UNIVERSITY OF DELAWARE EXCHANGE

Shopping Using Punch-Out Catalogs

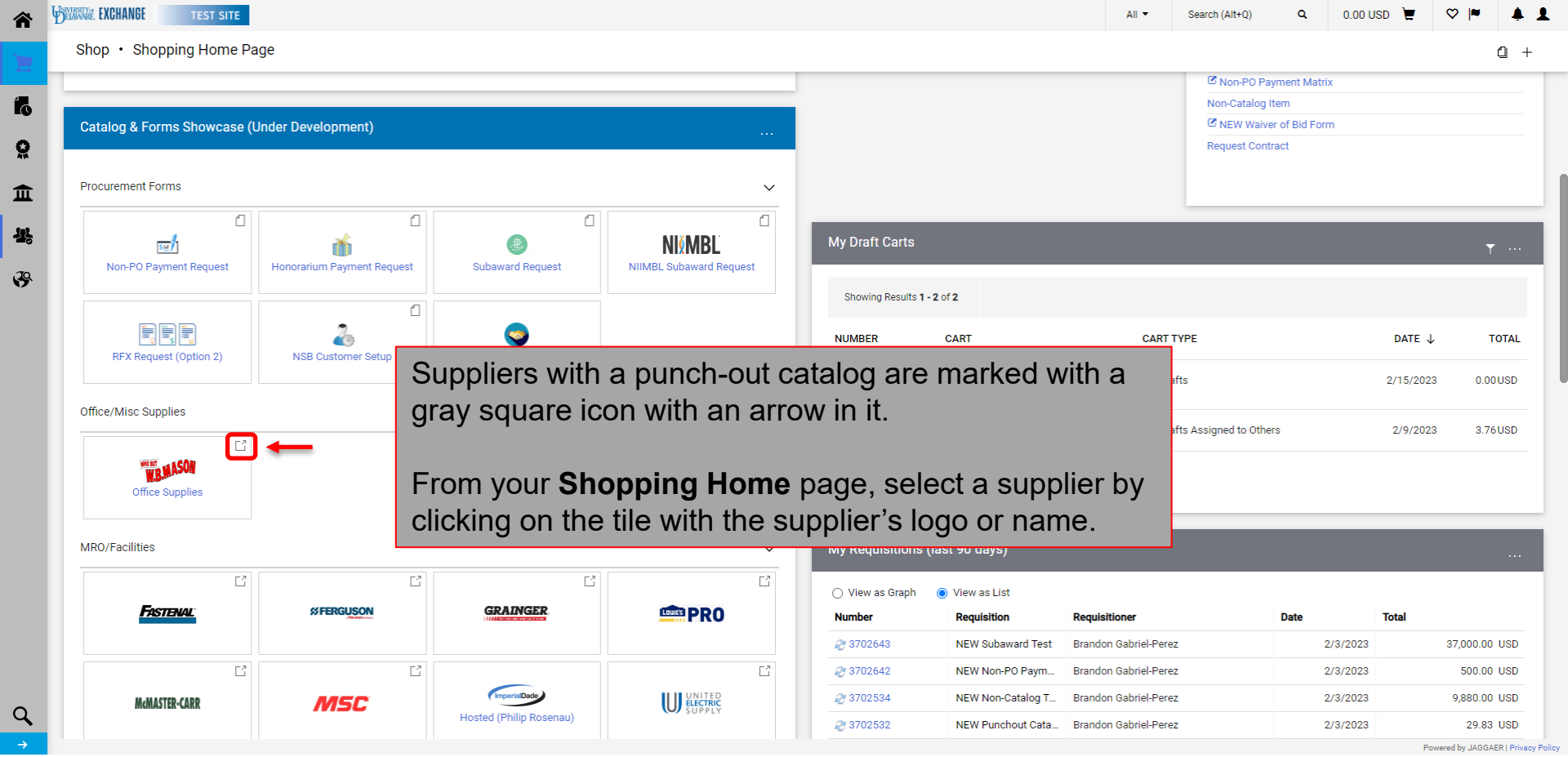
Revised 05/23/23

UNIVERSITY OF DELAWARE

Shopping Using Punch-Out Catalogs

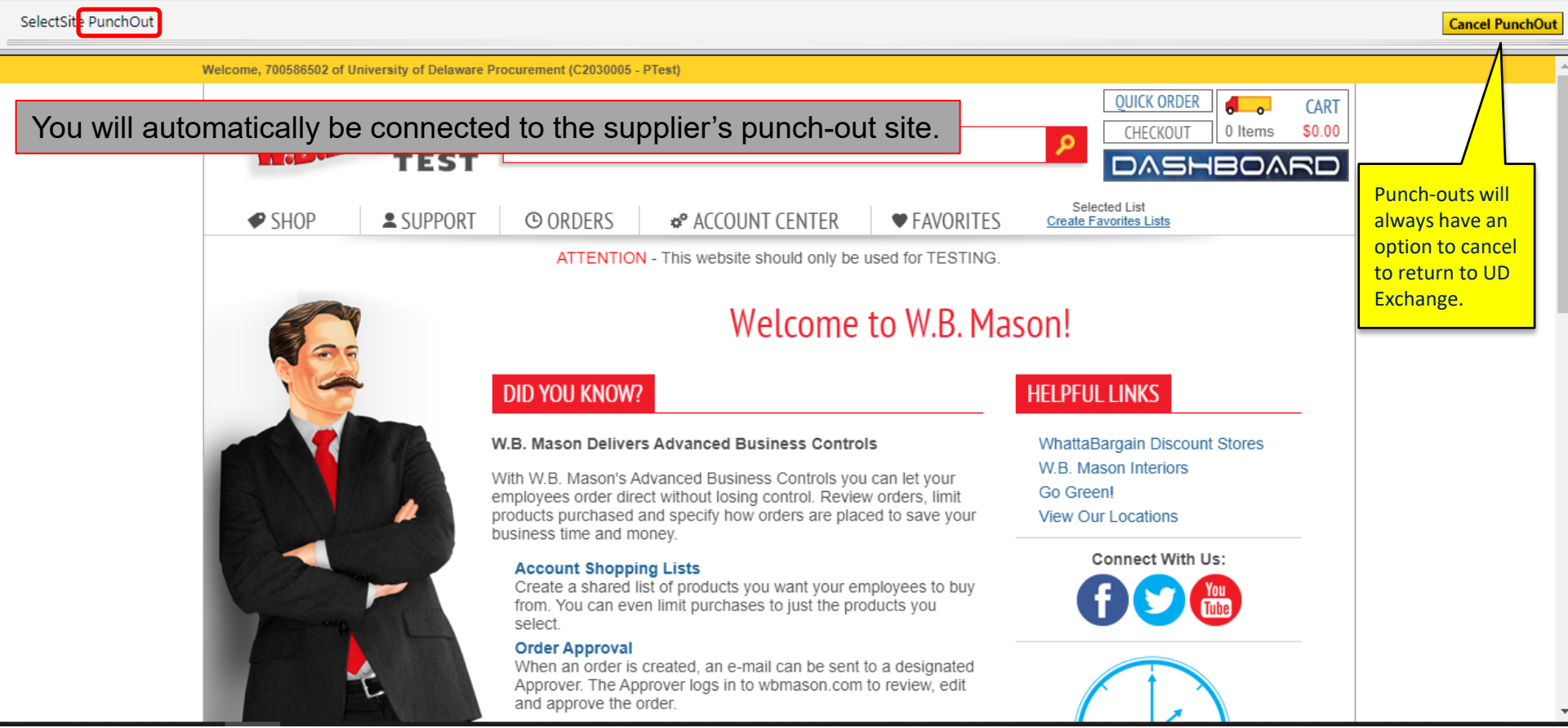
There are two types of catalogs in UD Exchange: hosted and punch-out. Both types of catalogs have UD-specific items and prices offered by UD-contracted suppliers.

