3rd Floor
HOOVER STATE OFFICE BLDG
DES MOINES, IA 50319-0105
United States

Delivery Options

Ship Via Best Carrier-Best Way

Requested Delivery Date *no value*

Billing

Bill To

PROCUREMENT SERVICES
ADMINISTRATIVE SERVICES DEPT OF
1305 E WALNUT 3rd Floor
HOOVER STATE OFFICE BLDG
DES MOINES, IA 50319-0105
United States

Billing Options

Accounting Date *no value*

Accounting Codes

Department	Fund	Appropriation	Unit
005 Department of Administrative Services	<i>no value</i>	<i>no value</i>	<i>no value</i>

Internal Notes and Attachments

Internal Note *no value*

Internal Attachments [Add](#)

External Notes and Attachments

Note to all Vendors *no value*

Attachments for all vendors [Add](#)

PO Clauses [1 Edit | View details](#)



Purchase Requisition Navigation

Scroll down the page and check the contract # (in most cases it will be populated) and add any Internal or Vendor attachments as needed. If changes are needed, you may Modify or View the items in your cart.

Internal Note	<i>no value</i>	Note to all vendors	<i>no value</i>
Internal Attachments	Add	Attachments for all vendors	Add
		PO Clauses	1 Edit View details

5 Items ⋮

Home Depot · 5 Items · 299.90 USD ⋮

^ **VENDOR DETAILS**

Contract	<i>no value</i>	PO Number	To Be Assigned
PO Clauses	Add		

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 11:36:49 AM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90	⋮

^ **ITEM DETAILS** ✎

Vendor Part Auxiliary ID	~~~(80F4AA22-D146-4E7C-9E4A-0AA0159E9BC1)	Contract:	<i>no value</i>	Internal Note	<i>no value</i>
more info...		Taxable	×	Internal Attachments	Add
		Commodity Code	54011	External Note	<i>no value</i>
				Attachments for vendor	Add
				PO Clauses	Add



Purchase Requisition Navigation

By clicking the three dots next to the Assign Cart button, a menu pops up that allows you to do several actions. If the approver of the Requisition returns it back to you, you may view their message to you here.

Shopping Cart • 3699228

Simple Advanced

Search for products, vendors, forms, part number, etc.

5 Items

Home Depot • 5 Items • 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 1:36:28 PM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90

ITEM DETAILS

Commodity Code

Assign Cart Proceed To Checkout

- Empty Cart
- Create New Cart
- View Carts
- View Cart return message(s)
- View Cart history
- See configuration for this requisition

Details

For Laura Hann

Name

2023-01-31

Total (299.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 299.90

Purchase Requisition Navigation

You may now click the Proceed to Checkout button to have an Approver review the Purchase Requisition, approve and issue a Purchase Order. You may assign the cart to another user well.

Shopping Cart • 3699228

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

5 Items

Home Depot • 5 Items • 299.90 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/31/2023 1:36:28 PM

- WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  WillCall:3/4 in. x 4 ft. x 8 ft. MDF Panel	304325742	EA	59.98	Qty: 5 EA	299.90

ITEM DETAILS

Commodity Code

Details

For
Laura Shannon

Name

Total (299.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 299.90

Purchase Requisition Navigation

The Purchase Requisition has been submitted to the approver.

Simple

Advanced

Go to: [Non-Catalog Item](#) | [Service Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Vendors](#) | [Categories](#) | [Contracts](#)

Search for products, vendors, forms, part number, etc.



✔ Requisition 3689996 Submitted

Summary

Requisition number	3689996
Requisition status	Pending
Cart name	2023-01-18 laura.shannon@iowa.gov 01
Requisition date	1/31/2023
Requisition total	299.90 USD
Number of line items	1

Options

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)





**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Purchasing from Contracts

Purchasing from Contracts

The process is similar for purchasing from contracts. Instead of selecting a Vendor PunchOut sticker, you may use a simple or advanced search to find the good, service or task to purchase. You may have saved Favorites, and you will find your favorites in the **Go to** line.

