

# HOW TO SUBMIT A PUNCHOUT REQUISITION

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Procurement Services

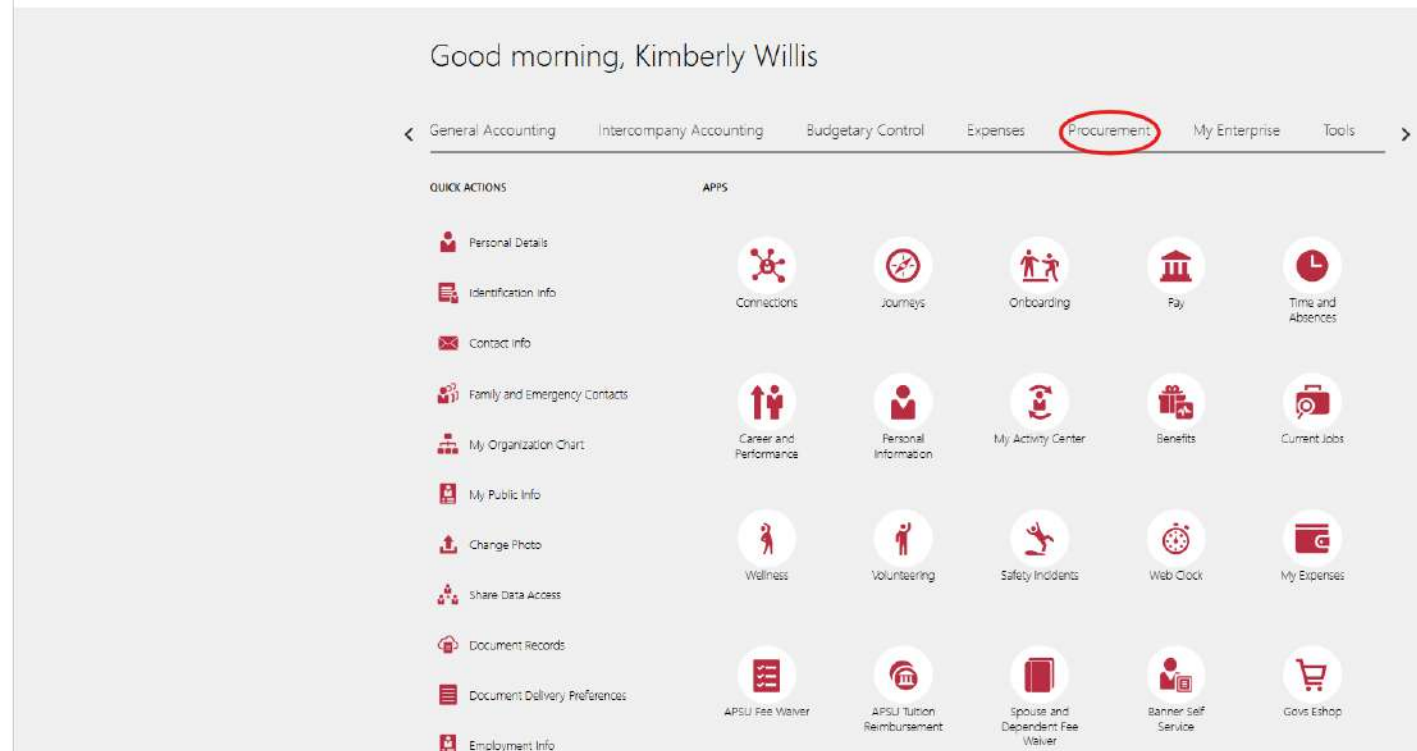
# PUNCHOUT

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Text goes here

