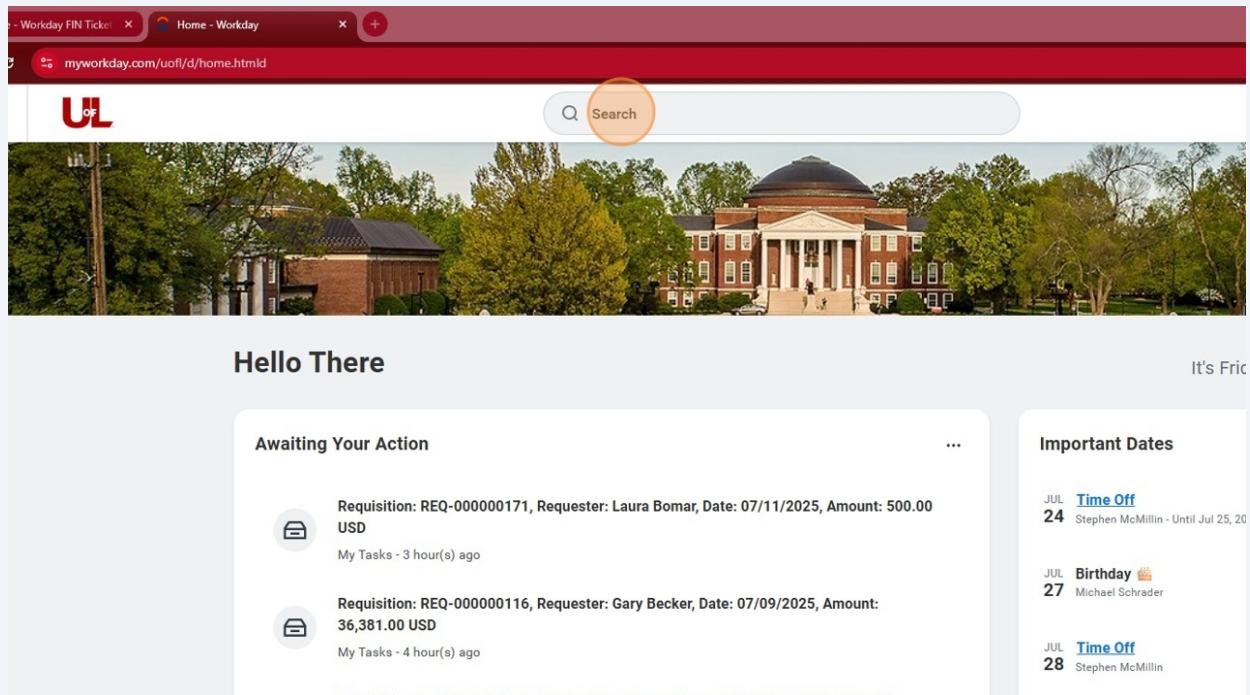
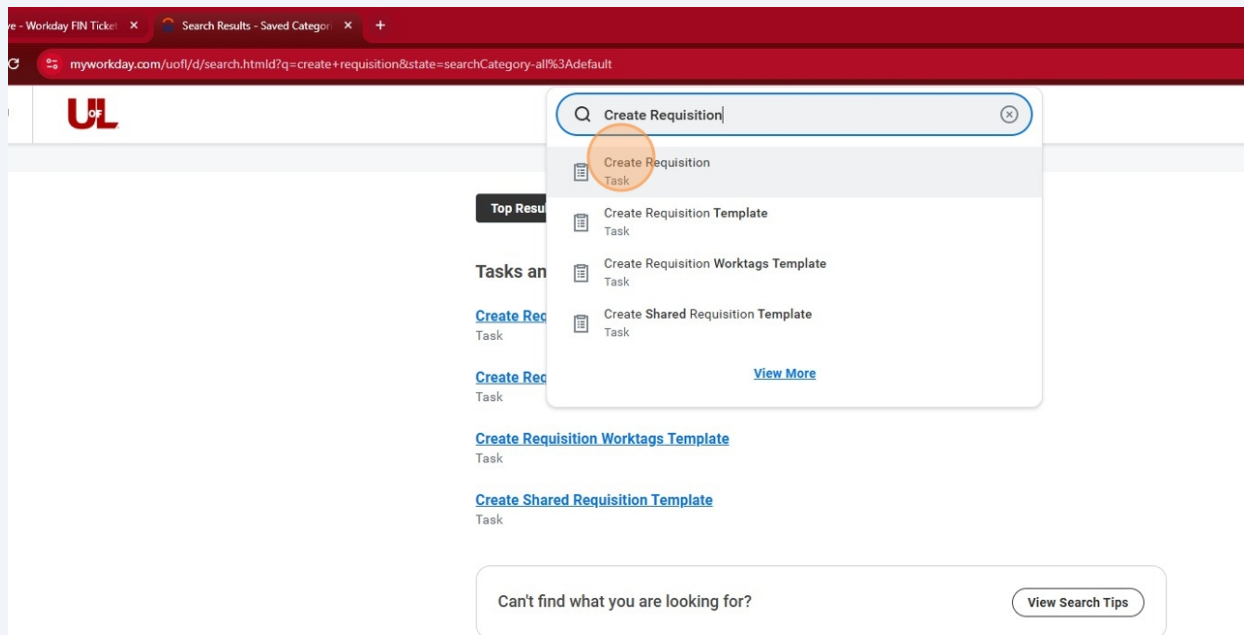