Dashboards • Home Dashboard

[Accounts Payable Dashboard](#) [Admin Dashboard](#) [Admin Dashboard - LS](#) [Contract Manager Dashboard](#) [Contract Manager Dashboard - LS](#) [Home Dashboard](#) [Laura's Dashboard -1](#) [Shop Dashboard - LS](#)

Shop

...

Simple Advanced

Go to: [Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Service Item](#) | [Quick Order](#) Browse: [Vendors](#) | [Categories](#) | [Contracts](#)

Search for products, vendors, forms, part number, etc.



Purchasing from Contracts

In this example, “Cog” is typed into the search line. The following products displayed from the search. You may narrow down your search by using the left menu and search by vendor, category, etc. The green ribbon icon in the upper-left corner of the item box means that the item has a contract in place. You may view the contract by clicking on the icon.

The screenshot shows a search results page for the term "Cog". The search bar at the top contains "Cog" and is highlighted with a red box. Below the search bar, there are tabs for "Simple" and "Advanced", with "Simple" selected. The search results are displayed in a grid format. On the left side, there is a filter menu with the following sections:

- By Vendor:** Staples (13), SOLJAGGAERTEST (3), Chicago Bulls - Error Testing (2), Graybar Electric Company (1). Includes a link for "Select Multiple Filters".
- By Category:** Ball point pens (10), Ink refills (3), Flexible head gear wrench (1). Includes a link for "Select Multiple Filters".
- By Packaging UOM:** EA (14), PK (3), UN (2). Includes a link for "Select Multiple Filters".
- By Result Type:** Products (19).
- By Manufacturer:** Pilot (13), CROSS (13).

The main grid displays five product listings, each with a green ribbon icon in the upper-left corner, indicating a contract. The second listing, "COG 5* from Chicago Bulls - Error Testing", has a red circle around its green ribbon icon. The listings are as follows:

Product Name	Vendor	Part Number	Price (USD)
COG 1* from Chicago Bulls - Error Testing	Chicago Bulls - Error Testing	0069-2022 - COG1	25.00
COG 5* from Chicago Bulls - Error Testing	Chicago Bulls - Error Testing	0069-2022-COG5	50.00
Cog 1 from SOLJAGGAERTEST	SOLJAGGAERTEST	None	10.00
Cog 2 from SOLJAGGAERTEST	SOLJAGGAERTEST	None	20.00
Cog 3 from SOLJAGGAERTEST	SOLJAGGAERTEST	None	30.00

Below the grid, there are more product listings with images and details:

- DR.GRIP COG BALLPT MED ORANGE** from Staples, Part Number 560515, Price 10.00 USD.
- DR.GRIP COG BALLPT MED CHARC** from Staples, Part Number PIL36180, Price 10.00 USD.
- DR.GRIP COG BALLPT MED BLUE** from Staples, Part Number PIL36181, Price 10.00 USD.
- DR.GRIP COG BALLPT MED ORANGE** from Staples, Part Number PIL36183, Price 10.00 USD.
- ALL ANGLE COG WRENCH** from Graybar Electric Company, Part Number 88056738, Price Call For Price.

Purchasing from Contracts

Select the quantity and **Add to Cart**. By selecting the arrow next to the **Add to Cart** button, other actions may be selected.

The screenshot displays a grid of five product cards. Each card includes a placeholder image, a title, a source, a part number, a price, and an 'Add to Cart' button. The fourth card, 'DR.GRIP COG BALLPT MED ORANGE', has a red box around its 'Add to Cart' button, which is open to show a dropdown menu with three options: 'Add and checkout', 'Add to Draft Cart or Pending PR/PO', and 'Add to PO Revision'. The other cards are: 'COG 1*' (25.00 USD), 'COG 5*' (50.00 USD), 'Cog 1' (10.00 USD), and 'Cog 3' (30.00 USD). The fifth card, 'ALL ANGLE COG WRENCH', has a 'Call For Price' button instead of a price.