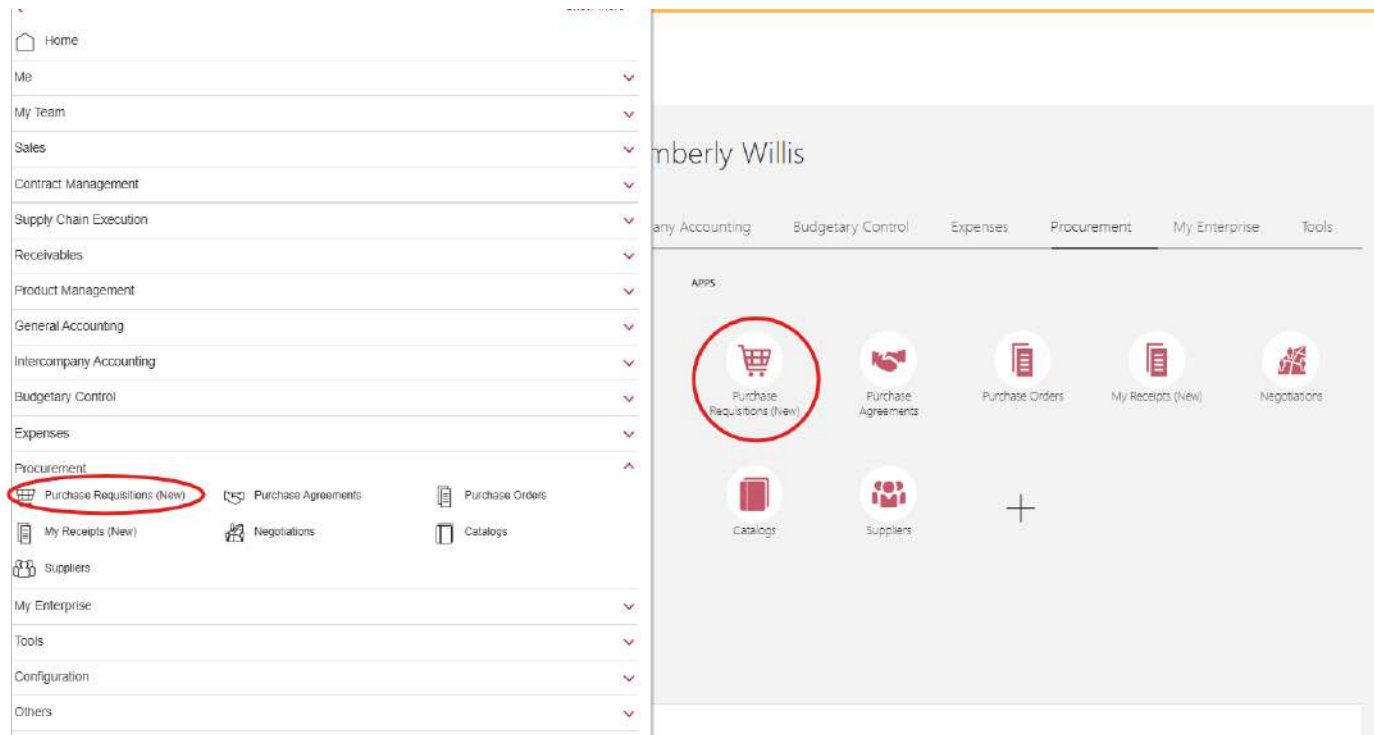
# How to Submit a Punchout Requisition

- From the home screen of Govs Suite, navigate to the top left menu icon or go to Procurement on the ribbon.



