Finance & Administration
Office of Procurement

Punchout Catalogs

June 2026

LEAD ON.

TCU

General Steps

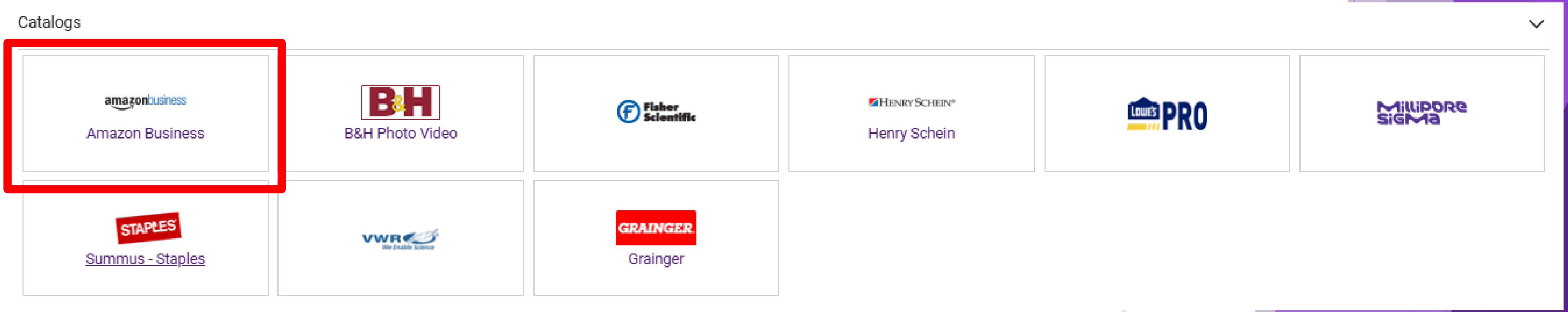
- Select a catalog you need to shop through
- Add items to your cart through the supplier's dedicated catalog punchout that appears
- Proceed to checkout within the supplier's cart to move items back to Jaggaer
- Proceed to checkout within Jaggaer
- Adjust accounting strings and delivery address as applicable
- Submit the Requisition
- The requisition will route for approvals & issue a PO electronically to the supplier, the supplier will fulfill the items, and the invoice will issue payment, all automatically.

What is a Punchout?

- Punchout catalogs allow you to access approved supplier websites directly through Jaggaer.
- Purchases made through punchout catalogs receive TCU's negotiated pricing and tax-exempt status.
- Items selected from a punchout catalog automatically transfer back into Jaggaer for approval and processing. There is no additional step to upload an invoice for payment.