Item Name	Source	Part Number	Price (USD)	Quantity	Action
COG 1*	from Chicago Bulls - Error Testing	0069-2022 - COG1	25.00	1	Add to Cart
COG 5*	from Chicago Bulls - Error Testing	0069-2022-COG5	50.00	1	Add to Cart
Cog 1	from SOIJAGGAERTEST	0	10.00	1	Add to Cart
Cog 2	from SOIJAGGAERTEST	None	20.00	1	Add to Cart (Dropdown)
Cog 3	from SOIJAGGAERTEST	1	30.00	1	Add to Cart
DR.GRIP COG BALLPT MED ORANGE	from Staples	560515	10.00	1	Add to Cart
DR.GRIP COG BALLPT MED CHARC	from Staples	PIL36180	10.00	1	Add to Cart
DR.GRIP COG BALLPT MED BLUE	from Staples	PIL36181	10.00	1	Add to Cart
DR.GRIP COG BALLPT MED ORANGE	from Staples	PIL36183	10.00	1	Add to Cart
ALL ANGLE COG WRENCH	from Graybar Electric Company	88056738	Call For Price		Call For Price

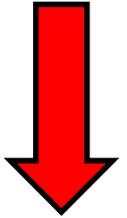
Purchasing from Contracts

Once you have added the item(s) to the cart, a SUCCESS popup appears and you may select to view the cart or Checkout from here. Or you may select the cart icon and have the same option with the additional function of deleting the items in your cart, by clicking the trashcan icon.

The screenshot displays a web application interface. At the top, there is a navigation bar with a search bar, a shopping cart icon showing '20.00 USD', and notification icons for '19' and '53'. Below the navigation bar, a success message popup is visible, enclosed in a red box. The message reads 'SUCCESS' with a green checkmark icon, followed by '1 item has been added to your cart'. To the right of the message are two buttons: 'View Cart' and 'Checkout'. Below the success message, the main content area shows a shopping cart summary. The cart title is 'My Cart (2023-01-31 laura.shannon@iowa.gov 01)'. The cart contains one item, 'Cog 2', with a quantity of 1 and a price of 20.00 USD. A trashcan icon is circled in red next to the item. To the right of the item are two buttons: 'View My Cart' and 'Checkout'. At the bottom right of the cart summary, the total price '20.00 USD' is displayed. The top navigation bar also has a red box around the '20.00 USD' and the shopping cart icon.

Purchasing from Contracts

The Shopping Cart opens and the process is the same as with the PunchOut purchase requisition creation. Note the contract has self-populated and the blue and silver ribbon indicates that this is a **Contract Non-catalog Item**. Change the PR name (if needed) and populate the commodity code. **Proceed to Checkout**.



Shopping Cart • 3699228

Assign Cart **Proceed To Checkout**

Simple Advanced

Search for products, vendors, forms, part number, etc.

1 Item

SOJAGGAERTEST • 1 Item • 20.00 USD

VENDOR DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Cog 2	None	None EA	20.00	1 EA	20.00

ITEM DETAILS

Contract **0113-2023**
Test Contract 019

Commodity Code 10512

Name
2023-01-31 laura.shannon@iowa.gov 01

Total (20.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Total: 20.00



**Department of
Administrative Services**

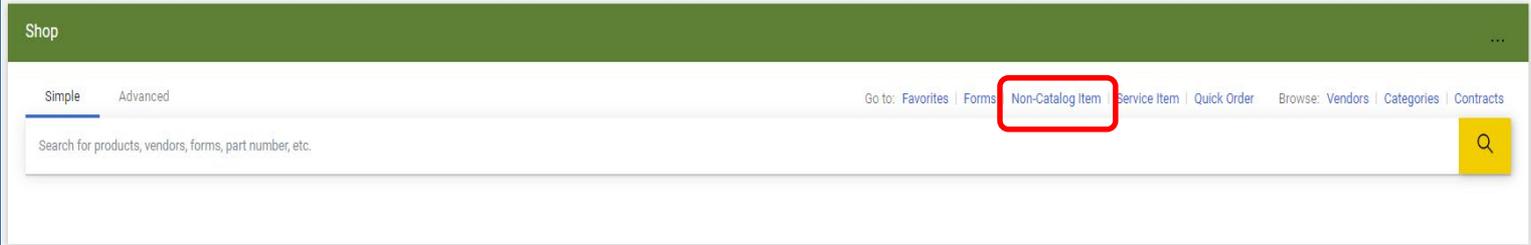
*Empowering People
Collaboration
Customer Service*

