

Shopping With Punchouts

What is a Punchout?

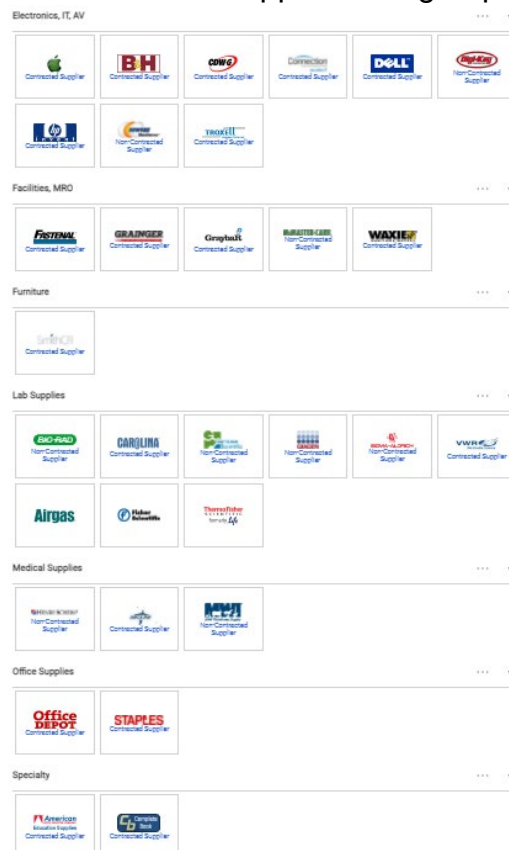
A Punchout site is an electronic enablement OSU has gone through with certain suppliers that connect directly to their website. Many of these sites are branded for OSU and use OSU's contract pricing. These sites can be identified by the different sticker icons under the Showcases section.

Shopping with Punchout sites will look and feel very similar to a supplier's normal website; however, when you check out from a Punchout site, those items will be returned to BennyBuy to add shipping, billing, and accounting information.

- ❖ Punchout sites 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.
- ❖ Product pricing and availability may vary between the supplier's public website and the Punchout.

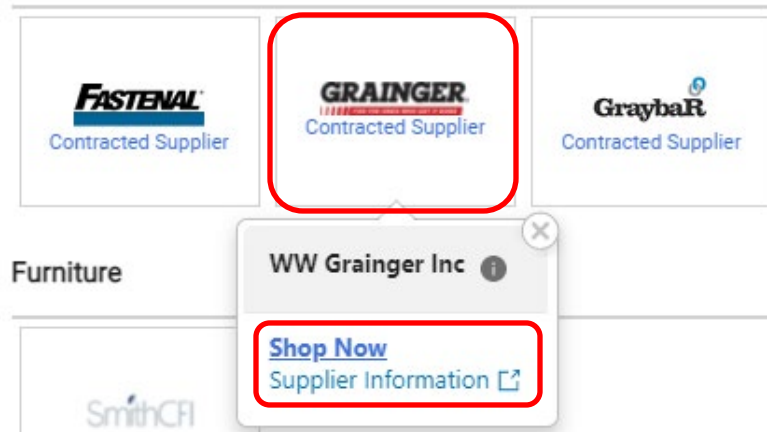
Shopping With a Punchout

1. Under the **Showcases** section, the Punchout sites that are available will each have their own sticker icon. Punchout suppliers are grouped by product type.



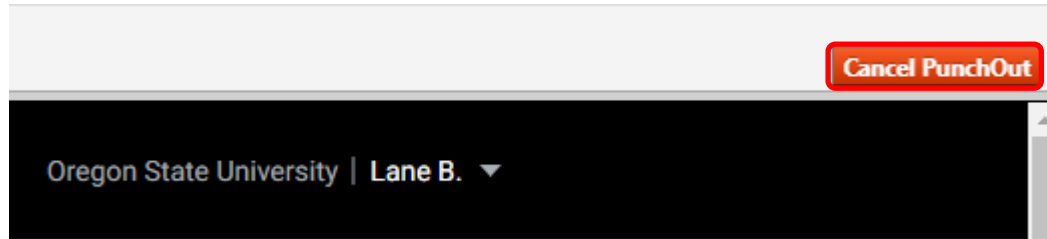
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- To begin a Punchout order, click on the supplier's icon and then select the **Shop Now** link. This will direct you to the supplier's Punchout site. Please note some sites will open in a new browser window.

