

Ordering from a Punch-Out Supplier

Punch-out catalogs are integrated external links to a supplier's web based catalog. You will exit ShopBlue to search for and select products from a supplier's web catalog, then will add the items to your ShopBlue shopping cart. The selected items will then be submitted through the standard ShopBlue requisition and order process.

1. On the ShopBlue shopping homepage, go to the *Showcases* widget. Punch-Out suppliers will be indicated by a grey arrow box in the top right corner of the supplier's logo (Figure 1). Select the desired supplier logo to access their web catalog. *Note: not all punch-out suppliers are shown in Figure 1.*

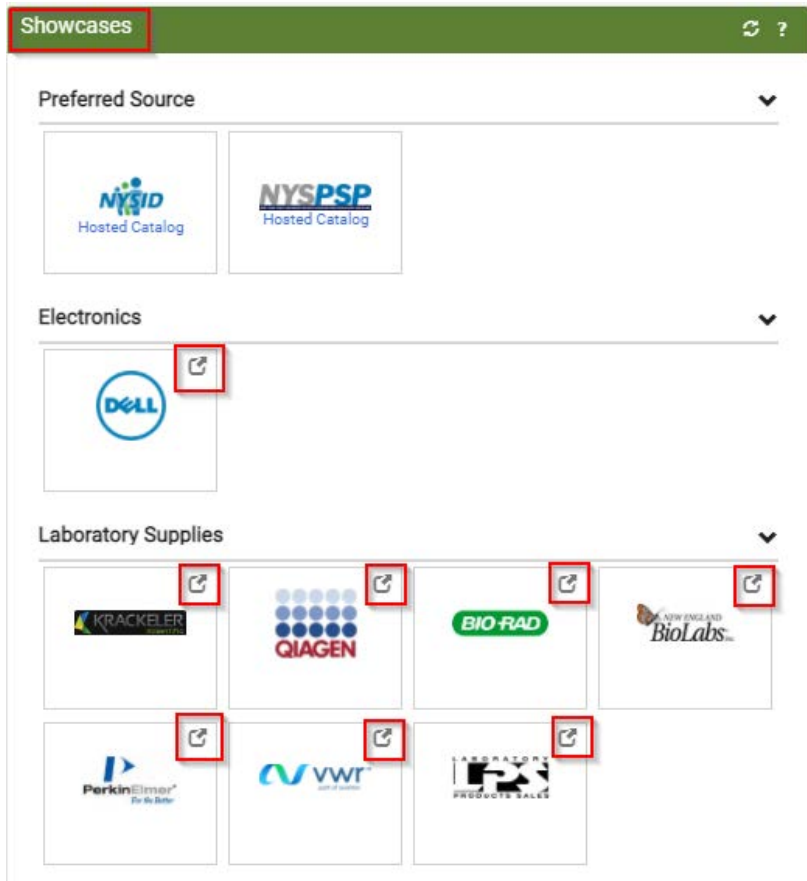


Figure 1

2. Once you select the supplier's logo, you will be directed to the supplier's external web based catalog. When accessing a punch out supplier through ShopBlue, you are automatically authenticated to the supplier, so the supplier's website knows which organization you are from and will show the appropriate products and pricing. *Note: To cancel a punch-out at any time, select the Cancel Punch Out button at the top of the screen (Figure 2). You will return to ShopBlue without submitting any products.*

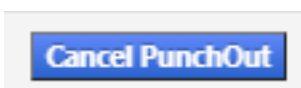


Figure 2

- On the supplier's punch out catalog, search for the desired products from the supplier's catalog. Click to add the products to your cart (Figure 3). *Note: if the desired item shows as unavailable, cancel the punch-out order and enter it as a non-catalog order instead. See instructions for Ordering from a Non-Catalog Supplier.*

