



## Cisco E-Procurement Solutions – Ariba Punchout Data Entry Guidelines for Cisco Punchout Web Site

This document is designed to help you complete the required data fields on the Cisco Punchout Web site. We recommend that you print this document and refer to it while using the Punchout site. Check the Data Sheet for additional details.

	Data Field on Cisco Punchout Web Site	Helpful Tip	Comments
Ordering Tool Page	<b>PO Number</b>	<b>Required.</b> <i>Generated by Ariba Buyer</i>	The Ariba Buyer will generate this when the PR is approved and it will be sent when the PO is submitted to Cisco.
	<b>Requested Ship Date</b>	<b>Optional</b>	If the PO is submitted to Cisco and the requested ship date is missing or has a date in the past, Cisco will populate this field with the next day's date to expedite your order. If your Ariba Buyer sends Cisco a need by date, that will be to the requested ship date field within our system.
	<b>Purchase Type</b>	<b>Required</b>	This information can be set in your Cisco Punchout defaults.
Main Order Form Page	<b>Line Items</b>	<b>Required</b>	If Line item is configurable, be sure to validate the configuration prior to transferring shopping cart back to the Ariba Buyer.
	<b>Bill To</b>	<i>Generated by Ariba Buyer</i>	This data will default from your Cisco.com user ID in the punchout site, however, the order will be booked with the Bill-To sent over on the Ariba PO.
	<b>Shipping Address</b>	<i>Generated by Ariba Buyer when Purchase Requisition is approved</i>	Shipping Address should NOT be entered into the Punchout site. It will be sent from the Ariba Buyer when the PR is approved. **There is an exception for Canadian customers. Please work with the Cisco team to understand the impacts.
All Header Details Page	<b>Bill To</b>	<b>Required.</b> <i>Generated by Ariba Buyer</i>	This data will default from your Cisco.com user ID in the punchout site, however, the order will be booked with the Bill-To sent over on the Ariba PO.
	<b>Shipping Address</b>	<b>Required.</b> <i>Generated by Ariba Buyer when Purchase Requisition is approved</i>	Shipping Address should NOT be entered into the Punchout site. It will be sent from the Ariba Buyer when the PR is approved. **There is an exception for Canadian customers. Please work with the Cisco team to understand the impacts.
	<b>Shipment Via</b>	<b>Required</b>	This information can be set in your Cisco Punchout defaults.
	<b>Freight Terms</b>	<b>Required</b>	This information can be set in your Cisco Punchout defaults.

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