

Punchout Catalogs

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.

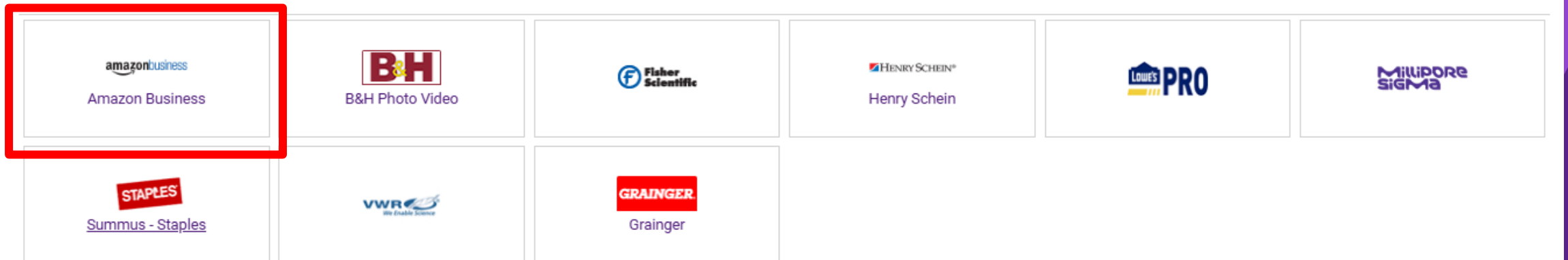
What is a Punchout?

- ▶ 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

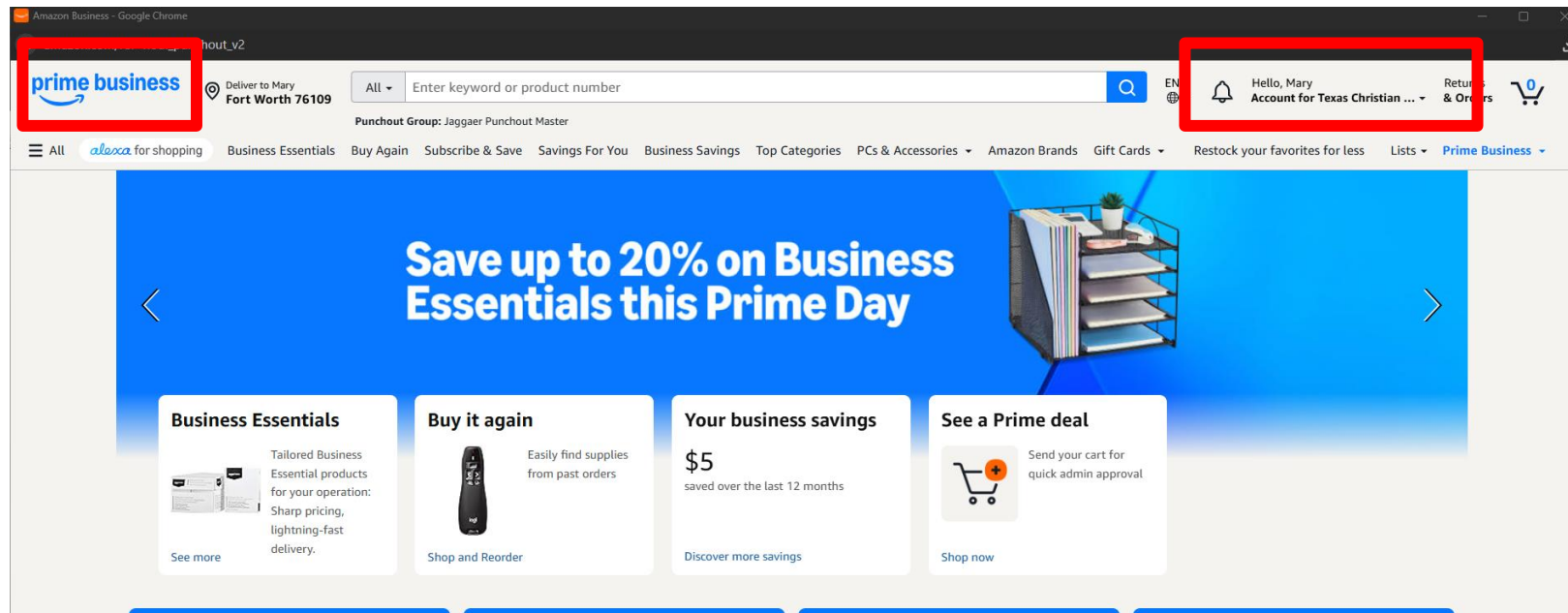
- ▶ Select a Punchout Catalog tile from the Jaggaer homepage to begin shopping.
- ▶ The supplier's website or marketplace will open automatically within a few seconds.
- ▶ All shopping activity remains connected to Jaggaer throughout the session.

