



# HOW TO PUNCHOUT

From Workday to Consolidus



## Punching Out on Your Own

1. First, login to **Workday**, type "Connect to Supplier Website" in the search bar at the top, press the enter key and click the Connect to Supplier Website task. On the next page, review your default settings and click the "Ok" button.
2. Next, find the FloridaAtlanticPromos tile from the list of punchout suppliers (fig.1) and click the "Connect" button in that row.
3. You will then be brought to the Floridaatlanticpromos.com website.
4. Click on, "Welcome, Your Name" in the upper right corner.
5. In the menu on the left, select Manage Quotes.
6. Find your approved quote, and Load Cart.
7. Click Save, and Continue for the next 2 screens.
8. Be sure everything is as you expected and choose Continue.
9. The final step is to Click here to punchout your Order. This will take you back to **Workday** to complete the request for PO.
10. Once we receive the PO, you will receive an email notice, and we will move the order to production.



fig. 1: Florida Atlantic Promos Tile

## Completing an Order for Someone Else?

IMPORTANT: You should have received a 6-digit quote number from the shopper. You will use this number to process the PO request on their behalf.

To process the punchout on behalf of someone else:

1. Follow steps 1, 2, and 3 from above.
2. Next, in the center of the Account Summary page, you can enter the Quote ID number (see fig. 2 and click View quote).
3. Load quote, and accept notification that you have 24 hours to complete the punchout process.
4. Follow steps 5-6 listed above to get back to **Workday** to complete the requisition.
5. Once the PO is received, the shopper will be notified, and the order will move to production.

LOOKING TO COMPLETE AN ORDER ON BEHALF OF SOMEONE ELSE?

Enter the Quote number you were given to load and review the cart

Quote ID:

fig.2: Area where users can search for quotes