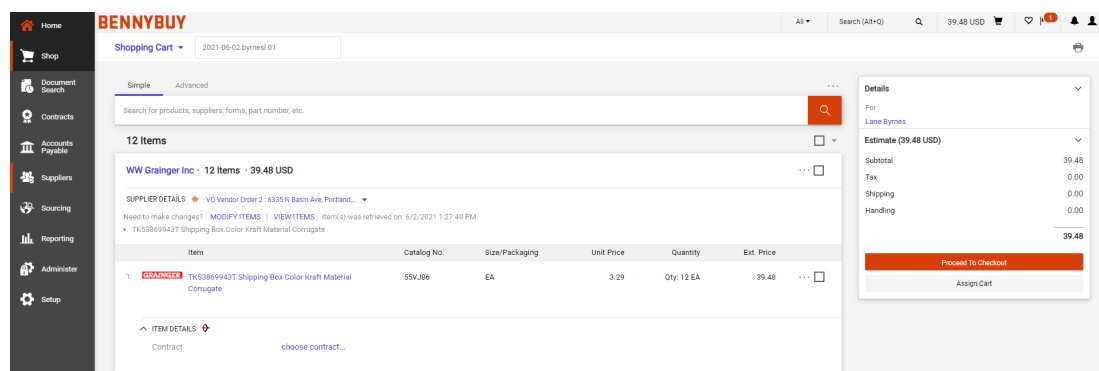


❖ Note: If you select the **Supplier Information** link, it will connect you to the information page we have for that supplier. These pages includes things like key contacts, how to do returns, and other useful information.

- If you select a Punchout in error, click **Cancel Punchout** in the upper right hand corner of the screen. You will be redirected back to BennyBuy.



- After you finish shopping on the Punchout site and checkout, your items will be returned to BennyBuy and should appear in your shopping cart.



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5. If you need to add more items to your cart, select the **Home** tab near the top left of your screen. Otherwise, select the **Assign** button to assign your cart to a Requestor, or the **Checkout** button to complete the checkout process.

The screenshot shows the BENNYBUY shopping cart interface. The top navigation bar includes a 'Home' tab (highlighted with a red box), a search bar, and a cart icon showing 993.95 USD. The main content area displays 'Shopping Cart • 3264888' and a search bar. Below the search bar, it shows '5 Items' and a table of items. The table has columns for Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. One item is visible: 'TK1195327T Duct Tape Duct Tape Type Duct Tape Duct Tape Width 1 In. Duct Tape Length 60 yd. Duct Tape Thickness 9.00 mil Duct Tape Grade Industrial Tape Color Family Black-Black Duct Tape Primary Material Coated Cloth Material Polyethylene Coated Cloth T' with a unit price of 198.79 and a quantity of 5 EA, totaling 993.95. The right sidebar shows 'Details' for 'Lane Bymes' and an 'Estimate (993.95 USD)' section with a subtotal of 993.95, tax of 0.00, and shipping/handling of 0.00.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
TK1195327T Duct Tape Duct Tape Type Duct Tape Duct Tape Width 1 In. Duct Tape Length 60 yd. Duct Tape Thickness 9.00 mil Duct Tape Grade Industrial Tape Color Family Black-Black Duct Tape Primary Material Coated Cloth Material Polyethylene Coated Cloth T	36XC39	EA	198.79	Qty: 5 EA	993.95

- ❖ For a step-by-step walkthrough of the checkout process, please see the Checkout Process tip sheet.