



Adding a Catalog/Punchout Item to a Cart

In BullyBuy, Punchout and Hosted Catalog are two unique opportunities to request purchase of goods.

Punchout Catalogs:

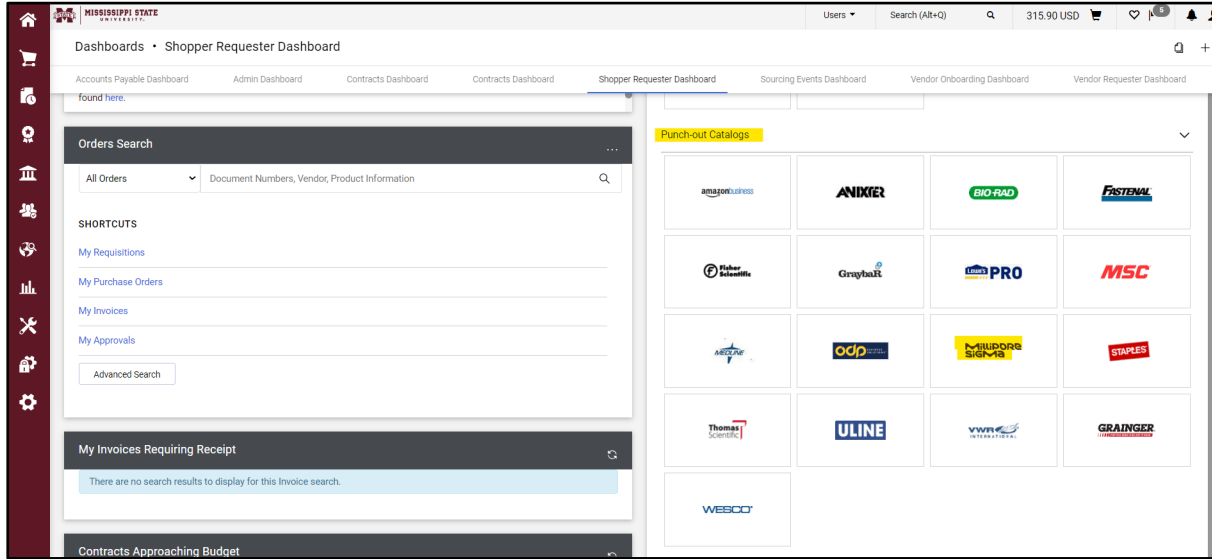
Punchout catalogs in BullyBuy utilize a direct link from the Shopping page to a Vendor's website in real-time. After choosing a Punchout Vendor, the "punch out" connection is initiated. The user will then see catalog items with pricing and availability data (if applicable). Once items are selected and the user "checks out", the shopping cart and transaction information are automatically returned to the BullyBuy system for requisition processing and approval.

Hosted Catalogs:

In contrast, hosted catalogs are static catalog files provided by the Vendor and made available within BullyBuy. Hosted catalogs contain information about products, prices, and other pertinent information without exiting the BullyBuy system to access a vendor's website. Users choose items from hosted catalogs and complete the cart/checkout process to submit their requisitions for approval.

Adding a Punchout Item to your cart:

- Navigate to the punchout section on the shopping home page and click on the Vendor's punchout.



- System will directly to the Vendor's website, add the items in your cart that you are looking to purchase and click on view cart.



The screenshot shows the Sigma-Aldrich website interface. The main content area displays the 'Acids' category with a product image and descriptive text. A shopping cart overlay is visible on the right side, titled 'CART(2)'. It lists two items: '302031-10X1ML Trifluoroacetic acid' for \$172.00 and '302031-100ML Trifluoroacetic acid' for \$332.00. The estimated total is \$836.00. The cart overlay includes 'View Cart' and 'Clear Cart' buttons.

Note: Each Vendor's website has a different user interface. The screenshot simply shows Sigma Millipore. However, the process remains the same. Add the item to your cart on the Vendor's website, and once you check out/transfer the cart, you will be redirected back to BullyBuy to finish your order.

