Simplifies the purchasing process, improves orde accuracy, and enhances financial oversight!

# Vendor Punchout

*This feature is available exclusively as an add-on for the Requisition | Purchase Order Module Modern.* 

Microix Inc. | March 2025| Subject to change

### **Key Benefits**



## **Vendor Punchout**

#### Workflow Process



## **Vendor Punchout**

The Microix Punchout Catalog supports cXML Punchout capability for purchase orders (POs) only, as EDI is not supported.

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If a vendor is not listed, customers must confirm **cXML Punchout compatibility** with their vendor before purchasing.

The vendor will provide the following required values for setup:

•From Identity/Sender Identity (usually the same)

•To Identity

•Shared Secret

•PunchoutURL (for test and production, if different)

•SubmitOrderURL (for test and production, if different)

This setup process ensures seamless integration with Microix for automated purchasing workflows.

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## **Steps Involved**

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1. Log in to Workflow Modules Modern

2. Navigate Requisition Purchase Order Click on dropdown menu

3. Click on Vendor Punchout

4. Select Workflow

5. Select Vendor from Available Vendors and it will take you to the vendor website (This is a list that was previously setup for your organization to use )

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Microix, Inc. © 2001–2025		Ama	azon							

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Sum: 127,546.95

## **Steps Involved 6-8**

Vendor Punchout



6. Shop and add item (s) to Cart







Accepted Message and a note to return to Microix Workflow Modules to complete your transaction

### How find your document to finalize your transaction and submit it for approval.

Vendor Punchout	← C Ĝ1 ট https://ww	w.microixapps.com/ENC/MyDocument	5		Ι			Q 🖒	• \$   ☆ @	<b>@ Ø</b>
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/	Send Order To Vendor	Purchase Order (Cart)	EN-1152	6/17/2024	Pix	Document Crea Finance	ABC - ABC Offic	\$161.940	33% 12/16/202	24-Mat
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### **Overview of the Approval Process**

*Email notifications are sent to an approver based on the workflow routing process. The email includes detailed information about the invoice, expense coding, budget, and previous approvers* 

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•Provide approvers the ability to modify the expense code or reject the invoice with a reason. The rejection note is communicated to the requester via email

•Review the invoice alongside a copy of the original PDF to ensure accuracy

•Implement a system to sort invoices based on their priority level

•Examine the document's audit trail to identify any alterations made prior to the invoice's receipt

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Selected approvers can approve directly from a mobile device, tablet, or PC using our HTML approval

### How to place your order with your punchout vendor

#### Vendor Punchout

1. Log in to	← C <u>1</u>	.microixapps.cor	n/ENC/SendOrde	erToVendor					Q 🟠 🗘	£ @	🤹 ··· 🍕	
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3. Click on Send Order to Vendor						5. Click on Sei	nd					
4. Select Order Document												

### **Example: Final Approval before transferring to MIP Fund Accounting®**

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#### Transfer Options

Code	Description
API	Accounts Payable
CD	Cash Disbursement
VL	Journal Entry

#### Click on Process.

Note: The final step is to log in to MIP FA. The AP session is ready to be posted in MIP Fund Accounting



### 📩 Get in Touch

For a live demo, quote request, or any inquiries, reach out to us at **sales@microix.net**. Our team is ready to connect you with your MIP/Microix reseller.

#### Exclusive Feature

This feature is available exclusively as an add-on for the Requisition | Purchase Order Module Modern.

Explore More Visit us at <u>www.microix.net</u>

Email: sales@microix.net

**Call:** 1-866-MICROIX (642-7649)

Microix Inc. | March 2025 | Subject to change