

Step-by-Step Guide

Creating Shopping Carts from Punch-out Catalogs



In This Guide

- ✓ Selecting a punch-out supplier
- ✓ Searching a punch-out catalog
- ✓ Selecting contracted items
- ✓ Creating a shopping cart

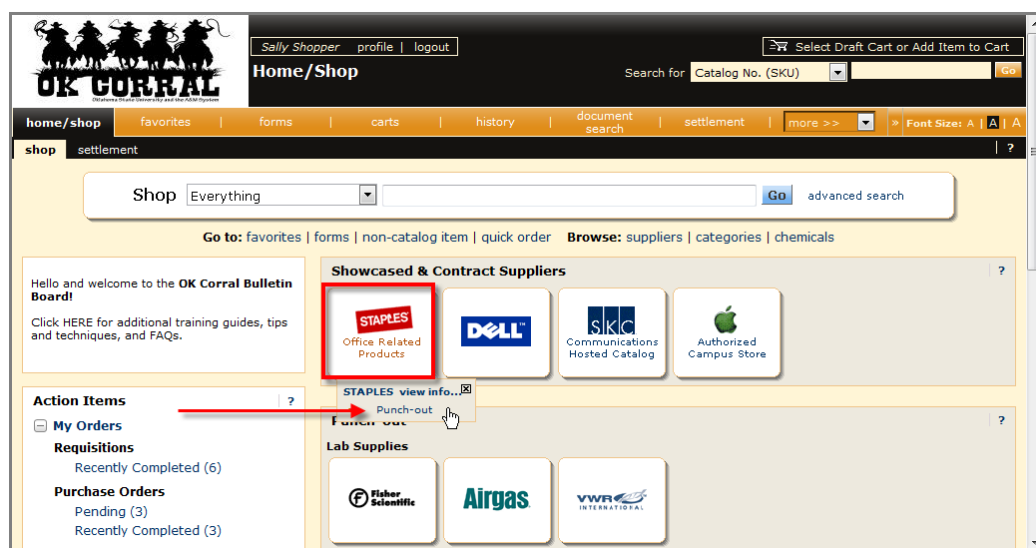
This guide demonstrates shopping from punch-out catalogs. Punch-out catalogs provide University contract products and pricing via a supplier's custom website, accessed from within the OK Corral. Selected products are brought into your OK Corral shopping cart for processing.

The shopping experience with punch-out catalogs is *different* from supplier to supplier. Punch-out catalogs are created and maintained by each supplier, so the exact steps of how to search, shop and add items to your shopping cart will vary.

- ▲ It is recommended to order items via **Showcased, Contract & Punch-out** catalogs whenever possible to ensure you are receiving the University's contracted rates.

Procedure

1. Select the supplier.
 - From the **Showcased & Contract Suppliers** section of the OK Corral home page, select a supplier by clicking on the supplier's logo or name, then click the **Punch-out** link. (This guide illustrates Staples' punch-out catalog.)
 - From the **Punch-out** section of the OK Corral home page, select a supplier by clicking on the supplier's logo or name.



Step-by-Step Guide

Creating Shopping Carts from Punch-out Catalogs



2. Search for the item using the punch-out catalog's functionality. (This guide shows a search for the keyword "paper.")

The screenshot shows the Staples Advantage website interface. At the top, there is a search bar with the word "paper" entered and a red arrow pointing to it. To the right of the search bar is a "Search" button. Below the search bar, there are navigation links for "Home", "Customer Service", and "Messages(0)". A shopping cart icon shows "0 Items \$0.00" and a "Checkout" button. The main content area displays "Search Results" for "paper", indicating 417 matches. A product listing for "Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct" is shown. The price is "\$29.99 CT/5000". There is a quantity selector set to "1" and an "Add to Cart" button. A red arrow points from the "Add to Cart" button in the product listing to the "Add to Cart" button in the search results area.

3. Locate the appropriate item, enter the **Quantity** and add it to your cart. Depending on the supplier website functionality, a pop window may display confirming your item.

The screenshot shows a pop-up window titled "Item Added to Cart" with a "Close" button in the top right corner. The window displays the following information:

- Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct
- Qty. 1 CT/5000
- Customer Item # 135848
- Staples Item # 135848
- MFR Item # STP135848

A red arrow points from the "Add to Cart" button in the previous screenshot to the "Item Added to Cart" pop-up window.

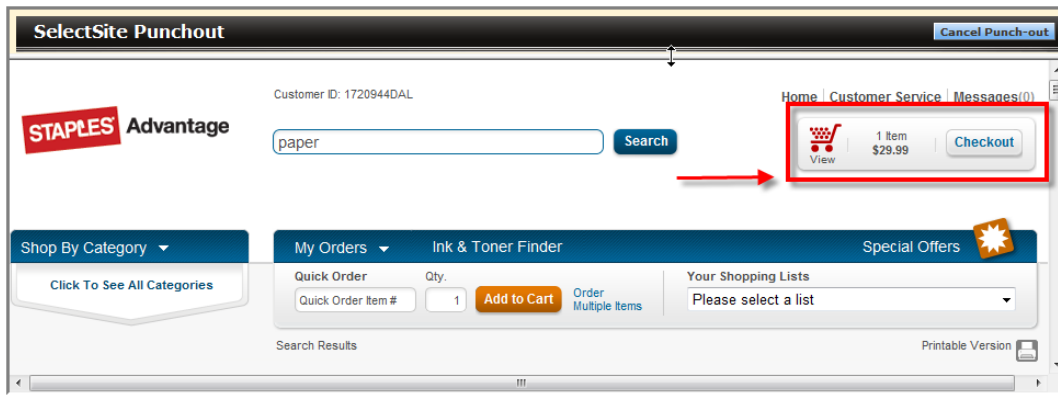
4. Continue to shop and add items to your shopping cart, if needed.