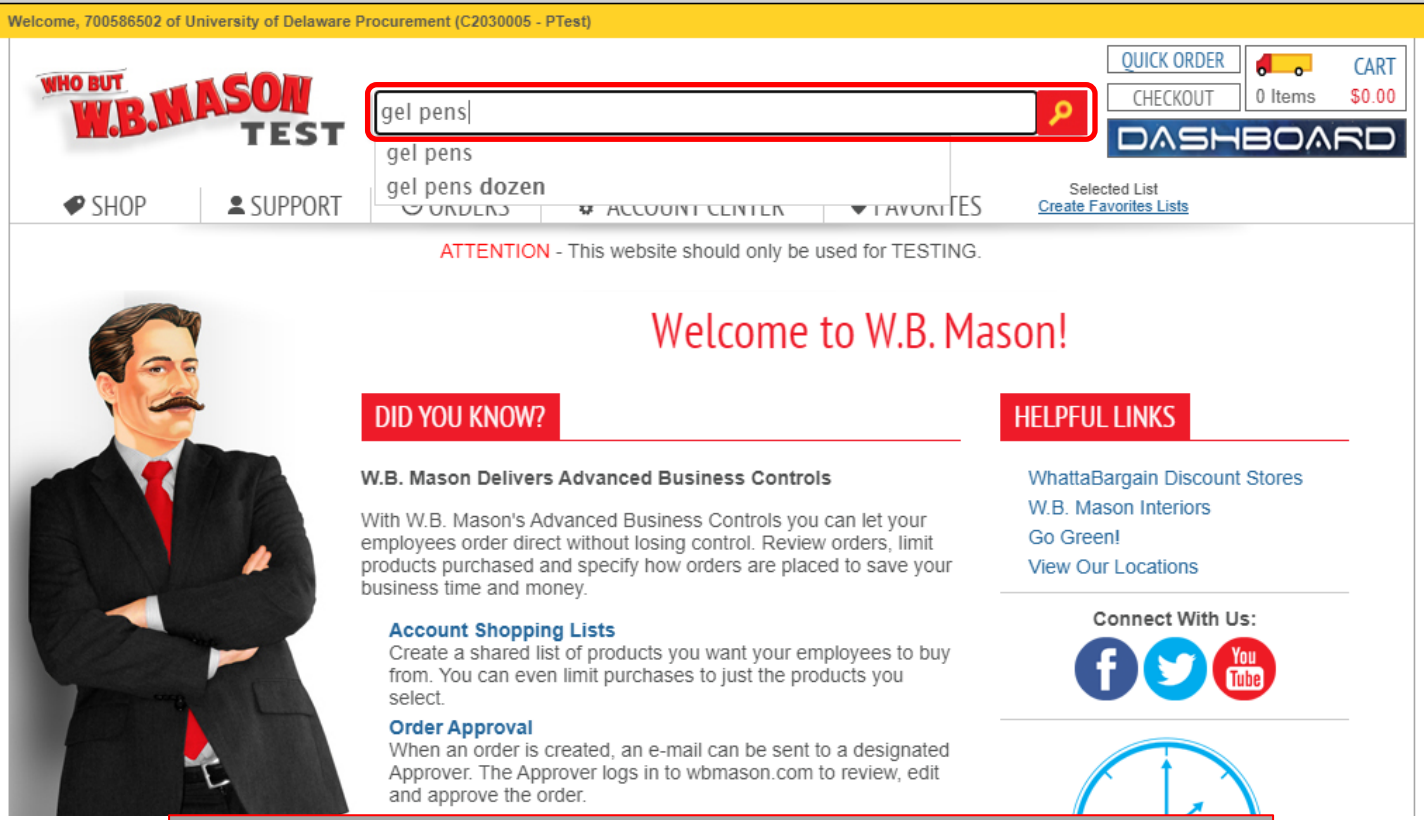
- **Punch-out catalogs** are accessed from within UD Exchange but are maintained on the suppliers' own websites.
  - **Punch-out catalogs** are created and maintained by each supplier.
  - The exact steps of how to search, shop, and add items to your shopping cart will vary from supplier to supplier.



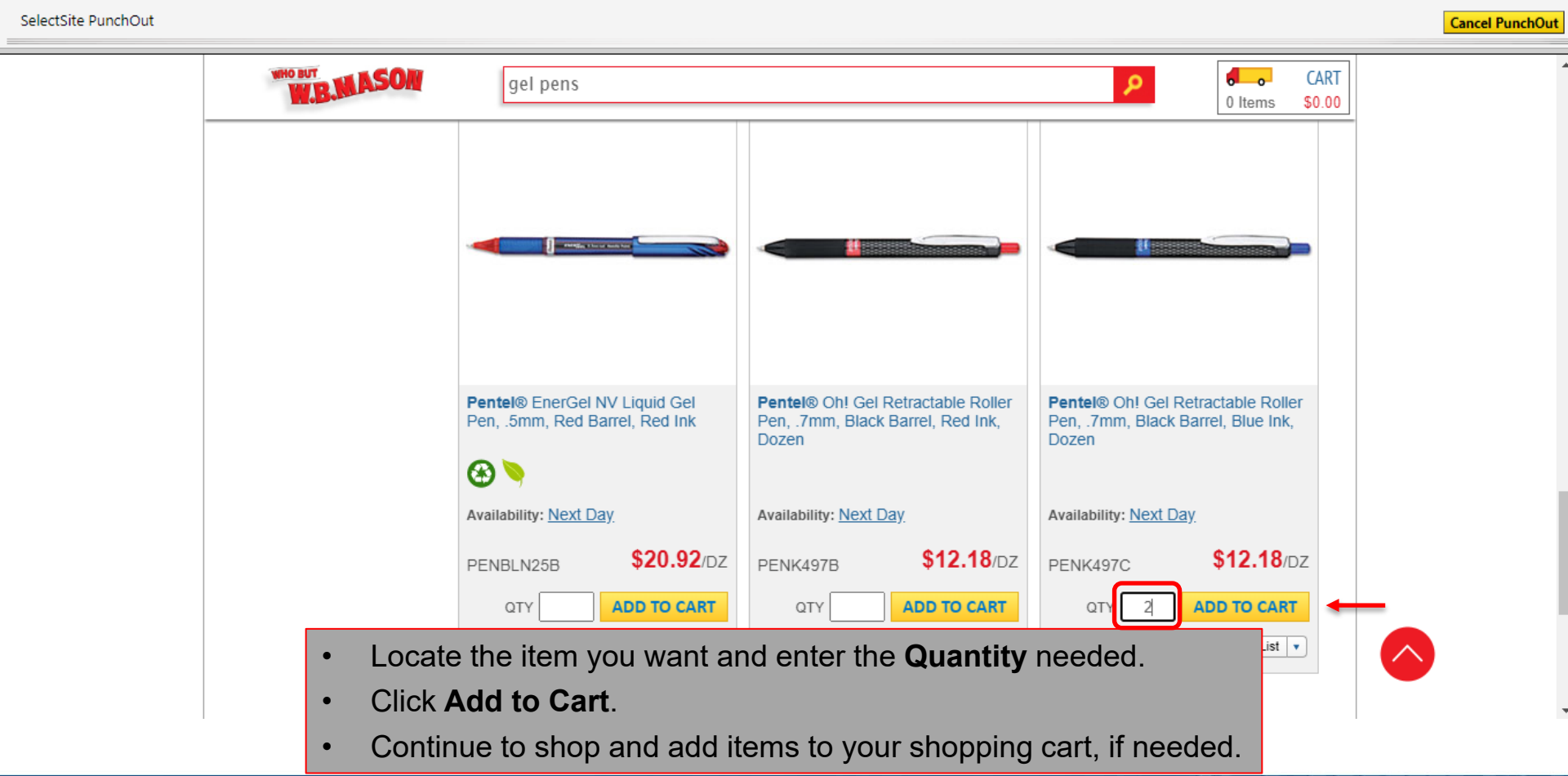
Suppliers with a punch-out catalog are marked with a gray square icon with an arrow in it.

From your **Shopping Home** page, select a supplier by clicking on the tile with the supplier's logo or name.