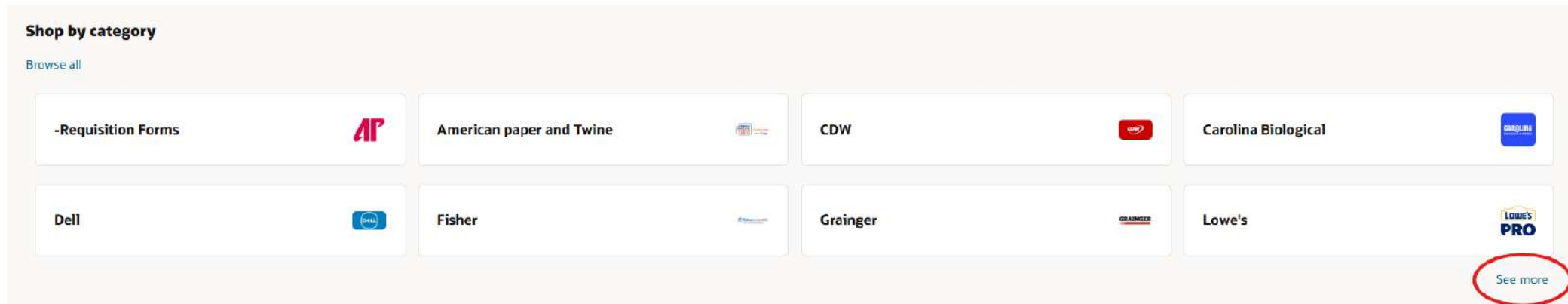
# How to Submit a Punchout Requisition

- Select Purchase Requisition (New) by either going to the Procurement tab from the menu (as shown on the left) or by selecting the Purchase Requisition (New) from the ribbon (as shown on the right).



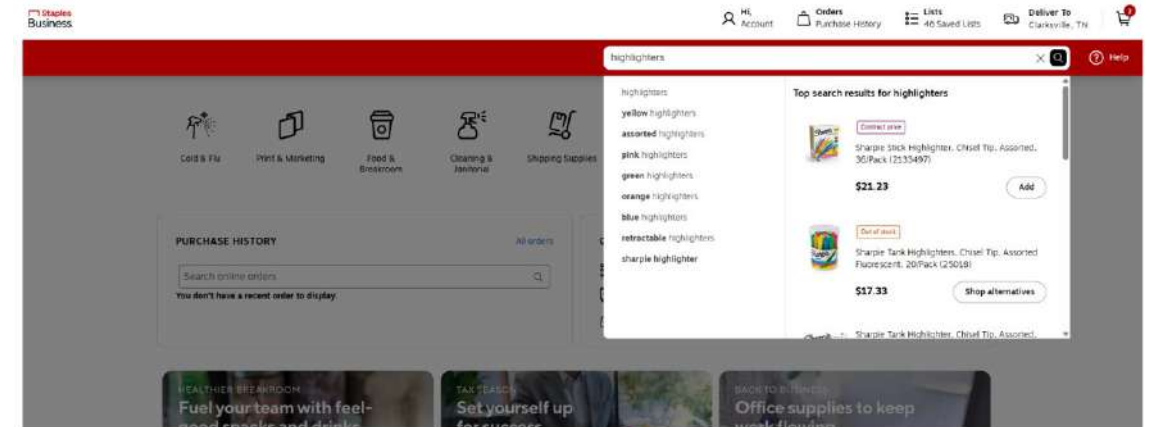
# How to submit a Punchout Requisition

- Scroll down to “Shop by category” and select “See more.”



