

Ariba Punchout Overview

Last Update 11/02/16

Ariba PunchOut gives you a low-cost, easy way to show with us including customized content, personalized shopping experiences, and timely content updates. It's especially helpful because...

- Our catalog content changes frequently
- We offer highly configurable items that require detailed product information or customization
- Our catalog is large, with thousands of items

Ariba allow us to establish connections that enable you (buyers) to "punch out" to our website and see current items, prices, and ordering options. Doing so will eliminate manual catalog maintenance and save you considerable time and effort when ordering from us.

To utilize our catalog and select a contract if need be, you can simply choose us as your vendor of choice in your Ariba portal and then search for your products.

Once you have completed that process you can then check out and your order will be brought back to Ariba for any internal approvals or codes.

At that point once you create a PO you will receive an email confirmation that we have received your order, and once it ships we will send you a shipping confirmation as well.

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Please make sure to choose a contract from the drop down, If required.

Search by using the input box on the top right or browse by category.

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Enter your quantities and check out.

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Please note: if you see a message but no box to enter a quantity, like

This Item (AB-FPCSVSND025) is available in our catalog.

Just click on the order now button to add the item on the fly.

Since we offer thousands of items, we have some that may require special handling and will contact you if there are any issues.

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Once you have submitted your order and it has passed your internal purchasing approval, you will receive a confirmation your order was placed..

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