Adding Items from a Punch-Out Supplier

Punch-Out catalogs are integrated external links to a supplier's web-based catalog that contain university-specific pricing. By clicking a link to the supplier's site in BuyWays, you can search for and select products from their web catalog and return the items to BuyWays for processing. Since each Punch-Out site is maintained by that external supplier, the navigation and functionality in each site will vary.

Once you have completed adding items to your cart on the Punch-Out site, you will need to finalize your order. Since each Punch-Out site is different, the terminology for bringing the order back into BuyWays may vary. Some terms used by Punch-Out suppliers may include: Check out, Submit Cart, Transfer Cart, Finalize Order, and Return to eProcurement site.

After the cart is brought into BuyWays, it will follow catalog appropriate workflow routing.

Upon completion of this topic, you will be able to add items to your cart from a Punch-Out supplier.
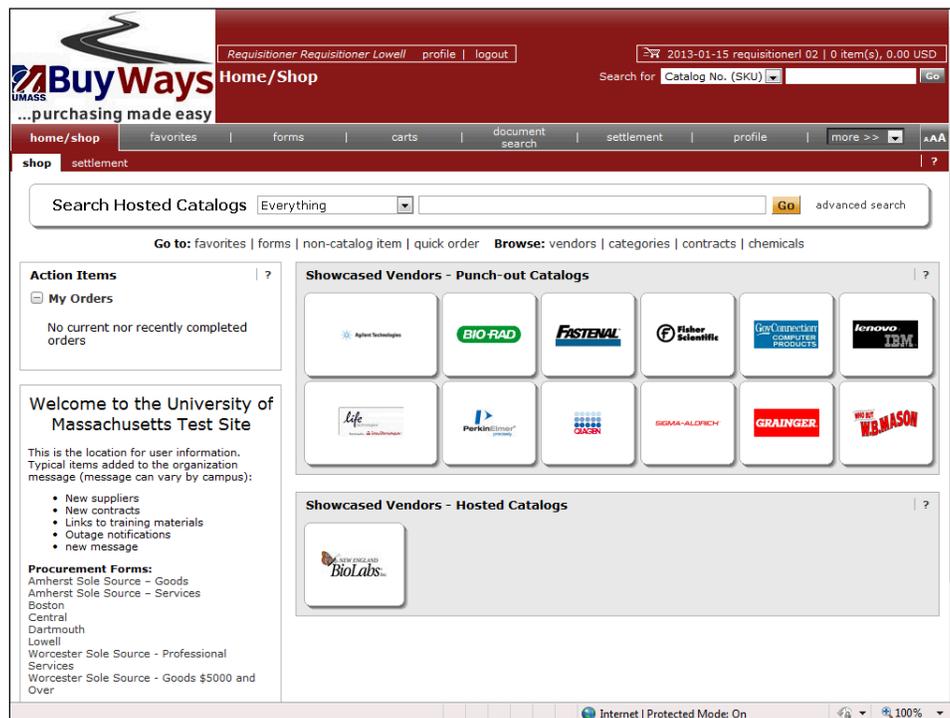
Procedure

Consider this scenario:

Your goal is to add an item from a Punch-Out catalog to your Shopping Cart.

