Step-by-Step Guide
Creating Shopping Carts from Punch-out Catalogs

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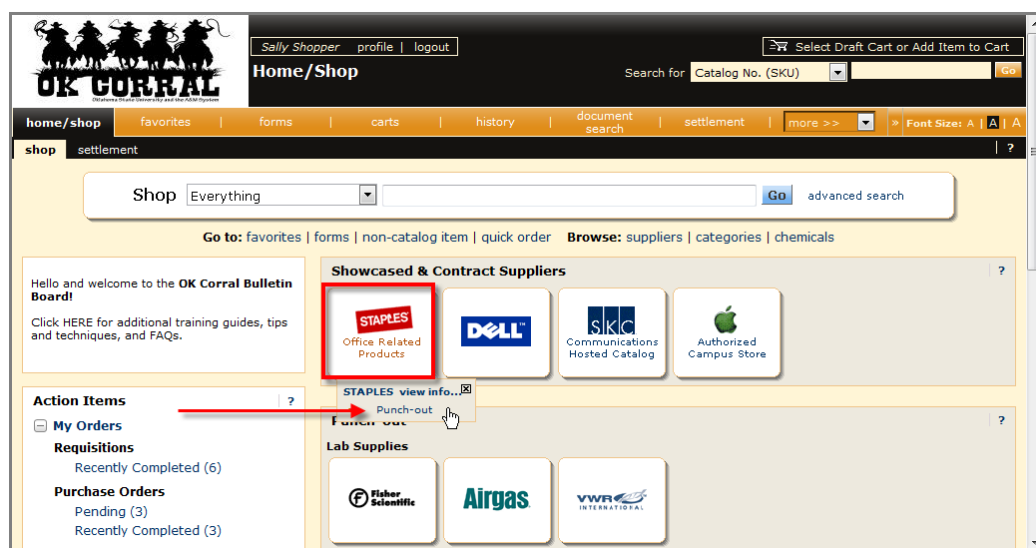- ✓ Creating a shopping cart

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.

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

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.

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

5. When you are finished shopping and ready to **checkout**, go to your shopping cart (usually in the upper left of your page).
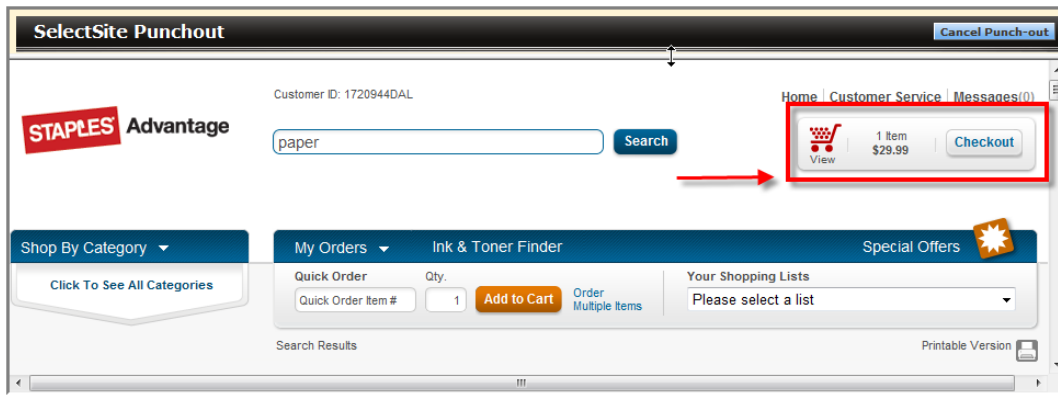
6. Review your items and **submit** your order.

7. The items are returned to your OK Corral shopping cart

8. Enter a unique shopping cart **Name** (optional) and click the [Update] button.

▶ Shop Smart!
  Name your Cart!
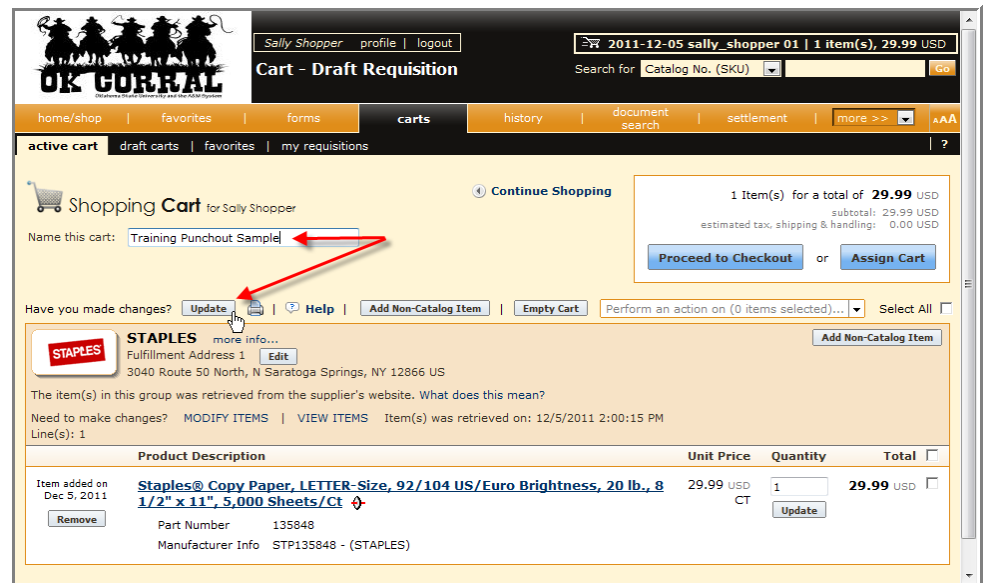
Cart Name: A default cart name, comprised of the following data is automatically assigned:

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.

Modifying Punch-out Shopping carts

If you need to add more items to your shopping cart, <u>go to the supplier's punch-out catalog</u> 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.

If the **MODIFY ITEMS** or **VIEW ITEMS** links <u>do not</u> 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.

Your Next Step
Refer to the following shopper or requester instructions.

<u>**Shoppers**</u>:

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

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

<u>**Requesters:**</u>

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