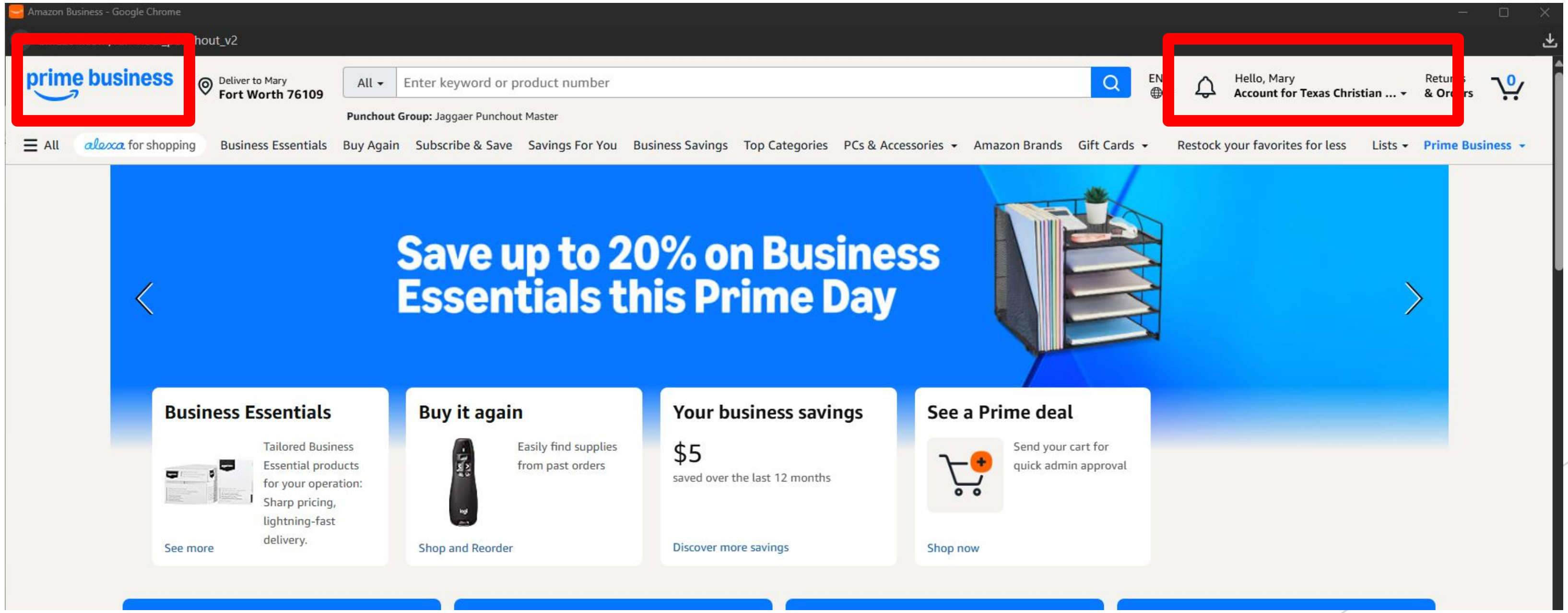
Locate Your Punchout

- Select a Punchout Catalog tile from the Jaggaer homepage to begin shopping.
- The supplier's website or marketplace will open automatically within a few seconds.
- All shopping activity remains connected to Jaggaer throughout the session.



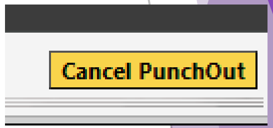
Confirming the Site

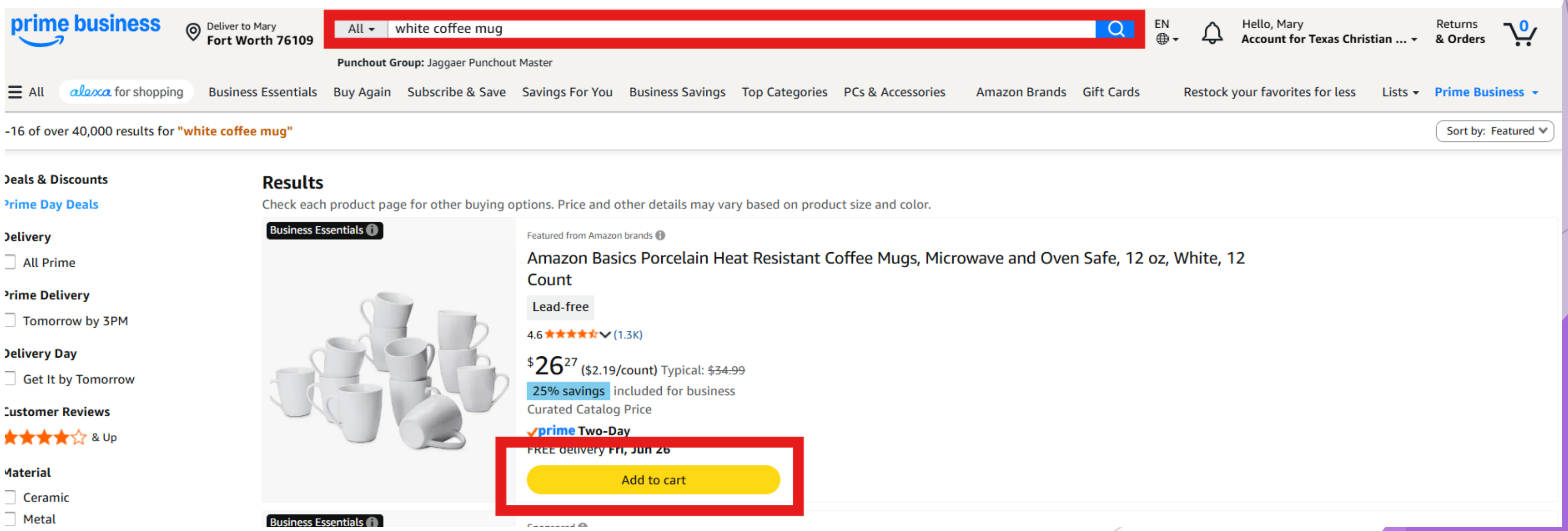
- Verify that the supplier's branding is displayed at the top of the page.
- Confirm that TCU or a business account designation is visible within the punchout session, to shop through the university's approved purchasing channel.



