

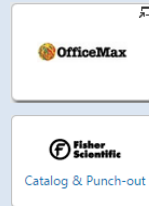


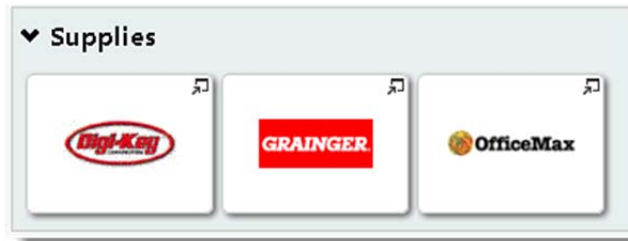
Add Punch-out Items to a Cart

- ▶ **Punch-outs** connect to the supplier's website that are branded for UCSF and use our contract pricing. Punch-out sites retain the look and feel of the supplier's regular public website; however, the checkout will result in the products being returned to BearBuy and added to the active shopping cart.
- ▶ Punch-out catalogs are created and maintained by each supplier, so *the shopping experience will differ* from supplier to supplier. The exact steps for how to search, shop, and add items to your shopping cart will vary.
- ▶ Follow the supplier's directions for submitting the items back to BearBuy, as each supplier's site may differ. Product pricing and availability may also vary between the public and University websites.
- ▶ Punch-outs are identified on the Shopping Homepage by a  symbol in the upper right above the supplier name.
- ▶ If a supplier has both a hosted catalog and a Punch-out site, the supplier icon will not display the  symbol. There will be text indicating that the supplier has both a hosted catalog and Punch-out.

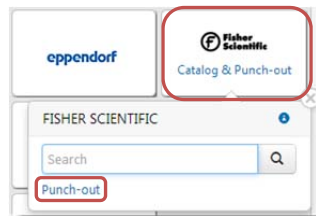


Shop with a Punch-out

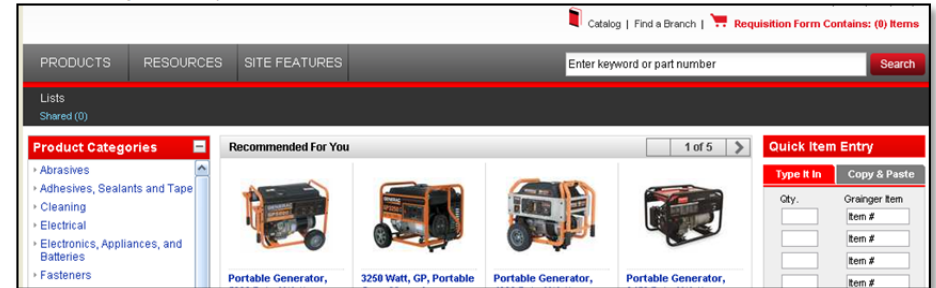
1. From the BearBuy home page, click the **supplier's icon**.



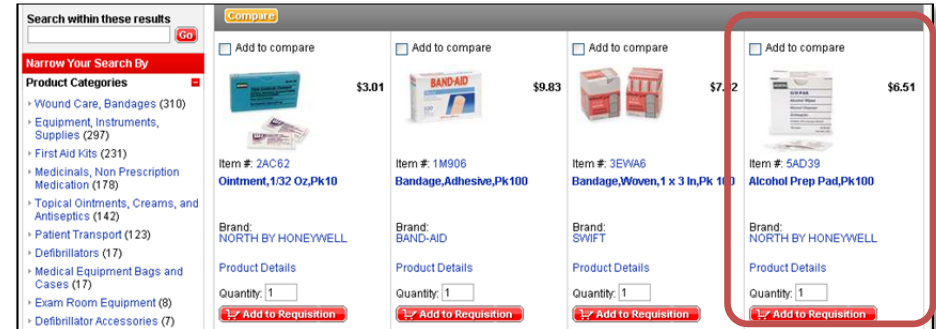
- a. If a supplier only has a Punch-out site, the site will open in a new window.
- b. If a supplier has both a catalog & Punch-out, a pop up box appears. Click on the **Punch-out** link to open the site.



