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VILLANOVA UNIVERSITY  
PROCUREMENT DEPARTMENT  
MERCURY PROCEDURES

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Title: GOVCONNECTION PUNCHOUT INSTRUCTIONS  
Date: 3.21.2011

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#### GOVCONNECTION – MERCURY PUNCHOUT

1. Access GovConnection through the Mercury E- procurement System (Click on GovConnection, then click Search).
  - a. You will be redirected to the GovConnection website. Depending on your access level, you will be directed to one of the below.
    - i. E- procurement Shopper (typical) - This web site shows the University approved HP printers along with the entire GovConnection website. You are able to shop the web catalog for items and add them to your cart to purchase.
    - ii. Entire GovConnection website - GovConnection Administrators will have the entire GovConnection catalog. Administrators are approved by UNIT. When you enter GovConnection through Mercury, there is a drop down box to enter GovConnection either as an Administrator or E-procurement shopper.
2. Special Quotes – While logged in to the web site, you will be able to access special quotes that either UNIT or GovConnection created for you. These will be listed under the account heading on the left hand side of the screen. You then will click on saved carts. All special quotes are listed here. You will locate your cart by searching for your name in “Cart Name” (or other information that UNIT may supply to you).
3. Once your order is complete, click on “Begin Secure Check”.
4. Verify items to be purchased and click on “Submit Cart”.
5. The order will now be automatically brought back to the Mercury System in the form of a requisition. The GovConnection screen will close and you will return to Mercury.
6. Click “View Requisition”
7. Complete the requisition.
  - a. NOTE: Printer Purchases will be reviewed by the GovConnection sales team and will be delivery to UNIT. UNIT will contact the department to schedule install. All other purchases will be delivered directly to the Ship To location on your requisition.
8. Email notification - Order confirmation will be send to the person placing the order.
9. Purchases outside of Punch out – If at any time an order is for a product or quote that is not accessible via the punch out catalog, you may process the order through the normal Mercury requisition process. You would do this by placing the order as a manual entry and choosing “GovConnection (Manual Order)”.