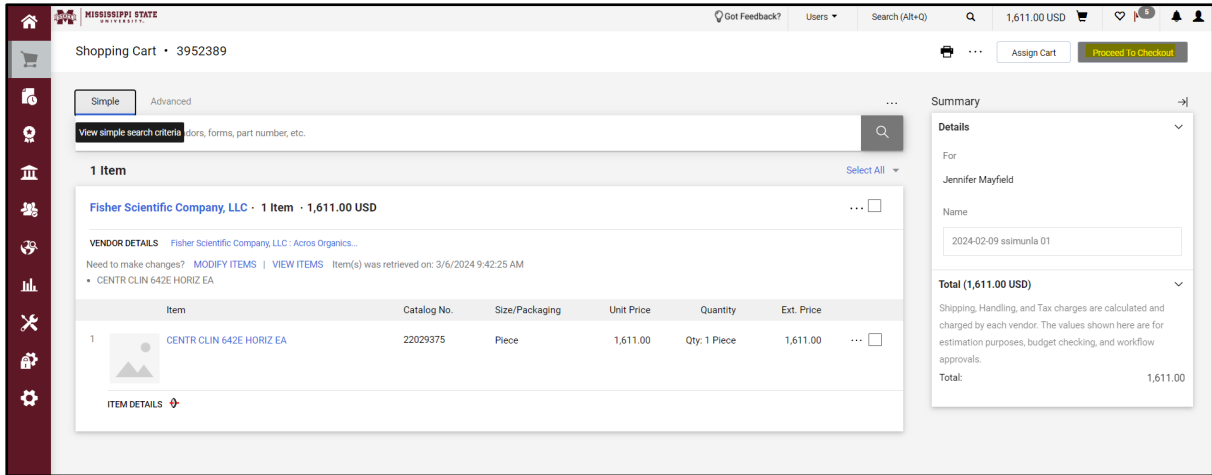
- Click on Transfer cart and the system will redirect back to BullyBuy.

The screenshot shows the 'MilliporeSigma Cart' page. It features a search bar at the top, a navigation menu, and a main content area with a search input field and an 'Add' button. Below this, there is a 'CART ITEMS (2)' section with a table listing the items:

	Price	Quantity	Total
Sigma-Aldrich 302031-10X1ML Trifluoroacetic acid suitable for HPLC, ≥99.0%		1	
Sigma-Aldrich 302031-100ML Trifluoroacetic acid suitable for HPLC, ≥99.0%		2	

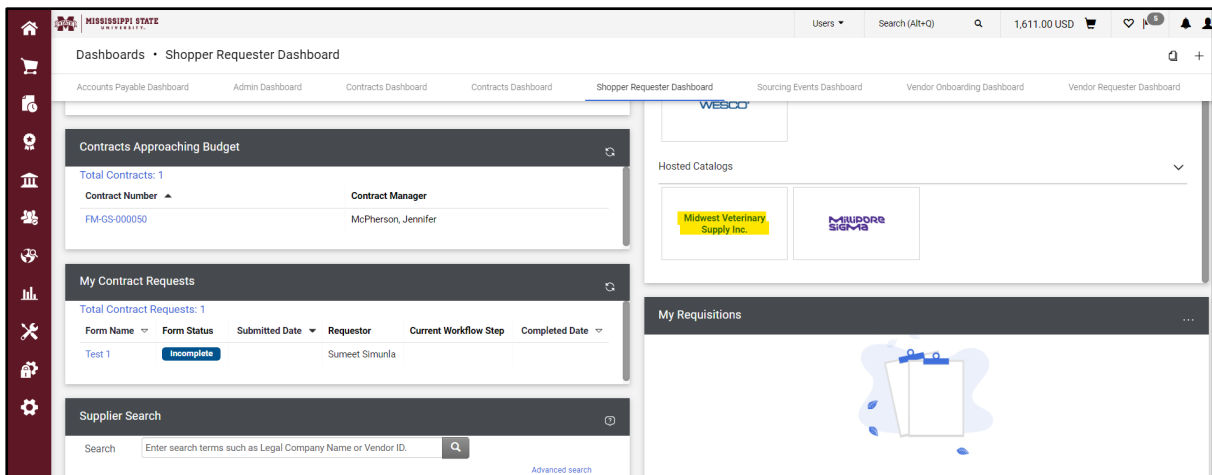
On the right side, there is a 'SUMMARY' sidebar with a 'Transfer Cart' button, a 'Request Quote' button, and a 'Save Cart' button. There is also a 'Promo Code' input field and a link to 'Special Notes about ordering'.

- You will see the items added to your cart, you may click on proceed to check out to complete the cart.