Searching and Shopping

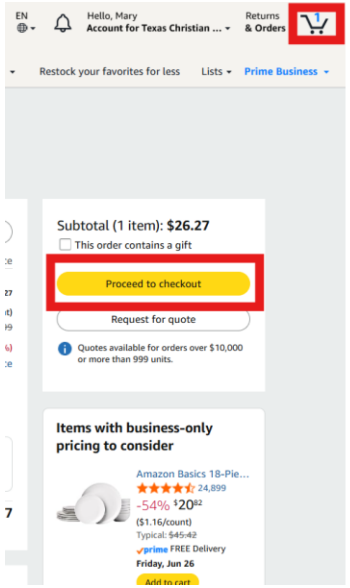
- Use the search field at the top of the page to locate the products you need.
- Add items to your cart as you shop, noting that button names may vary by supplier.
- If you decide not to proceed with a purchase, select Cancel Punchout Session to exit without creating a requisition.

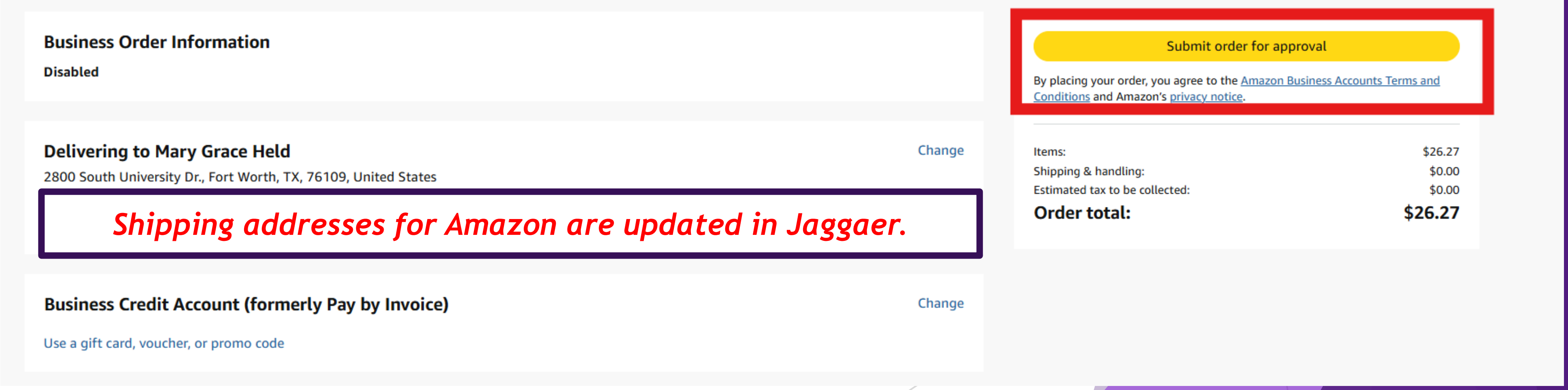




Return Your Cart to Jaggaer

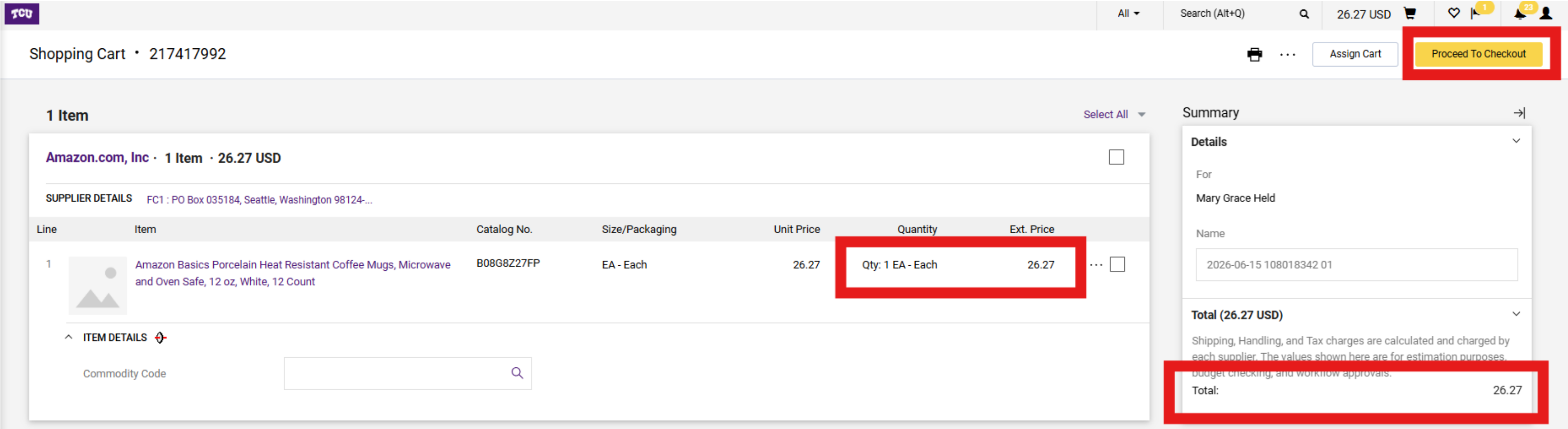
- Once all desired items have been added, open the supplier's shopping cart.
- Select the option to submit or transfer the cart back to Jaggaer.
- The punchout session will close and the selected items will automatically populate a Jaggaer requisition.





Review the Requisition

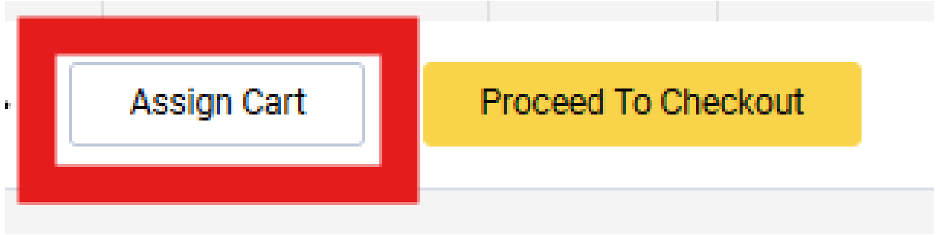
- Select Proceed to Checkout after returning to Jaggaer.
- Verify that all items from the supplier website transferred successfully into the requisition.
- Confirm that the quantities and estimated totals match the supplier cart before continuing.