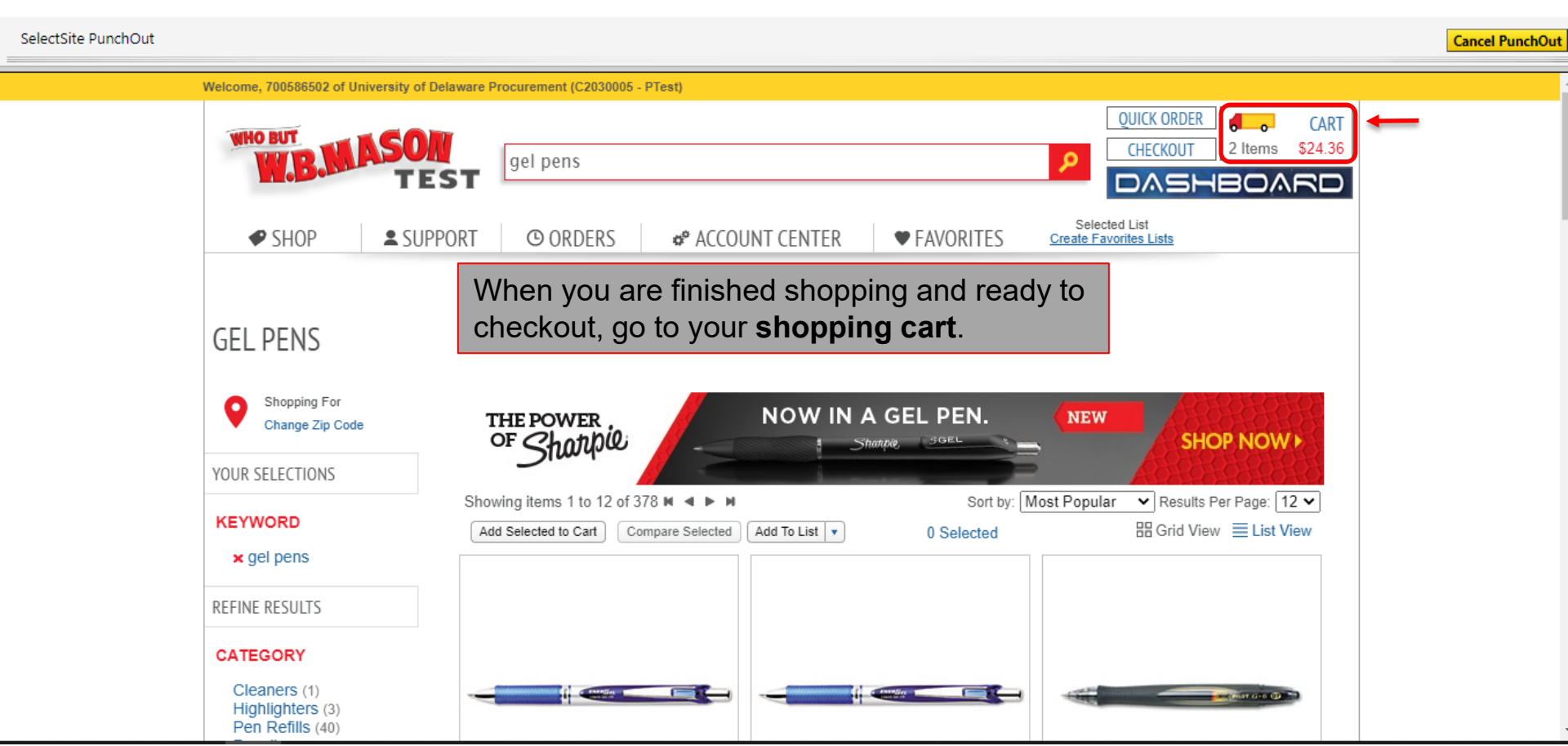

SelectSite PunchOut
Cancel PunchOut
Welcome, 700586502 of University of Delaware Procurement (C2030005 - PTest)
You will automatically be connected to the supplier's punch-out site.
QUICK ORDER
CHECKOUT
CART
0 Items
$0.00
DASHBOARD
TEST
SHOP
SUPPORT
ORDERS
ACCOUNT CENTER
FAVORITES
Selected List
Create Favorites Lists
ATTENTION - This website should only be used for TESTING.
Welcome to W.B. Mason!
DID YOU KNOW?
W.B. Mason Delivers Advanced Business Controls
With W.B. Mason's Advanced Business Controls you can let your employees order direct without losing control. Review orders, limit products purchased and specify how orders are placed to save your business time and money.
Account Shopping Lists
Create a shared list of products you want your employees to buy from. You can even limit purchases to just the products you select.
Order Approval
When an order is created, an e-mail can be sent to a designated Approver. The Approver logs in to wbmason.com to review, edit and approve the order.
HELPFUL LINKS
WhattaBargain Discount Stores
W.B. Mason Interiors
Go Green!
View Our Locations
Connect With Us:
You Tube
Punch-outs will always have an option to cancel to return to UD Exchange.

