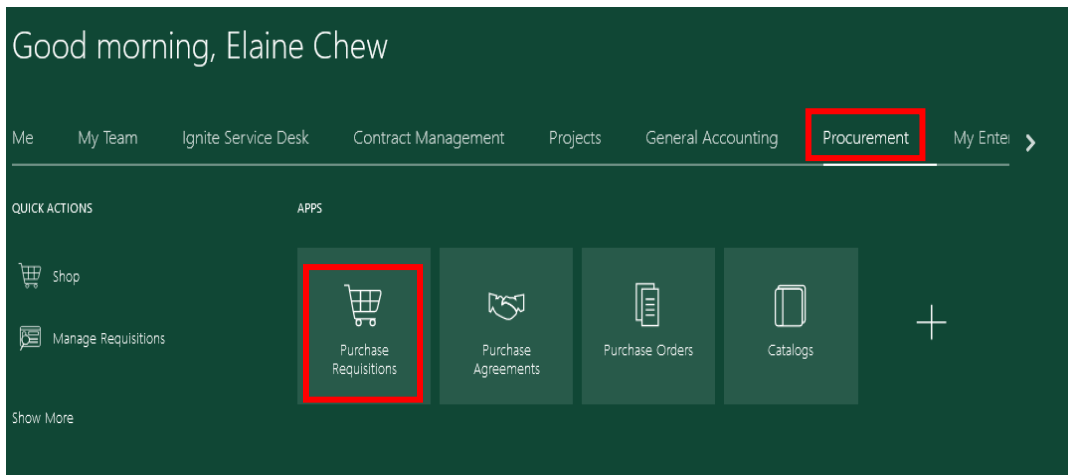


Overview

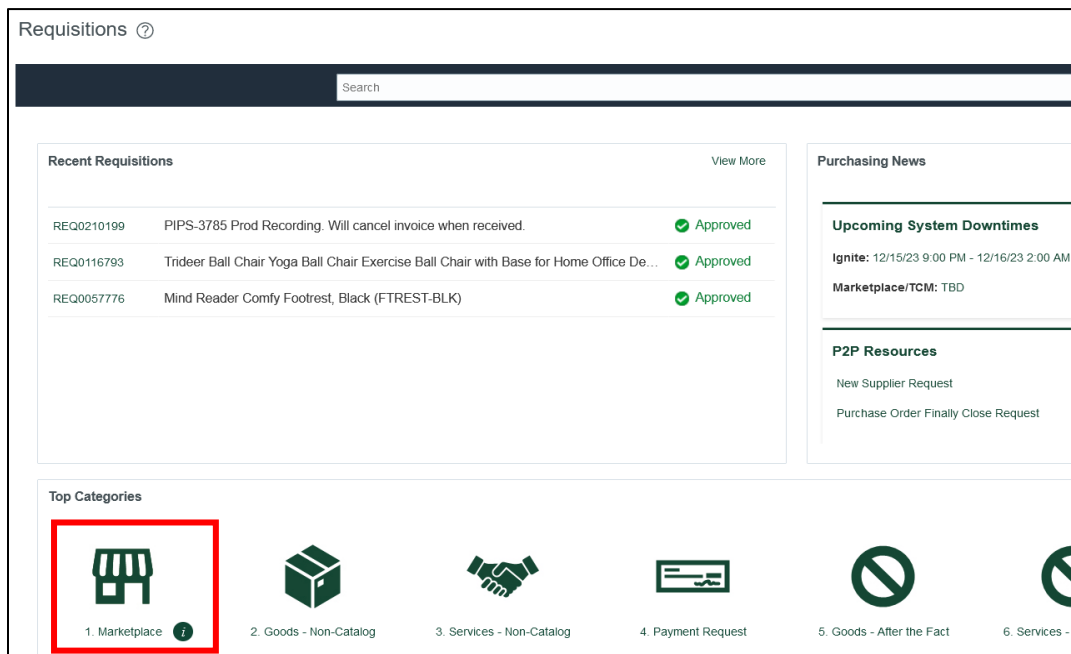
This job aid provides guidance for employees using the WPromo punchout in the Ignite marketplace to place orders.