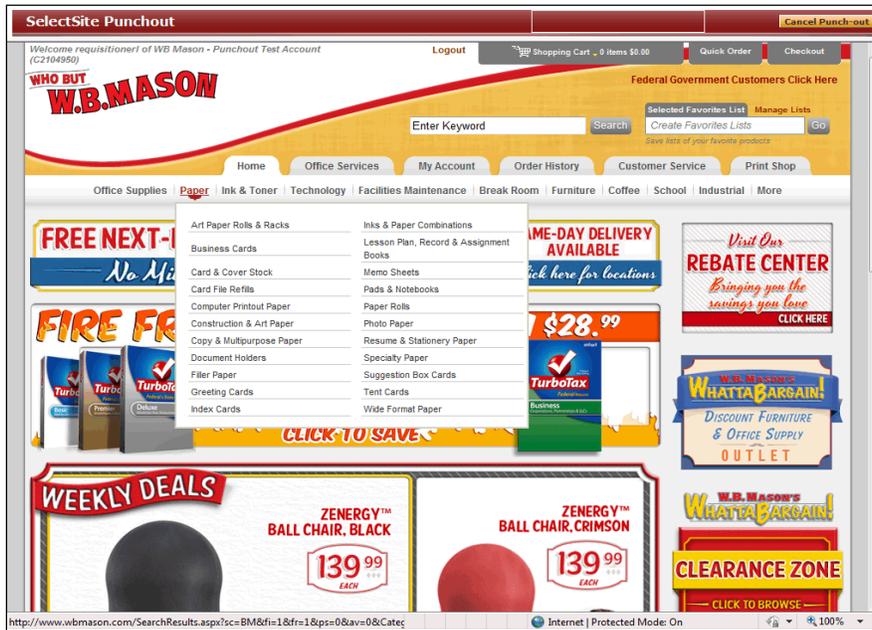**Key Information:**

Item: Blinding White Copy Paper, 8 1/2" x 11"

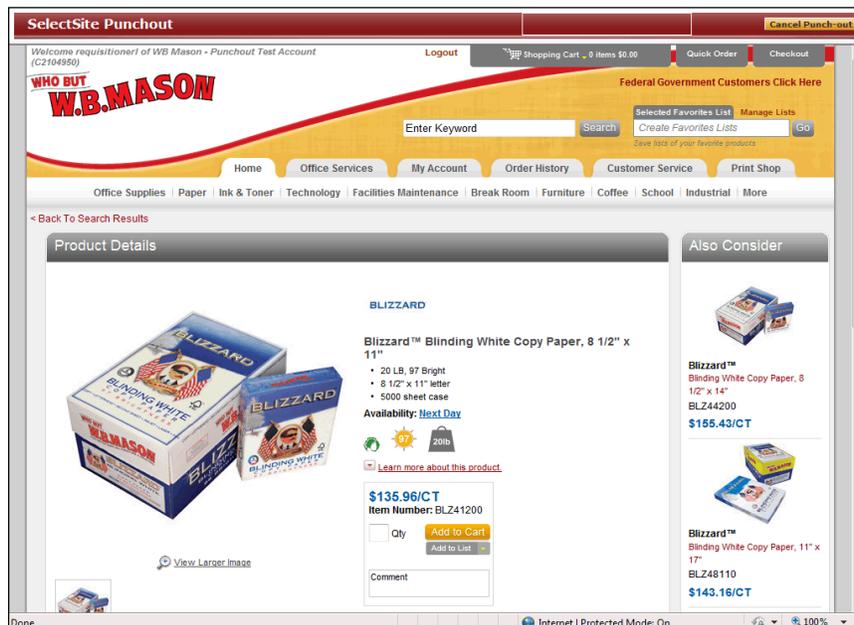| Step	Action
1.	On the **home/shop** page, the **Showcased Vendors - Punch-Out Catalogs** area highlights the most frequently used Punch-Out vendors at your campus. Each campus will have a customized view.
2.	Using a Punch-Out catalog has you leave BuyWays to shop at a vendor's website, then bring the items you select back to your BuyWays cart to submit the order.
3.	For this example, we need office supplies. Click the **WB MASON CO INC** button. *Note:* If you get a security message, select the **NO** option.
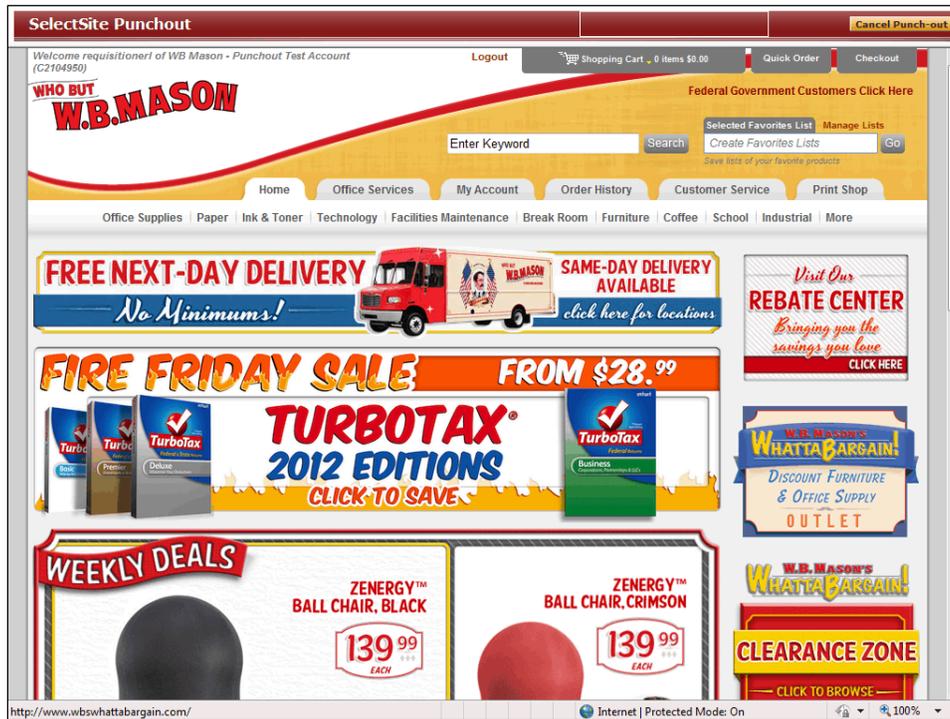
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4.	The **WB Mason** site opens. Each Punch-Out site will have a different layout and the shopping experience for each may be a little bit different.