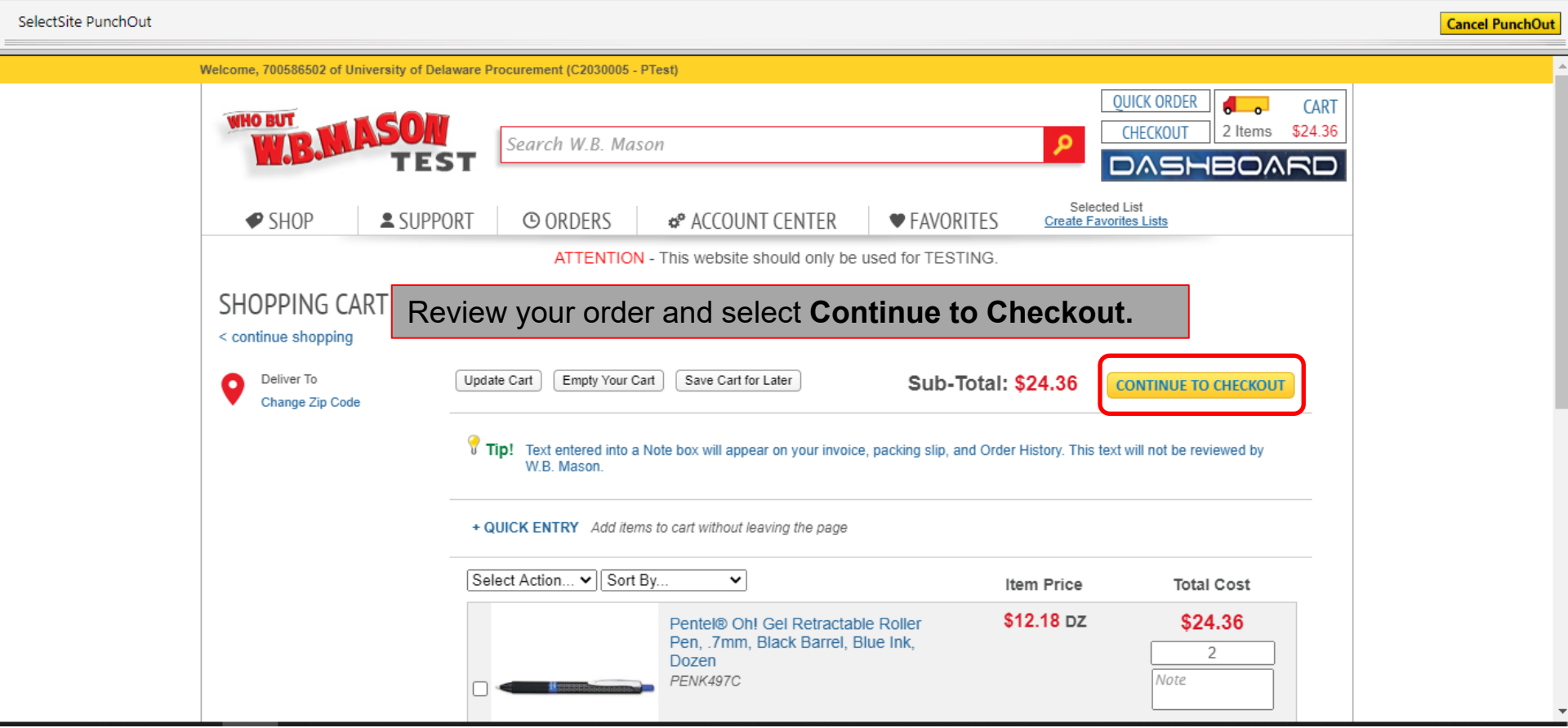


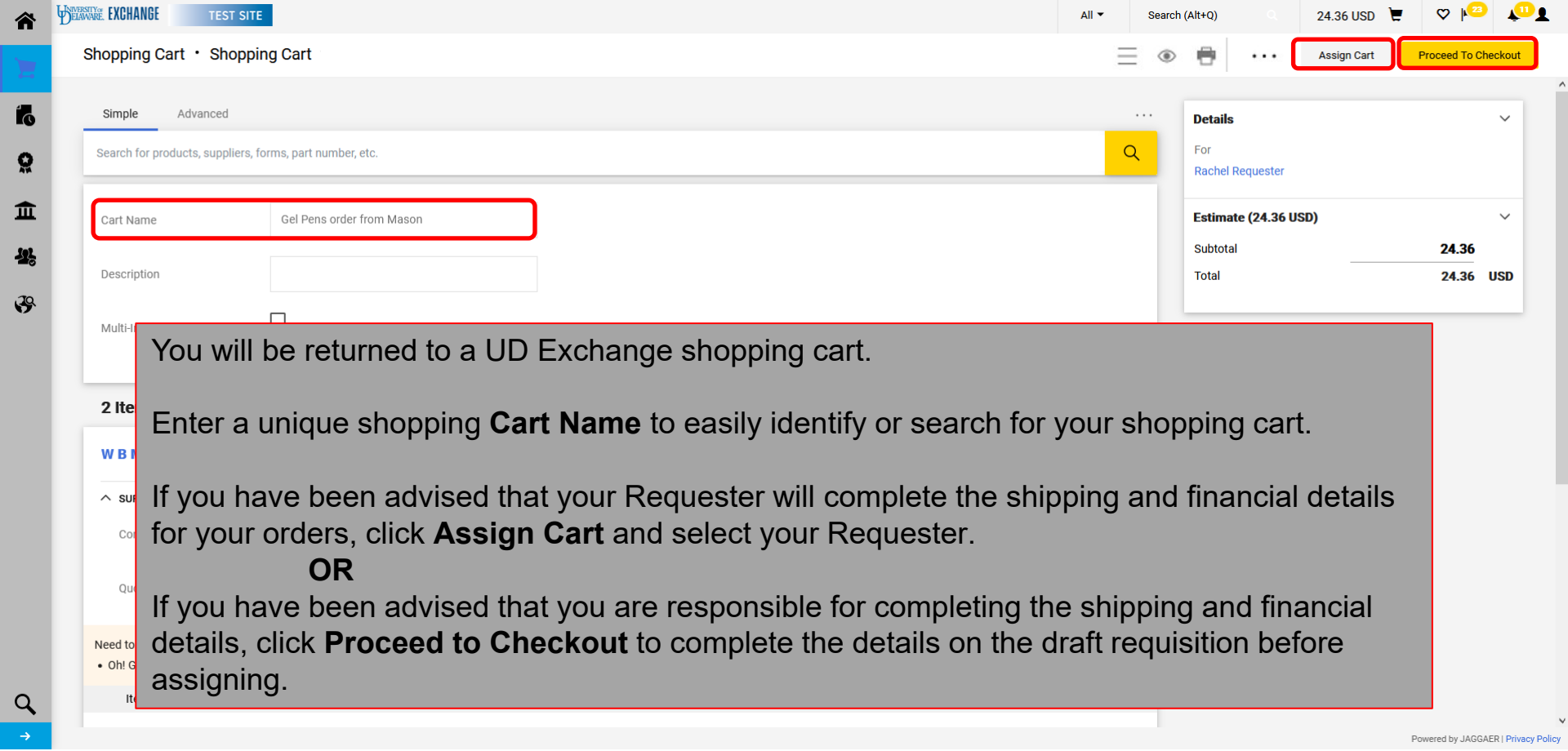
Search for an item using the punch-out catalog's functionality



- Locate the item you want and enter the **Quantity** needed.
- Click **Add to Cart**.
- Continue to shop and add items to your shopping cart, if needed.


SelectSite PunchOut
Cancel PunchOut
Welcome, 700586502 of University of Delaware Procurement (C2030005 - PTest)
WHO BUT W.B.MASON TEST
gel pens
QUICK ORDER
CHECKOUT
CART
2 Items $24.36
DASHBOARD
SHOP
SUPPORT
ORDERS
ACCOUNT CENTER
FAVORITES
Selected List
Create Favorites Lists
When you are finished shopping and ready to checkout, go to your **shopping cart**.
GEL PENS
Shopping For
Change Zip Code
YOUR SELECTIONS
KEYWORD
gel pens
REFINE RESULTS
CATEGORY
Cleaners (1)
Highlighters (3)
Pen Refills (40)
THE POWER OF Sharpie
NOW IN A GEL PEN.
NEW
SHOP NOW
Showing items 1 to 12 of 378
Sort by: Most Popular
Results Per Page: 12
Add Selected to Cart
Compare Selected
Add To List
0 Selected
Grid View
List View


SelectSite PunchOut
Cancel PunchOut
Welcome, 700586502 of University of Delaware Procurement (C2030005 - PTest)
WHO BUT W.B.MASON TEST
Search W.B. Mason
QUICK ORDER
CHECKOUT
CART
2 Items
$24.36
DASHBOARD
SHOP
SUPPORT
ORDERS
ACCOUNT CENTER
FAVORITES
Selected List
Create Favorites Lists
ATTENTION - This website should only be used for TESTING.
SHOPPING CART
Review your order and select Continue to Checkout.
< continue shopping
Deliver To
Change Zip Code
Update Cart
Empty Your Cart
Save Cart for Later
Sub-Total: $24.36
CONTINUE TO CHECKOUT
Tip! Text entered into a Note box will appear on your invoice, packing slip, and Order History. This text will not be reviewed by W.B. Mason.
+ QUICK ENTRY Add items to cart without leaving the page
Select Action...
Sort By...
Item Price
Total Cost
Pentel® Oh! Gel Retractable Roller Pen, .7mm, Black Barrel, Blue Ink, Dozen
PENK497C
$12.18 DZ
$24.36
2
Note


