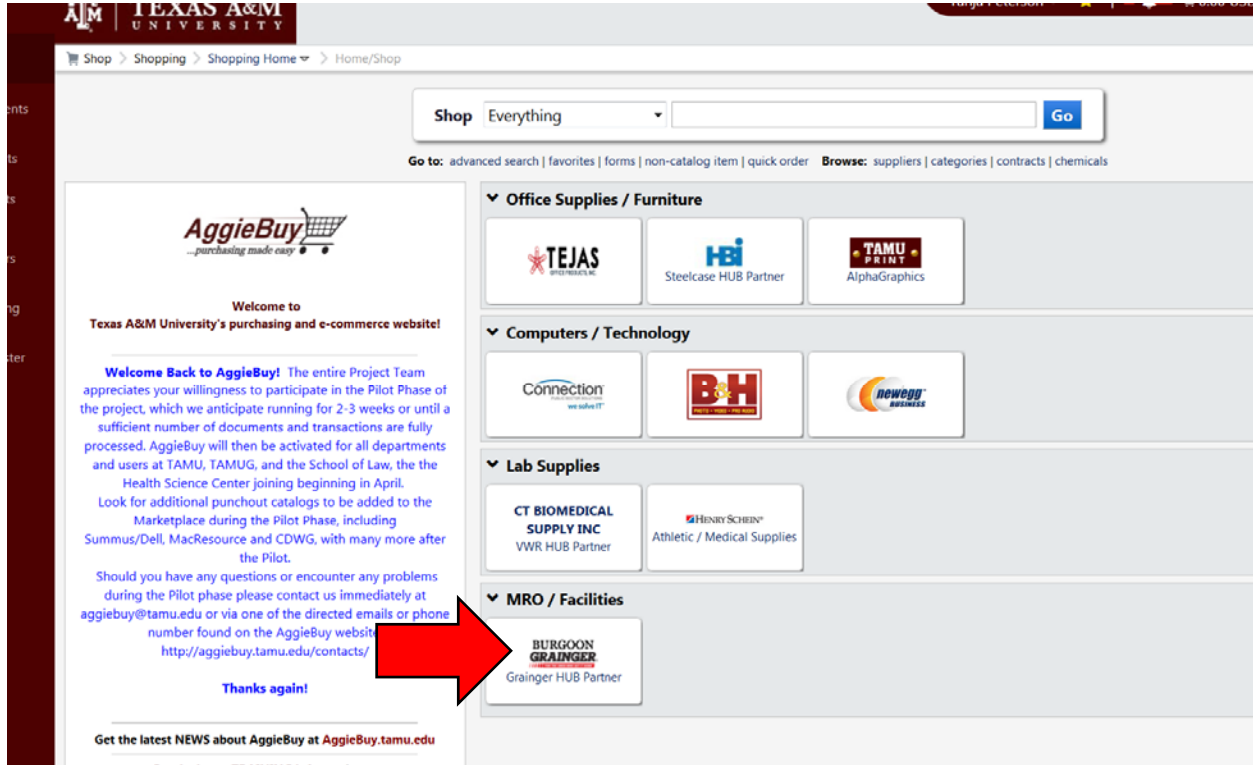


Punch Out Orders for Unit Managers

Log on to Aggie Buy and click on the punch out catalog you would like to place an order with (here: Burgoon/ Grainger)



The screenshot shows the AggieBuy website interface. On the left, there is a welcome message from Texas A&M University's purchasing and e-commerce website. The main content area displays a list of punch-out catalogs under various categories: Office Supplies / Furniture, Computers / Technology, Lab Supplies, and MRO / Facilities. A red arrow points to the 'BURGOON GRAINGER' catalog, which is identified as a Grainger HUB Partner.

AggieBuy
...purchasing made easy

Welcome to Texas A&M University's purchasing and e-commerce website!