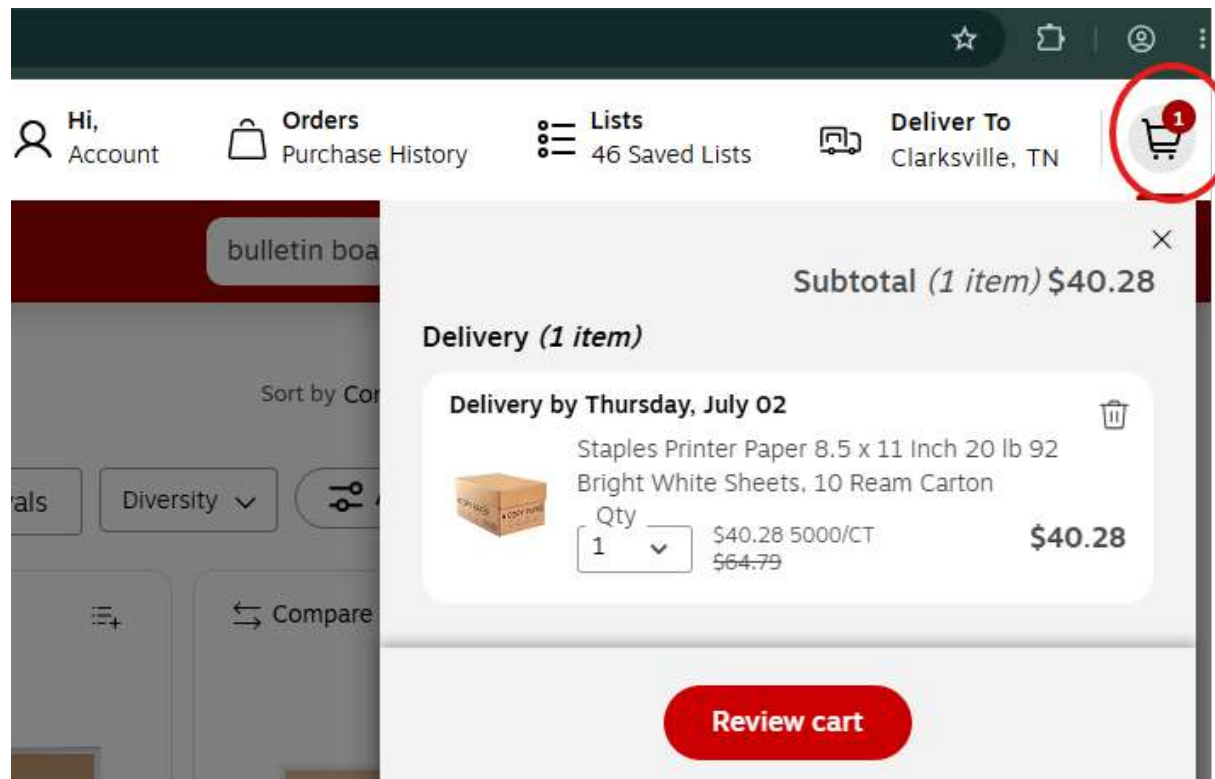
# How to submit a Punchout Requisition

- Select the supplier.
- For example: Select Staples. Type in the Zip Code.
- Search for your items and place them in the cart.



# How to submit a Punchout Requisition

- When you have finished shopping review and checkout or click on the cart.



# How to submit a Punchout Requisition

- Submit order.

Search

Review & Checkout

Print Cart

Print Quote

Order Summary

Items (1)

\$40.28

Total

\$40.28

✓ You're saving \$24.51 on this order!

Delivery to: Clarksville, TN 37040

Submit Order

1 item in cart

Delivery

Contract price: 37% off

Staples Printer Paper 8.5 x 11 Inch 20 lb 92 Bright White Sheets, 10 Ream Carton

Item #: 324791 | MFR #: 324791/200230 | CIN #: 324791

Delivery by Thursday, Jul 02, 2026

Qty

1

\$40.28

You're saving \$24.51!

Remove

Market price

\$64.79

Contract price (5000/CT)

\$40.28

**AP Austin Peay**  
State University  
CLARKSVILLE  TENNESSEE

# How to submit a Punchout Requisition

- Once you are back in Govs Suite, make sure you have the correct FOAP. If you need to change your FOAP, click on the pencil (edit) beside “Requisition summary.”

**Cart**  
Requisition REQU011068

1 item [Edit Multiple](#)

Staples Printer Paper 8.5 x 11 Inch 20 lb 92 Bright White Sheets, 10 Ream Carton  
Sold by Staples Business Advantage

\$40.28 CT

Quantity  
1

[Edit](#) [Add to Cart](#) [Remove](#)

**Requisition summary**

Subtotal \$40.28  
Nonrecoverable Tax \$0.00  
Approval Amount \$40.28

Description

Justification

Requester  
Kimberly Willis

Deliver-to Location  
Main Campus

Destination Type  
Expense

Charge To  
A-A110001-501005-61300-450-000000-00000000-000000-000000

Funds Status  
Not reserved

# How to submit a Punchout Requisition

- You may change your FOAP under “Charge Account” or use a FOAP from your favorites.

## Charge account

☐ Select favorite charge account    ☒ Enter charge account number

Charge To  
A-A110001-301005-74510-450-000000-00000000C 

| Account | Description     |
|---------|-----------------|
| 74510   | Office Supplies |

Budget Date  
1/28/2026



# How to submit a Punchout Requisition

- You can also click the box form beside the FOAP.