GovConnection Punchout Instructions

- 1 From the Workday Home screen, enter Create Requisition in the Search window.



2 Click "Create Requisition" task



3 Click on Requisition Type and select Standard Purchase

A screenshot of the "Create Requisition" form. The form has a red header bar with the title "Create Requisition". Below the header, there are several fields for requisition details. The "Requisition Type" field is highlighted with a blue border and a dropdown menu is open, showing three options: "Owner Supplied Materials", "Standard Purchase", and "Tie-To Requisition (Update Existing P0)". The "Standard Purchase" option is selected and highlighted with an orange circle. Other fields include "Requester" (Amber Horn), "Requesting Entity", "Company" (ULSA University of Louisville), "Currency" (USD), "Deliver-To", "Ship-To" (United States of America), "Program", "Project", "Gift", "Grant", "Cost Center" (CC000110 CAPS), and "Fund" (FD17 General Operating -).

4

Click the X to remove default Deliver-To location. Enter the correct Deliver-To location. If unknown, enter a part of the location (i.e. serv 208a for Service Complex, Room 208A) and all options will appear. Select the appropriate location.

Create Requisition

Requester	*	X Amber Horn ...	:
Requesting Entity			:
Company	*	X ULSA University of Louisville ...	:
Currency	*	X USD ...	:
Requisition Type	*	X Standard Purchase	:
Deliver-To	*	X Belknap Campus > Service Complex (Belknap) ...	:
Ship-To	*	1901 Floyd Street Inventory X Control Louisville, KY 40208 United States of America	:
Program			:
Project			:
Gift			:
Grant			:
Cost Center		X CC000110 CAPS ...	:

5

Enter Workday Program/Project/Gift/Grant "PPGG" code.

Requesting Entity			:
Company	*	X ULSA University of Louisville ...	:
Currency	*	X USD ...	:
Requisition Type	*	X Standard Purchase	:
Deliver-To	*	Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap) ...	:
Ship-To	*	2215 S. Brook Street Walk X Service Complex LOUISVILLE, KY 40208 United States of America	:
Program			:
Project			:
Gift			:
Grant			:
Cost Center		X CC000110 CAPS ...	:

OK

Cancel

6

If unknown, enter part of the name (i.e. purch for Purchasing) and all options available will appear. Select the appropriate worktag.

Requester * X Amber Horn ...

Requesting Entity

Company * X ULSA University of Louisville ...

Currency * X USD ...

Requisition Type * X Standard Purchase ...

Deliver-To * Belknap Campus > Service Complex (Belknap) > Room ...