I. Accessing the Ignite Marketplace

1. Using the following link: <https://ignite.web.baylor.edu/> log into **Ignite** using your BearID.
2. Click on the **Procurement** tab.
3. Click on the **Purchase Requisitions** tile.

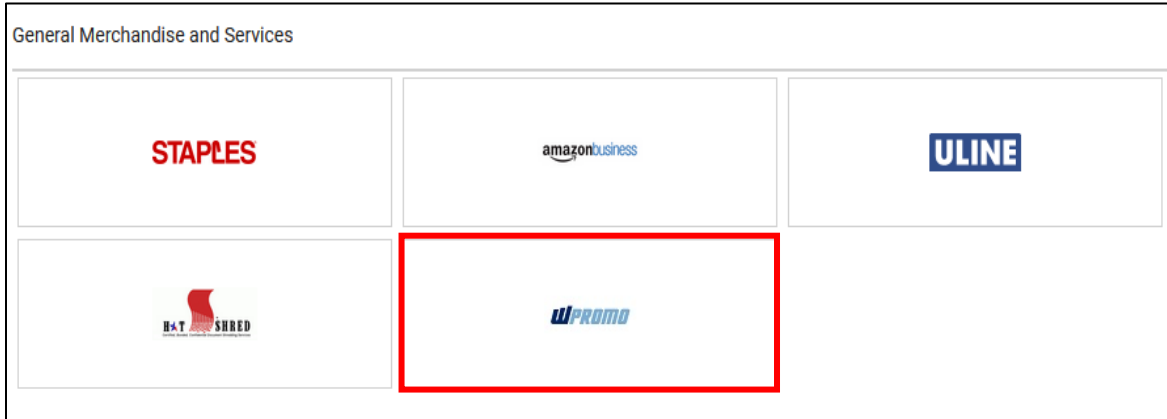


4. Click on **Marketplace** to access the available punchouts.

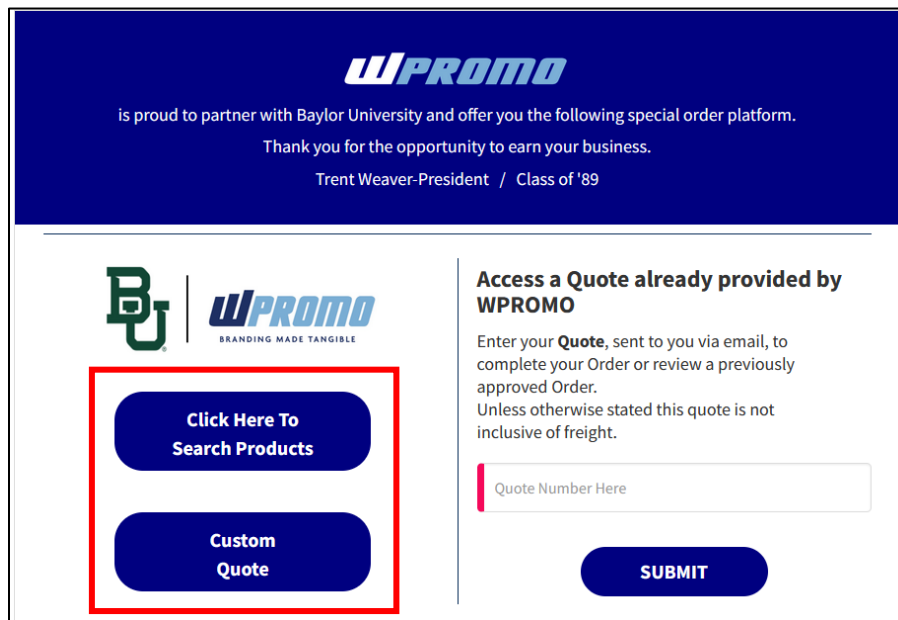


II. Requesting a Quote

1. In the Ignite Marketplace, scroll down to the General Merchandise and Services Showcase section and click on the **WPromo** tile.



