

## WHAT'S A PUNCHOUT CATALOG?

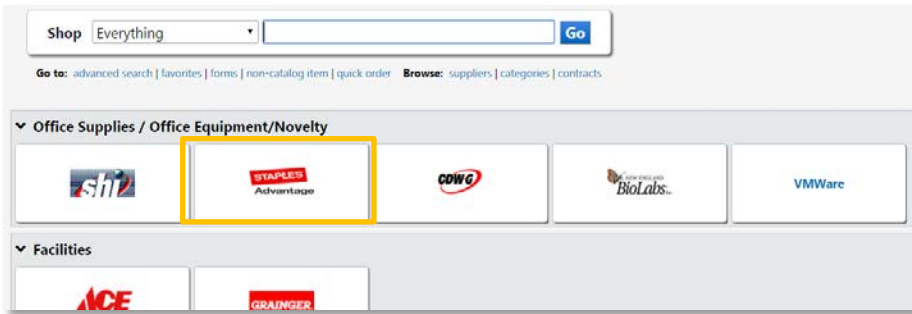
Punchout catalogs connect to a supplier's website, but are branded for NYU and use our contract pricing. Punchout sites retain the look-and-feel of the supplier's regular public website; however, the checkout will result in the products being returned to your active shopping cart in i-Buy NYU.



- ▶ Punchout catalogs are created and maintained by each supplier individually. As a result, **the exact steps of how to search, shop, and add items to your shopping cart may vary.** Make sure to carefully read and follow the steps listed within each supplier's site.
- ▶ Product pricing and availability may vary between the supplier's public website and NYU's catalog.

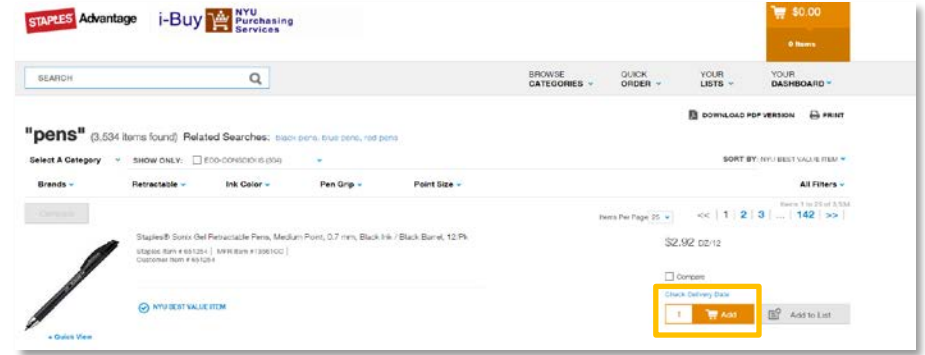
## LET'S GET STARTED

1. Login to i-Buy NYU via the Work tab of NYUHome using your Net ID and Password.
2. From the i-Buy NYU home page, click the supplier's icon to begin the punch-out session.

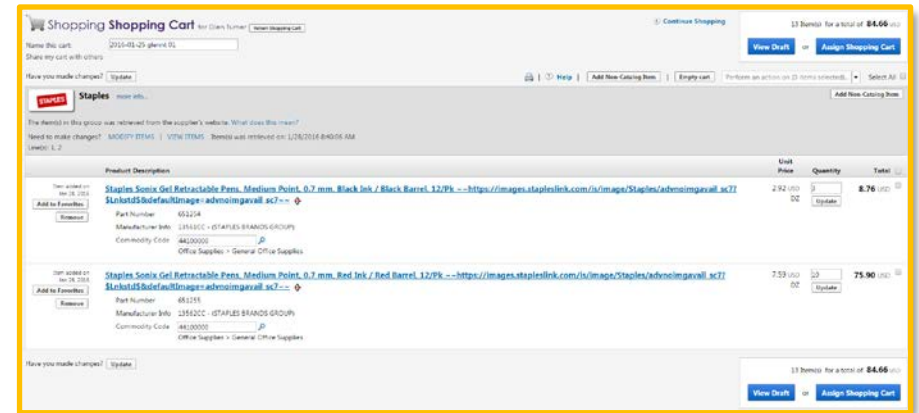


3. The Punchout opens in a new browser window (*don't worry, when you're done shopping within the Supplier's site, you'll be returned to the i-Buy NYU window*).

4. Search in the supplier's catalog for items, enter the quantity and add it to your cart. Continue to shop and add items to your cart as necessary.



5. When you're ready to checkout, navigate to your shopping cart and submit your cart on the supplier's site.
6. You will then be redirected back to your active shopping cart in i-Buy NYU, where the punchout items now appear.



7. Need to add more items to your shopping cart? Go to the supplier's punch-out catalog and repeat this process. Your additional items will appear in your shopping cart once completed.

## MODIFYING ITEMS IN A PUNCHOUT CART

Some suppliers permit a shopper to update a cart after it has been exported back to i-Buy NYU. When a supplier provides this permission, **MODIFY ITEMS/ VIEW ITEMS** links appear above the line items. Click the appropriate action to access the items using the supplier's punch-out catalog.

Shopping **Shopping Cart** for Glen Turner [Return Shopping Cart](#)

Name this cart:

Share my cart with others

Have you made changes?

**STAPLES** **Staples** [more info...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/28/2016 8:40:06 AM

Line(s): 1, 2

**Product Description**

Item added on Jan 28, 2016

[Add to Favorites](#) [Remove](#)

[Staples Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Black Ink / \\$Lnkstd\\$&defaultImage=advnoimgavail sc7~~](#)

Part Number 651254

Manufacturer Info 13561CC - (STAPLES BRANDS GROUP)

Commodity Code  [🔍](#)

Office Supplies > General Office Supplies

► When a supplier does not permit a shopper to update a cart after it has been exported back to i-Buy NYU, the link will not appear. A shopper can delete unwanted items from the cart and start the process again to add the new / updated items.