

Fiscal Year End – Punchout Supplier Order Exceptions

Requisitions for the suppliers listed below will not work through the supplier punchout site due to the requisition entry **blackout period from June 5 through July 14**. FY2027 budgets will be loaded July 13 and requisition entry through the punchout ordering site will resume on July 14. Any requisitions entered during the requisition blackout period will fail budget check.

After July 13 when the budgets are loaded, Procard orders are not to be placed with these suppliers.

See instructions below for ordering from each supplier below during the requisition blackout period:

Dell

- Orders must be placed directly with the Dell website at <https://www.dell.com/en-us/lp/dt/dell-premier>
- If you have questions or don't have an account set up, contact Megan Morris at Megan.Morris@Dell.com

GovConnection

- Orders must be placed directly with GovConnection at www.govconnection.com/uofl
- If an attempt is made to enter a requisition through Workday it will not allow the connection to the punchout ordering site but will redirect the user to the site above.
- If you have questions or need assistance placing an order, contact Jeff Sparr at jeff.sparr@connection.com

Staples

- Orders must be placed directly with Staples Business Advantage at www.staplesadvantage.com and paid with Procard
- If you have any questions or need assistance placing an order, contact Thomas Mulholland at Thomas.Mulholland@Staples.com

VWR

- Orders must be placed directly with VWR at www.vwr.com/us/en/
- If there are any questions or assistance is needed, contact Scott Garza at scott.garza@avantorsciences.com

W.W. Grainger

- Orders must be placed directly on the Grainger website at www.grainger.com and paid for by Procard.
- If a user does not currently have a Grainger.com account set up, they will need to contact Erin Murphy at erin.murphy@grainger.com