2. In the WPromo punchout there are two options:
 - a. **Click Here to Search Products** – directs you to the WPromo website catalog. Once you have determined the product(s) you want. Proceed with the Custom Quote request.
 - b. **Custom Quote** - directs you to a Custom Quote Request form.



1. Complete the **Custom Quote Request** form. Asterisks indicate Required fields. Be sure to upload any necessary files. Once the form is completed click **Submit**.

Custom Quote Request

All fields marked with * are required and must be filled.

Name *

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>

Phone Number

<input type="text"/>	<input type="text"/>
<small>Area Code</small>	<small>Phone Number</small>

Email *

<input type="text"/>
<small>example@example.com</small>

In Hands Date *

Job Type


Screen Printing

Embroidery

Promotional Item


Environmental Graphics (Signs/Banners/Wraps)

Upload any art files that will help with the order here:


Choose Files
Drag and drop files here

You can upload pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif. You can upload more than one file into this field. Due to technical limitations, max file size for each file is capped at 100MB when using this option.

Captcha *

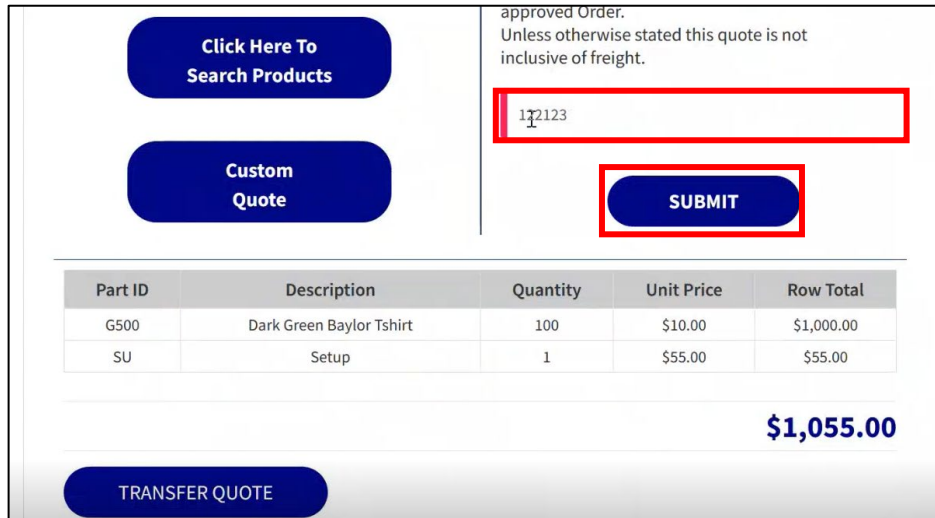
I'm not a robot 
reCAPTCHA
Privacy - Terms

A representative should be in touch with you within 4-8 business hours to gather any additional information needed.

2. The request is sent to WPromo.
3. A quote will be received via email from WPromo.

III. Ordering from a Quote

1. Once a quote number is received via email, access the Ignite Marketplace and WPromo punchout (steps 1-5).
2. Enter the Quote Number on the right side of the screen and click **Submit**. The quote details will populate.



approved Order.
Unless otherwise stated this quote is not inclusive of freight.