EXCHANGE
TEST SITE
24.36 USD
Shopping Cart • Shopping Cart
Assign Cart
Proceed To Checkout
Simple
Advanced
Search for products, suppliers, forms, part number, etc.
Cart Name
Gel Pens order from Mason
Description
Details
For
Rachel Requester
Estimate (24.36 USD)
Subtotal
24.36
Total
24.36 USD
You will be returned to a UD Exchange shopping cart.
Enter a unique shopping Cart Name to easily identify or search for your shopping cart.
If you have been advised that your Requester will complete the shipping and financial details for your orders, click Assign Cart and select your Requester.
OR
If you have been advised that you are responsible for completing the shipping and financial details, click Proceed to Checkout to complete the details on the draft requisition before assigning.
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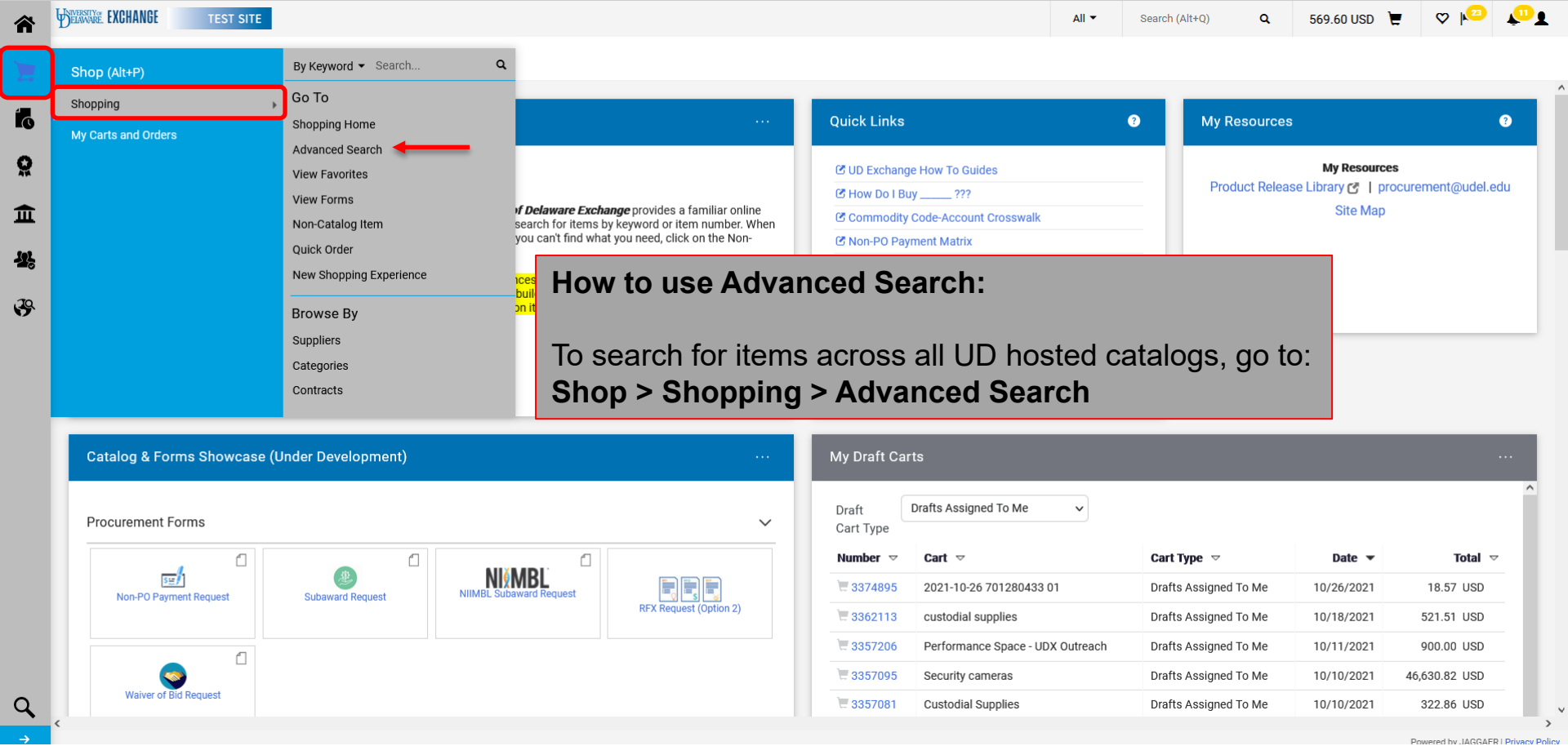
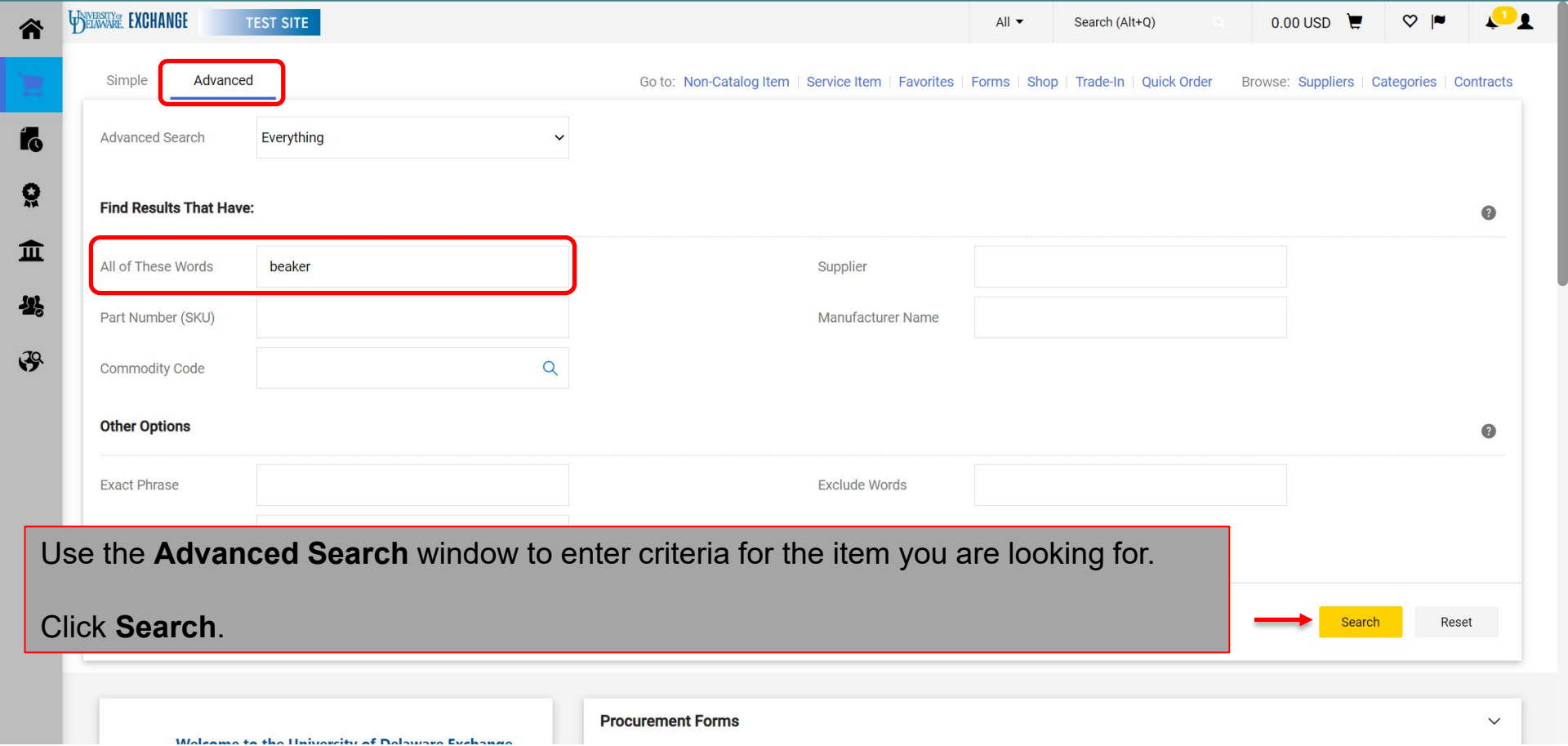
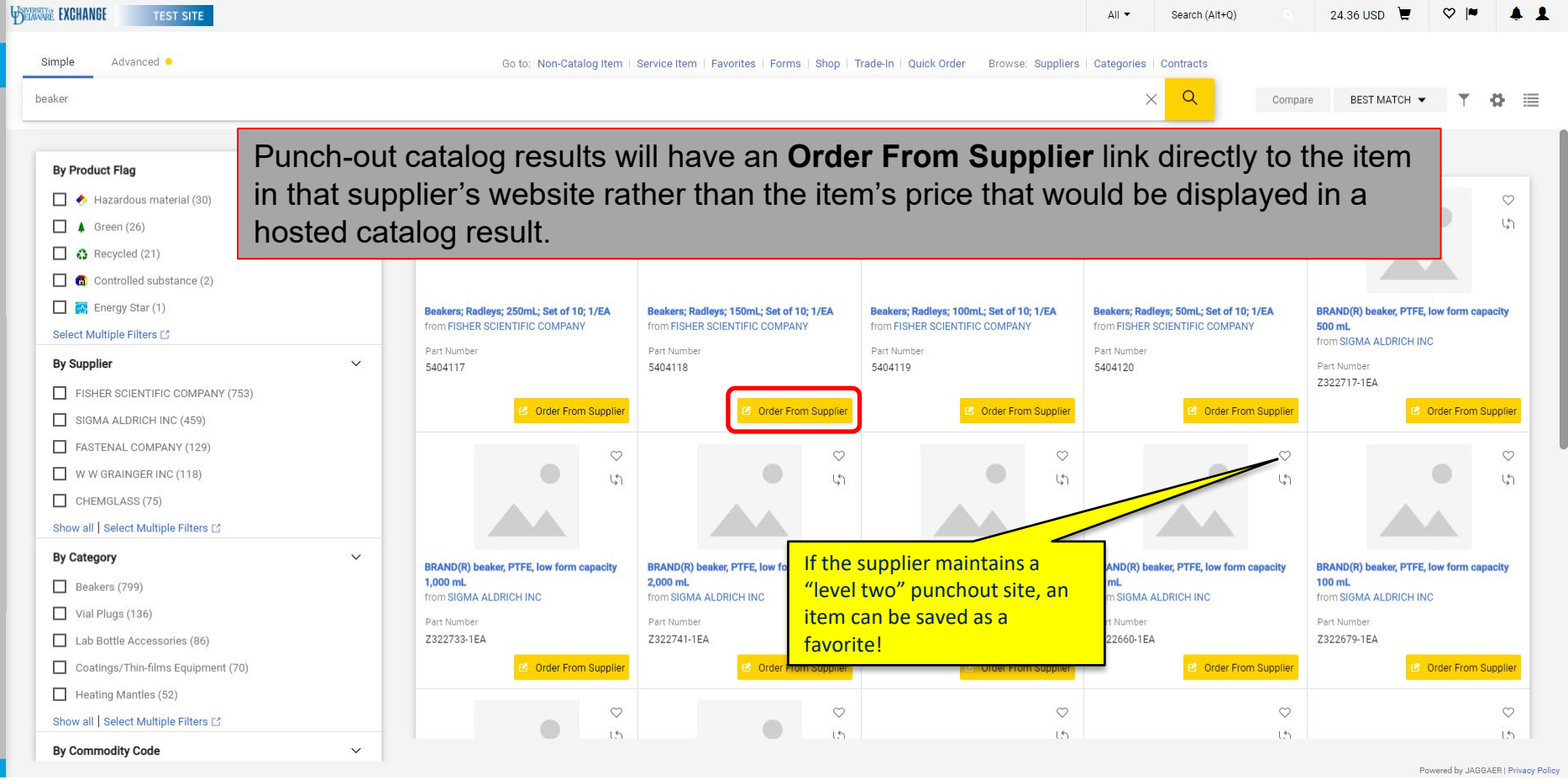
Additional Catalog Features

