



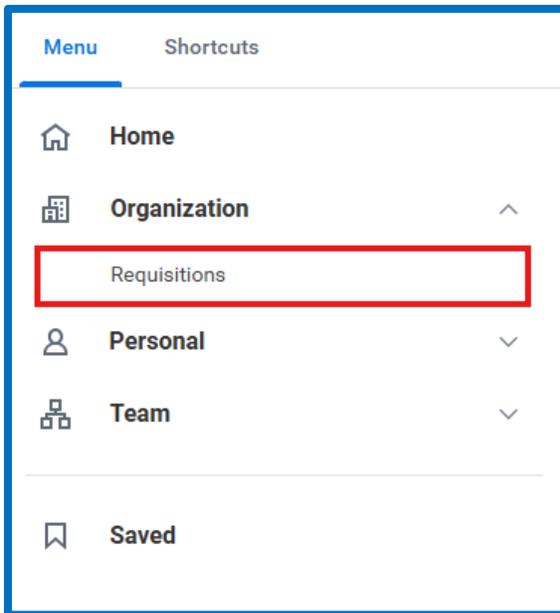
### Release PO from Punchout

#### Requisition Type: Release PO from Punchout

**Requisition Use:** This requisition type is designated for a release from an Awarded Contract using the Suppliers Website.

#### Process for Submitting a Release PO from Punchout (Purchase Order)

1. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
2. Under Organization, select Requisitions  
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)



#### Requisition Details

3. For convenience, values from your last requisition display. To provide fresh information for a new requisition, under the heading, **Requisition Details**, select **Edit Details**.
4. The **Requesting for** name defaults to your name. To select a different **Requesting for** name, type in a name, select enter to search, and then make your selection.
5. **Company** name defaults to your **Company**.
6. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies**, and then making your selection.
7. To select a **Requisition Type**, select the menu icon, and then select **Release PO from Award**.  
(**Note:** Alternatively, type in a **Requisition Type**, select enter to search, and then select from the search results.)
8. Select **Save Changes**.  
(**Note:** Required fields are indicated by a red asterisk.)

### Edit Requisition Details X

<b>Requesting for*</b>	<input type="text"/>
Requesting Entity	<input type="text"/>
<b>Company*</b>	<input type="text" value="x 028 Executive Office of Health and Human Services"/>
<b>Currency*</b>	<input type="text" value="x USD"/>
<b>Requisition Type</b>	<input type="text" value="x Release PO from Award"/>
Deliver-To	<input type="text" value="x Virks Bldg."/>
<b>Ship-To*</b>	<input type="text" value="x 3 West Road, Cranston, RI 02920, United States of America"/>
Fund	<input type="text" value="x Fund: 010 General Fund"/>
Appropriation	<input type="text" value="x Appropriation: 22001 General Administration (EOHHS)"/>
Cost Center	<input type="text"/>
Grant	<input type="text"/>
Project Task	<input type="text"/>
Source of Funds	<input type="text" value="x Source of Funds: 01 General Revenue"/>
Additional Worktags	<input type="text" value="x Budgetary Control Category: PRG01 Program General Revenue"/> <input type="text" value="x Program: 0101028 Operations - Central Management - EOHHS"/>

### Ordering Methods

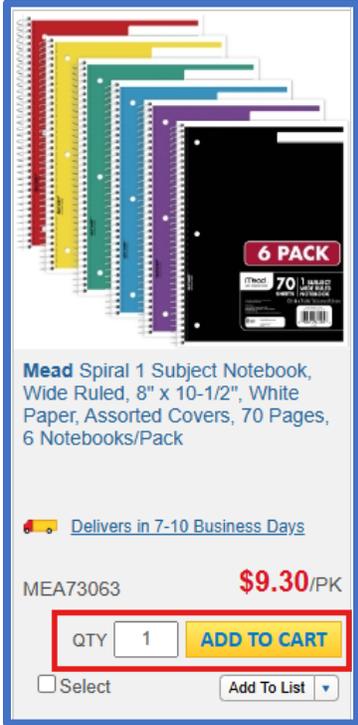
9. Under the heading, **Ordering Methods**, select **Connect to Supplier Website**.

**Ordering Methods**

- 
[Search Catalog](#)  
 Search the internal catalog of preferred items and suppliers to add into the...
- 
[Request Non-Catalog Items](#)  
 Add a good or service that is not in the catalog
- 
[Connect to Supplier Website](#)  
 Request goods and services from Supplier Websites
- 
[Add from Templates and Requisitions](#)  
 Select from Requisition templates and past Requisitions
- 
[Select from My Procurement Favorites](#)  
 Select from my Favorite items

**Connect to Supplier Website**

- 10. Using the Supplier Website list, locate Supplier and select **Connect** to be redirected to the Suppliers Website.  
*(Note: Please note that this process requires some time to complete, as indicated by the loading wheel.)*
- 11. Use the Suppliers Website to find the item(s) you wish to purchase, then select **Add to Cart**.



**Mead Spiral 1 Subject Notebook, Wide Ruled, 8" x 10-1/2", White Paper, Assorted Covers, 70 Pages, 6 Notebooks/Pack**

 Delivers in 7-10 Business Days

MEA73063 **\$9.30/PK**

QTY  **ADD TO CART**

Select

- 12. Select **Continue to Checkout** once complete.  
*(Note: If you are issuing a release for multiple items, continue adding them to your cart. Once all selections are made, proceed to checkout by selecting **Checkout**.)*

13. You will be redirected to Workday with your chosen item(s) in your cart.

14. Review the contents of the cart, and once ready, select **Checkout**.

Order	Image	Company	Item	Purchase Item	Item Description	*Commodity Code	*Spend Category	*Quantity
		079 Department of Children, Youth, and Families			Spiral 1 Subject Notebook, Wide Ruled, 8" x 10-1/2", White Paper, Assorted Covers, 70 Pages, 6 Notebooks/Pack	44120000 - Office supplies	Office Supplies	Quantity * 1 Unit of Measure * Pack
		079 Department of Children, Youth, and Families			Round Stic Xtra Life Ballpoint Pen Value Pack, Stick, Medium 1 mm, Black Ink, Smoke Barrel, 60/Box	44120000 - Office supplies	Office Supplies	Quantity * 1 Unit of Measure * Box

15. Select **Submit**.

### Approval Process

Once submitted, your requisition follows an approval workflow and then will be created to a Purchase Order by AutoCreate.

### Final Steps

- To view the **Purchase Order Number**, return to the **Requisitions** page and select the icon next to **Ordering**. Select **Printing Runs** to see the **Printed Purchase Order**.

**Requisitions** (Past 6 Months) Edit Filters

**Open (4)** **Completed (1)**

Requisition Number	Status	Total Amount	Created On
RQ-1000000116	Approved	\$15.25	05/05/2025
RQ-1000000113	Approved	\$150,000.00	05/05/2025
RQ-1000000011	Draft	\$25,000.01	03/21/2025

**Ordering**  
**PO-1000000074**  
Status: Approved  
Contact: [Buyer Auto Create \(CW100072\)\[C\]](#)  
Supplier: WB MASON CO INC