Welcome Back to AggieBuy! The entire Project Team appreciates your willingness to participate in the Pilot Phase of the project, which we anticipate running for 2-3 weeks or until a sufficient number of documents and transactions are fully processed. AggieBuy will then be activated for all departments and users at TAMU, TAMUG, and the School of Law, the Health Science Center joining beginning in April. Look for additional punchout catalogs to be added to the Marketplace during the Pilot Phase, including Summus/Dell, MacResource and CDWG, with many more after the Pilot.

Should you have any questions or encounter any problems during the Pilot phase please contact us immediately at aggiebuy@tamu.edu or via one of the directed emails or phone number found on the AggieBuy website <http://aggiebuy.tamu.edu/contacts/>

Thanks again!

Get the latest NEWS about AggieBuy at AggieBuy.tamu.edu

Office Supplies / Furniture

- TEJAS
- HBI Steelcase HUB Partner
- TAMU PRINT AlphaGraphics

Computers / Technology

- Connection
- BH
- newegg BUSINESS

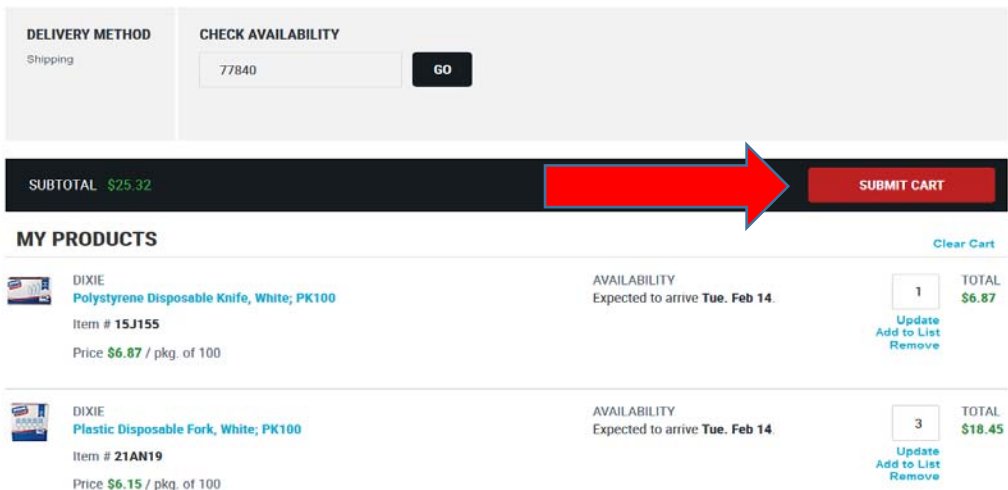
Lab Supplies

- CT BIOMEDICAL SUPPLY INC VWR HUB Partner
- HENRY SCHEIN Athletic / Medical Supplies

MRO / Facilities

- BURGOON GRAINGER Grainger HUB Partner

This will take you to the punch-out website. Enter the items you need to order and add them to your cart. When all items are added, click "submit cart".



The screenshot shows the checkout process on the AggieBuy website. It includes a delivery method section with 'Shipping' selected and a 'CHECK AVAILABILITY' section with a zip code of '77840' and a 'GO' button. A subtotal of \$25.32 is displayed, and a red arrow points to the 'SUBMIT CART' button. Below this, the 'MY PRODUCTS' section lists two items:

Item	Availability	Quantity	Total
DIXIE Polystyrene Disposable Knife, White; PK100 Item # 15J155 Price \$6.87 / pkg. of 100	Expected to arrive Tue. Feb 14	1	\$6.87
DIXIE Plastic Disposable Fork, White; PK100 Item # 21AN19 Price \$6.15 / pkg. of 100	Expected to arrive Tue. Feb 14	3	\$18.45

This will take you to your Aggie Buy Shopping Cart.

Fill in the following fields:

Cart Name: **Vendor Name**

Cart Description: **Location or person the items need to be delivered to (EMS, Med Clinic 1, Lab, etc.)**

Order Category: **Regular**

Fund Type: **Local**

Internal Notes: Add notes for special delivery/ account allocation instructions here

Then, click “**Submit Order**” in top right corner of your cart. Done! Your order will now route through the Business Office, FMO, and Randy. Once the order is placed, you should get a confirmation email from the vendor.