

In This Guide

This guide demonstrates shopping from Punch-out catalogs. Punch-out catalogs connect to the supplier's website which has been branded for OU, using OU contract products and pricing. Punch-out sites retain the look and feel of the regular public website however; the checkout will result in the products being returned to CrimsonCorner and added to the active shopping cart.

This guide discusses:

✓ Using Punch-out catalogs

✓ Blocked items

Procedure

1. From the **CrimsonCorner** home page, click on the supplier's icon in the main workspace.
2. The Punch-out will open in **CrimsonCorner**. You will see a bar at the top of the screen noting **OU Punch-out** and if you want to leave the supplier's site, you can click on the **Cancel Punch-out** at the far right of the bar.
3. Search the supplier's catalog for items.
4. Locate the appropriate items, enter the quantity needed and add it to your cart on the punch-out.
5. When you are finished shopping and ready to checkout, go to your shopping cart on the supplier's site and follow their specific checkout instructions.
6. Once you checkout, the punch-out will close and you will be returned to **CrimsonCorner**.
7. Punch-out catalogs are created and maintained by each supplier. As such, the shopping experience will differ from supplier to supplier. The exact steps of how to search, shop and add items to your shopping cart will vary.
8. When shopping, you may receive an error message noting that a particular item is blocked. Items may be blocked because they are restricted items or because there is another punch-out supplier that should be used to purchase particular items.