Ship-To

Program purch X

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

Search Results (2)

- ☐ PG00080 ULSA - General Fund - Purchasing Office
- ☐ PG02542 ULRF - Academic Program Support - Purchasing - Health Science Campus

7

Location is required for all asset items purchased. Enter the location where the asset will be housed.

Deliver-To * Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap) X

Ship-To * 2215 S. Brook Street Walk X Service Complex LOUISVILLE, KY 40208 United States of America

Program X PG00080 ULSA - General Fund - Purchasing Office ...

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

Fund X FD17 General Operating - General Fund

Function X FN06 Institutional Support ...

Activity

Location

OK

Cancel

8 Click OK

Belknap)

Ship-To * 2215 S. Brook Street Walk
X Service Complex LOUISVILLE, KY
40208 United States of America

Program X PG00080 ULSA - General Fund - Purchasing Office ...

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

Fund X FD17 General Operating - General Fund

Function X FN06 Institutional Support ...

Activity

Location X Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap) ...

OK Cancel

9 Click "Connect to Supplier Website "

Instructions

REQUISITION INSTRUCTIONS

Please review our [UofL Purchasing Website](#) for all questions. If you have questions or need additional assistance, please contact the [UofL Procurement Office](#).

Top Tips for ordering goods and services:

- Please use "Connect to Supplier Website" to punchout to contracted supplier websites
- If you cannot find what you need in the punchout sites, please create an adhoc request for goods or services by selecting "create non-catalog requisition"

Select an Option

Request Non-Catalog Items

Add a good or service that is not in the catalog

[Connect to Supplier Website](#)

Request goods and services from Supplier Websites

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Select from My Procurement Favorites

Select from my Favorite items

10 Click "Connect" next to GovConnection Inc.

Acquisition Type
Standard Purchase

Multi-Supplier	Supplier	Description	Connect
<input type="checkbox"/>	VWR Funding Inc		Connect
<input type="checkbox"/>	Staples Inc		Connect
<input type="checkbox"/>	GovConnection Inc		Connect
<input type="checkbox"/>	Dell Marketing LP		Connect
<input type="checkbox"/>	W W Grainger Inc		Connect

11 Shop for items

[All Active - Workday FIN Tick... x] Account Dashboard - Connect... x +

govconnection.com/IPA/Account/AccountHome

IMPORTANT: Our website will be down for planned maintenance on SUNDAY, 7/13/25 from 6:00AM to 5:00PM EST

Connection
PUBLIC SECTOR SOLUTIONS
we solve IT™

Search

PRODUCTS SOLUTIONS & SERVICES RESOURCES

Accessories > Apple > Apple Monitors
Cables & Adapters > Cinema Displays
Computer Parts > iMac
Computers > iPad
Conferencing & AV > iPad mini
Electronics > iPad Pro
Media & Supplies > Mac mini
Monitors & Projectors > Mac Pro
Networking > MacBook Air
Office Equipment > MacBook Pro
Power >
Printers & Supplies >
Servers & Accessories >
Services >
Software >

Account Manager: Jeff Sparr
(800) 800-0019 et 75574

Procurement

Web Order History

5 most recent orders.

Date	Order#	P.O. #
	63490592	PO-00000003

View All

Quicklists

ovo Computers

View Add to Cart

Manage Quicklists

Carts - Saved (0)
Quotes - Request

Search By...

12 Filter as needed to select item to purchase

govconnection.com/category/imac/203599

IMPORTANT: Our website will be down for planned maintenance on SUNDAY, 7/13/25 from 6:00AM to 5:00PM EST

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Public Sector Solutions
we solve IT

Search

PRODUCTS SOLUTIONS & SERVICES RESOURCES

Account Manager: Jeff Sparr
(800) 800-0019 et 75574

Are you in the market for a new iMac? Government and education organizations that are seeking to add new high-performance desktop computers to their networks often find that Apple departments. While the iMac is already typically seen in marketing, advertising, and... [Read More](#)

