



Quick

Reference

Guide

Shopping from Punch-out Catalogs

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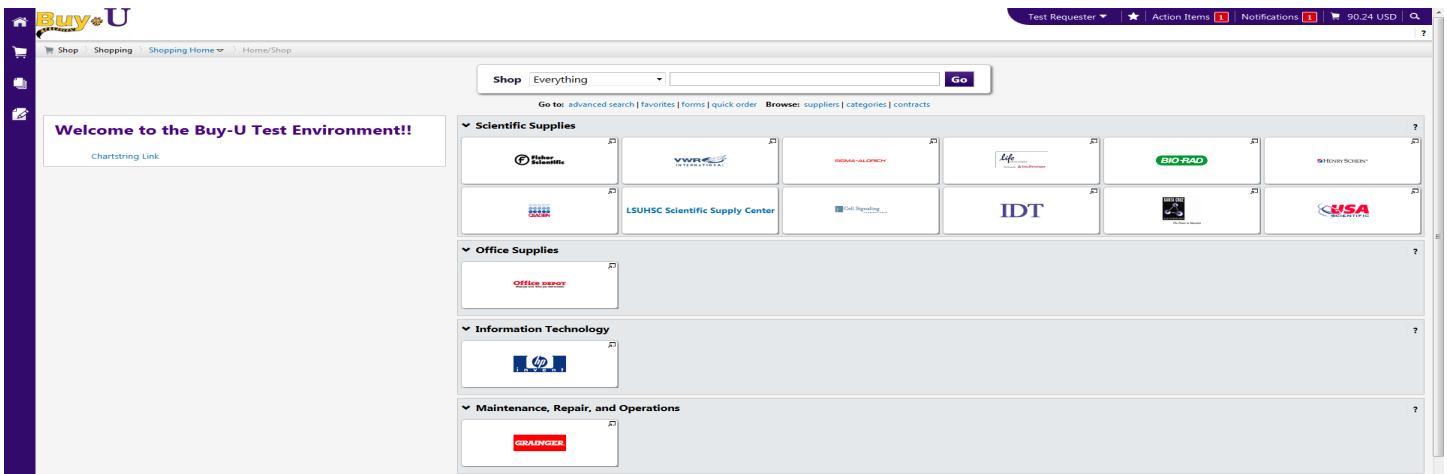


This guide demonstrates shopping from punch-out catalogs. Punch-out catalogs provide LSU HSC contract products and pricing via a vendor's custom LSU HSC website, accessed from within BUY-U. Selected products are then brought into your BUY-U cart for processing.

The shopping experience with punch-out catalogs is different from vendor to vendor. Punch-out catalogs are created and maintained by each vendor, so the exact steps of how to search, shop, and add items to your cart will vary.

Procedure

1. From the **Catalogs** section of **BUY-U** home page, select a vendor by clicking on the vendor's logo or name. (This guide illustrates VWR's punch-out catalog.)



2. Search for the desired item using the punch-out catalog's functionality. (The example below shows the selection of a balance.)





3. Locate the appropriate item, enter the desired **Quantity**, and add it to your cart.

Capacity	Linearity	Readability	Repeatability (Std. Dev.)	VWR Catalog Number	Unit	Availability	Your Price	Quantity
60/220 g	0.07/0.2 mg	0.05/0.1 mg	0.03/0.1 mg	30205-026	Each	In Stock	\$3,251.29	0
160 g	0.2 mg	0.1 mg	0.1 mg	30204-960	Each	In Stock	\$1,369.07	0
220 g	0.2 mg	0.1 mg	0.1 mg	30204-962	Each	In Stock	\$1,511.73	0
310 g	0.2 mg	0.1 mg	0.1 mg	30204-964	Each	In Stock	\$1,454.48	0
360 g	0.02 g	0.01 g	0.01 g	30204-966	Each	In Stock	\$1,119.95	0
4000 g	0.02 g	0.01 g	0.01 g	30204-968	Each	In Stock	\$1,500.91	0
6000 g	0.02 g	0.01 g	0.01 g	30204-970	Each	In Stock	\$1,944.01	0

4. If at any time you wish to exit the punch-out session without adding any items to your cart, you can click the **Cancel Punch-Out** link in the upper right-hand corner of the screen.

5. Continue to shop and add items to your cart, as needed.

6. When you are finished shopping and ready to check out, go to your cart.

7. Review your order and checkout. Note: Other **Punch-out catalogs** may have different operative words to process the shopping cart. Confirm your order. Your browser will return to **BUY-U**.

Description	Catalog #	Availability	Unit	Qty	Your Price	Extended Price
BALANCE 60G X 0.01MG / 200G X 0.1MG	10205-026	In Stock	EA	1	\$3,251.29	\$3,251.29

Total: \$3,251.29

[Update](#) [Checkout](#)

8. If you need to make any other modifications to the item, such as quantity, you will need to select **Modify Items** which will return you to the cart in the punch-out session.

9. A default cart name will be applied or you may enter a unique cart **Name** and click the **Update** button to save the name.

Shopping Cart for Test Shopper

Name this cart:

Have you made changes? [Update](#)

Product Description	Unit Price	Quantity	Total
VWR BEAKER PTFE 25ML PK2	30.08 USD	3	90.24 USD
BALANCE 60G X 0.01MG / 200G X 0.1MG	3,251.29 USD	1	3,251.29 USD

Cart Name: A default cart name, consisting of the following data is automatically assigned:

Create Date + User Name + Sequential Number. For example: 2015-07-23 reqtest 01

You can accept the default name or enter a unique name that can be used later to easily identify or search for your cart.