**REQU005205**

Req

**Combination details**

| Segment      | Value    | Description                  |
|--------------|----------|------------------------------|
| Entity       | A        | Austin Peay State University |
| Fund         | A110001  | Undesignated E and G         |
| Organization | 301005   | Procurement                  |
| Account      | 74510    | Office Supplies              |
| Program      | 450      | Institutional Support        |
| Activity     | 000000   | Default Activity             |
| PPM_Project  | 00000000 | Default Project              |
| InterFund    | 000000   | Default Interfund            |
| Future       | 000000   | Default Future Value         |

Charge To  
A-A110001-301005-74510-450-000000-00000000



**Budgetary control**

Budget Date  
1/28/2026



# How to submit a Punchout Requisition

- Click on the FOAP you need to change. Type in the number by name.

**Search for combination**

Entity | A | Fund | A110001 | Organization | 301005 | Account | 74510 | Program | 450 | Activity | 000000 | PPM\_Project | 00000000 | InterFund | 000000 | Future | 000000

A - A110001 - 301005 - 74510 - 450 - 000000 - 00000000 - 0

| Account | Description     |
|---------|-----------------|
| 74510   | Office Supplies |

# How to submit a Punchout Requisition

- Once you have chosen the correct FOAP, apply changes.

**REQUIREMENT011068**  
Requisition

☐ Urgent

**Project costing**

Project Number

**Charge account**

Charge To  
A-A110001-301005-61300-450-000000-000000

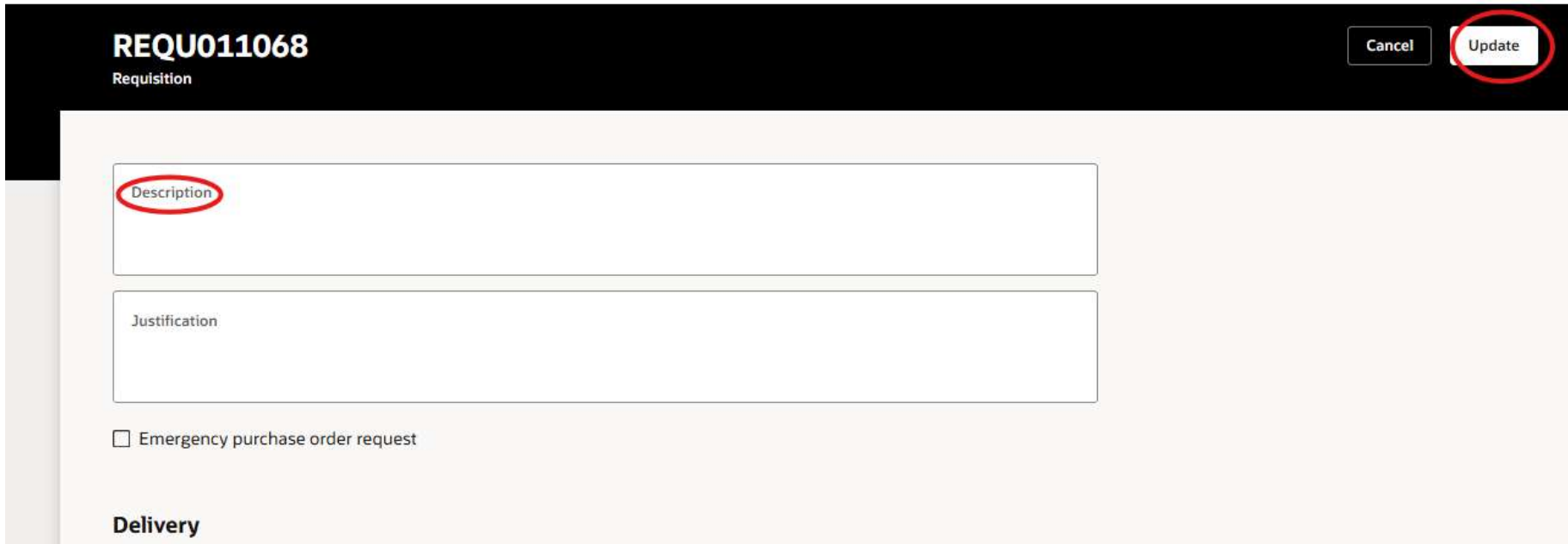
**Budgetary control**

Budget Date  
7/1/2026

**Additional information**

# How to submit a Punchout Requisition

- Name the cart in the description field and then update.