Refine Your Results

Search Within

☐ Clearance items only

☐ In Stock items only

[List Price](#)

[# Processors Installed](#)

[# Processors Supported](#)

[Audio Input Type](#)

[CD/DVD Type](#)

[View All iMac](#)

13 Click "Add To Cart"

RESOURCES

Account Manager: Jeff Sparr
(800) 800-0019 et 75574 Email

OPEN

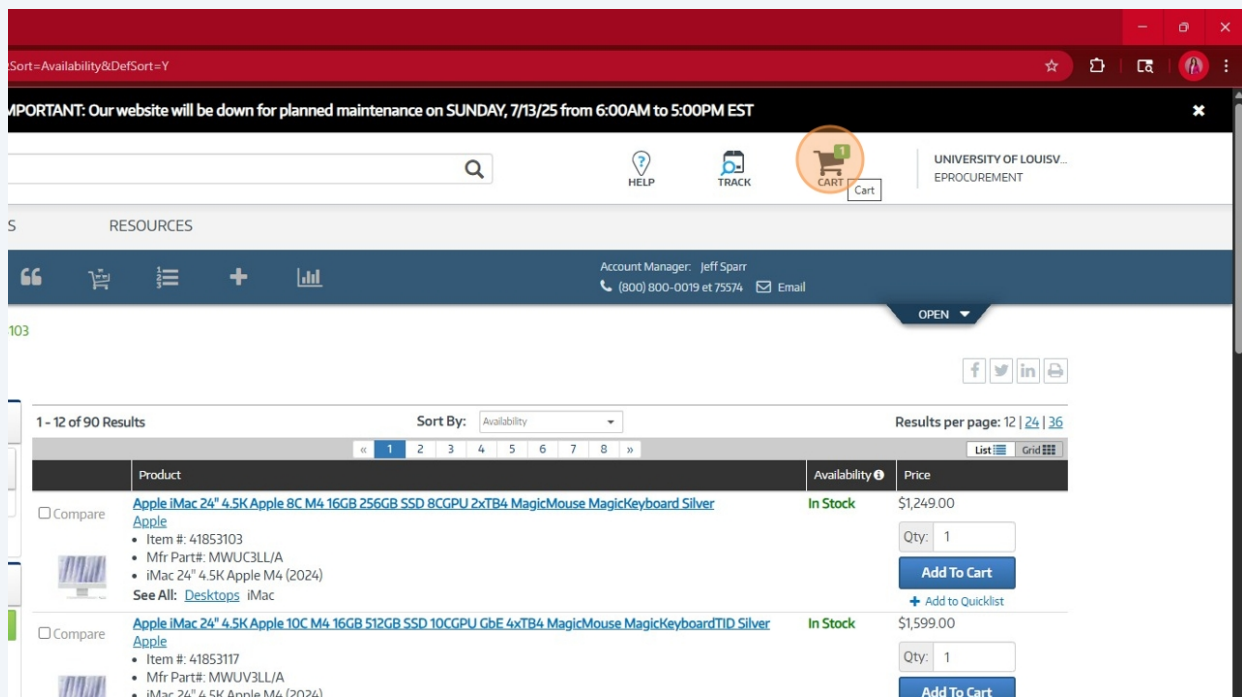
1 - 12 of 90 Results

Sort By: Availability

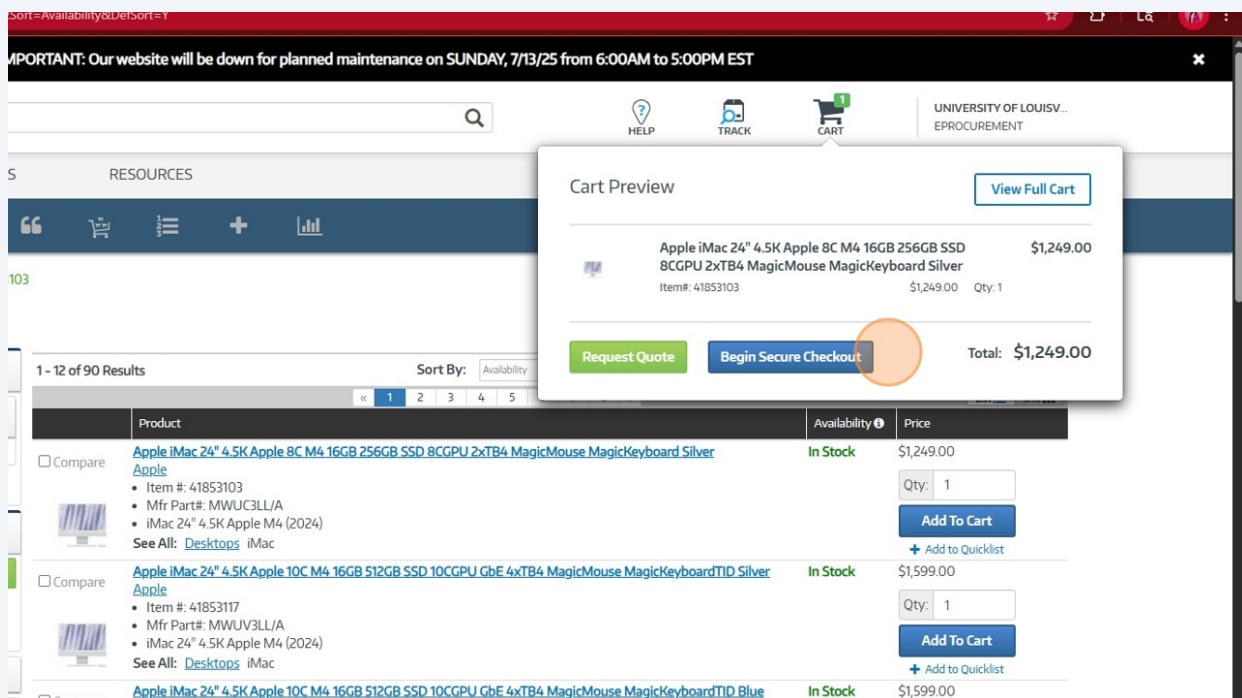
Results per page: 12 | 24 | 36

	Product	Availability	Price
<input type="checkbox"/> Compare	Apple iMac 24" 4.5K Apple 8C M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse MagicKeyboard Silver Apple • Item #: 41853103 • Mfr Part#: MWUC3LL/A • iMac 24" 4.5K Apple M4 (2024) See All: Desktops iMac	In Stock	\$1,249.00
			Qty: 1 Add To Cart + Add to Quicklist
<input type="checkbox"/> Compare	Apple iMac 24" 4.5K Apple 10C M4 16GB 512GB SSD 10CGPU GbE 4xTB4 MagicMouse MagicKeyboardTID Silver Apple • Item #: 41853117 • Mfr Part#: MWUV3LL/A • iMac 24" 4.5K Apple M4 (2024) See All: Desktops iMac	In Stock	\$1,599.00
			Qty: 1 Add To Cart + Add to Quicklist
<input type="checkbox"/> Compare	Apple iMac 24" 4.5K Apple 10C M4 16GB 512GB SSD 10CGPU GbE 4xTB4 MagicMouse MagicKeyboardTID Blue Apple • Item #: 41853118 • Mfr Part#: MWV33LL/A • iMac 24" 4.5K Apple M4 (2024) See All: Desktops iMac	In Stock	\$1,599.00
			Qty: 1 Add To Cart + Add to Quicklist
<input type="checkbox"/> Compare	Apple iMac 24" 4.5K Apple 10C M4 24GB 512GB SSD 10CGPU GbE 4xTB4 MagicMouse MagicKeyboardTID Blue Apple	In Stock	\$1,799.00
			Qty: 1 Add To Cart + Add to Quicklist

