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)

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”.
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.