

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.)

About us Promotions Literature Event	i Contact						
delivered by VWP	Search by keyword, supplier, o	or port number Q	Hello, pdefor My Account>	u@lsuhsc.edu			
Products Applications & Protocols	\sim Featured Solutions \sim	Services \vee	Request a Quote	Order Entry	ੇਂਦ੍ਹਾ 2 ITEMS \$2,686.38 ∨		
	Update to Avantor's	response to the coronavirus (CC	<u> VID-19) pandemic</u>				
Home > Text Search > Balance B2					🖶 Print 🖉 Share		
Result Type	You Searche	d For: Balance B	2				
Product Results	📰 List View 🔳 Easy V	/iew Items Per Page	16 ~	Sort by:	Best Match 👻		
PDF Documents	Search Within Result	s Q	Comp	pare(0)	🙀 Add to Cart (0)		
Videos			Cle	ear			
Refine Result	Rate These Search Resul						
Product Category —		/R® B2T-Series Balances					
Balances and Scales (1156) Antibodies (IgGy) (524)	• Des	cription: VWR® B2T-Series Balances ures with a user-friendly touch displa		ling			
Weights (328)	Ac	dd to Compare Expand 7 out of 9	items				
Fume Hoods and Enclosur es (279)							
Disposable Garments (247)		(R® B2-Series Balances with (/P® International	Calibration Certificat	e,			

For training inquiries, send an email to: buyuhelp@lsuhsc.edu



- 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.

About us Promotions Literature Events	Contact						
delivered by VWr	Search by keyword, supplier, or part number Advanced	Q	Hello, pdefou My Account>	ı@lsuhsc.edu			
Products Applications & Protocols	\sim Featured Solutions \sim Services		Request a Quote	Order Entry	ਦ੍ਹਿ 1 ।TEMS \$1,343.19 ∨		
	Update to Avantor's response to	the coronavirus (COVID	-19) pandemic				
Home > Shopping Cart					🖨 Print 🖉 Share		
Shopping Cart							
Cart Preferences	Shipping Account Number:			Item Subtotal	\$1,343.19		
Request a Quote Save as a Shopping List	80422838			Estimated Total	\$1,343.19		
Expand All Collapse All				Clear Cart U	pdate		
Standard Products							
Description	Catalog # Avai	ilability Unit	Qty	Your Price	Extended Price		
VWR BALANCE B2 SRS 60GX0.1MG W	//CAL CERT 76378-402 Dire	ct from Supplier EA	- 1	 \$1,343.19 	\$1,343.19		
Availability: Shipped directly from VWR Inte	emational, If availability is critical, please cal	I VWR Customer Support at	1-800-932-5000				

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

operative words to

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.

								10(8) (1,343.19 (30)	~
WR International · 1 Item	n · 1,343.19 USD							Subtotal	1,343.1
SUPPLIER DETAILS								Shipping	0.0
Contract	no value	PO Number	To Be Assigned					Handling	0.0
PO Clauses	Add								1,343.1
d to make changes MODIF	Y ITEMS VIEW ITEMS Item(s)	was retrieved on: 10/18/2021 1:40:1	4 PM					What's next for my order?	`
Item	CERT	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Approvers There are no approvers	
VWR BALANCE B2 SRS 60	GX0.1MG W CAL CERT	76378-402	EA	1,343.19	Qty: 1 EA	1,343.19	… 🗆	Workflow	C e
∧ ITEM DETAILS ♦								Show skipped steps	
Manufacturer Name	VWR International	Contract:	no value	Internal Note	no value	,		O Draft	
Manufacturer Part Number	VWR-64B2/C	Commodity Code	17508 / Balances and Accessories	Internal Attachn	nents			Active Patrick Defourneaux	
Supplier Part Auxiliary ID	04261889504							Start - Parallel Steps	
more info								Initial Validation - Approval	

You have successfully added a punch-out item to your cart.