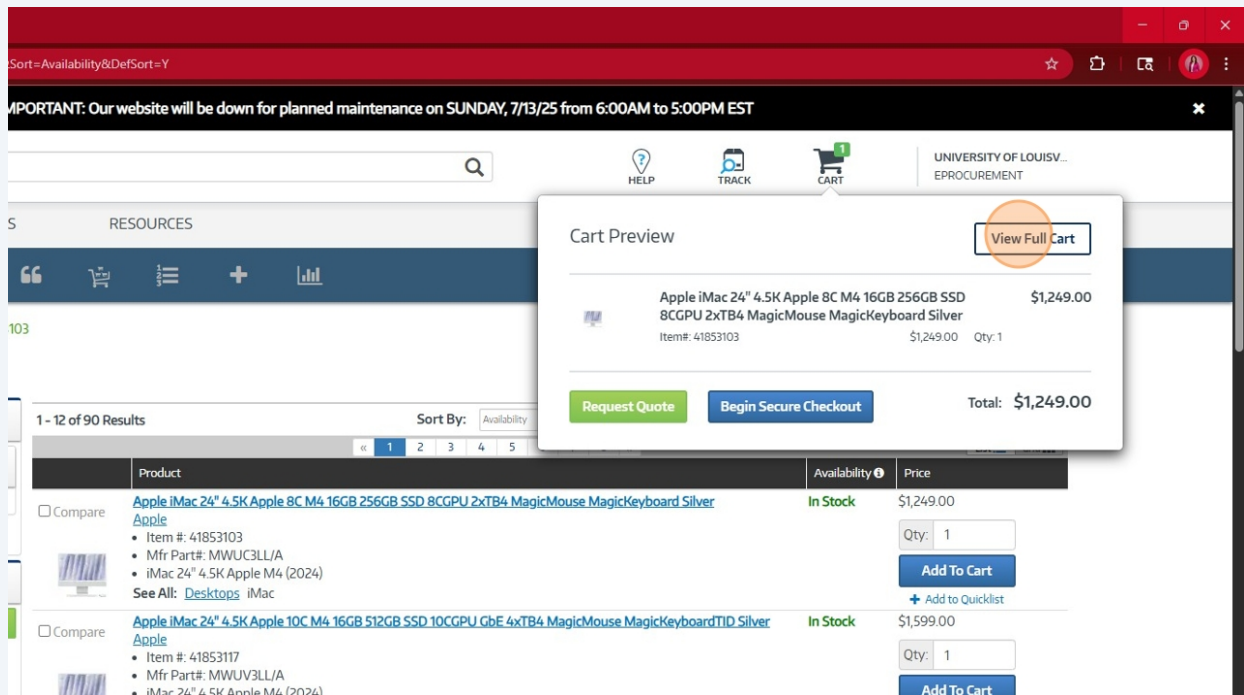
14 Click "Cart" to view items selected.