Step-by-Step Guide

Creating Shopping Carts from Punch-out Catalogs

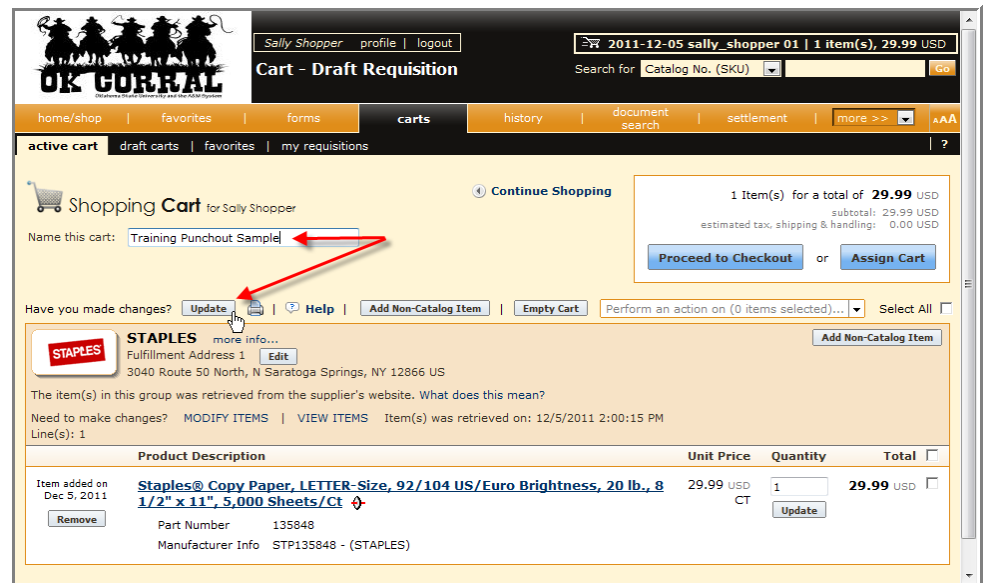


- When you are finished shopping and ready to **checkout**, go to your shopping cart (usually in the upper left of your page).



- Review your items and **submit** your order.
- The items are returned to your OK Corral shopping cart
- Enter a unique shopping cart **Name** (optional) and click the **Update** button.

- Shop Smart!
Name your Cart!



Cart Name: A default cart name, comprised of the following data is automatically assigned:
Create Date + User Name + Sequential Number.

For example: 2011-04-01 sallyshopper 03

- You can accept the default name but it is **recommended** to enter a unique name which can be used later to easily identify or search for your shopping cart.

You have successfully added a punch-out item to your shopping cart.

Step-by-Step Guide

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Modifying Punch-out Shopping carts

If you need to add more items to your shopping cart, go to the supplier's punch-out catalog and repeat this process. Your additional items will appear in your shopping cart once completed.

If the **MODIFY ITEMS** or **VIEW ITEMS** links appear above the line items – see the Staples example on the right – click the appropriate action to access the items using the supplier's punch-out catalog.

Shopping Cart for Sally Shopper
Name this cart: Training Punch-out Sample
2 Item(s) for a total of 59.98 USD
subtotal: 59.98 USD
estimated tax, shipping & handling: 0.00 USD
Proceed to Checkout or Assign Cart

Have you made changes? Update Help Add Non-Catalog Item Empty Cart Perform an action on (0 items selected)... Select All

STAPLES more info...
Fulfillment Address 1 Edit
3040 Route 50 North, N Saratoga Springs, NY 12866 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? **MODIFY ITEMS** VIEW ITEMS Item(s) was retrieved on: 12/5/2011 2:24:56 PM

Product Description	Unit Price	Quantity	Total
Item added on Dec 5, 2011 Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct	29.99 USD	2	59.98 USD
Part Number 135848 Manufacturer Info STP135848 - (STAPLES)	CT	Update	

If the **MODIFY ITEMS** or **VIEW ITEMS** links **do not** appear above the line items – see the Fisher example on the right – delete your shopping cart and repeat this process to create a new shopping cart.

Shopping Cart for Sally Shopper
Name this cart: Fisher Sample
1 Item(s) for a total of 29.80 USD
subtotal: 29.80 USD
estimated tax, shipping & handling: 0.00 USD
Proceed to Checkout or Assign Cart

Have you made changes? Update Help Add Non-Catalog Item Empty Cart Perform an action on (0 items selected)... Select All

FISHER SCIENTIFIC 1 more info...
Fulfillment Address 1 Edit
3970 Johns Creek Court, Suite 500, Suwanee, GA 30024 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?

Product Description	Unit Price	Quantity	Total
Item added on Dec 5, 2011 1-OCTANESULFONIC ACID, S SGR	29.80 USD	1	29.80 USD
Part Number AC206140050 Manufacturer Info 206140050 - (THERMO SCI ACROS ORGANICS)	EA	Update	

Your Next Step

Refer to the following shopper or requester instructions.

Shoppers:

See the **Assigning Shopping Carts** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

Requesters:

See the **Proceeding to Checkout** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus, shipping and billing information
- ✓ Add accounting and commodity code
- ✓ Submit shopping carts as requisitions