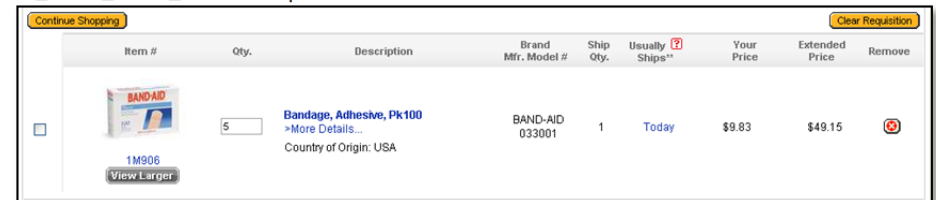
2. The Punch-out opens in a new browser window (don't worry when you are done shopping; whatever you have selected on the Suppliers Punch-out will be returned to the BearBuy window).



3. **Search** the Punch-out site for items.
4. Once you have located the appropriate item, enter the quantity and **add** it to the shopping cart in the Punch-out site.



5. Continue to shop and add additional items to your shopping cart.
http://supplychain.ucsf.edu/sites/supplychain.ucsf.edu/files/wysiwyg/BearBuy_Shop_Punch-out_Items_Quick_Reference.pdf



6. When you are finished shopping and are ready to check out, go to your shopping cart (each supplier Punch-out is different, so this varies).
7. Return item(s) to BearBuy shopping cart.

Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - Draft Requisition

Shopping Cart for Ray Requester4 Continue Shopping 2 Item(s) for a total of **135.96 USD**

Name this cart: 2013-04-01 ray_requester4 01 Proceed to Checkout or Assign Cart

Share my cart with others: No user groups available

Have you made changes? Update Help Empty cart Perform an action on (0 items selected)... Select All

Grainger 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: 4/1/2013 10:31:14 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Adhesive Bandage, Material Plastic, Color Flesh, Width 1 In, Length 3 In, Package Type Bulk, Package Quantity 100	8.51 USD	1	8.51 USD

8. The Punch-out items have now been added to the cart in BearBuy.

Modify Punch-out Items in a Cart

- ▶ If you need to add more items to your shopping cart or view additional details on the items, go to the supplier's Punch-out catalog and repeat this process. Any additional items added to the Punch-out cart will appear in the BearBuy shopping cart once completed.
- ▶ If the [MODIFY ITEMS](#) or [VIEW ITEMS](#) links appear above the line items in the BearBuy cart, click the appropriate action to access the items using the supplier's punch-out catalog. This will bring you back into the supplier's Punch-out site.

Grainger 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: 4/1/2013 10:31:14 AM

Line(s): 1

Product Description

Item added on Apr 1, 2013 [Add to Favorites](#)

[Remove](#) **Adhesive Bandage, Material Plastic, Color Flesh, Width 1 In, Length 3 In, Bulk, Package Quantity 100**

Part Number 3EVZ5

- ▶ If the [MODIFY ITEMS](#) or [VIEW ITEMS](#) links **do not appear** above the line items and you would like to make changes, delete these items from your shopping cart and repeat this process to create a new shopping cart.

CDWG CDW-GOVERNMENT INC. [more info...](#)
 ACCOUNTS PAYABLE, Dispatch: cXML [Edit](#)
 230 N. MILWAUKEE AVE, VERNON HILLS, IL 60061 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
 You can no longer access this item(s) on the supplier's website. What does this mean?
 Line(s): 1

Product Description

Item added on Oct 13, 2011 [Remove](#) **CDW 1 CAT5e or CAT5 RJ45 Patch Cable Blue**

Part Number 630122
 Manufacturer Info A3L781-01BL-CDW - (Belkin Cables Only)