

Quick Reference Guide

How To Shop Punchout Catalogs

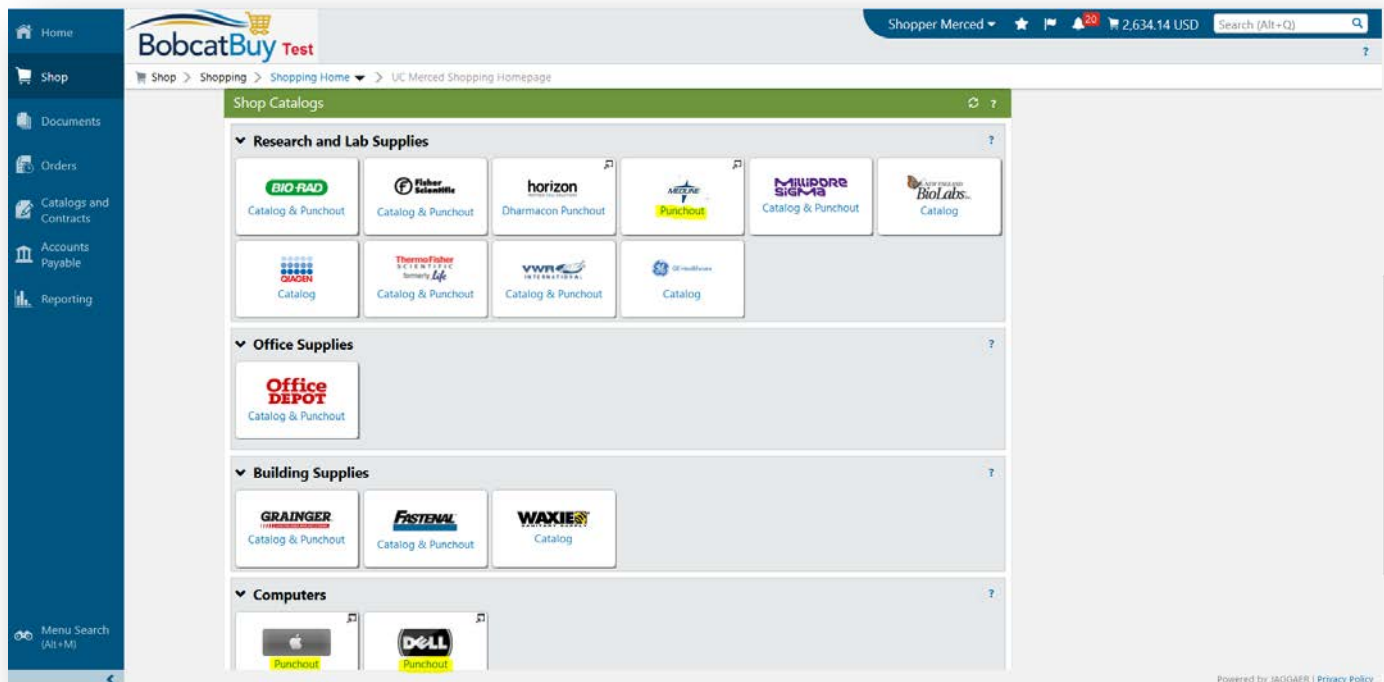


A Punchout catalog provides direct access to a Supplier's shopping site allowing you to select from millions of products instead of only the preferred products loaded into Bobcat Buy that you can find through the search bar (refer to How to Shop Hosted Catalogs **QRG-Pro-0319-001 Rev1**).

Once you have gone to the supplier's site, selected your products and checked out, the system brings you right back into Bobcat Buy to complete the requisition process. This is a very simple method that allows you to shop for less common types of products.

1. Start by selecting any of the tiles that include the term "Punchout"

- If you select a tile that says only "Punchout" and not "Catalog & Punchout" you will be taken directly to the suppliers site.
- If you select a tile that says "Catalog & Punchout" you will see a drop down that allows you to either search the hosted products or navigate to the Punchout.



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- 2. After selecting Punchout**, the suppliers site will open up in your browser and you can begin shopping.
 - Note: if the window does not open, it may be because you have your popup blocker on and you will need to disable it for the Punchout you have selected.
- 3. Once you have finished shopping in the supplier's site**, follow the prompts to check out within the supplier site. Items will then automatically transfer back to your Bobcat Buy shopping cart and you can complete checkout. Your items will automatically appear in your Bobcat Buy shopping cart as shown below, along with any other items you've added to your cart.
 - Note: the checkout process is the same for hosted and Punchout products, refer to the How to Shop Hosted Catalog Quick Reference Guide **number QRG-Pro-0319-001 Rev1** for details on checking out.

The screenshot displays the BobcatBuy Shopping Cart interface. The cart contains items from three different suppliers: Dell, Fisher Scientific Company LLC, and Office Depot. Each item is listed with its product description, unit price, quantity, and total price. The cart also shows a subtotal for each supplier and a grand total for all items.

Supplier	Product Description	Unit Price	Quantity	Total
Dell	Standard 14" Latitude Z690 Ultrabook: Dell Latitude Z490-Dell Latitude Z490_XC10	907.00	1	907.00
Fisher Scientific Company LLC	Caroline Zebra Fish: Zebra Fish: Unsexed- Pack of 12-12/PK 145562	36.00	5	180.00
Fisher Scientific Company LLC	Caroline Zebra Fish: Zebra Fish: Unsexed- Pack of 12-12/PK 145562	36.00	15	540.00
Office Depot	uni-ball Vision Rollerball Pens: Fine Point, 0.7 mm, Gray Barrel, Black Ink, Pack Of 36	41.80	5	209.00