

CCNY Procurement Bulletin

To: All Departmental Procurement Liaisons

From: Brian A. Genzmann
Director of Business and Fiscal Affairs

Subject: Grainger/Edge Punchout Marketplace

Date: June 25, 2020

The College is pleased to announce that the Grainger/Edge Punchout Marketplace will be available for use on Wednesday, July 1, 2020.

Additional Information about the marketplace and instructions on how to use it can be found at www.cuny.edu/punchout. Please take a few minutes to review the site.

Because of this new process change, effective July 1, 2020, departments will no longer need to create and manage a blanket purchase order. All requestors will have access log into the eProcurement module in CUNYfirst, select the items they wish to purchase, and place an order upon approval. This module will automatically follow the requisition creation and approval process, as defined previously for each respective department. A manual purchase order will no longer be issued by the Fiscal Affairs team, and you will receive tracking information for most shipments. This new ecommerce platform will provide requestors with improved customer service to manage their needs, while reducing manual processes that delay the acquisition process. Please note that requestor access to the Grainger/Edge site will be deactivated.

If you have any questions about the new Grainger/Edge Marketplace, please be sure to speak with your department's [designated procurement official](#).