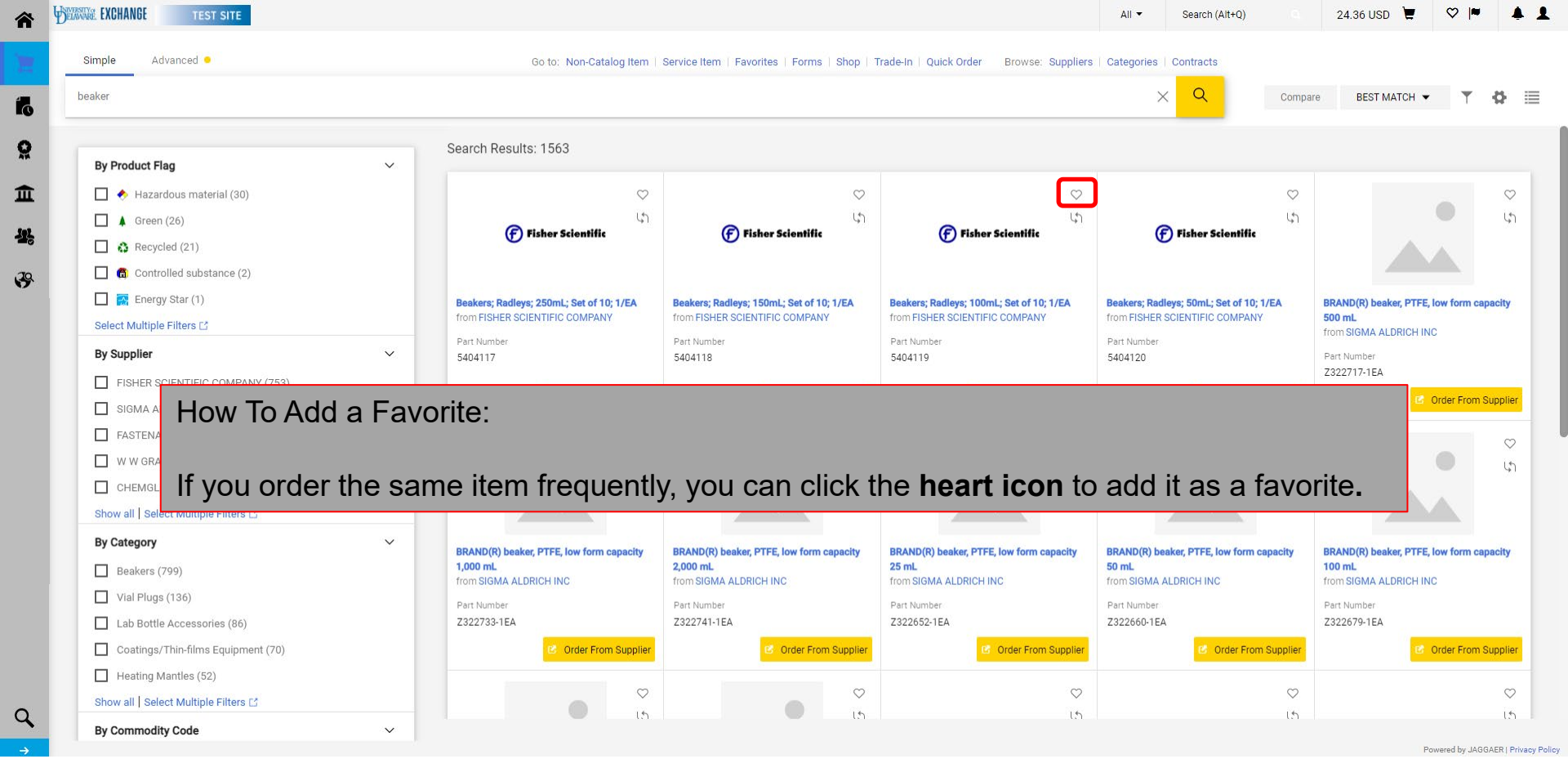
- Advanced Search
  - The Advanced Search feature is more widely available for *hosted* catalog items.
  - Unless a punchout supplier uses “Level Two” data in their punch-out site, their products will not be included in results from an Advanced Search in UDX.

- Adding Favorites
  - The favorites feature is generally only available for *hosted* catalog items.
  - If a punchout supplier uses “Level Two” data in their punch-out site, their products can be saved as favorites.
  - Other punch-out suppliers may offer an option to save favorites on their punch-out websites.