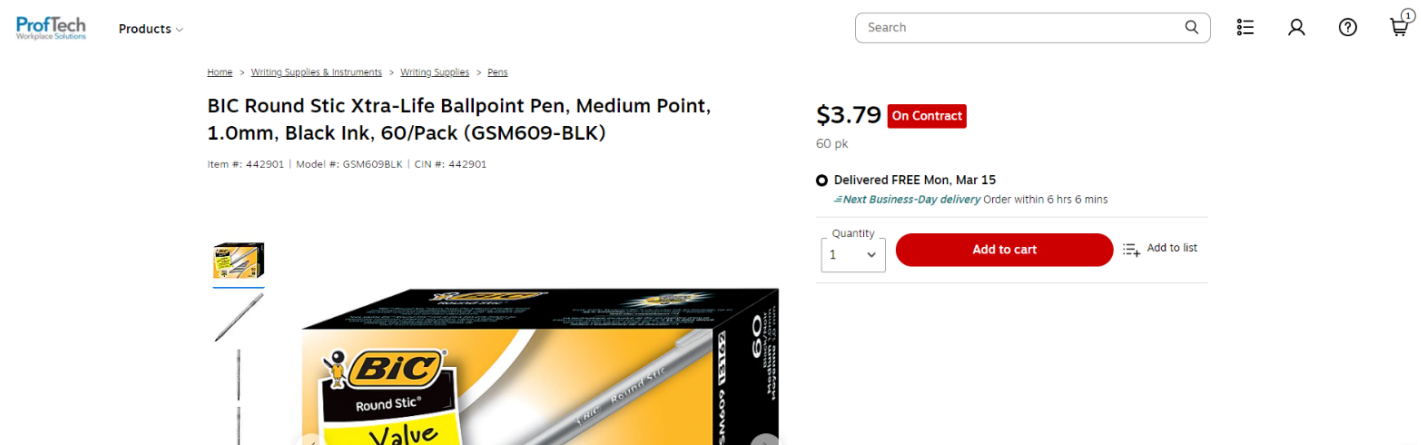


Figure 3

- Once you've added all desired items to your cart on the punch out supplier's catalog, click to submit your order (Figure 4). *Note: An order is not being placed with the supplier when checking out of their punch-out catalog. The purchasing process will continue once you return to ShopBlue.*