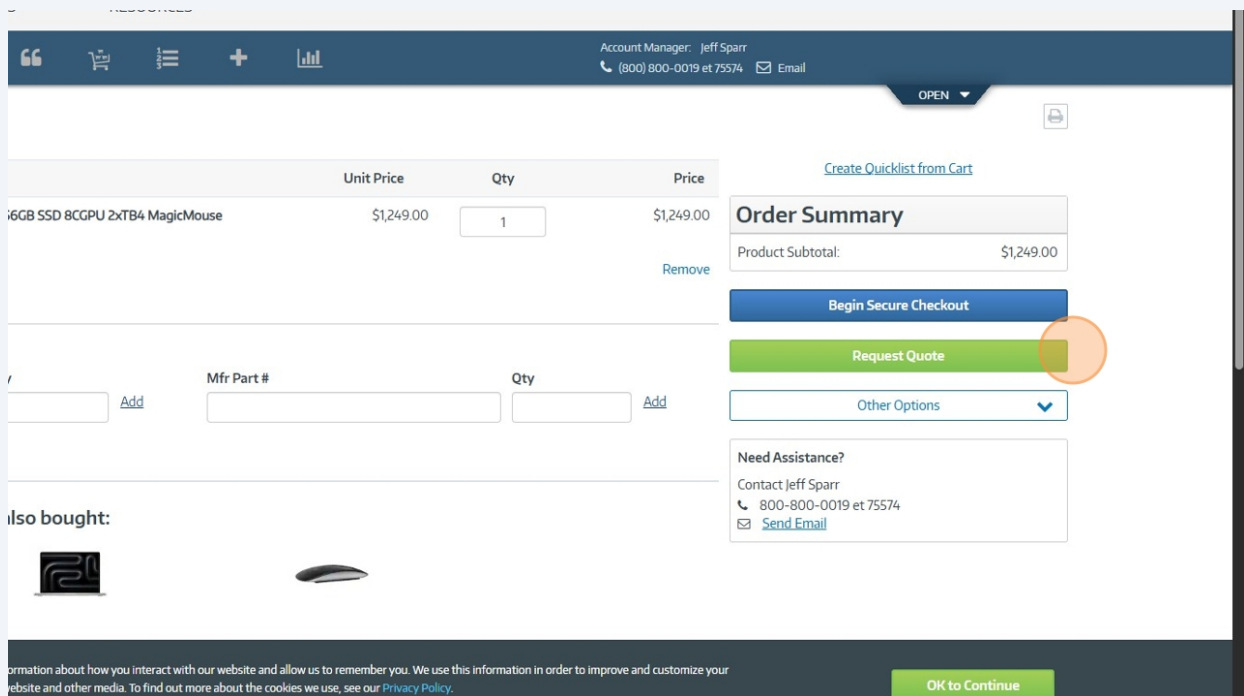
15 Click Request Quote, Begin Secure Checkout, or View Full Cart based on what needs to be viewed.



- 16 Click View Full Cart if detailed view of items in card is needed.



- 17 Click Request Quote if a quote is needed but not a purchase at this time.



18 Click here to enter Quote details. Click Request Quote.

Confirm Quote Request?

close

Your cart will be sent to Jeff Sparr for quoting.

Include a message with your quote (optional)

Request Quote

Order Summary

Product Subtotal: \$1,249.00

Begin Secure Checkout

Request Quote

Other Options

19 Click "Begin Secure Checkout" when finished shopping.

Unit Price Qty Price

16GB SSD 8CGPU 2xTB4 MagicMouse \$1,249.00 1 \$1,249.00

Remove

Order Summary

Product Subtotal: \$1,249.00

Begin Secure Checkout

Request Quote

Other Options

Need Assistance?

Contact Jeff Sparr

800-800-0019 et 75574

Send Email

20 Enter Workday Work Tag, then Save & Continue.

The screenshot shows the 'Review and Place Order' page on govconnection.com. A modal titled 'Custom Cart Attributes' is open, prompting the user to enter a 'Work Tag' for the University of Louisville. The modal includes a text input field and a 'Save & Continue' button. The background page shows the cart details, including the product 'Apple iMac 24" 4.5K Apple BC M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse' and a 'Save & Continue' button.

IMPORTANT: Our website will be down for planned maintenance on SUNDAY, 7/13/25 from 6:00AM to 5:00PM EST

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Review and Place Order

Cart: 1670447961 [Edit Cart Name](#)

Shipping to:
Provided with Purchase Order

Notifications
Email communication will be sent to amber.horn@louisville.edu

Cart [Edit](#)

Product	Unit Price	Qty	Price
Apple iMac 24" 4.5K Apple BC M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse	\$1,249.00	1	\$1,249.00

Custom Cart Attributes [Edit](#)

Work Tag:

Uploaded Files [Edit](#)

No Files Uploaded

[Save & Continue](#)

21 Click "Submit Cart"

The screenshot shows the 'Order Summary' page. The 'Submit Cart' button is highlighted with an orange circle. The page displays the delivery method, payment method, custom cart attributes, and the order summary table. The 'Submit Cart' button is located below the 'Order Summary' table.