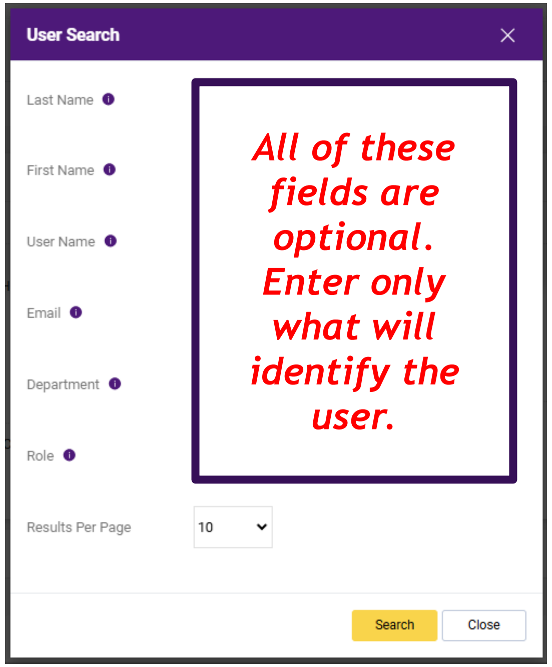
Verify only Punchout Items show here, and no additional Requisitions are in your Jaggaer cart.

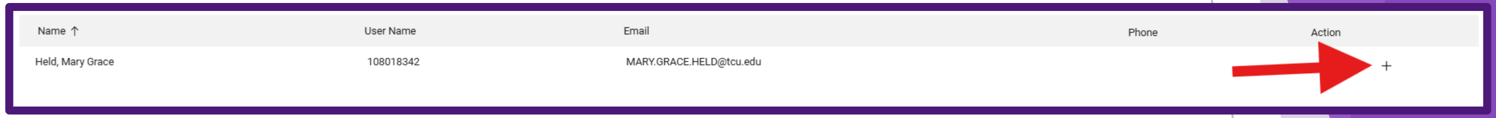
Assigning a Cart

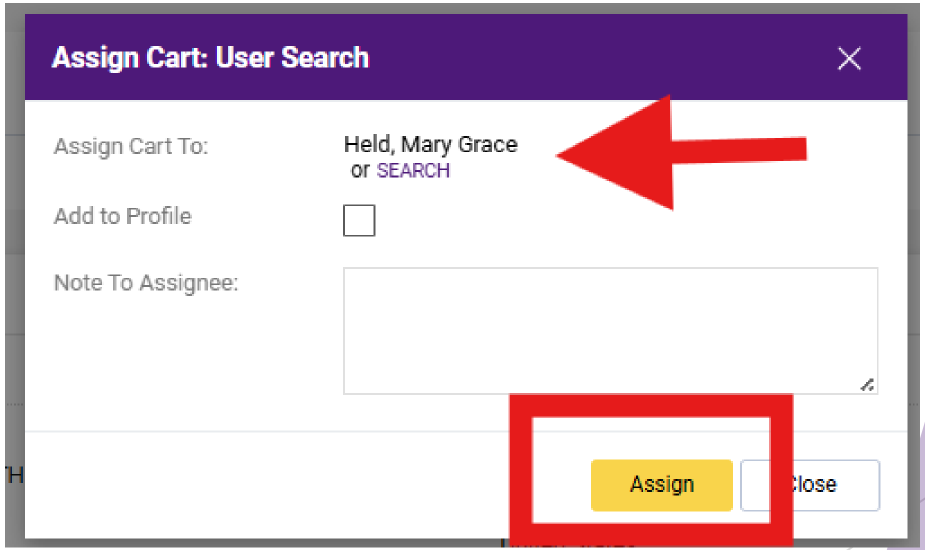
- If you do not have permission to submit requisitions, select Assign Cart instead of proceeding to checkout.
- Search for and select the appropriate Requester within your department.
- The Requester will be able to review and submit the requisition on your behalf.