**REQUIRE011068**  
Requisition

Cancel Update

Description

Justification

☐ Emergency purchase order request

Delivery

# How to submit a Punchout Requisition

- If you have multiple lines that required different FOAPs, you may click the truck icon.

☐ 1 item Edit Multiple

Staples Printer Paper 8.5 x 11 Inch 20 lb 92 Bright White Sheets, 10 Ream Carton  
Sold By Staples Business Advantage

☐ \$40.28 CT

Quantity  
1

# How to submit a Punchout Requisition

- Scroll down to the FOAP, click on the 3 dots and select edit. You can also split the FOAP.

|                                                                 |                |                |
|-----------------------------------------------------------------|----------------|----------------|
| <b>Billing</b>                                                  |                |                |
| <b>Total</b>                                                    |                |                |
| Total Percentage                                                | Total Amount   | Total Quantity |
| <b>100</b>                                                      | <b>\$40.28</b> | <b>1</b>       |
| Distribution 1                                                  |                |                |
| <b>A-A110001-301005-61300-450-000000-00000000-000000-000000</b> |                |                |
| Percentage                                                      | Amount         | Quantity       |
| 100                                                             | \$40.28        | 1              |

...

Edit

Split

# How to submit a Punchout Requisition

- Type the correct FOAP or click the arrow in the “charge to” box.

**Distribution 1** 

Quantity  
1

Amount  
\$40.28

Percentage  
100

Budget Date  
7/1/2026 

**Project costing**

Project Number ▼

**Charge account**

Charge To  
A-A110001-301005-61300-450-000000-00000000-000000-000000 

**Additional information**

# How to submit a Punchout Requisition

- Submit.

**Cart**  
Requisition REQU011068

...

