Shopping Continued…

Selecting Items from Supplier Punch-Out Catalogs

Supplier Punch-Out Catalogs are located in the Duke Marketplace and allow you to shop directly in a supplier’s online catalog and bring items back into Buy@Duke. These catalogs are maintained by the suppliers and reflect Duke-contracted prices. Each website is maintained by the supplier and will look and navigate differently.

1. In the Create Shopping Cart window, move to the Item Overview section where you will begin to place items in your Shopping Cart.

2. To add items to the Shopping Cart in the Item Overview section, select the Add Item button and select Duke Marketplace.
Shopping Continued…

3. The first time you enter the Duke Marketplace, you will be prompted to enter information on the Profile screen. Enter your First Name, Last Name, Phone Number, and Email Address. Then select **Save Changes**.

4. Click on the **Shop** icon to go to the main Duke Marketplace screen.
5. Select a Punch-Out Supplier Catalog by clicking on the box with the supplier’s name.

Note: The catalog will open in a new browser window. When the supplier’s punch-out window opens, you will have moved from the Duke Marketplace to the supplier’s website. Each supplier’s website will look and function differently.
Shopping Continued…

6. Once in the supplier’s website (for our example it is VWR), confirm that this is the Duke-specific supplier site by locating the Duke logo at the top of the page.

7. Supplier’s website will typically provide a search box. You may be able to enter the supplier’s catalog item number, a part number, or a general search term in the appropriate fields and select the **Search** or **Find** button.
8. In the resulting list, narrow the list by using the various functions available on the supplier’s site. Functions available will vary by supplier but might include:

   a. Ability to further refine your search.
   b. Ability to compare items.
   c. Flags for specific items indicating programs.
   d. Hyperlinks providing detailed product descriptions.
   e. Sort items using a variety of criteria.

9. Once you identify the products you would like to purchase, enter the quantity and add the items to your cart.
Shopping Continued…

10. Repeat steps 8 and 9 until you have placed all the items in the shopping cart. Once you have placed all items in the shopping cart for this supplier’s website, perform the checkout functions as outlined on the supplier’s site. **This action will return you to the Duke Marketplace.**

11. Notice in the Duke Marketplace that you have now created a shopping cart. From your shopping cart, you can:

   a. **Continue Shopping** and return to the Marketplace home page where all vendors display.
   b. **Empty Cart** and begin again.
   c. **Update** the cart and add or delete the quantity of the items in the cart.
   d. **Finish Shopping – Add Items to your Buy@Duke Cart** to leave the Marketplace and return to Buy@Duke.
   e. **View your Cart** by selecting the shopping cart icon.
Shopping Continued…

12. When you select Finish Shopping, you will return to the Create Shopping Cart page in the Buy@Duke website. Notice how the items you selected in the Duke Marketplace have moved into the shopping cart. In the event the cart returns empty, take a look at detailed instructions for pulling your items into the shopping cart.

13. Also notice how the financial information (Account Category, Account Assignment, and G/L Account), Room Number, and Good Recipient appear. These were pulled into the cart from the Attributes you set previously in your Personalizations. These fields may be edited if you need to make a change.

14. If you wish to add Attachments or Notes to the items in your cart, follow the steps in the Notes and Attachments section of this guide.

15. If you wish to save the cart, select Save. You may return to the cart later to add items or change information.

16. When you have completed the cart, select Check and make any corrections that are indicated.

17. If you are a Submitter and have completed the cart, select Submit Cart. This action will move the cart to the next step in the ordering process.

18. If you are a Shopper and have completed the cart, select Notify and select from the menu either:
   - All Submitters to notify all your Submitters that the cart is ready for review; or
   - The email address of just one Submitter to notify only him or her that the cart is ready for review.
   - This action saves the cart and sends an email to selected submitters.

19. Close your browser.