Purchasing Zero Dollar Non-Catalog Items from Contracts

Shopping Cart Navigation

Adding Non-Catalog Items form Contracts

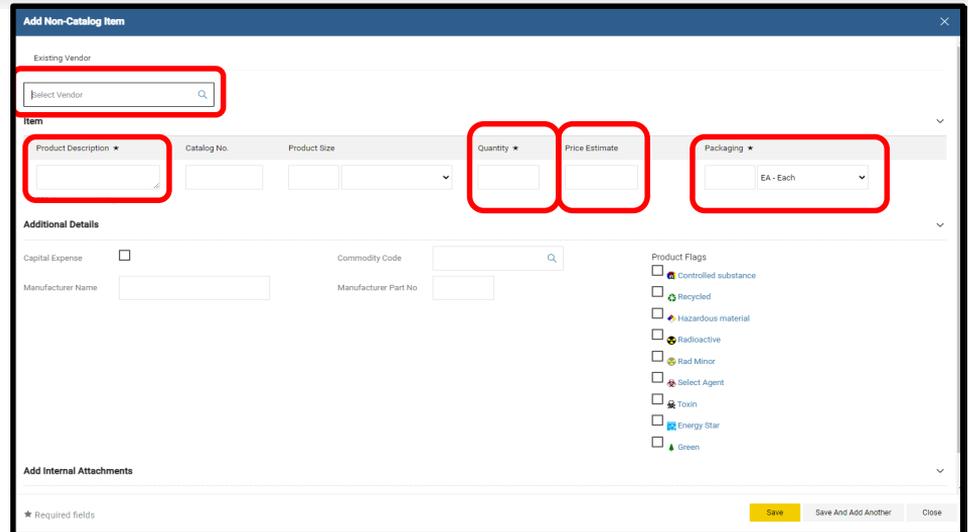
Select the Non-Catalog Item link in the search bar



The screenshot shows the top navigation bar of the 'Shop' interface. The 'Non-Catalog Item' link is highlighted with a red box. Other navigation links include 'Favorites', 'Forms', 'Service Item', 'Quick Order', 'Browse: Vendors', 'Categories', and 'Contracts'. A search bar is located below the navigation bar with a search icon on the right.

The Add Non-Catalog Item pop-up appears.

Select the Vendor you want to purchase from or search using the search icon and enter the Product Description, Quantity, Price Estimate and Packaging information.



The screenshot shows the 'Add Non-Catalog Item' pop-up form. The 'Existing Vendor' field is highlighted with a red box. The 'Item' section contains several fields: 'Product Description', 'Catalog No.', 'Product Size', 'Quantity', 'Price Estimate', and 'Packaging', all of which are highlighted with red boxes. The 'Additional Details' section includes 'Capital Expense', 'Commodity Code', 'Manufacturer Name', and 'Manufacturer Part No.'. The 'Product Flags' section lists various flags such as 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'Rad Minor', 'Select Agent', 'Toxin', 'Energy Star', and 'Green'. The 'Add Internal Attachments' section is at the bottom. A red arrow points from the text 'The Add Non-Catalog Item pop-up appears.' to the top of the form.

Shopping Cart Navigation

Adding Non-Catalog Items from Contracts

If this purchase is a Capital Expense then check the box. Include the Commodity Code for the item and the Manufacturer's name and Part# (if applicable). If there are any product flags that you want to enter, check the box. If an attachment is needed, click the add attachment button.