Delivery Method:
Provided with Purchase Order

Payment Method:
Provided with Purchase Order

Custom Cart Attributes [Edit](#)

Work Tag: PPGG

Uploaded Files [Edit](#)

No Files Uploaded

Order Summary

Product Subtotal:	\$1,249.00
-------------------	------------

[Submit Cart](#)

[Request Quote](#)

[Other Options](#) [v](#)

Need Assistance?
Contact Jeff Sparr
800-800-0019 et 75574
[Send Email](#)

Product	Unit Price	Qty	Price
16GB SSD 8CGPU 2xTB4 MagicMouse	\$1,249.00	1	\$1,249.00

22

Cart items from Supplier website will be transferred to Workday requisition. Review all lines to make sure they transferred correctly.

View Cart

Company

ULSA University of Louisville

Requester

Amber Horn

Requisition Type

Standard Purchase

Total Amount

\$1,249.00

Currency

USD

1 Item

Apple iMac 24" 4.5K Apple 8C M4 1...

\$1,249.00

1

Edit

Description

Apple iMac 24" 4.5K Apple 8C M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse MagicKeyboard Silver

Supplier Item Identifier

41853103

Commodity Code

43211507 - Desktop computer

Spend Category

Trackable - <5k Computer (SC0463)

Supplier

GovConnection Inc

Supplier Contract

SCON-00000663 : Apple, Lenovo, MS Surface PCs

Quantity

1

Unit of Measure

Each

Unit Cost

1,249.00

Extended Amount

1,249.00

Memo

23

Click Checkout

Supplier item identifier

41853103

Commodity Code

43211507 - Desktop computer

Spend Category

Trackable - <5k Computer (SC0463)

Supplier

GovConnection Inc

Supplier Contract

SCON-00000663 : Apple, Lenovo, MS Surface PCs

Quantity

1

Unit of Measure

Each

Unit Cost

1,249.00

Extended Amount

1,249.00

Memo

Checkout

Continue Shopping

24 Review Requisition Details for accuracy.

Checkout

Company	Requester	Requisition	Status	Total Amount
ULSA University of Louisville	Amber Horn	- new -	Draft	1,249.00 USD

Shipping Address

Deliver-To Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap)

Ship-To Address 2215 S. Brook Street Walk
Service Complex
LOUISVILLE, KY 40208
United States of America

Requisition Information

Request Date * 07/11/2025

Currency * USD

Credit Card

Requisition Type * Standard Purchase

Sourcing Buyer

Submitted by Amber Horn

Freight Amount 0.00

Other Charges 0.00

25 Click slider bar under Goods lines to ensure accuracy of details. Edit as needed.

Internal Memo

Goods

1 Item

Order	Image	Company	Item Description	Commodity Code	*Spend Category	*Quantity
+ -		ULSA University of Louisville	Apple iMac 24" 4.5K Apple 8C M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse MagicKeyboard Silver	43211507 - Desktop computer	Trackable - <5k Computer (SC0463)	Quantity * 1 Unit of Measure * Each

Services

0 Items


Order	Image	Company	Description	*Spend Category	Extended Amount	Date	Deliver-To
No Data							

Submit **Save for Later** **Continue Shopping** ...

26 Click Submit to complete the requisition.

Goods

1 item

	Order	Image	Company	Item Description	Commodity Code	*Spend Category	*Quantity
<div><div>+</div><div>-</div></div>	<div><div>▼</div><div>▼</div></div>		<div><div>×</div>ULSA University of Louisville<div>...</div></div>	Apple iMac 24" 4.5K Apple 8C M4 16GB 256GB SSD 8CGPU 2xTB4 MagicMouse MagicKeyboard Silver	<div><div>×</div>43211507 - Desktop computer<div>...</div></div>	<div><div>×</div>Trackable - <5k Computer (SC0463)<div>...</div></div>	<div>Quantity *</div> 1 <div>Unit of Measure *</div> Each

Services

0 items

	Order	Image	Company	Description	*Spend Category	Extended Amount	Date	Deliver-To
No Data								

Attachments

Submit

Save for Later

Continue Shopping

...

