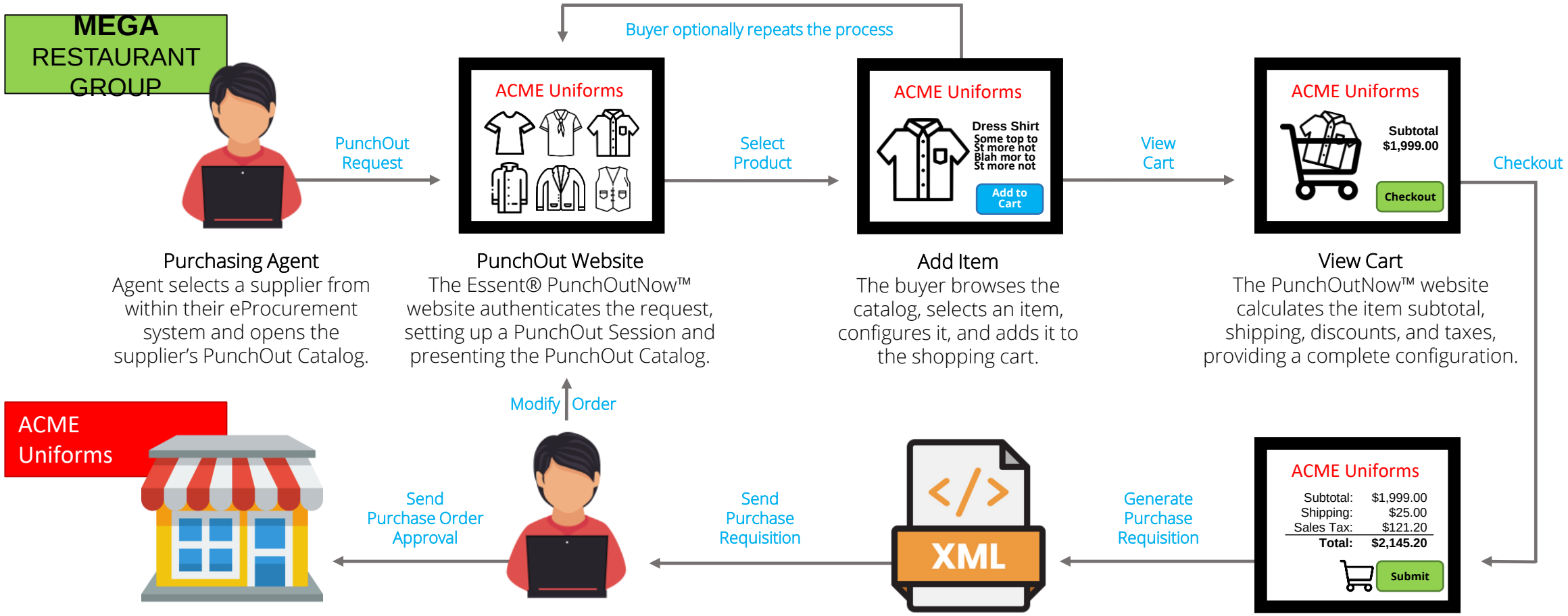
Essent® eProcurment PunchOut Process



Purchasing Agent
Agent selects a supplier from within their eProcurement system and opens the supplier's PunchOut Catalog.

PunchOut Website
The Essent® PunchOutNow™ website authenticates the request, setting up a PunchOut Session and presenting the PunchOut Catalog.

Add Item
The buyer browses the catalog, selects an item, configures it, and adds it to the shopping cart.

View Cart
The PunchOutNow™ website calculates the item subtotal, shipping, discounts, and taxes, providing a complete configuration.

Cart Checkout
When the pricing and configuration is finalized, the buyer clicks the Submit button to complete the PunchOut session.

Purchase Requisition
The PunchOutNow™ website generates a cXML Purchase Requisition document containing all the necessary data and passes it to the eProcurment System.

Modify or Approve
The eProcurement system receives the document. The buyer may PunchOut again to modify the requisition or approve the purchase based on approval rules.

Purchase Order
The approved PO including optional Purchasing Card info is sent to the supplier. The format depends on the trading partners' integration method.

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