

SAP and OrderPoint Schools Circular

2016 - 2

Title: Punchout Functionality
Date Released: 6th April 2016
Intended Recipients: OrderPoint Shoppers

Executive Summary: New ESPO punchout catalogue added to OrderPoint

In September 2015 a new way of shopping for goods/services within the OrderPoint system was successfully rolled out across all Derbyshire schools using punchout catalogue technology.

A punchout catalogue is a link within the OrderPoint system to securely access a vendor's website to select goods/services and then return to OrderPoint for financial approval, so an official purchase order can be issued. The purchase order contains correct prices, order units and product codes so the vendor can supply the goods and services with minimal discrepancies. Shoppers are also able to see stock levels and select suggested alternative products if required.

A new ESPO punchout has just been added to OrderPoint and will complement the existing punchouts including YPO, Lyreco, and Arco.

Using the ESPO punchout is similar to the other punchouts, however, when your online order is complete, click **Continue Checkout** and in the Checkout screen, click **Complete Punchout** to return you to OrderPoint.

OrderPoint Punchout user guides (Full & Quick) can be found on SchoolsNet in the [OrderPoint & Vim](#) folder.

We are in contact with a number of other vendors (CCS Media, TTS, Browns Books, Frank Berry and Yes2Solutions) to establish whether they are able to provide punchout catalogue functionality. Please contact schoolssap@derbyshire.gov.uk if you have suggestions for other vendors to be added or for assistance.

It is important that you read the disclaimer below before you use the punchout functionality:

1. Derbyshire County Council (DCC) has enabled technology in OrderPoint to allow schools to purchase goods and/or services from the external product catalogues of selected suppliers (the "Services").
2. DCC cannot recommend the use of any particular supplier that can be accessed via this technology, and any school using the Services shall be solely responsible for selecting a particular supplier of the Services. The school will also need to demonstrate that it has complied with the regulations and procedures (including Value For Money obligations) as set out in the Derbyshire Scheme for Financing Schools.
3. Accordingly, whilst DCC have taken reasonable care in providing this purchasing facility through OrderPoint, other than where it is negligent, DCC cannot accept any liability for any damages or losses howsoever incurred by any school where such a school uses the services.

You will also see this disclaimer on the OrderPoint log-in screen for future reference.