Step	Action
5.	For this example, point to the **Paper** link.

6.	Click the **Copy & Multipurpose Paper** link.

Copy & Multipurpose Paper

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7.	The results for **Copy & Multipurpose Paper** display. To see more information on the item, click the **Blinding White Copy Paper, 8 1/2" x 11"** link.

Blinding White Copy Paper, 8 1/2" x 11"

Step	Action
8.	The **Product Details** window opens giving specifics about the item.
9.	Since this is the paper we want, click in the **Qty** field.
10.	The **Qty** field defaults to **1**. Click the **Add to Cart** link.
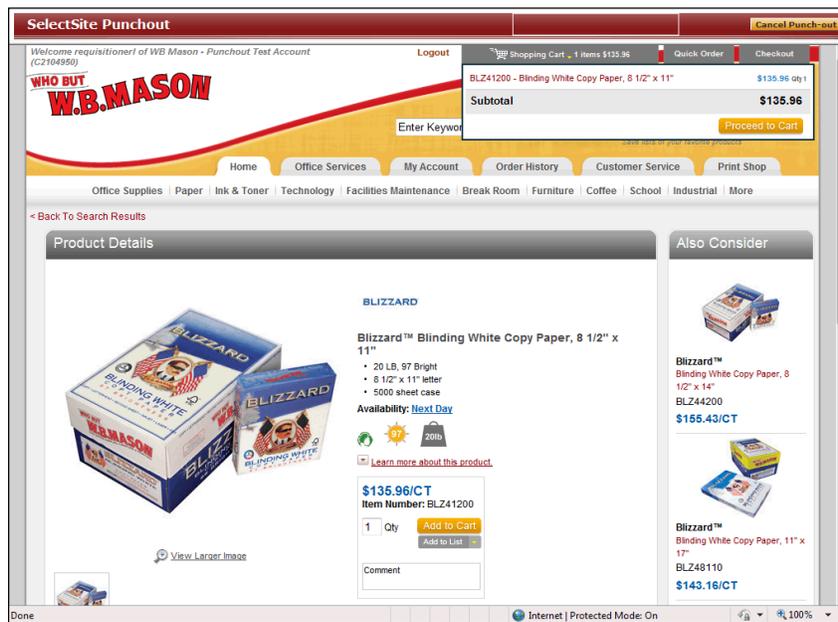
11.	For this example, we are finished shopping. Point to the **Shopping Cart** link.

