

Catalog Shopping

The University has entered into contracts with suppliers for established pricing. This pricing is accessed through catalog shopping, which can be accomplished using either Hosted or Punch-out Catalogs. The Hosted Catalog shopping experience is consistent regardless of supplier within the Paw Procurement system. Punch-out Catalogs sites are created and maintained by each supplier, so the language used and the exact steps of how to search, shop, and add items to your shopping cart will vary.

Using Hosted Catalogs

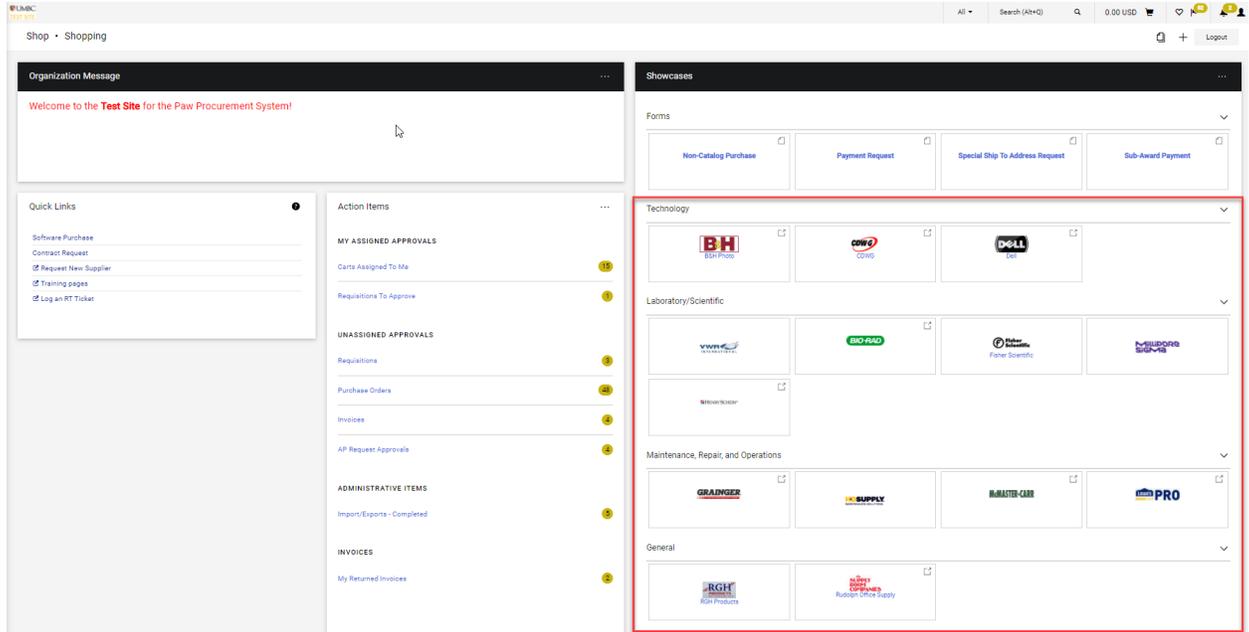
1. From the shopping home page, selecting a supplier that uses a Hosted Catalog brings up a search bar. Use this search bar to find the item you are looking for. *(Note: some suppliers offer both Hosted and Punch-out Catalogs. If so, a link to the Punch-out Catalog will appear below the search bar.)* Alternatively, type the item description in the search bar that appears under Shop on the home dashboard.

Number	Requisition	Requisitioner	Date	Total
✓ 3387415	2021-11-03 BT3789...	Rafael Espinoza	11/3/2021	8,888.00 USD
✓ 3387406	2021-11-03 BT3789...	Rafael Espinoza	11/3/2021	8,000.00 USD
✓ 3387376	2021-11-03 BT3789...	Rafael Espinoza	11/3/2021	2,307.54 USD
ⓘ 3369547	2021-10-22 BT3789...	Rafael Espinoza	10/22/2021	922.33 USD
ⓘ 3365743	2021-10-20 BT3789...	Rafael Espinoza	10/20/2021	1,385.21 USD

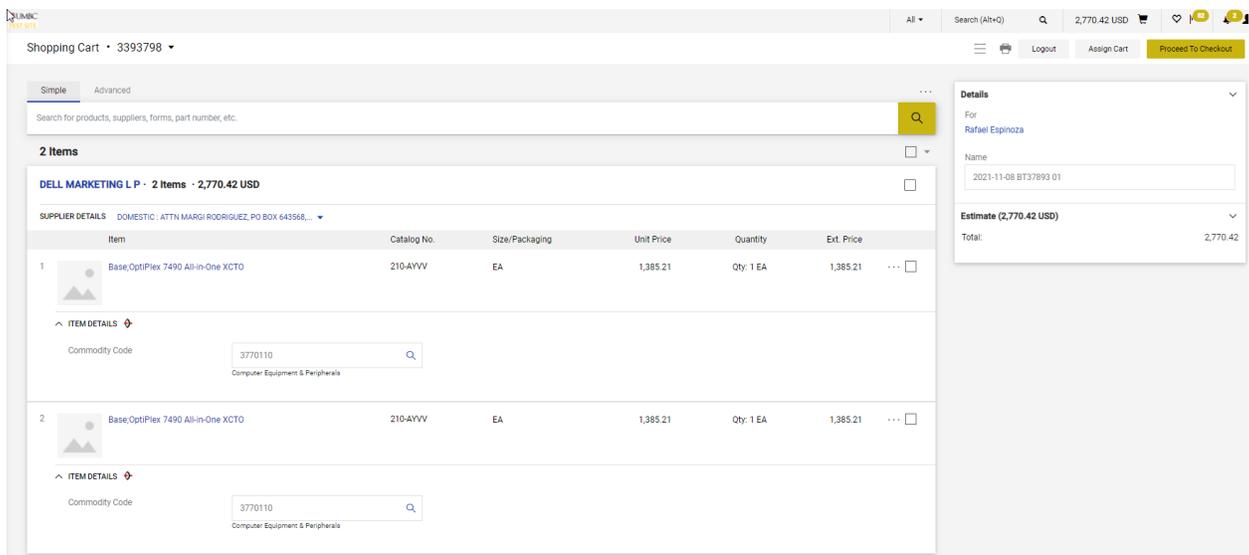
2. Find your item in the search results, enter the quantity you require and click **Add to Cart** on the right side of the screen.
3. Once you have finished adding items to your shopping cart, click the shopping cart link located at the upper right corner of the page. You can then choose to either view your cart or proceed directly to checkout.

Using Punch-out Catalogs

1. From the shopping home page, selecting a supplier that uses a Punch-out Catalog will bring you to the supplier's website interface.



2. Use the supplier's interface to shop for your items. Once you have finished filling your cart, proceeding to checkout will bring you back to view your cart in Paw Procurement.



3. At this point, either **Assign Cart** to a Requester (see [Assigning Cart](#) steps) or **Proceed to Checkout** (see [Checkout](#) steps).