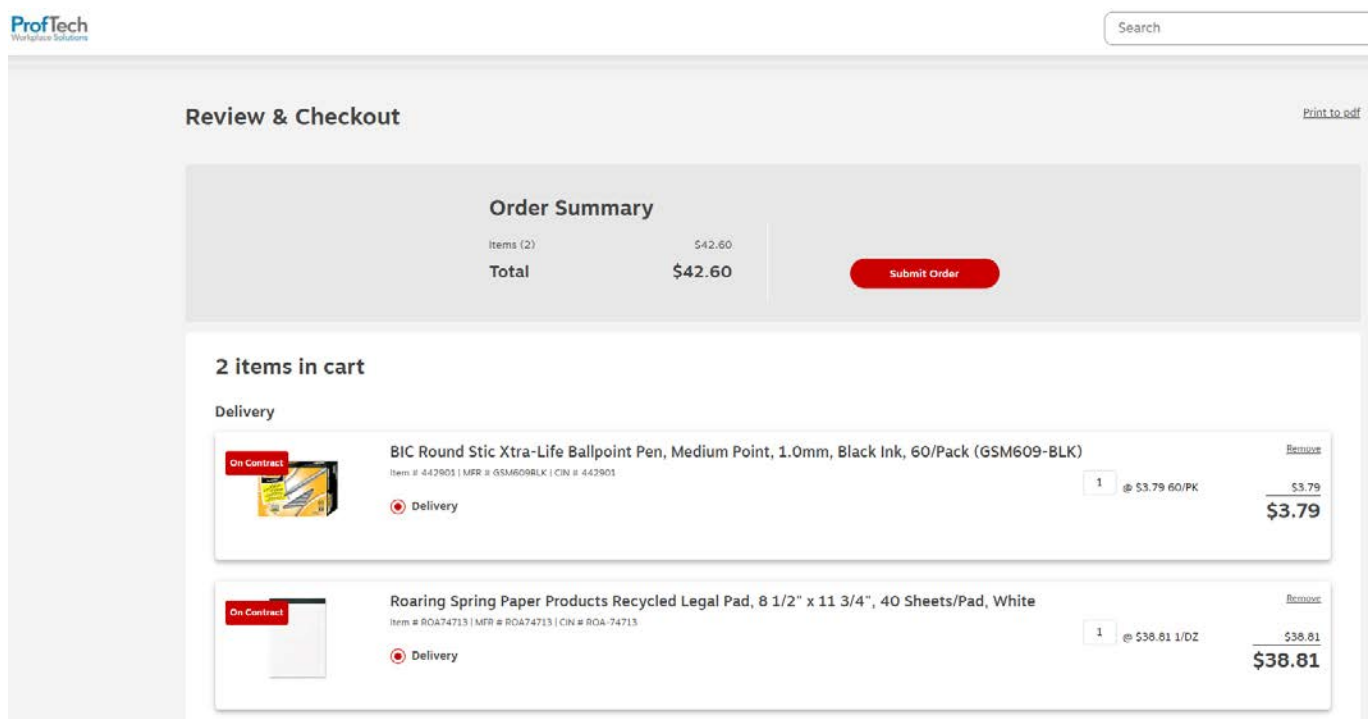


Figure 4

- After you submit your order in the supplier's punch out catalog, you will be automatically redirected back to your ShopBlue shopping cart. The products submitted in the punch out supplier's shopping cart will appear in your ShopBlue shopping cart.
- From your ShopBlue shopping cart, click *Proceed to Checkout* to begin entering a requisition (Figure 5). See instructions for *Entering a Requisition*.

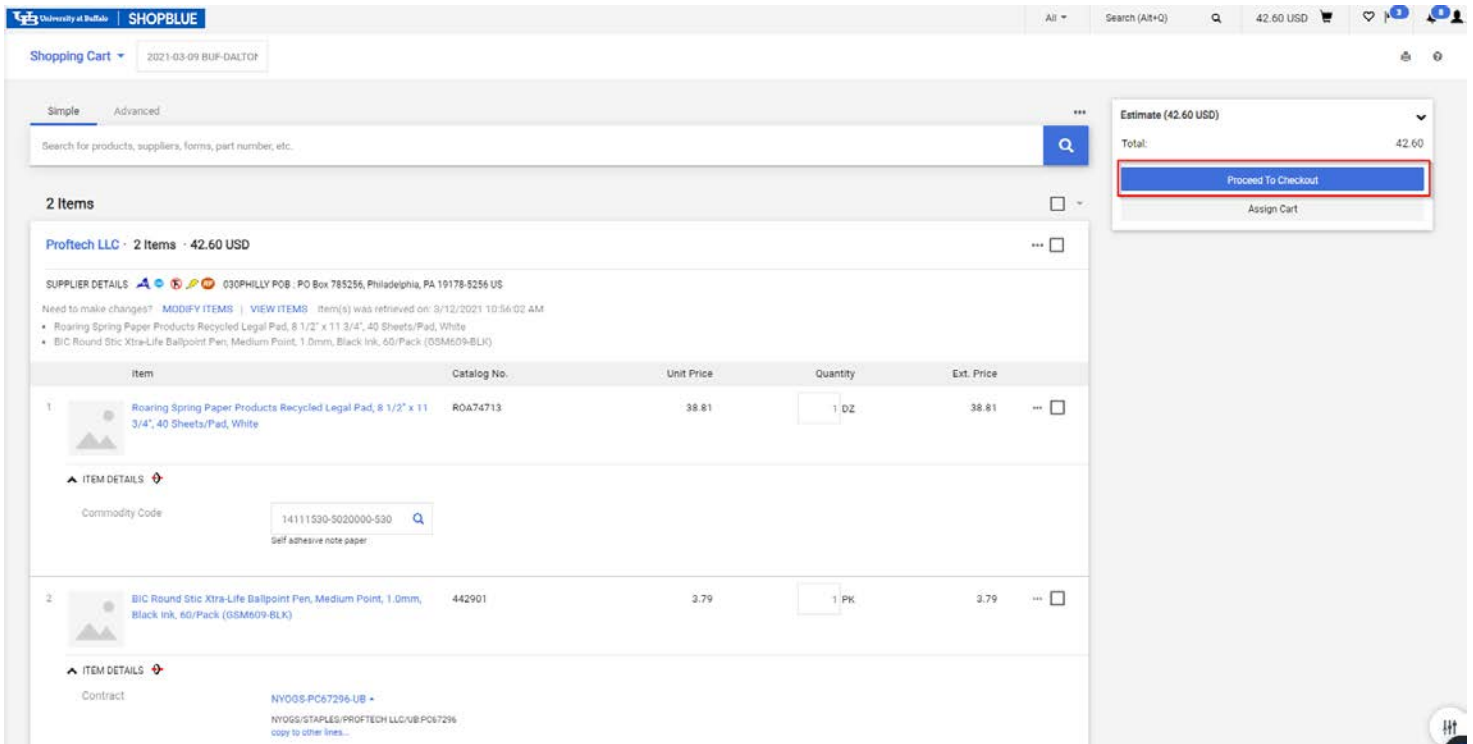


Figure 5

Note:

- All punch-out suppliers will be listed in the showcase widget.
- Punch-out can be used with any funding source.