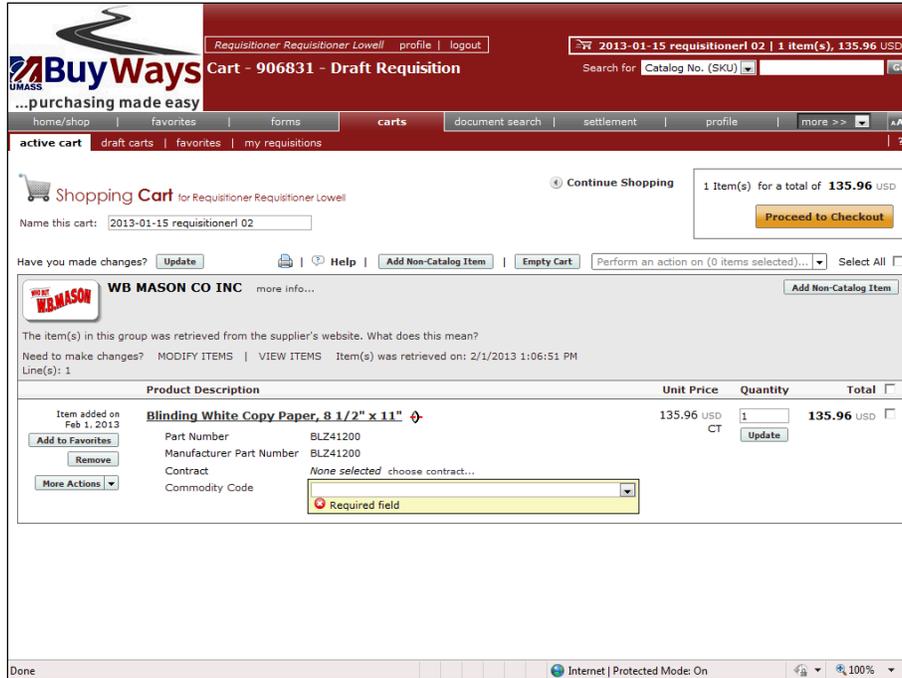| Step	Action
12.	Click the **Proceed to Cart** link. Proceed to Cart
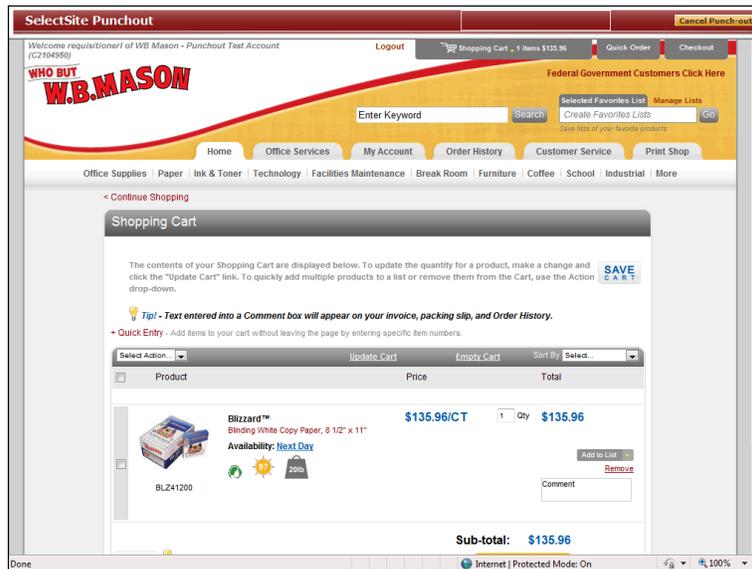
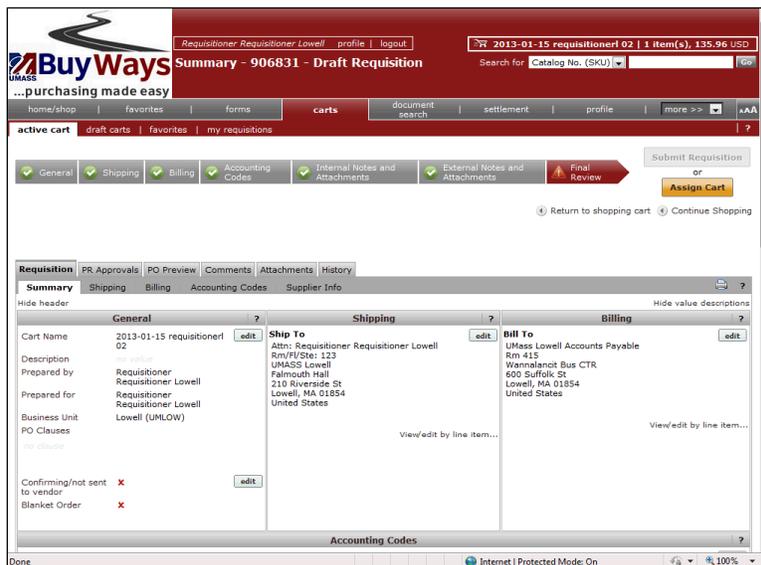| 13.	Verify that the WB Mason cart is accurate. If you change your mind about the purchase, you can click the **Cancel Punch-Out** button.
14.	In this case we'll proceed to checkout. Click the **vertical** scrollbar.
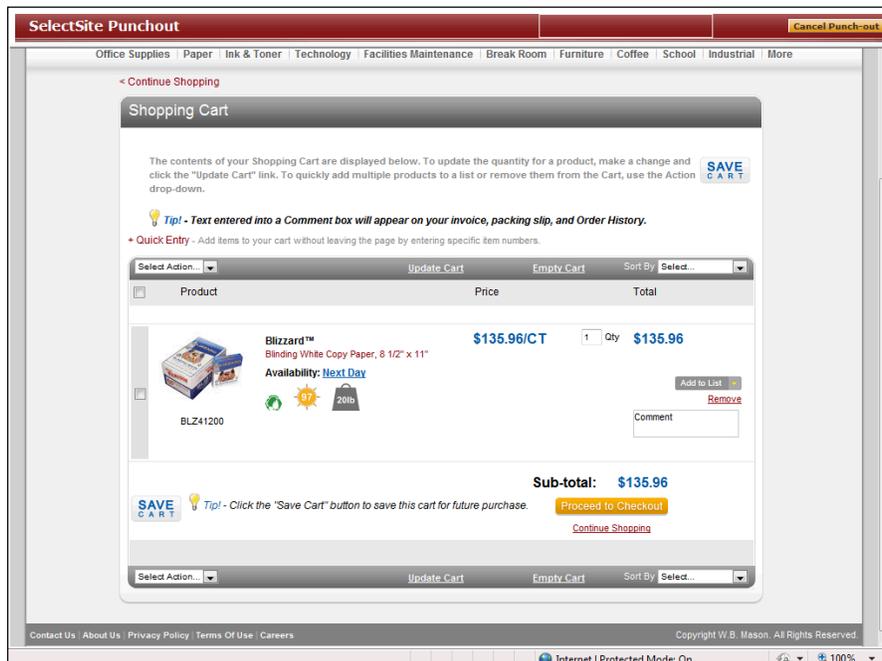
Step	Action
15.	Click the **Proceed to Checkout** link.

