Shopping from Punch-out Catalogs

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This guide demonstrates shopping from punch-out catalogs. Punch-out catalogs provide LSU contract products and pricing via a vendor’s custom LSU website, accessed from within LSU GeauxShop. Selected products are then brought into your LSU GeauxShop 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 LSU GeauxShop home page, select a vendor by clicking on the vendor’s logo or name. (This guide illustrates Frost Barber’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 round table.)
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3. Locate the appropriate item, enter the desired **Quantity**, and add it to your cart.

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.

7. Review your order and submit cart. Note: Other Punch-out catalogs may have different operative words to process the shopping cart. Confirm your order. Your browser will return to LSU GeauxShop.

8. The only field that can be edited on an item that was selected during the punch-out session is the **Commodity Code**. If you need to make any other modifications to the item, such as quantity, you will need to delete the item and initiate a new punch-out session.

9. Enter a unique cart **Name** (optional) and click the **Update** button to save the name.

   **Cart Name**: A default cart name, consisting of the following data is automatically assigned: **Create Date** + **User Name** + **Sequential Number**. For example: 2013-05-28 sciqreq5 02

   You can accept the default name or enter a unique name that can be used later to easily identify or search for your cart.

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