Click Save or if you have more non-catalog items to add, Save and Add Another.

Add Non-Catalog Item

Select Vendor

Item

Product Description *	Catalog No.	Product Size	Quantity *	Price Estimate	Packaging *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining

Additional Details

Capital Expense

Commodity Code

Manufacturer Name

Manufacturer Part No

Product Flags

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Add Internal Attachments

Add Internal Attachments

★ Required fields

Save Save And Add Another Close

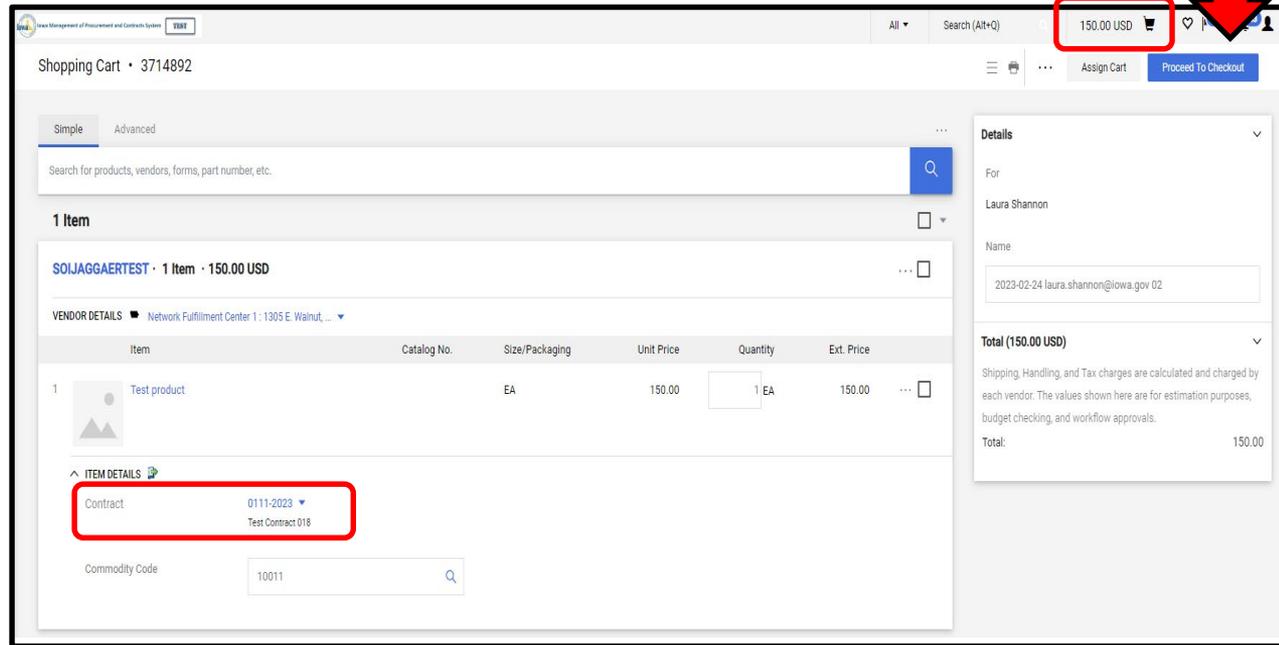


Shopping Cart Navigation

Adding Non-Catalog Items from Contracts

Return to your Shopping Cart by clicking on the cart icon in the upper right of the screen.

Check to make sure you are purchasing off the correct contract and proceed to checkout if everything is correct.



