



Quick

Reference

Guide

Shopping from Punch-out Catalogs

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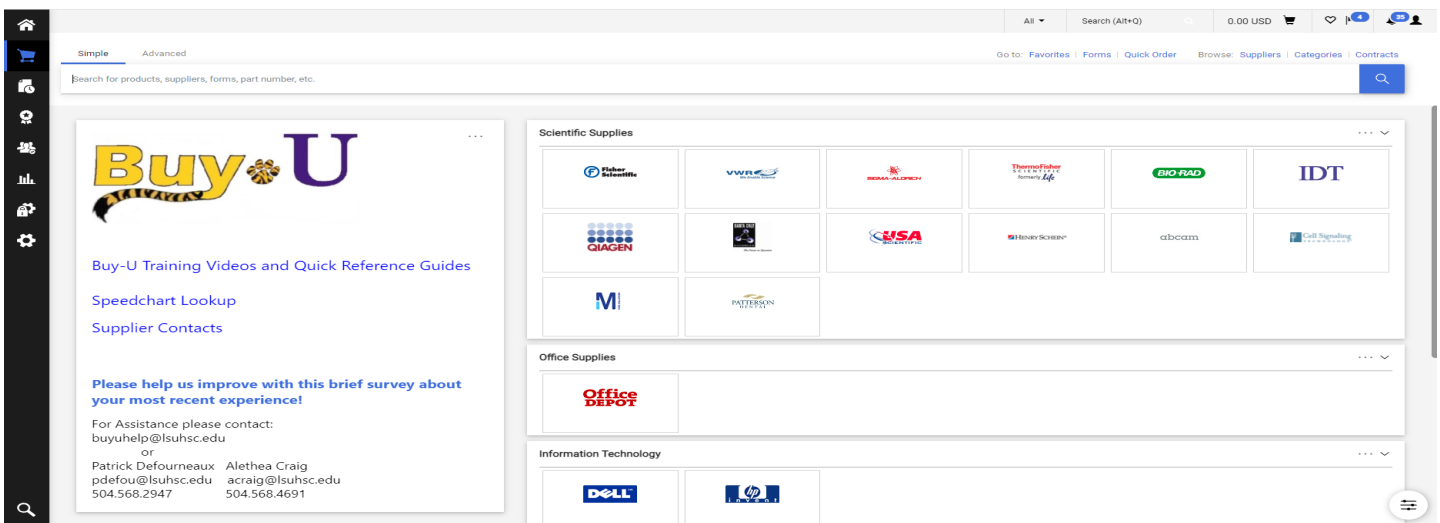


This guide demonstrates shopping from punch-out catalogs. Punch-out catalogs provide LSU HSC contract products and pricing via a vendor's custom LSU HSC website, accessed from within BUY-U. Selected products are then brought into your BUY-U cart for processing.

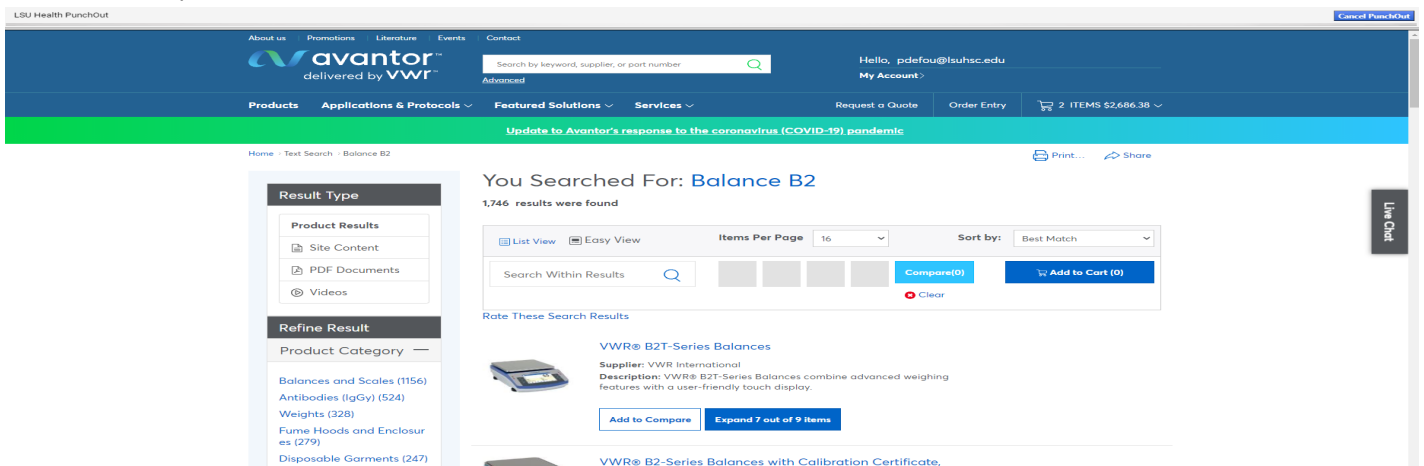
The shopping experience with punch-out catalogs is different from vendor to vendor. Punch-out catalogs are created and maintained by each vendor, so the exact steps of how to search, shop, and add items to your cart will vary.

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.)



Shopping from Punch-out Catalogs



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

| Analytical balances with draft shield | Weighing capacity | Linearity | Pan/platform size | Availability | Quantity | Your Price |
|---------------------------------------|-------------------|-----------|-------------------|----------------------|----------|-----------------|
| #76378-402 | 60 g | 0.2 mg | Ø 100 mm | Direct from Supplier | 0 | \$1,343.19 Each |
| #76378-406 | 210 g | 0.2 mg | Ø 100 mm | Direct from Supplier | 0 | \$1,699.66 Each |

| Precision balances with draft shield | Weighing capacity | Linearity | Pan/platform size | Availability | Quantity | Your Price |
|--------------------------------------|-------------------|-----------|-------------------|----------------------|----------|-----------------|
| #76378-408 | 200 g | 0.003 g | 128x128 mm | Direct from Supplier | 0 | \$1,058.01 Each |
| #76378-410 | 400 g | 0.003 g | 128x128 mm | Direct from Supplier | 0 | \$1,200.60 Each |
| #76378-412 | 500 g | 0.003 g | 128x128 mm | Direct from Supplier | 0 | \$1,271.89 Each |

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.

Shopping Cart

Shipping Account Number: 80422838

Item Subtotal: \$1,343.19
Estimated Total: \$1,343.19

Clear Cart Update **Checkout**

| Description | Catalog # | Availability | Unit | Qty | Your Price | Extended Price |
|---|-----------|----------------------|------|-----|------------|----------------|
| VWR BALANCE B2 SRS 60GX0.1MG W/CAL CERT | 76378-402 | Direct from Supplier | EA | 1 | \$1,343.19 | \$1,343.19 |

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**.

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

VWR International - 1 Item - 1,343.19 USD

Need to make changes? **MODIFY ITEMS** VIEW ITEMS

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|----------------|------------|-----------|------------|
| VWR BALANCE B2 SRS 60GX0.1MG W/CAL CERT | 76378-402 | EA | 1,343.19 | Qty: 1 EA | 1,343.19 |

Subtotal: 1,343.19
Shipping: 0.00
Handling: 0.00
Total: 1,343.19

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