16.	The BuyWays Shopping Cart displays the purchase information.
17.	Click the **Proceed to Checkout** button.

Step	Action
18.	Click the **Assign Cart** button.
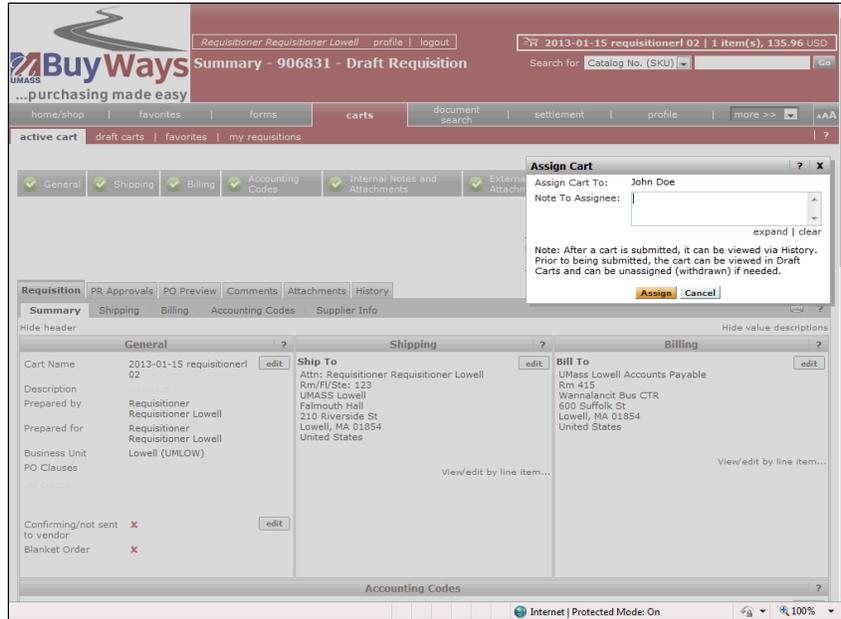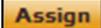
19.	Use the **Assign Cart** box to select your Requisitioner and add instructions using the **Note to Assignee** field.
20.	Click the **Assign** button.
21.	Congratulations! You have successfully added an item from a Punch-Out supplier. **End of Procedure.**