172123

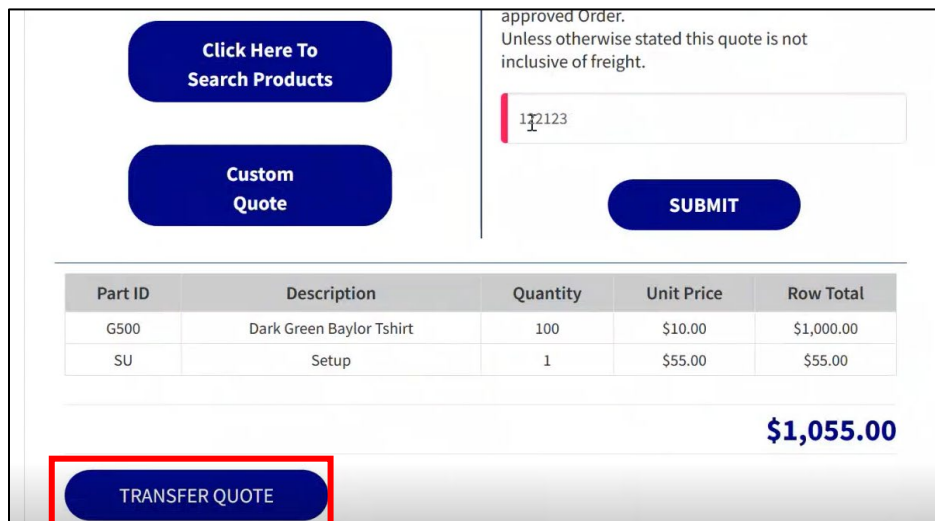
SUBMIT

Part ID	Description	Quantity	Unit Price	Row Total
G500	Dark Green Baylor Tshirt	100	\$10.00	\$1,000.00
SU	Setup	1	\$55.00	\$55.00

\$1,055.00

TRANSFER QUOTE

3. Click **Transfer Quote**.



approved Order.
Unless otherwise stated this quote is not inclusive of freight.

172123

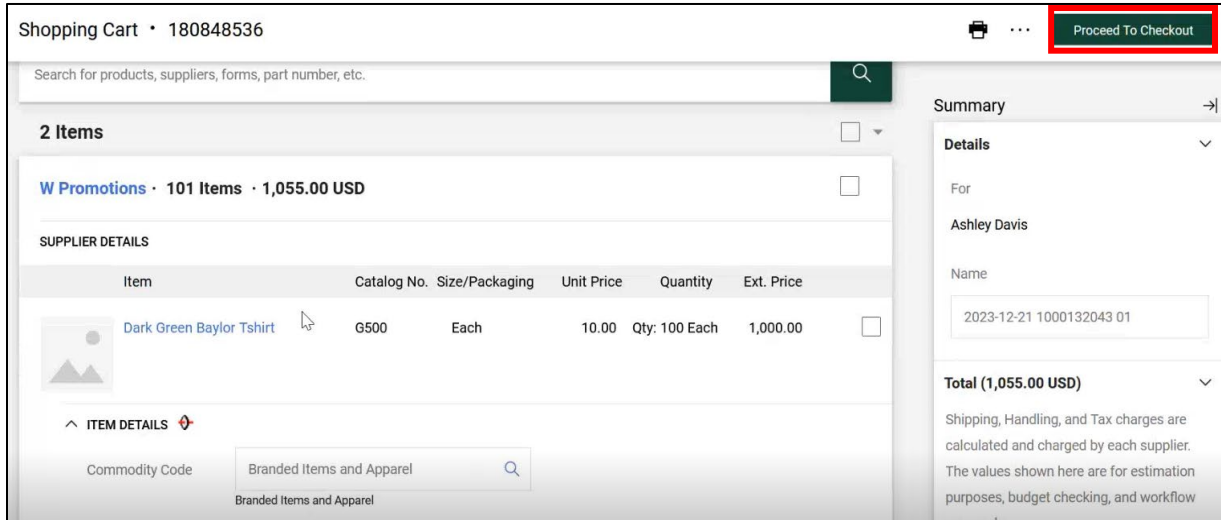
SUBMIT

Part ID	Description	Quantity	Unit Price	Row Total
G500	Dark Green Baylor Tshirt	100	\$10.00	\$1,000.00
SU	Setup	1	\$55.00	\$55.00

\$1,055.00

TRANSFER QUOTE

- Review all information is correct. Click **Proceed to Checkout**




Shopping Cart • 180848536

Search for products, suppliers, forms, part number, etc.