Assigning a Cart



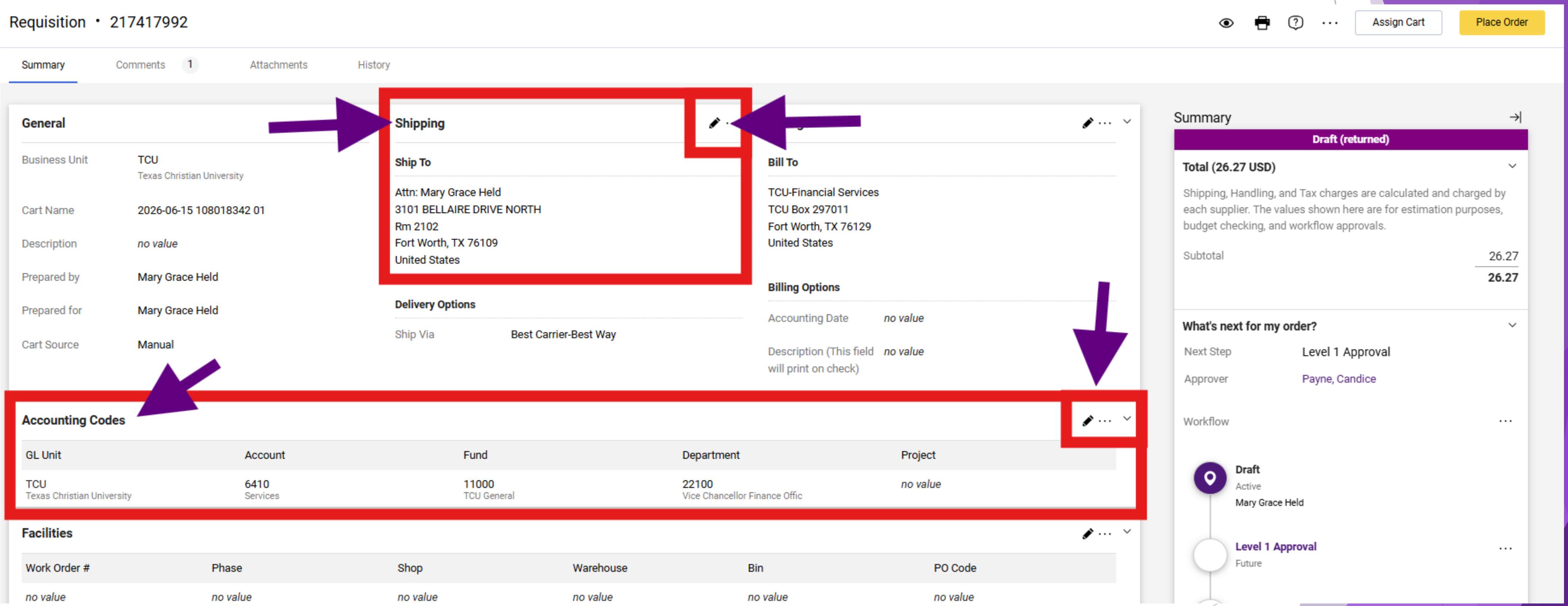




Shipping and Accounting

- Verify that the shipping or delivery address is correct before submitting the requisition.
- Review the account string to ensure the purchase is being charged to the correct budget.
- Select the pencil icon to update shipping information or account strings as needed.
- Individual line items can be assigned to different account strings when appropriate.