Catalogs



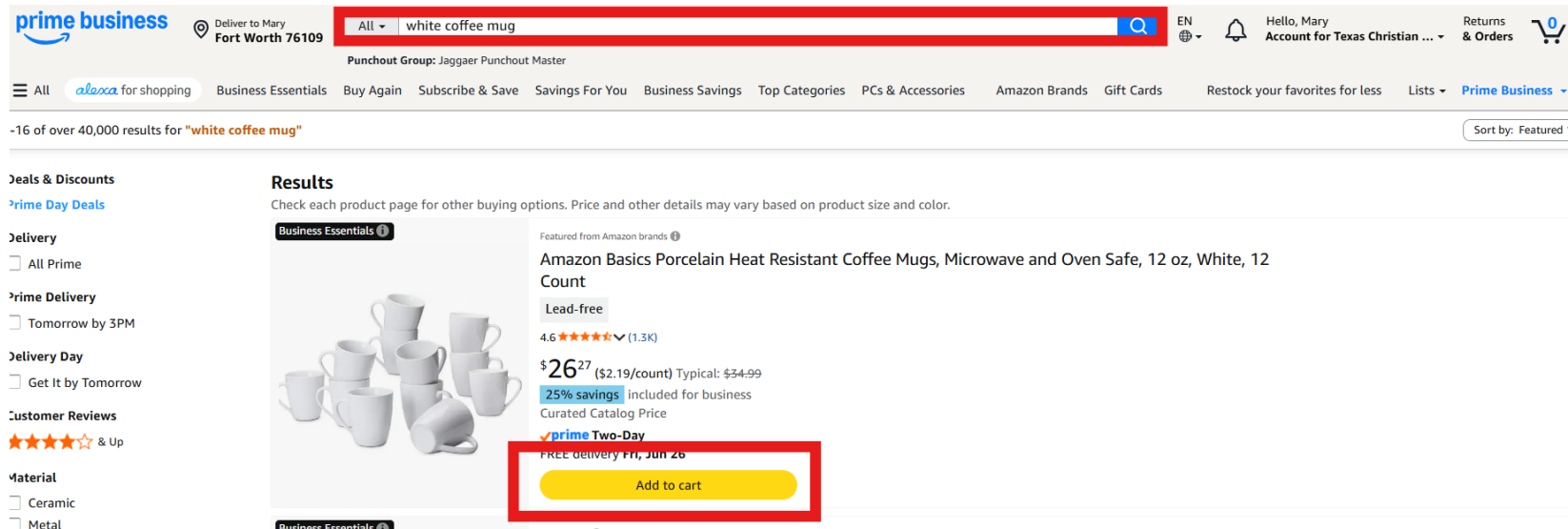
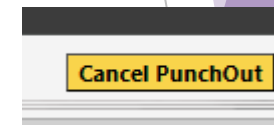
Confirming the Site

- ▶ 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.



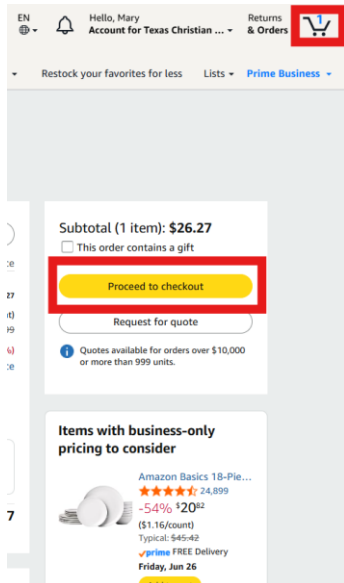
Searching and Shopping

- ▶ 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.



Business Order Information
Disabled

Delivering to Mary Grace Held
2800 South University Dr., Fort Worth, TX, 76109, United States
[Change](#)

Shipping addresses for Amazon are updated in Jaggaer.

Business Credit Account (formerly Pay by Invoice)
[Change](#)
[Use a gift card, voucher, or promo code](#)

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Items:	\$26.27
Shipping & handling:	\$0.00
Estimated tax to be collected:	\$0.00
Order total:	\$26.27

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.

Shopping Cart • 217417992

1 Item

Amazon.com, Inc • 1 Item • 26.27 USD

SUPPLIER DETAILS FC1 : PO Box 035184, Seattle, Washington 98124-...

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Amazon Basics Porcelain Heat Resistant Coffee Mugs, Microwave and Oven Safe, 12 oz, White, 12 Count	B08G8Z27FP	EA - Each	26.27	Qty: 1 EA - Each	26.27

ITEM DETAILS

Commodity Code

Summary

Details

For Mary Grace Held

Name

2026-06-15 108018342 01

Total (26.27 USD)

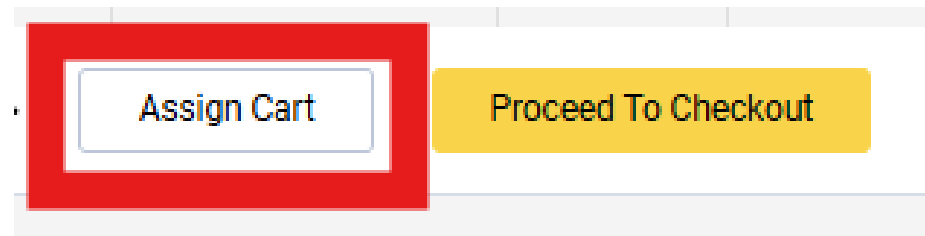
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes. Budget checking, and workflow approvals.

