Using Punch-out Catalogs to Shop

The entire punch-out catalog shopping procedure is discussed in the Step-by-Step Guide Using Punch-out Catalogs to Shop in CU Marketplace.

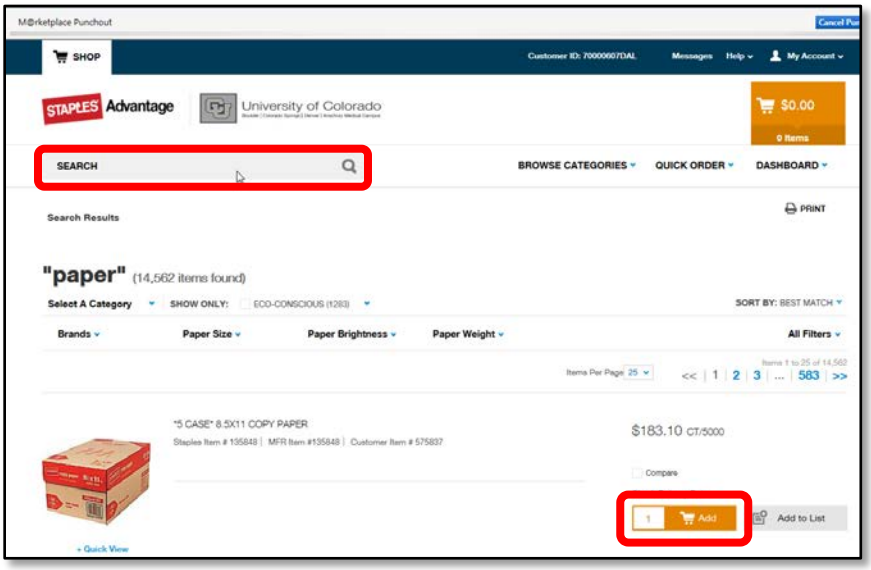
1. Begin by accessing CU Marketplace via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.

2. From your CU Marketplace home page, select a supplier by clicking on the supplier's logo or name.

3. You will automatically be connected to the supplier's punch-out.

> **Do you see a pop-up search box instead of a punch-out session?** If so, the supplier offers a hosted catalog instead of a punch-out one. Refer to the Step-by-Step Guide Using Hosted Catalogs for Shopping in CU Marketplace for further guidance.

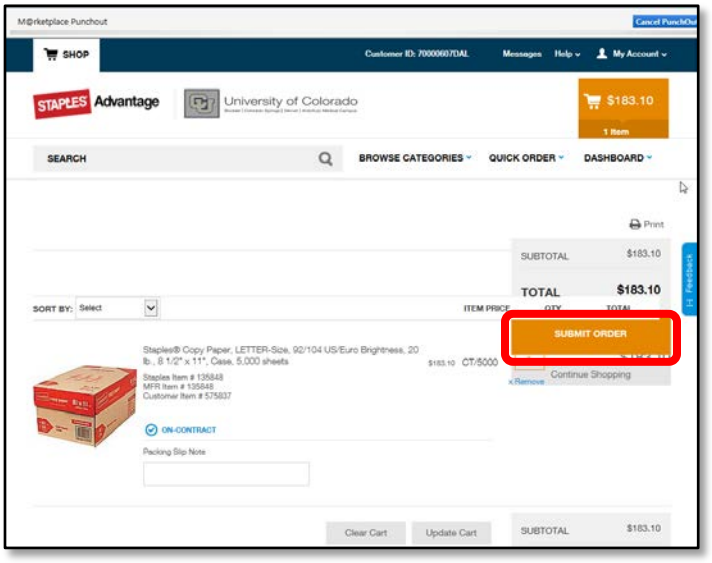
4. Search for the item using the punch-out catalog's functionality. (This guide shows a search for the keyword "paper.")



5. Locate the appropriate item, enter the **Quantity** and add it to your cart.

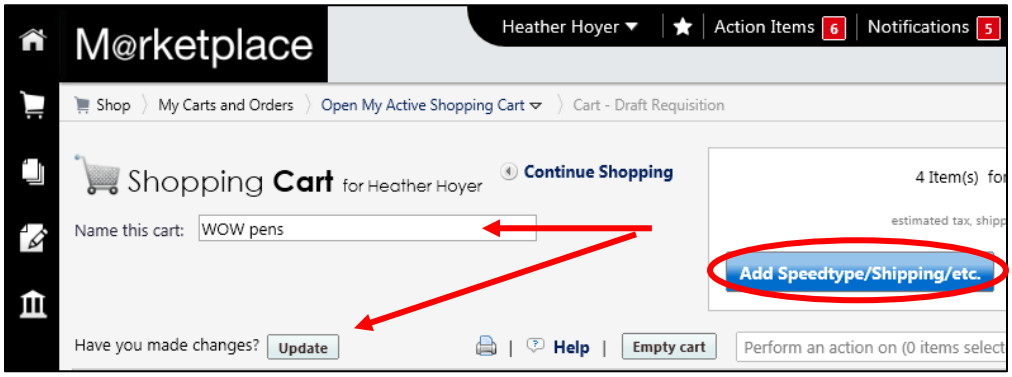
6. Continue to shop and add items to your shopping cart, if needed.

7. When you are finished shopping and ready to checkout, go to your shopping cart (usually located in the upper right of your screen).
8. Review your order and proceed to checkout.
9. Submit your order; you will be returned to your CU Marketplace shopping cart.



Visit the Punch-out and Hosted Catalog Guides for supplier-specific ordering information.

10. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.



If you are a Shopper: You **must** assign your shopping cart to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can enter SpeedType and/or shipping information.)

If you are a Requestor: It is now time to add details to the shopping cart and submit the shopping cart as a requisition.