

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.

The screenshot shows the AggieBuy website homepage. At the top, there is a navigation bar with the Texas A&M University logo, a search bar, and user account information. Below the navigation bar is a search bar with the text "Search for products, suppliers, forms, part number, etc." and a magnifying glass icon. The main content area is divided into two columns. The left column contains a welcome message and links to news and training. The right column features a "Showcased Suppliers" section with a dropdown menu. The dropdown menu is open, showing a grid of supplier logos. A red arrow points to the "Office Depot HUB Partner" logo. Below the "Office Supplies / Furniture / Books" section is a "Computers / Technology" section, also with a dropdown menu. The supplier logos include WorkQuest, TEJAS, Office Depot, HBI, C6, integ, Summit Industries, Avinext, 12th Man, shi, BH, and Connection.

2. Search for items to order

The screenshot shows the AggieBuy website interface. At the top, there's a search bar with 'pens' entered. A red arrow points to the search bar. Below the search bar, there are navigation links for 'Orders', 'Order By Item', 'Shopping Lists', and 'Bulletin Board'. The main content area displays 'Filter By' options on the left and 'Pens 2,130 results' on the right. Below the results, there are several product category icons: BALLPOINT, GEL, ROLLERBALL, TUL, FINE WRITING, and FELT TIP.

3. Follow the “checkout/submit order” instructions within the punchout.

The screenshot shows the product page for BIC Round Stic Ballpoint Pens. On the left, there are filter options for 'Categories' (Ballpoint Pens, Gel Pens, Pen Refills, Rollerball Pens, Felt Tip Pens) and 'Pen Ink Color' (Black, Blue, Assorted). The main product image shows a box of BIC pens. To the right of the image, the product details are listed: 'Item 664011', 'BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens'. The price is '\$4.29 / box'. A red arrow points to the 'Add to Cart' button. Below the price, there are 'Availability: 8,255', 'Sold Online', 'Sold in Stores', and 'Best Value' indicators.

4. Click on your shopping cart

The screenshot shows the Texas A&M University Marketplace interface. At the top, there's a navigation bar with 'Supplier Invoice Number', 'Search (Alt+Q)', and '114.00 USD'. A red arrow points to the shopping cart icon in the top right corner. Below the navigation bar, there's a search bar and a 'Showcased Suppliers' section with 'WorkQuest' listed.

5. Then click “View my Cart”

The screenshot shows the shopping cart view. At the top, there's a navigation bar with 'Supplier Invoice Number', 'Search (Alt+Q)', and '114.00 USD'. Below the navigation bar, there's a dark red banner with 'My Cart (Wire Connectors for Lab 101)'. The main content area shows a list of items in the cart. The first item is '3M Performance Plus Wire Conne...' with a quantity of 2 and a price of 114.00 USD. A red arrow points to the 'View My Cart' button. Below the 'View My Cart' button, there's a blue 'Checkout' button. At the bottom right, the total price is '114.00 USD'.

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

A screenshot of a web form. The 'Business Unit' is '02-Texas A&M University (02)'. The 'Cart Name' is 'Wire Connectors for Lab 101'. The 'Share cart' status is 'No user groups available'. The 'Pre-Pay & Add' checkbox is checked, indicated by a green checkmark and a red arrow pointing to it.

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.

A screenshot of a web form. The 'Cart Description/Purpose' is 'Wire Connectors for Lab 101'. The 'Order Category' is '1 - Regular'. The 'Report Reference A' and 'Report Reference B' fields are empty. The 'Cost Receipt Required' checkbox is unchecked, indicated by a red arrow pointing to it.

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

A screenshot of a web form showing the 'Proceed to Checkout' button. The form fields are the same as in the previous screenshots. The 'Pre-Pay & Add' checkbox is checked. The 'Cost Receipt Required' checkbox is unchecked. The 'Proceed to Checkout' button is highlighted with a red arrow.

Details	
For	Kyle Metcalf
Estimate (114.00 USD)	
Subtotal	114.00
Shipping	0.00
Handling	0.00
Total	114.00 USD

9. Click "Submit Order"

The screenshot displays the Texas A&M University requisition system interface. At the top, the header includes the university logo, the text "TEXAS A&M UNIVERSITY", and navigation elements like "All", "Search (Alt+Q)", and a currency indicator "114.00 USD". Below the header, the requisition number "83429443" is shown. The main content area is divided into three columns: "General", "Shipping", and "Billing".

General	Shipping	Billing
Ordering Department: 02-FISC-OPS (02-FISC-OPS)	Ship To: Attn: Financial Management Operations, GSC, Suite 3101, 750 Agronomy Rd, 6000 TAMU, College Station, TX 77843-6000, United States	Bill To: Texas A&M University-EDM, ***Do Not Mail Invoices***, Email invoices to tamu.invoices@edmgroupp.com, PO BOX 3687, Scranton, PA 18505, United States
Business Unit: 02-Texas A&M University (02)		
Cart Name: Wire Connectors for Lab 101		
Share cart: No user groups available		
Prepared by: Kyle Metcalf		
Prepared for: Kyle Metcalf		

On the right side, a "Draft" summary box shows the following details:

Draft	
Total (114.00 USD)	
Subtotal	114.00
Shipping	0.00
Handling	0.00
	114.00

A red arrow points to the "Submit Order" button located at the bottom of the summary box.