EXCHANGE
TEST SITE
All
Search (Alt+Q)
569.60 USD
Shop (Alt+P)
Shopping
My Carts and Orders
By Keyword
Search...
Go To
Shopping Home
Advanced Search
View Favorites
View Forms
Non-Catalog Item
Quick Order
New Shopping Experience
Browse By
Suppliers
Categories
Contracts
Quick Links
UD Exchange How To Guides
How Do I Buy _____ ???
Commodity Code-Account Crosswalk
Non-PO Payment Matrix
My Resources
My Resources
Product Release Library
procurement@udel.edu
Site Map
How to use Advanced Search:
To search for items across all UD hosted catalogs, go to:
Shop > Shopping > Advanced Search
Catalog & Forms Showcase (Under Development)
Procurement Forms
Non-PO Payment Request
Subaward Request
NIIMBL Subaward Request
RFX Request (Option 2)
Waiver of Bid Request
My Draft Carts
Draft Cart Type
Drafts Assigned To Me
Number
Cart
Cart Type
Date
Total
3374895 2021-10-26 701280433 01 Drafts Assigned To Me 10/26/2021 18.57 USD
3362113 custodial supplies Drafts Assigned To Me 10/18/2021 521.51 USD
3357206 Performance Space - UDX Outreach Drafts Assigned To Me 10/11/2021 900.00 USD
3357095 Security cameras Drafts Assigned To Me 10/10/2021 46,630.82 USD
3357081 Custodial Supplies Drafts Assigned To Me 10/10/2021 322.86 USD

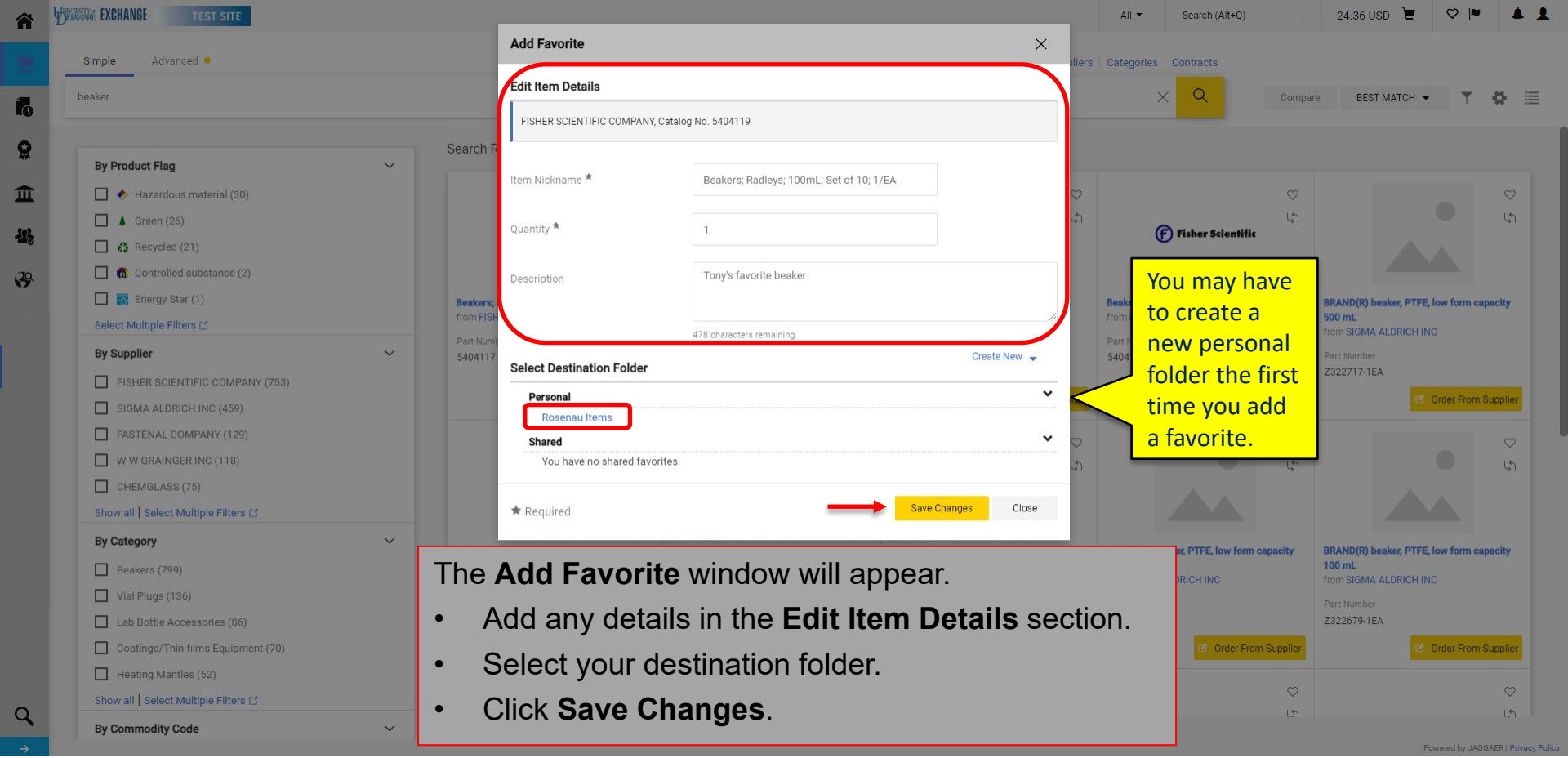

EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Simple
Advanced
Go to: Non-Catalog Item | Service Item | Favorites | Forms | Shop | Trade-In | Quick Order
Browse: Suppliers | Categories | Contracts
Advanced Search
Everything
Find Results That Have:
All of These Words
beaker
Supplier
Part Number (SKU)
Manufacturer Name
Commodity Code
Other Options
Exact Phrase
Exclude Words
Use the Advanced Search window to enter criteria for the item you are looking for.
Click Search.
Search
Reset
Procurement Forms


EXCHANGE
TEST SITE
All
Search (Alt+Q)
24.36 USD
Simple
Advanced
Go to: Non-Catalog Item | Service Item | Favorites | Forms | Shop | Trade-In | Quick Order
Browse: Suppliers | Categories | Contracts
beaker
Compare
BEST MATCH
Punch-out catalog results will have an **Order From Supplier** link directly to the item in that supplier's website rather than the item's price that would be displayed in a hosted catalog result.
By Product Flag
Hazardous material (30)
Green (26)
Recycled (21)
Controlled substance (2)
Energy Star (1)
Select Multiple Filters
By Supplier
FISHER SCIENTIFIC COMPANY (753)
SIGMA ALDRICH INC (459)
FASTENAL COMPANY (129)
W W GRAINGER INC (118)
CHEMGLASS (75)
Show all | Select Multiple Filters
By Category
Beakers (799)
Vial Plugs (136)
Lab Bottle Accessories (86)
Coatings/Thin-films Equipment (70)
Heating Mantles (52)
Show all | Select Multiple Filters
By Commodity Code
Beakers; Radleys; 250mL; Set of 10; 1/EA
from FISHER SCIENTIFIC COMPANY
Part Number
5404117
Order From Supplier
Beakers; Radleys; 150mL; Set of 10; 1/EA
from FISHER SCIENTIFIC COMPANY
Part Number
5404118
Order From Supplier
Beakers; Radleys; 100mL; Set of 10; 1/EA
from FISHER SCIENTIFIC COMPANY
Part Number
5404119
Order From Supplier
Beakers; Radleys; 50mL; Set of 10; 1/EA
from FISHER SCIENTIFIC COMPANY
Part Number
5404120
Order From Supplier
BRAND(R) beaker, PTFE, low form capacity 500 mL
from SIGMA ALDRICH INC
Part Number
Z322717-1EA
Order From Supplier
BRAND(R) beaker, PTFE, low form capacity 1,000 mL
from SIGMA ALDRICH INC
Part Number
Z322733-1EA
Order From Supplier
BRAND(R) beaker, PTFE, low fo 2,000 mL
from SIGMA ALDRICH INC
Part Number
Z322741-1EA
Order From Supplier
If the supplier maintains a "level two" punchout site, an item can be saved as a favorite!
Order From Supplier
BRAND(R) beaker, PTFE, low form capacity 100 mL
from SIGMA ALDRICH INC
Part Number
Z322679-1EA
Order From Supplier
Powered by JAGGAER | Privacy Policy



