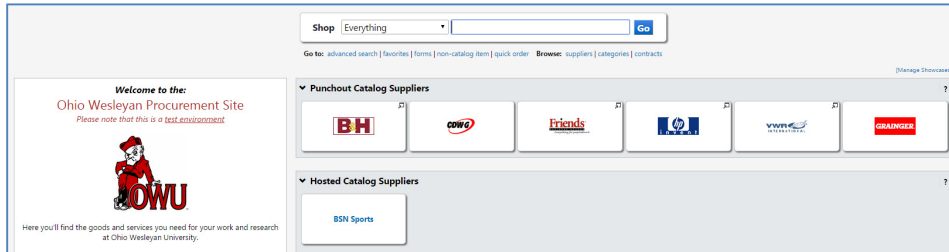# Shopping Quick Reference Guide

SHOPPING OVERVIEW

You can shop several different ways in BishopBuy. A hosted catalog search searches numerous catalogs within the system and returns the closest matches from various suppliers. A punch-out takes you to an individual supplier's website and allows you to shop only at that site.

HOSTED CATALOG SEARCH

1. From the Shopping Home page, enter the search terms in the search box of the item you want. In the example below, you see **ballpoint pen** has been entered in the search box.
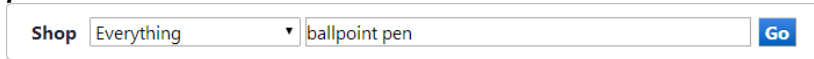
2. Click the **Go** button to start the search.

From the results page, you can add an item or multiple items directly to your cart, or compare several items side by side.

ADD TO CART

From the search results page, click on the **Add to Cart** button next to the item(s) you wish to add to your cart.

COMPARE MULTIPLE ITEMS

1. Click the **compare** link next to the items you wish to compare.
2. Select the **Compare Selected:** button at the top of the search results to view a side by side comparison of the selected items.
3. To add multiple items, click the ☐ for each item you wish to add, select **Add To Active Cart** ▾ and then **Go**.

4. Alternatively, you can select **Add to Cart** to put an item or items in your cart.
5. Once you are finished comparing items, select **<< Back to Search Results** to go back to the search results.

PUNCH-OUT SEARCH

Because a punch-out connects you directly to a supplier's website, the shopping experience for each punch-out is a little different.

1. Click on the **supplier icon**. This action will take you to the supplier's punch-out site.
2. Shop on the site like you would any other, and when finished, there will be some concept of 'Checkout'.
3. Follow the website's instructions for checking out, which will bring the items back to your cart within BishopBuy.
4. If at any time you decide to return to BishopBuy without bringing anything back in your cart, click the **Cancel PunchOut** button on the top right corner of the screen.

NON-CATALOG SHOPPING

BishopBuy also allows you to shop for items that are not in either a punch-out or hosted catalog. To shop for one of these non-catalog items:
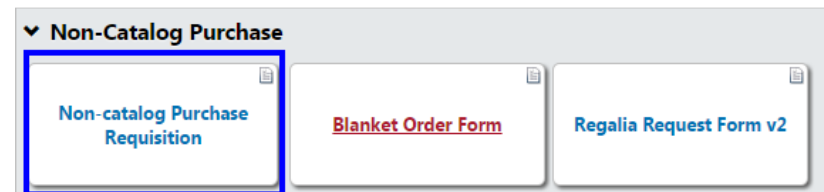
1. On the home/shop page, in the **Non-Catalog Purchase** section, click on the **Non-catalog Purchase Requisition** icon highlighted in the example above.
2. Complete all required information, including supplier name, product description, part number, quantity, and price.
3. When you have finished, select **Add and go to Cart** ▾ in the upper right corner and then click **Go**.