

Vendor Name _____

Vendor Code _____ < To be entered prior to submission to Vendor >

Primary Business Contact

Name	
Title	
Phone	
Email	

Secondary Business Contact

Name	
Title	
Phone	
Email	

Primary Technical Contact

Name	
Title	
Phone	
Email	

Secondary Technical Liaison/Contact

Name	
Title	
Phone	
Email	

Other Key Contacts

Name	
Title	
Phone	
Email	

Instructions: For each question below, type an "X" in the Yes or No column when applicable and/or enter a comment if necessary.

Question		Yes	No	Comment
1.	Do you support the PunchOut functionality?			
If the answer to the above question is "Yes," please proceed to the questions below. If the answer to the above question is "No," <i>do not</i> proceed to the questions below.				
2.	When is (are) the PunchOut contact(s) available (dates/times) for an introductory meeting with representatives of the County of Ventura and Liaison (e-Commerce hub)?			
3.	Have you set up PunchOut websites for other clients/customers?			
4.	Do you support Internet Explorer 11 and Edge?			
5.	Is there any additional charge for configuring and/or using PunchOut functionality?			

Question		Yes	No	Comment
6.	Are you able to support PunchOut/electronic ordering, at the same time maintaining the current ordering process with the County of Ventura for non-PunchOut/non-electronic orders?			
7.	What documentation or data does the County of Ventura need to provide before the test PunchOut website can be set up?			
8.	How do you separate test transactions from Production transactions?			
9.	Can you provide documentation on special PunchOut site features, for example, creating lists or setting up Favorites?			
10.	Will your PunchOut website contain only the commodities included in the agreement established with the County of Ventura?			
11.	Can you modify the PunchOut catalog offering to limit products or product categories at the County of Ventura's request?			
12.	Do you have any specific requirements for setting up PunchOut with the County of Ventura? If so, please list them in the Comment column or in a separate communication.			
13.	Do you support user based PunchOut?			
14.	Do you require individual user names, IDs, etc. to be predefined to establish accounts?			
15.	Do you require shipping and billing codes to be preconfigured in your system?			
16.	If yes to the above question, what does the user experience when a Ship To/Bill To combination is not preconfigured?			
17.	Please use the Comment column to provide the field lengths used in your Ship To fields.			

Question		Yes	No	Comment
18.	Please use the Comment column to provide the field lengths used in your Bill To fields.			
19.	Do you offer shipping/freight fee incentives? If so, what would the County of Ventura need to do to take advantage of these incentives?			
20.	Is there a shipping charge for PunchOut purchases? If so, can you send it as a separate commodity of its own on the PunchOut Order Message?			
21.	If no to the above question, can you send the shipping charge in the PunchOut Order Message Header in the <Shipping> tag?			
22.	Does sales tax display on the PunchOut checkout page?			
23.	Can you base the Sales Tax rate on the Ship To address of each order and not ZIP code alone?			
24.	Do you charge E-waste/recycling fees to the County of Ventura?			
25.	If yes to the above question, do you send E-waste/recycling fees as a commodity in the PunchOut Order Message?			
26.	What commodity code scheme do you use (e.g., UNSPSC, NIGP)? The County of Ventura uses commodity code scheme NIGP-3.			
27.	How many characters do you use for your commodity codes (e.g., 92155 would be 5 characters)?			
28.	Can you send a file containing all unique commodity codes included in your PunchOut catalog?			
29.	Can you send a file containing all unique Units of Measure used in the PunchOut catalog? The County of Ventura works from a predefined set of Units of Measure.			

Question		Yes	No	Comment
30.	Is pricing on a PunchOutOrderMessage guaranteed (or held) for a specific amount of time? If so, for how long?			
31.	Do you support Re-PunchOut (operation "edit" in the PunchOut Setup Request)?			
32.	The County of Ventura uses a 26-character PO number (electronic Order ID). Is your system able to support and return this entire PO number on all order acknowledgements, packing slips, electronic invoices, etc.?			
33.	Will you return the County of Ventura's order line number(s) on the corresponding packing slip(s) and invoice(s)?			
34.	How do you handle multiple electronic orders with duplicate PO numbers?			
35.	Do you support electronic invoicing? If so, do you support cXML format?			
36.	Are you able to provide electronic invoices for PunchOut/electronic orders only, i.e., continue the current invoicing process with the County of Ventura for non-PunchOut/non-electronic orders?			
37.	On your electronic invoices, can you provide the sales tax rate in the <InvoiceDetailItem> element in the <TaxDetail> field? Use the Comment column for explanation, if necessary.			
38.	Can you provide an SFTP account for the County of Ventura to pick up electronic invoices?			
39.	If yes to the above question, at what frequency will the electronic invoices be placed on the SFTP site?			
40.	Will cXML invoice files contain one invoice only or multiple invoices?			
41.	Can you provide cXML electronic credit memos?			

Question		Yes	No	Comment
42.	County Departments have “standard equipment” they would like users to purchase. Can each department create a list that is easily shopped from for these items?			
Please see Requests section below				

Requests

Please send the following items:

- sample Order Acknowledgement;
- sample Shipping Label;
- sample Packing Slip; and
- sample Electronic Invoice

Additional Comments