The screenshot shows a shopping cart interface. In the top right corner, a red box highlights the total amount '150.00 USD' next to a cart icon. A large red arrow points down from this area. Below the cart icon, a blue button labeled 'Proceed To Checkout' is visible. The main cart area shows '1 Item' with a search bar and a table of items. The table has columns for Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first item is 'Test product' with a quantity of 1 EA and an extended price of 150.00. Below the table, the 'ITEM DETAILS' section shows a dropdown menu for 'Contract' with '0111-2023' selected and 'Test Contract 018' displayed below it. A red box highlights this contract information. At the bottom, there is a 'Commodity Code' field with '10011' entered.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Test product		EA	150.00	1 EA	150.00



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Purchasing from Sourcing Event

Purchasing from Sourcing Event

When a Sourcing Event has been awarded to one or more suppliers, a Buyer may choose to **Initiate Procurement Process** from the **Event Actions** drop-down.

1. Access the *Awarded event*, and navigate to the **Supplier Responses** page.
2. From the **Event Actions** drop-down, select **Initiate Procurement Process**.
 - 2.1 An overlay displays confirming you will be creating a shopping cart.
 - 2.2 If appropriate, select a different user for whom the cart will be created, and click **Continue**.
3. The page refreshes, indicating the created document number in the event information.
4. You may navigate to the cart in eProcurement and note the Sourcing Event reference.
5. Finish adding any appropriate details to the cart and submit for approval.





**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Purchase Orders

Steps for Purchase Order Approval and Distribution

Purchase Orders

The Purchase Requisition enters the approval workflow. The steps and status are outlined on the right side of the screen.

The screenshot displays a software interface for managing purchase requisitions. At the top, there is a navigation bar with a search function (Search (Alt+Q)), a currency indicator (0.00 USD), and user profile information. Below the navigation bar, a blue button labeled "Withdraw Entire Requisition" and a status indicator "1 of 146 Results" are visible. The main content area is divided into two sections. The upper section, titled "Pending", shows a summary of the requisition with a total value of 20.00 USD. It includes a note about shipping, handling, and tax charges, and a subtotal of 20.00. The lower section, titled "What's next?", displays a workflow diagram. The workflow consists of four steps: "Submitted" (1/31/2023 3:47 PM, Laura Shannon), "Dept Approval Catch All" (Approved, Laura Shannon), "Create PO" (Active), and "Finish" (Future). The "Create PO" step is currently active, indicated by a blue location pin icon.

Withdraw Entire Requisition 1 of 146 Results

Pending

Total (20.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 20.00

20.00

What's next?

Workflow

Show skipped steps

Submitted
1/31/2023 3:47 PM
Laura Shannon

Dept Approval Catch All
Approved
✓ Laura Shannon

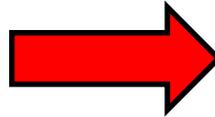
Create PO
Active

Finish
Future



Purchase Orders

The Purchase Requisition is sent to the approver(s) by email. The approver can open the email and see the Purchase Requisition details. They may Approve, Reject or assign the document to themselves. If the document is rejected, it becomes locked and edits cannot be made. You must start over with a new Purchase Requisition.



Department Approval Catch All Approval Request for Requisition# 3699228

Dear Laura Shannon,

The requisition listed below has been submitted for your approval

Summary

Folder: Department Approval Catch All
Prepared by: Laura Shannon
Cart Name: 2023-01-31 laura_shannon@iowa.gov 01
Requisition No.: 3699228
Priority: Normal
No. of line items: 1

TOTAL: 20.00 USD

Details

SOJAGGAERTEST

Item 1

Description: Cog 2
Catalog Number: None
Quantity: 1
Unit Price: 20.00 USD
Ext. Price: 20.00 USD
Contract: 0113-2023 (Test Contract 019)
Size/Packaging: None EA
Taxable: No
Commodity Code: 10512

TOTAL: 20.00 USD

Accounting Codes

Accounting Codes

Department: 005 : Department of Administrative Services
Fund: -
Appropriation: -
Unit: -

Ready to approve, reject or assign this document to yourself?

