

VILLANOVA UNIVERSITY  
PROCUREMENT DEPARTMENT  
MERCURY PROCEDURES

Title OFFICE BASICS WEB PUNCH OUT INSTRUCTIONS  
Date: 7/29/2013

Approved By John Durham  
Date: 7/29/2013

OFFICE BASIC – MERCURY PUNCH OUT

1. Log into Mercury commerce
2. While in the Cart/requisition tab, click on “Create New Cart/Requisition” on right side on screen.
3. Choose Office Basic from Drop down Catalog options. (Click on Office Basics, then click Search).
4. You have now entered Office Basics web site.
5. Shop Office Basics web site. You are linked to your own account within Office Basics. If you were set up with multi index purchase options with Office Basics, you will have the option now to choose the index you would like to purchase from. (note: one index per order). If you do not have multi index numbers you will skip this step.
6. Shop Office Basics. .
7. Checking out –
  - a. Once you are finished shopping, click on “View Cart”.
  - b. Click on “CHECKOUT”.
8. The Office Basics screen will close and you will return to Mercury. Click “View Requisition”
9. Complete the requisition as follows:
  - a. Cart/Requisition Name: Office Basics – Restock (*any other additional info you need to include*)
  - b. Approval Route: If the order is less than \$1,000 , choose the “Office Basics” Approval Route. This will allow the order to proceed without any additional approvals. Orders OVER \$1,000 require your normal department approval and you must choose your Department approval route. Orders over \$1,000 require normal Department approvals before being sent to Office Basics.
  - c. Update all accounts: Fill in you department index and account number. *This is required for processing but the number that will be charged is the index you identified on the Office Basic’s web site.*
  - d. Confirm purchase items again (you can change quantities at this point).
  - e. Click on “Submit for Approval” to place you order.
10. Orders under \$1,000 that follow the “Office Basics” Approval Route will be sent directly to Office Basics.
11. Orders over \$1,000 that are following the Department Approval Route will require the appropriate dollar level approval authority based on the department chosen.

**NOTES:**

INVOICE PROCESSING –

- Order processed following the BYPASS GL will have an invoice deducted from the Department budget on a monthly basis by the Villanova Procurement and Accounting Departments. This is the preferred method of payment.

- Orders that do not BY PASS GL will generate a Banner Purchase Order that will be sent to Office Basics. An invoice will then be generated by Office Basics and sent directly to the department for processing.