

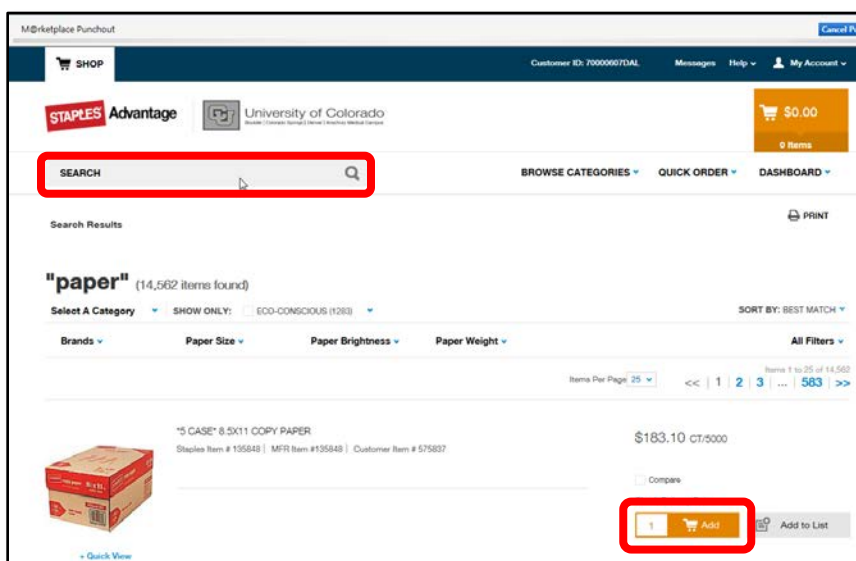
Using Punch-out Catalogs to Shop

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](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
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.

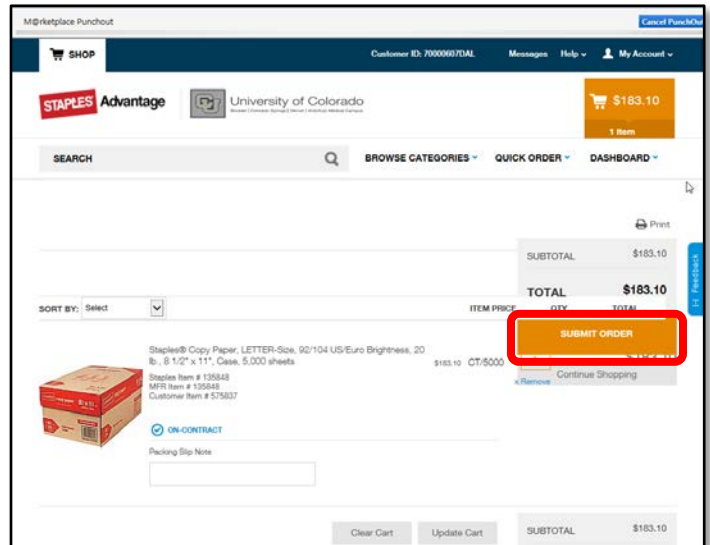
4. Search for the item using the punch-out catalog's functionality. (This guide shows a search for the keyword "paper.")



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.

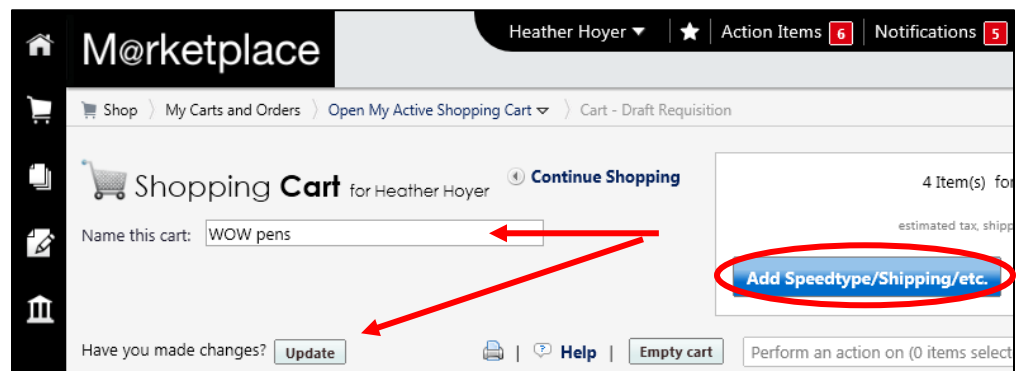
Quick Step Guide CU Marketplace

- When you are finished shopping and ready to checkout, go to your shopping cart (usually located in the upper right of your screen).
- Review your order and proceed to checkout.
- 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.

- 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.