[Take Action](#)

Additional Information

Summary Details

Comments: (0)

Other Possible Approvers

Karl Wendt

Shipping Address

PROCUREMENT SERVICES
ADMINISTRATIVE SERVICES DEPT OF
1305 E WALNUT 3rd Floor
HOOVER STATE OFFICE BLDG
DES MOINES, IA 50319-0105
United States



Purchase Orders

Once the Purchase Requisition is approved, the status will indicate **Completed** and the purchase order number will display. Click on the Purchase Order hyperlink.

The screenshot displays a purchase order summary page. At the top, a green header indicates the status is **Completed**. Below this, the total amount is listed as **Total (20.00 USD)**. A note states: "Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals." The subtotal is shown as 20.00, with a final total of 20.00. A section titled **Related Documents** contains a hyperlink for **Purchase Order: JAG005FY23-102**. The **What's next?** section shows a workflow with steps: **Submitted** (1/31/2023 3:47 PM, Laura Shannon), **Dept Approval Catch All** (Approved, Laura Shannon), **Create PO** (Completed), and **Completed** (1/31/2023 3:47 PM).

Purchase Orders

The Status of the Purchase Order is displayed.

Purchase Order • [SOJAGGAERTEST](#) • JAG005FY23-102 Revision 0

[Status](#) [Summary](#) [Revisions](#) **1** [Confirmations](#) [Shipments](#) [Change Requests](#) [Invoices](#) [Comments](#) [Attachments](#) [History](#)

General Information

PO/Reference No. **JAG005FY23-102**

Revision No. **0**

Vendor Name [SOJAGGAERTEST](#)

Purchase Order Date **1/31/2023**

Total **20.00**

Owner Name **Laura Shannon**

Owner Phone **+1 515-330-7325**

Owner Email **laura.shannon@iowa.gov**

Requisition Number **[3699228](#)** [view](#) | [print](#)

Document Status

A/P status **Open**

Workflow **✓ Completed**
(1/31/2023 3:48 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Manual

Distribution Date/Time **1/31/2023 3:48 PM**

Vendor **Sent To Vendor**

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	Cog 2	None	None EA	20.00	1 EA	20.00

[^ DETAILS](#)

Vendor **Sent To Vendor**

Invoicing **none**

Completed

[Details](#)

Vendor Status

Sent To Vendor

Vendor

SOJAGGAERTEST

Total (20.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal **20.00**

20.00

Related Documents

[Requisition: 3699228](#)

What's next?

Workflow Status **• Completed**

Workflow

Show skipped steps

Submitted
1/31/2023 3:47 PM
Laura Shannon

[Create Vendor Documents](#)



Purchase Orders

How the PO is sent to the Vendor is specified in their Vendor Profile. The preferred method is to send the Vendor an email with the PO attached as a PDF (this is the default). The Vendor may opt for a fax, in which they should provide the phone # in their profile. You may also print and manually send the PO – this is discouraged. On the Purchase Requisition, the Buyer may also select the PO distribution method.

Document Status ▼

A/P status **Open**

Workflow **✓ Completed**
(1/31/2023 3:48 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Manual	
Distribution Date/Time	1/31/2023 3:48 PM
Vendor	Sent To Vendor

Size/Packaging	Unit Price	Quantity	Ext. Price
None EA	20.00	1 EA	20.00

Completed

Details ▼

Vendor Status

Sent To Vendor

Vendor
SOJAGGAERTEST

Total (20.00 USD) ▼

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	20.00
	20.00

Related Documents ▼

[Requisition: 3699228](#) 

What's next? ▼

Workflow Status ● Completed





**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

Invoicing

How to pay the Vendor Invoice

Invoice Payment

The Vendor invoice will be sent to the **Bill To** address on the purchase requisition. Enter the basic purchase information into I/3. Use the PRC, GAX or P-Card method to pay the invoice. If a State Agency has a different way to pay the Vendor, then continue using that method.

When Workday FIN is implemented for the State of Iowa, there will be an import of the Purchase Order into that system.

Non-State Agency entities will pay the Vendor in the way they always have.



Questions?

Contact:

Laura Shannon

laura.shannon@iowa.gov

515-330-7325