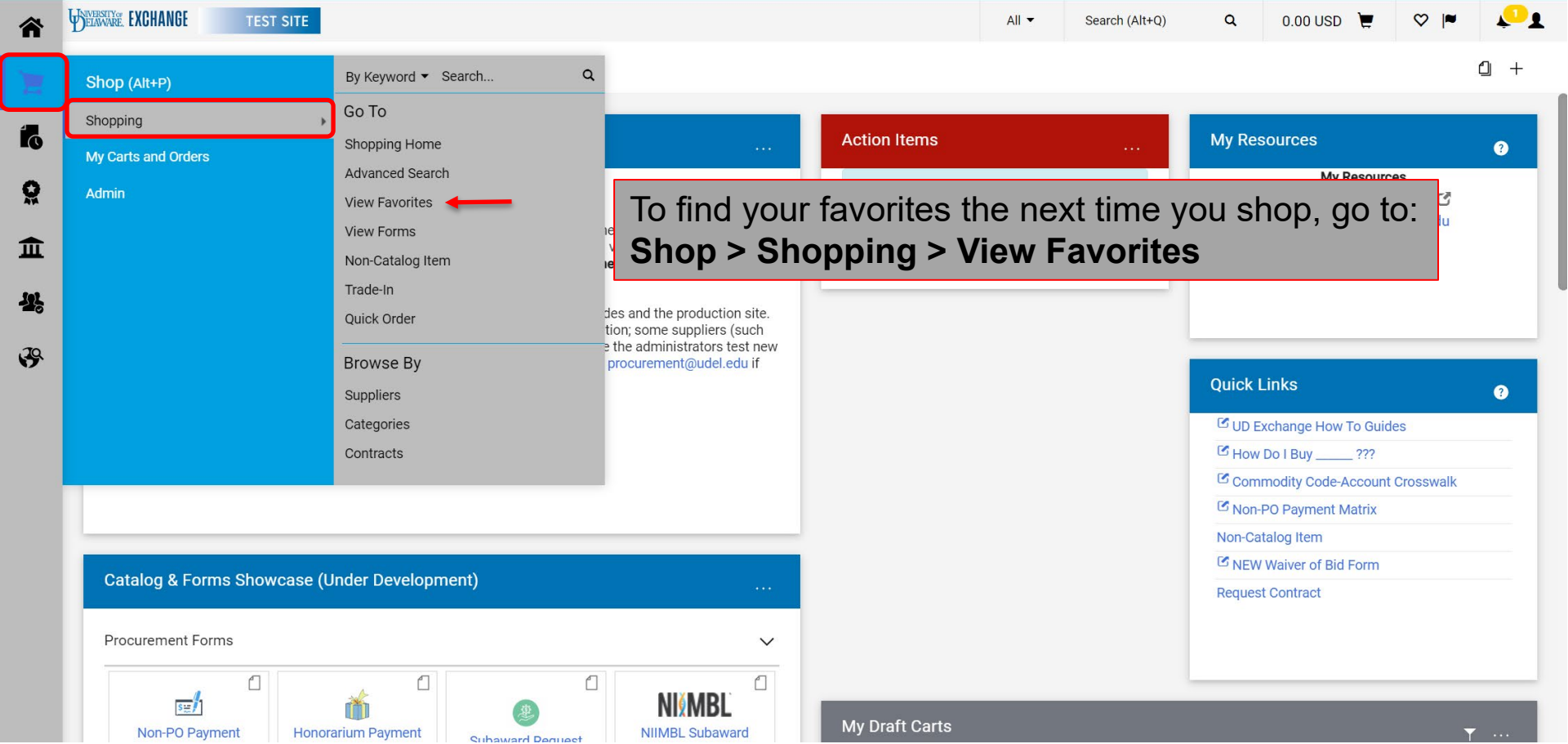
How To Add a Favorite:

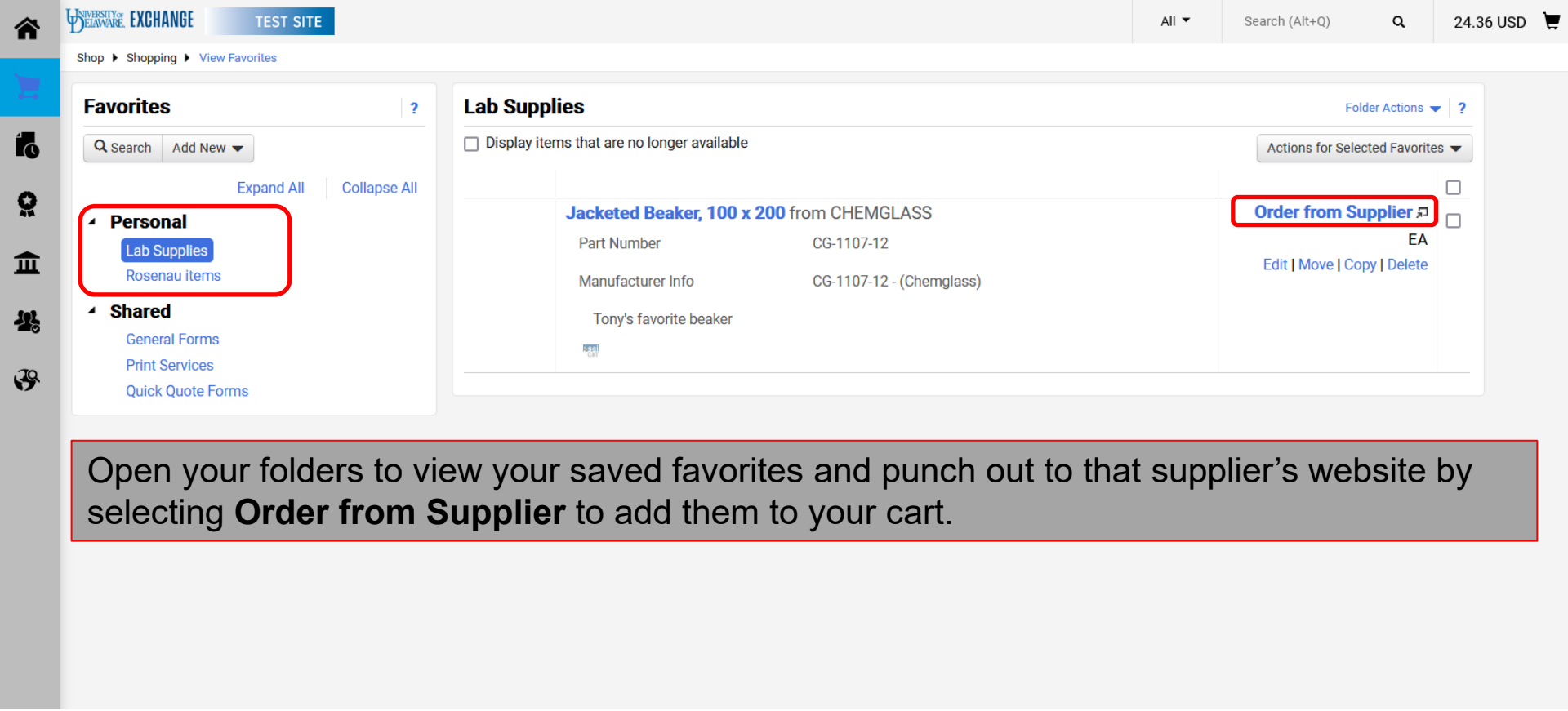
If you order the same item frequently, you can click the **heart icon** to add it as a favorite.



The **Add Favorite** window will appear.

- Add any details in the **Edit Item Details** section.
- Select your destination folder.
- Click **Save Changes**.


EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Shop (Alt+P)
Shopping
My Carts and Orders
Admin
By Keyword
Search...
Go To
Shopping Home
Advanced Search
View Favorites
View Forms
Non-Catalog Item
Trade-In
Quick Order
Browse By
Suppliers
Categories
Contracts
To find your favorites the next time you shop, go to:
Shop > Shopping > View Favorites
Action Items
My Resources
Quick Links
UD Exchange How To Guides
How Do I Buy _____ ???
Commodity Code-Account Crosswalk
Non-PO Payment Matrix
Non-Catalog Item
NEW Waiver of Bid Form
Request Contract
Catalog & Forms Showcase (Under Development)
Procurement Forms
Non-PO Payment
Honorarium Payment
NIIMBL Subaward
My Draft Carts



Open your folders to view your saved favorites and punch out to that supplier's website by selecting **Order from Supplier** to add them to your cart.

Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website
- Shopping Using Hosted Catalogs
- Assigning Shopping Carts
- Adding Details to Shopping Carts
- Adding Financial Information to Requisitions