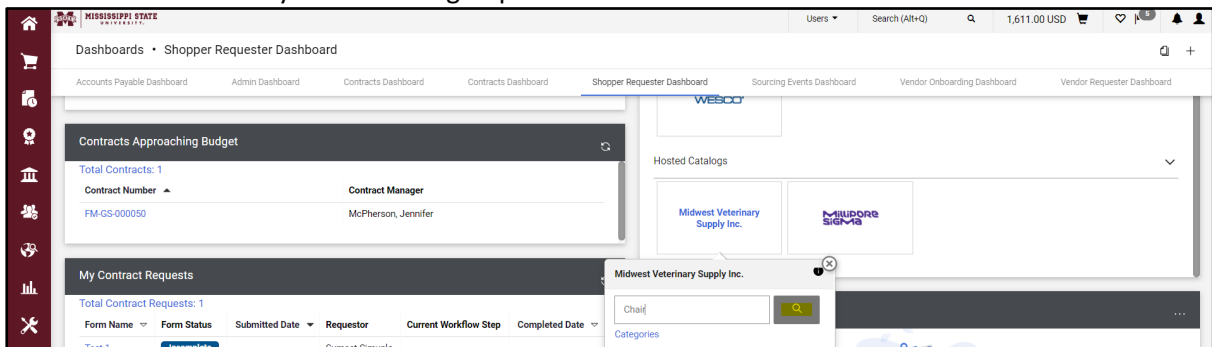


Adding a Hosted Item to your cart:

- Navigate to the Hosted Catalog showcase on the shopping home page and click on the Vendor's name.

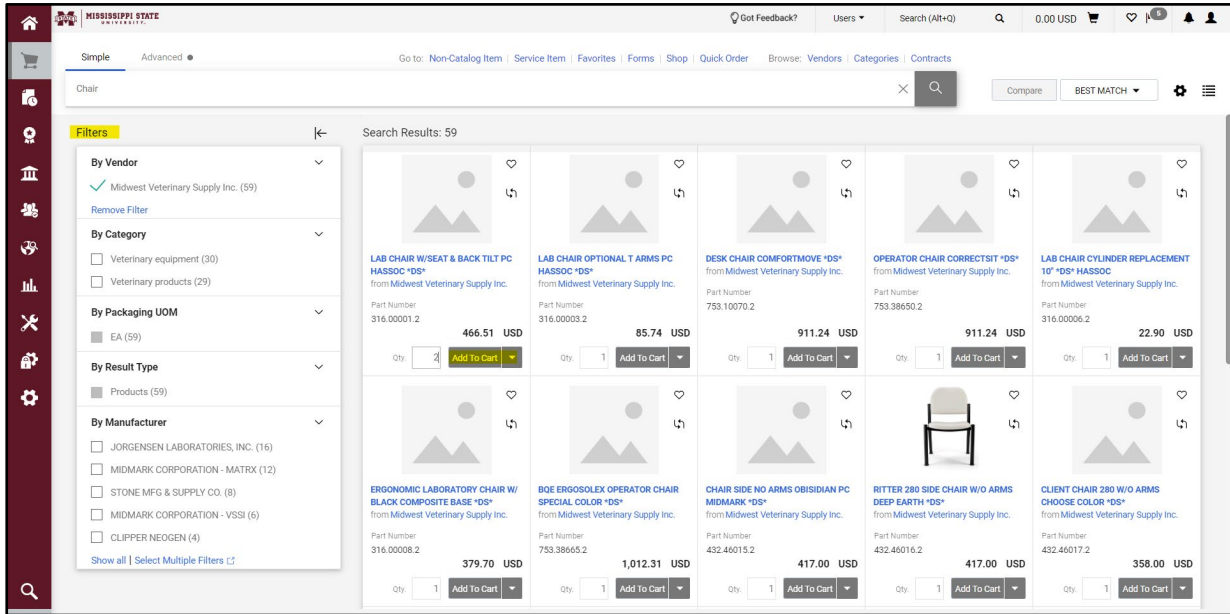


- Enter the item you are looking to purchase and hit search.





- You can use the filters on the left to narrow down the search results, add the quantity and click 'Add to Cart'.



- Your item will be added to the shopping cart. Click on the *cart* and select *Checkout* to proceed with the order completion.

