Ordering from Hosted Catalog Suppliers

When purchasing through Hosted Catalog vendors, you search for the items directly in ShopBlue.

1. In the Hosted Catalog section of the shopping homepage, select the desired supplier's logo (Figure 1).
   Note: You will know a supplier is a hosted catalog if a search box displays when you click on the vendor name or if the hosted catalo icon displays when browsing suppliers.

2. In the search box that pops up, type the part number or item name and click search (Figure 2).

   Alternatively, type the number or name in the Shop search box at the top of the page and click Go (Figure 3).
3. To the right of the item you’d like to purchase, select Add to Cart.

4. Add any other items then go to your cart by clicking the shopping cart icon at the top of the page and then click View My Cart (Figure 4). Note: for hosted catalog purchases, do not add a shipping line.

5. Proceed to check out when you are finished.