MRA INTERNATIONAL LLC PUNCH OUT CATALOG FOR PRINTERS

Effective November 1, 2017, MRA International (Supplier ID: V000000214) has now been created as a punch-out catalog in PeopleSoft for HP printers only – color or monochrome. All requisitions for MRA must now be entered through the punch-out process (i.e. W.B. Mason, Grainger, and Dell Marketing), using “Co-op NASPO Cooperative” as the purchasing methodology, contract number 89974.

To create an MRA Punch-Out Requisition:

NOTE – Punch Out requests cannot be edited or canceled once they have been submitted in the system. For any changes to the original request, contact the MRA Sales Representative, Diane Dalton, via e-mail at diane@mrainternational.com.

1. In PeopleSoft, go to Main Menu > eProcurement > Requisition and select MRA in the Web section of the Create Requisition screen.

After the MRA link is selected, the screen will display a system message as follows:
This message will display while the MRA data screen is loading. Once loaded, the Printers page will show the current items available.

2. Scroll through the site to select the appropriate item(s) to purchase by selecting the corresponding **Add to Cart** button.

3. When all items have been selected, click the **cart icon** in the upper right corner to process the check out.

4. Edit the cart or click the **Go to Checkout** button to proceed with the order.
5. The *Shopping Cart* screen displays. If needed, the quantity of the line items can be adjusted and the shopping cart can then be updated by selecting the **Update Shopping Cart** button. Otherwise, click the **Transfer Cart** button to load this request into the PeopleSoft requisition form.

![Shopping Cart Screen](image)

6. The system message displays indicating that a budget check must be performed on all requests. Click the **OK** button to proceed.

![PeopleSoft Requisition Form](image)

7. In the **Requisition Name** field, enter a unique description of the purchase (items or reason).
8. Click the drop down arrow in the **Purchasing Methodology** field and select **Co-op NASPO Cooperative**.
9. Enter **89974** in the **Contract/Waiver #** field.

For each line item, you will need to indicate the Ship To and Accounting codes for the goods ordered.

10. Click the **Show Ship To and Accounting** button (the right pointing arrow to the far left of your line item) on your order line.
11. In the display, click the **Ship To Look Up** button (magnifying glass) and select the appropriate ship to location. Note: MSU01 is the default location corresponding to 1 Normal Avenue.

12. The “Attention To” field is required to be completed to include the Requestor’s Name/Building Code and Room Number/Extension. An example of this information is: Sue Johnson/UNIV5100/1234. Please note, there is a 30 space limit within the “Attention To”, which includes the slashes and spaces as well as characters. If this information is not completed within the requisition line, the request cannot be saved and processed within PeopleSoft.

13. Office supplies orders are next day delivery. For all other punch out catalog orders, indicate a due date.

14. Click the **Expand Section** button in the Accounting Lines section of the screen.

15. Click the **Chartfields2** tab.

The Accounting information will be pre-populated based on the CWID entered at sign in. Typically, these fields will not need to be changed unless you are ordering for your non-primary business area.

16. If you need to change any of the Chartfield codes, click the **Look Up** button (magnifying glass) of the corresponding field and search for your code.

In a punch out requisition, the Account field is populated based on the items you are purchasing, so you do not need to change the defaulted Account code(s).

Purchase requisitions cannot be submitted without a budget check performed.
17. Click **Save for Later** to store your purchase requisition information while you perform budget checking.

18. Click the **Check Budget** link. If your Budget Check produces an Error code instead of a Valid status, review your budget report to confirm there is enough money in the account and check the chartfield string to ensure the correct Fund, Department, Account combination are used before contacting the Budget Department.

19. Once a Valid status displays for your budget check, you can click the **Save & submit** button to submit the purchase requisition for approval.

The Purchase Requisition Confirmation screen will display with the purchase requisition name and number listed and the approval flow for the request.

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In the event that there is a product you wish to purchase that is not listed on the Printers page, contact the University’s Office of Information Technology – Technical Support Services.