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”

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   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**

![Search for items to order](image)

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

![Follow checkout/submit order](image)

4. **Click on your shopping cart**

![Click on shopping cart](image)

5. **Then click “View my Cart”**

![View my Cart](image)
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”