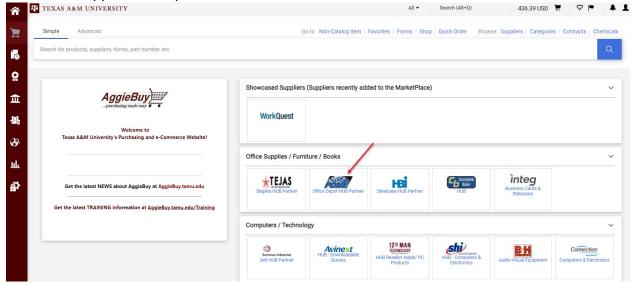
# **Shopping- Punch-Out Catalog Order**

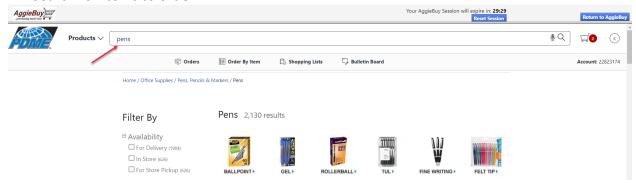
## **How to Create a Punch-out Catalog Order**

#### **Quick steps:**

- 1. On the AggieBuy Shopping Homepage click the icon of the Punch-out Catalog you wish to browse.
  - a. The selected supplier's catalog will automatically open within AggieBuy a few open a new browser window.
- 2. Search for item(s) to order
- 3. Follow the "checkout/submit order" instructions within the punchout.
  - a. Your order will be automatically downloaded into your AggieBuy Shopping Cart
- 4. View the cart and adjust any applicable optional fields
- 5. Click "Submit Order"
- 1. On the AggieBuy homepage click the icon for the Punch-Out Catalog you want to browse
  - a. The selected supplier's catalog will automatically open within AggieBuy. A few suppliers will open in a new browser window.



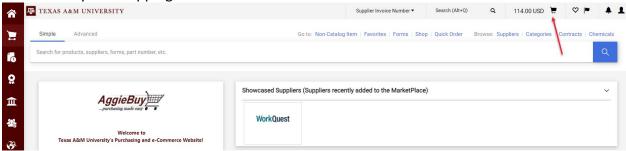
#### 2. Search for items to order



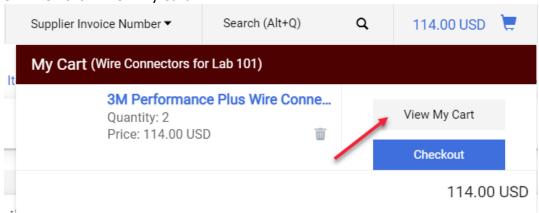
3. Follow the "checkout/submit order" instructions within the punchout.



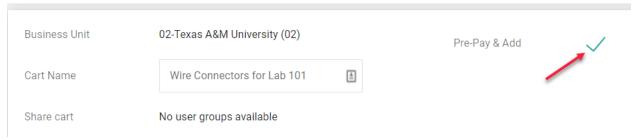
4. Click on your shopping cart



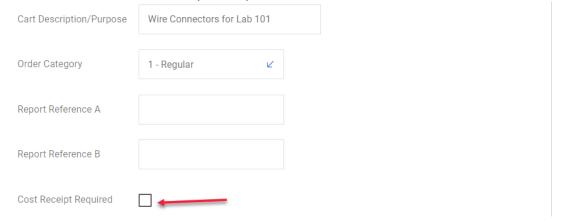
5. Then click "View my Cart"



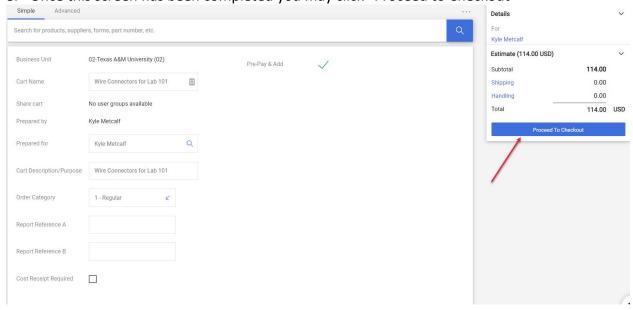
- 6. The "Pre-Pay & Add" checkbox may be used on local funds only for up to \$50
  - a. Check with your dept's business office on usage of this field
  - b. Can not be used with state funds



- 7. The "Cost Receipt Required" checkbox is normally left blank.
  - a. Please check with your department's business office on how to use this field.



8. Once this screen has been completed you may click "Proceed to Checkout"



### 9. Click "Submit Order"

