

CU Marketplace How-to: Using Punch-out Catalogs to Shop ^[1]

Catalog shopping can be accomplished using hosted or punch-out catalogs – in other words, where CU-specific items and prices are offered by CU-contracted suppliers. Punch-out catalogs are maintained on the suppliers' CU-custom websites and accessed from CU Marketplace.

The punch-out catalog shopping experience 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.

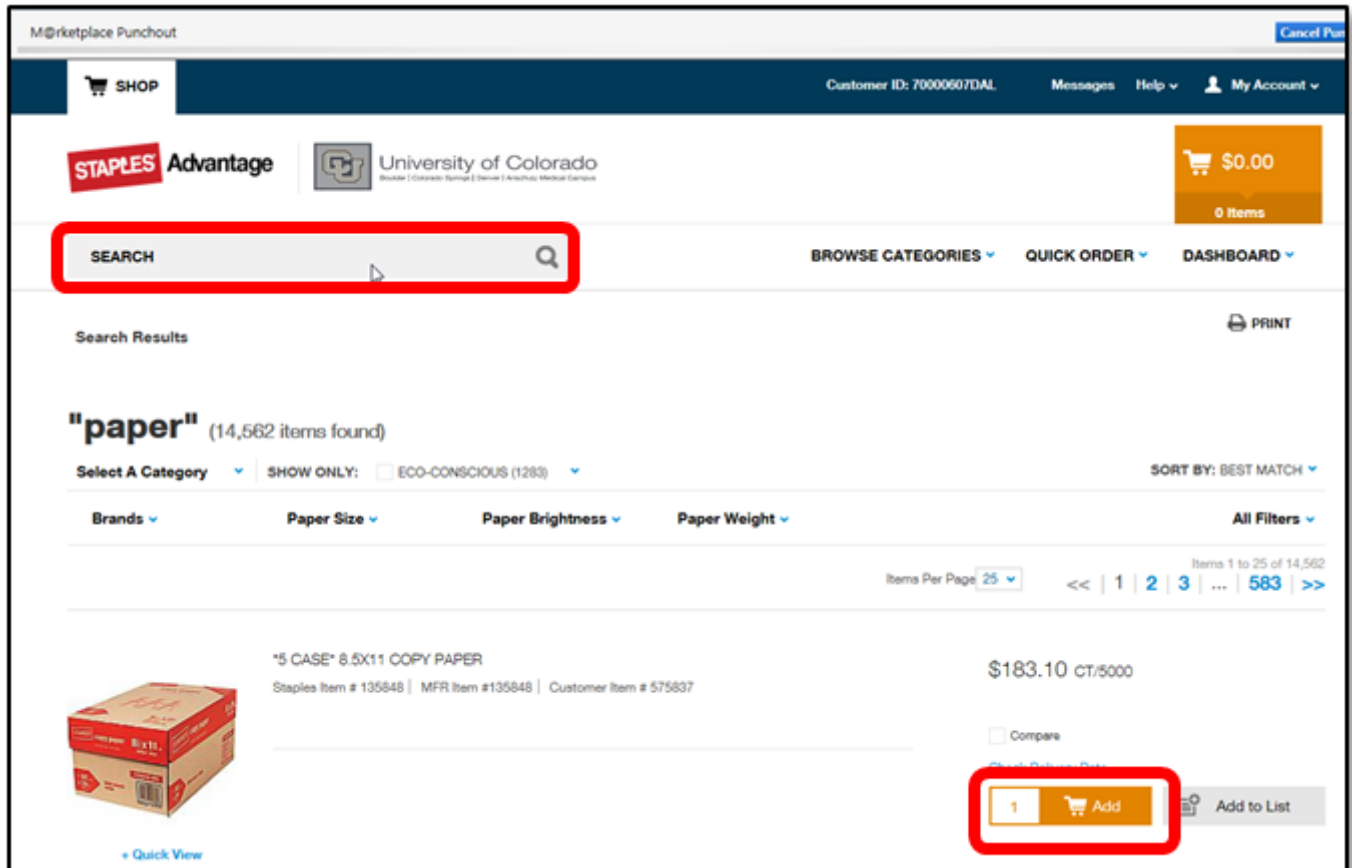
[Instructions for specific vendors](#) ^[2].