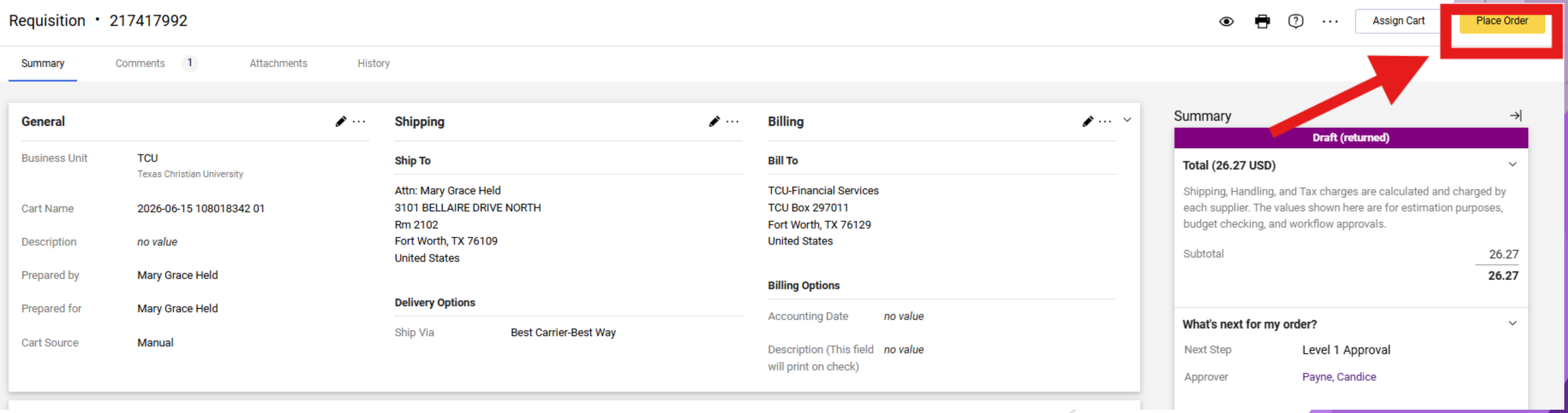
Shipping and Accounting



Bonus: Can you spot the error in the above requisition? Answer on the last slide.

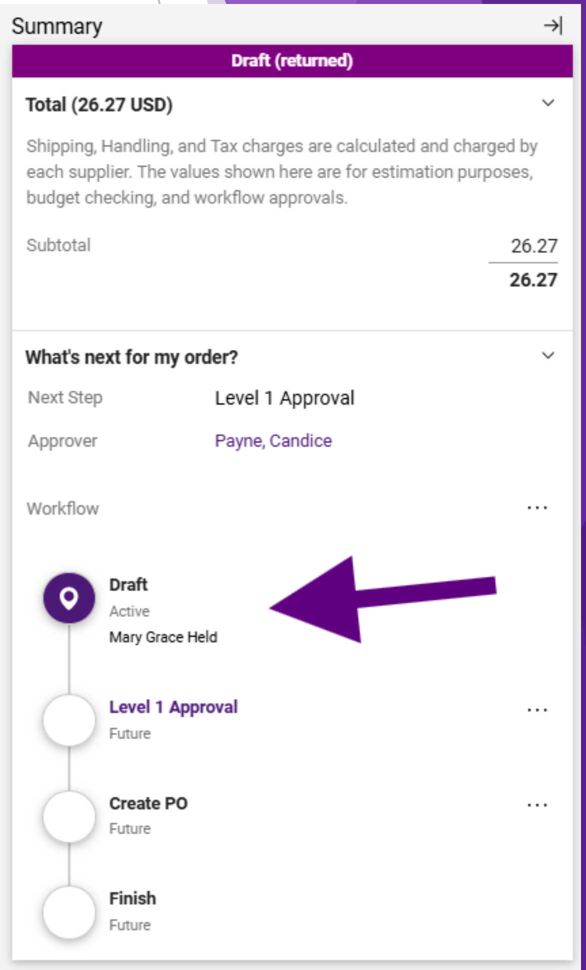
Final Review

- Carefully review all information before submitting the requisition for approval.
- Ensure that the shipping information and account strings are accurate and complete.
- Changes generally cannot be made after the requisition enters workflow approval.
- Select Place Order to submit the requisition into the approval process.



Approvals and Status

- Submitted requisitions automatically route through the appropriate approval workflow.
- Purchases charged to multiple account strings may require approval from multiple approvers.
- You can view the status of a requisition or purchase order by opening the document in Jaggaer.
- Selecting an approval step will display the individual or group currently responsible for that approval.



QUESTIONS?

Email
Procurement@tcu.edu

Answer to slide 12: The account code is services.

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