

# SHOPPING FROM A CATALOG

The punch out catalogs, located in the Showcase widget on the shopping dashboard, are available from vendors with whom we have contracts. This means that the items can be purchased without a bid and will not be reviewed by a buyer. Items that are restricted for purchase because of policies or campus standards are still restricted and should not be purchased.

## STEP BY STEP

1. Click on the applicable catalog.
2. You are now in the vendor's online catalog. To return to the Marketplace without ordering items, click the **Cancel PunchOut** button in the upper left hand corner.
3. Shop as you would at an online vendor.
4. When you check out on the vendor site, you will be returned to Wolverine Marketplace. The options differ by vendor, sometimes it says check-out, sometimes punch-out.
5. Checkout in Wolverine Marketplace.

# FILLING A NON-CATALOG CART

Non-catalog items are things you wish to buy that aren't available in the showcase catalogs. These items will go to a buyer and be subject to bidding rules.

## STEP BY STEP

1. Click on **Non Catalog Item** on the Shopping dashboard.
2. Enter Vendor. You can begin typing and the vendor choices will autofill. You can search by clicking on **Vendor Search** or you can choose **not known**. If you choose **not known** then you will need to enter the vendor information in **Comments**. If the item needs to be bid, or you don't have a preferred vendor, then you can leave it without comments.
3. Type in the product description. This is the information that will go to the vendor to place your order and will also be the information used for a bid. Please be as descriptive as possible. The field only allows 254 characters, if you need more than that please add an external attachment. External attachments may be added at checkout. If you are placing an order from a quote then you may attach the quote, but the requisition must have the items listed as well.
4. Enter the catalog number if applicable, this can be a manufacturer number or item number as well.
5. Enter the quantity.
6. Enter the price estimate or exact pricing.
7. Choose the packaging from the drop down if you need something besides the default, each.
8. If you want to add an attachment for your department or purchasing please choose **Add Internal Attachments** and upload a document. Do not attach documents that must be included in a bid or documents that need to be sent to the vendor here. These documents must be added in **External Attachments** during checkout.

9. Fill in **Commodity Code**. You can search for available codes or type in from a list. Commodity Codes must be in upper case.
10. Click **Save and Add Another** to add another line.
11. Once you are done, click **Save and Close** to finish the cart.
12. **If you click Close all items entered will be discarded.**