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**.

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.

3. Click **Transfer Quote**.
4. Review all information is correct. Click **Proceed to Checkout**

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

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