Submit

☐ 1 item 

Edit Multiple

Staples Printer Paper 8.5 x 11 Inch 20 lb 92 Bright White Sheets, 10 Ream Carton

Sold By Staples Business Advantage

☐ \$40.28 CT

Quantity

1



**Requisition summary** 

Subtotal

\$40.28

Nonrecoverable Tax

\$0.00

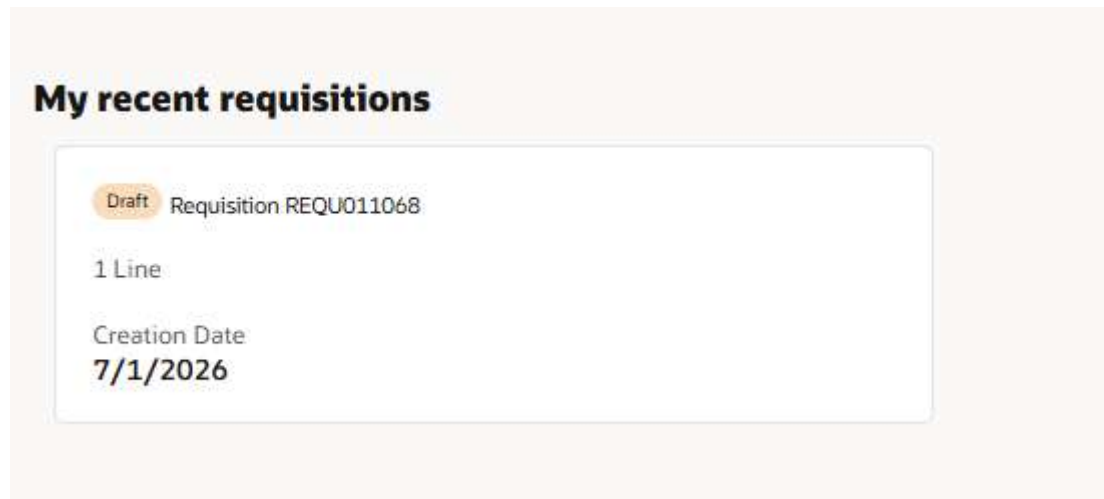
**Approval Amount**

**\$40.28**

Description

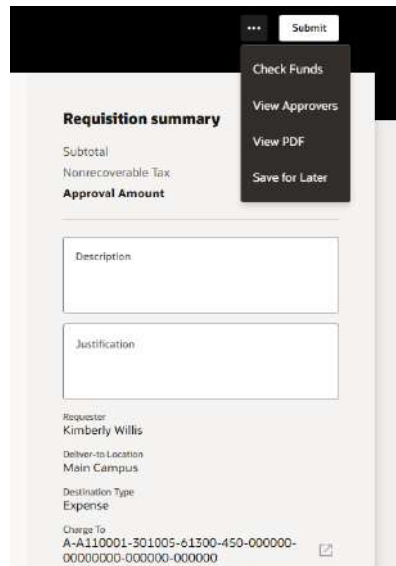
# How to submit a Punchout Requisition

- Once you have submitted or saved a punchout for later you can view it by going to Procurement tab in Govs Suite and then Requisitions. It will show up under “My recent requisitions.”



# How to submit a Punchout Requisition

- You may view approvers, history and cancel the requisition by clicking the tile and selecting the 3 dots.
- When the requisition has been approved a PO has been issued and the requisition will show “Ordered” in green.



The screenshot shows a web interface for a requisition summary. At the top right, there is a 'Submit' button and a three-dot menu icon. The menu is open, showing options: 'Check Funds', 'View Approvers', 'View PDF', and 'Save for Later'. The main form area is titled 'Requisition summary' and contains the following fields and text:

- Subtotal
- Nonrecoverable Tax
- Approval Amount**
- Description (text input field)
- Justification (text input field)
- Requestor: Kimberly Willis
- Deliver-to Location: Main Campus
- Destination Type: Expense
- Charge To: A-A110001-301005-61300-450-000000-00000000-000000-000000

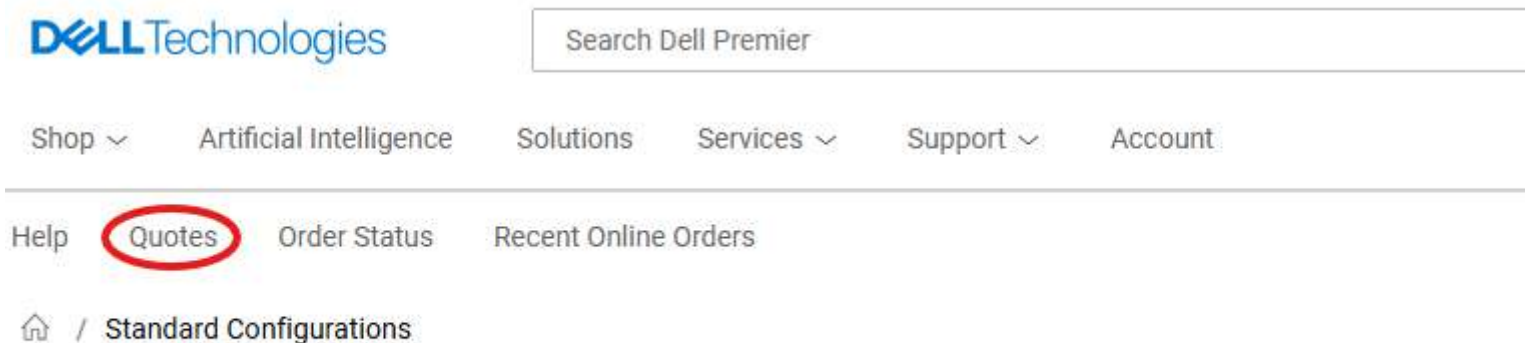
# How to submit a Punchout Requisition

- To view the PO number, click on the requisition title and the PO number will be on the line item.
- You may also view it by clicking on the My Requisitions tab at the bottom or by typing your name in the search bar of My Requisitions.



# How to submit a Punchout Requisition

- If putting in a Dell Punchout the process will be the same.
- If you have a quote for Dell, click on quotes and put in the quote number. It will load your items from the quote. Click check out and return to Govs Suite to edit your FOAP.



Standard Configurations