2 Items

W Promotions • 101 Items • 1,055.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
 Dark Green Baylor Tshirt	G500	Each	10.00	Qty: 100 Each	1,000.00

ITEM DETAILS

Commodity Code: Branded Items and Apparel

Summary

Details

For: Ashley Davis

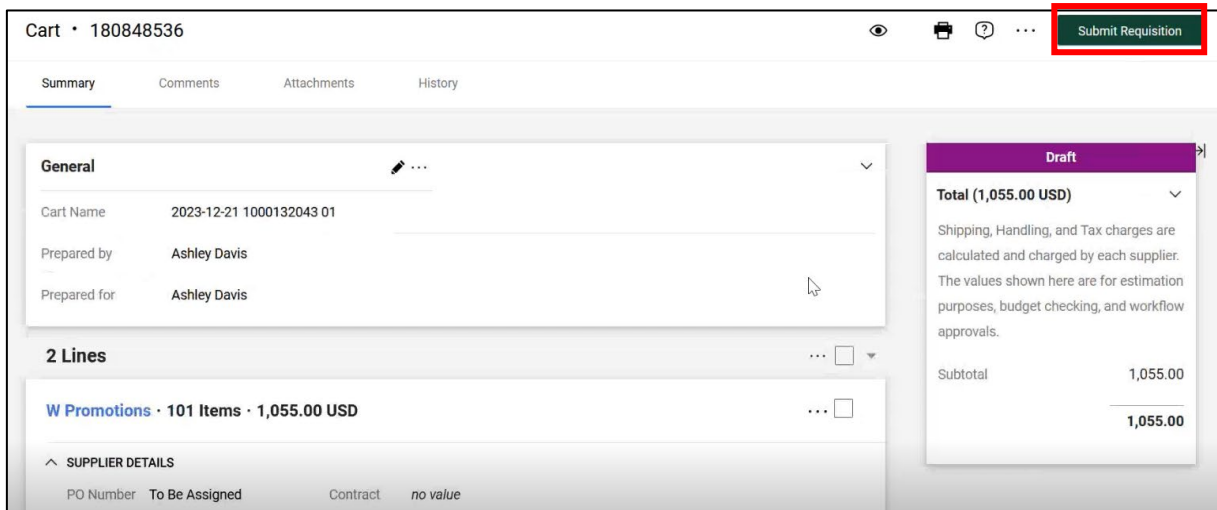
Name: 2023-12-21 1000132043 01

Total (1,055.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Proceed To Checkout

- Click **Submit Requisition** to bring your request back into Ignite.



Cart • 180848536

Summary | Comments | Attachments | History

General

Cart Name: 2023-12-21 1000132043 01

Prepared by: Ashley Davis

Prepared for: Ashley Davis

2 Lines

W Promotions • 101 Items • 1,055.00 USD

SUPPLIER DETAILS

PO Number: To Be Assigned | Contract: no value

Draft

Total (1,055.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 1,055.00

1,055.00

Submit Requisition

6. On the Edit Requisition page:
 - a. Review all **line item** information for accuracy: line descriptions, quantity, UOM, & price.
 - b. Review the **Delivery** and **Billing** information, and update if necessary.
 - c. Add a copy of the quote in the **Attachment** section.
 - d. Once all information is correct, click **Check Funds**.
 - e. If the Check Funds is successful, click OK on the pop-up box, then **Submit**.

7. The requisition then routes through the appropriate approvals. Once approved, Procurement will assign a purchase order. The purchase order will be automatically sent to WPromo.

Line	Item	Description	Category Name	Quantity	UOM	Price	Status	Funds Status	Amount (USD)	Order
1		Dark Green Baylor Tshirt	Branded It...	100	EA	10.00 USD	Approved	Liquidated	1,000.00	ORD0143875
2		Setup	Branded It...	1	EA	55.00 USD	Approved	Liquidated	55.00	ORD0143875

8. Once the order is complete and all items have been received, WPromo will send an invoice directly to Accounts Payable for processing.