Total: 26.27

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

User Search

Last Name

First Name

User Name

Email

Department

Role

Results Per Page10

Search

Close

All of these fields are optional. Enter only what will identify the user.

Name ↑	User Name	Email	Phone	Action
Held, Mary Grace	108018342	MARY.GRACE.HELD@tcu.edu		+

Assign Cart: User Search

Assign Cart To:Held, Mary Grace or SEARCH

Add to Profile☐

Note To Assignee:

Assign

Close

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

Requisition • 217417992



Assign Cart

Place Order

Summary

Comments 1

Attachments

History

General

Business Unit
TCU
Texas Christian University

Cart Name
2026-06-15 108018342 01

Description
no value

Prepared by
Mary Grace Held

Prepared for
Mary Grace Held

Cart Source
Manual

Shipping

Ship To

Attn: Mary Grace Held
3101 BELLAIRE DRIVE NORTH
Rm 2102
Fort Worth, TX 76109
United States

Bill To

TCU-Financial Services
TCU Box 297011
Fort Worth, TX 76129
United States

Delivery Options

Ship Via Best Carrier-Best Way

Billing Options

Accounting Date no value

Description (This field will print on check) no value

Accounting Codes

GL Unit	Account	Fund	Department	Project
TCU Texas Christian University	6410 Services	11000 TCU General	22100 Vice Chancellor Finance Offic	no value

Facilities

Work Order #	Phase	Shop	Warehouse	Bin	PO Code
no value	no value	no value	no value	no value	no value

Summary

Draft (returned)

Total (26.27 USD)

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

Subtotal	26.27
	26.27

What's next for my order?

Next Step Level 1 Approval

Approver Payne, Candice

Workflow

Draft
Active
Mary Grace Held

Level 1 Approval
Future

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.

Requisition • 217417992

Assign Cart **Place Order**

Summary Comments 1 Attachments History

General	Shipping	Billing
Business Unit TCU Texas Christian University	Ship To Attn: Mary Grace Held 3101 BELLAIRE DRIVE NORTH Rm 2102 Fort Worth, TX 76109 United States	Bill To TCU-Financial Services TCU Box 297011 Fort Worth, TX 76129 United States
Cart Name 2026-06-15 108018342 01	Delivery Options Ship Via Best Carrier-Best Way	Billing Options Accounting Date no value Description (This field will print on check) no value
Description no value		
Prepared by Mary Grace Held		
Prepared for Mary Grace Held		
Cart Source Manual		

Summary Draft (returned) →

Total (26.27 USD)

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

Subtotal 26.27
26.27

What's next for my order?

Next Step Level 1 Approval
Approver Payne, Candice

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.

Summary

→|

Draft (returned)

Total (26.27 USD)

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

Subtotal

26.27

26.27

What's next for my order?

Next Step

Level 1 Approval

Approver

Payne, Candice

Workflow

...

Draft

Active

Mary Grace Held

Level 1 Approval

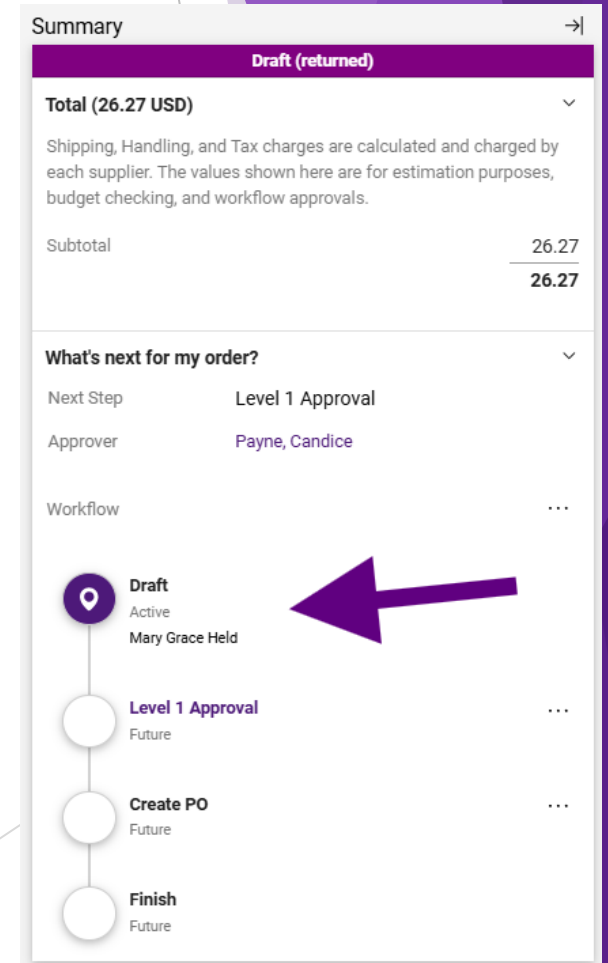
Future

Create PO

Future

Finish

Future



QUESTIONS?

Email

Procurement@tcu.edu

TCU