Read the procedures

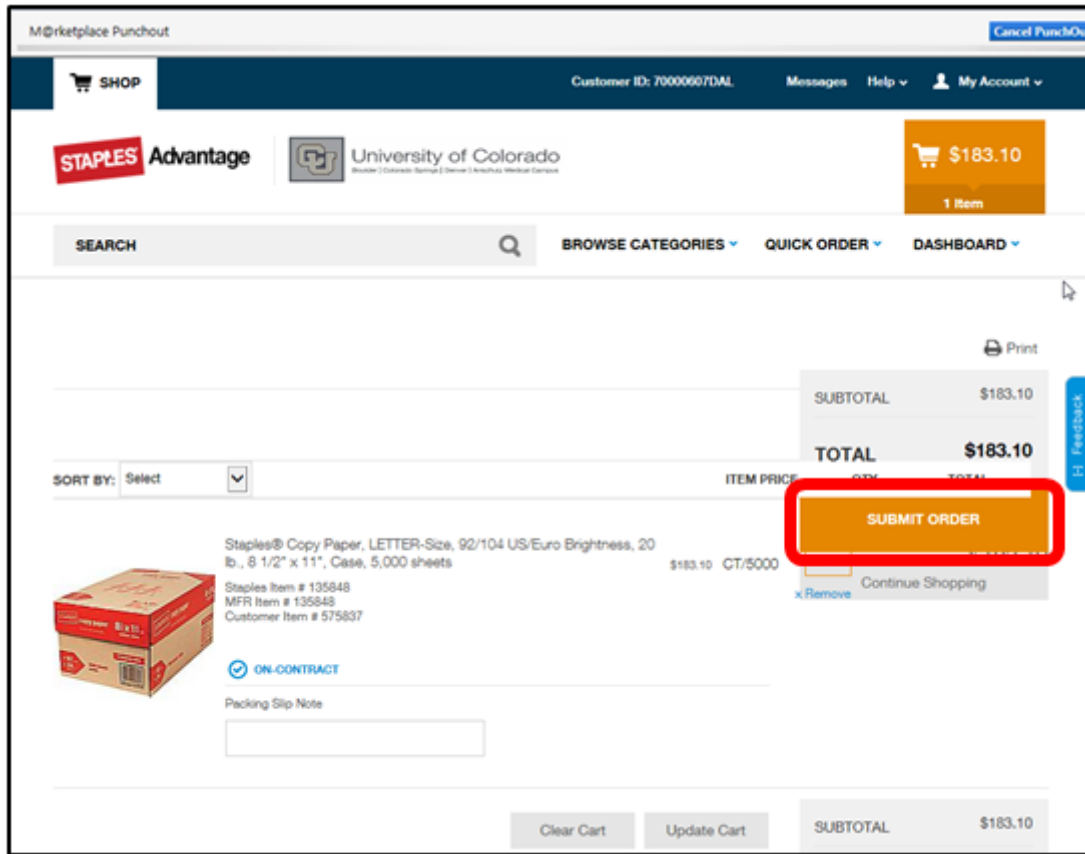
1. From your Shopping Home page, select a supplier by clicking on the supplier's logo or name.
2. You will automatically be connected to the supplier's punch-out.

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 [Using Hosted Catalogs for Shopping in CU Marketplace](#) ^[3] for further guidance.

3. Search for the item using the punch-out catalog's functionality.

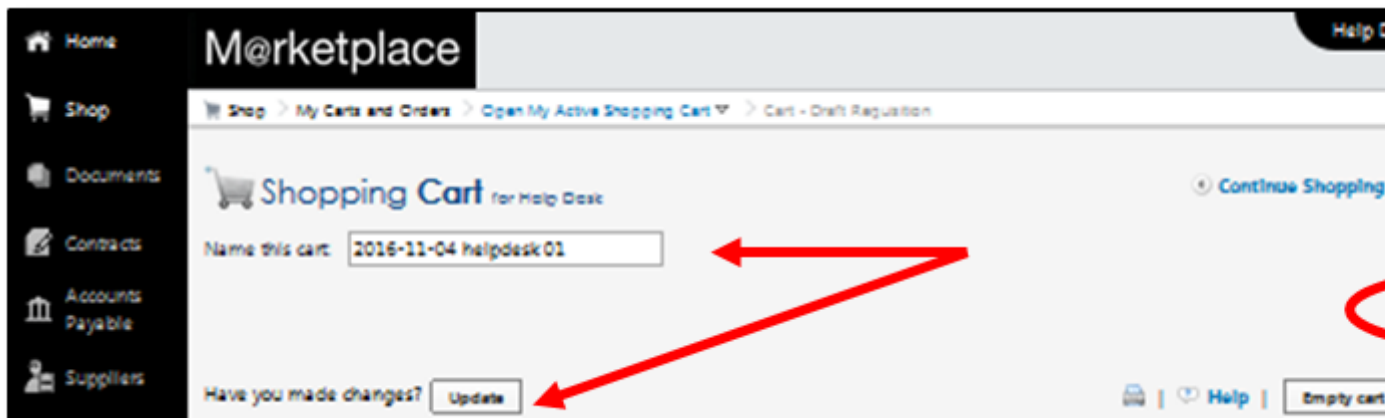


4. Locate the appropriate item, enter the **Quantity** and add it to your cart.
5. Continue to shop and add items to your shopping cart, if needed.
6. When you are finished shopping and ready to checkout, go to your shopping cart (usually located in the upper right of your screen).
7. Review your order and proceed to checkout.
8. Submit your order; you will be returned to your CU Marketplace shopping cart.



Visit the [Punch-out and Hosted Catalog Guides](#) [2] for supplier-specific ordering information.

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



Have a question or feedback?

Questions & Feedback ^[4]

Feedback or Question *

Your Email Address

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Links

- [1] <https://www.cu.edu/psc/cu-marketplace-how-using-punch-out-catalogs-shop>
- [2] <https://www.cu.edu/psc/cu-marketplace-punch-out-and-hosted-catalog-guides>
- [3] <https://www.cu.edu/psc/cu-marketplace-how-using-hosted-catalogs-shop>
- [4] <https://www.cu.edu/controller/forms/questions-feedback-0>