1. There are three ways to create a requisition within BuyWays and the appropriate method is determined by how a vendor is configured within the system. Each method requires a different level of effort on the part of the end user. The three types of requisitions are described below:

| Requisition Type | Description |
|---|---|
| **Non-Catalog** | This is the most basic type of electronic requisition. It requires an end user to start with a blank form and type out the required information (generally copied from a quote) prior to adding required accounting information and submitting the requisition electronically for approval. Although significantly more efficient than processing a paper based requisition, this is actually the least efficient type of electronic requisition. |
| **Punch-out Catalog** | In order to create efficiencies and streamline the ordering process the University enters into contracts with vendors who fulfill a high volume of orders from the University and requires them to become what is commonly referred to as a Punch-out Vendor. <br><br> A Punch-out Vendor is a vendor that has an electronic catalog integrated directly with BuyWays that is specific to the contract established by the University. A direct link to the vendors catalog is added to the "Home Screen" within BuyWays and allows shoppers and requisitioners to visit the vendors catalog by selecting the link. Once a user is brought to the vendors catalog they are able to shop for supplies in the same way that anyone would shop on Amazon.com or another E-commerce site; by creating a shopping cart of desired goods. Once an end user has selected the types and quantities of items to purchase they can go to "checkout" at which time the item description, number, quantity and other associated information is automatically formatted into a requisition within BuyWays to be submitted once accounting information has been completed. This process eliminates the need to research, obtain quotes and manually enter data into a requisition form, saving time and energy in the purchasing process. |
| **Hosted Catalog** | Hosted Catalogs provide a very similar shopping experience to Punch-out Catalogs with the key difference being that the catalog information is uploaded directly into BuyWays instead of being maintained on the vendors website. A direct link to the Hosted Catalogs are available from the BuyWays "Home Screen" and open up when selected by a user. The shopping experience is the same as a Punch-out Catalog except that the end user navigates to their "shopping cart" in buyWays once they have selected the items to purchase where they enter accounting information and submit the requisition for approval. |

**2.**         **Use of Procards for Punch-out Vendors:** Procurement Cards (Procards) should not be used to purchase from vendors established as BuyWays Punch-out or Hosted Catalog vendors unless there is an immediate need which cannot be met by the catalog vendor and the purchase is permitted under the procard policy.

3.         **Punch-out Vendor Definition:** The Punch-out & Hosted Catalogs are to be used as the primary method to purchase from all vendors who are established as either type of vendor in order to maximize efficiencies created through their use.