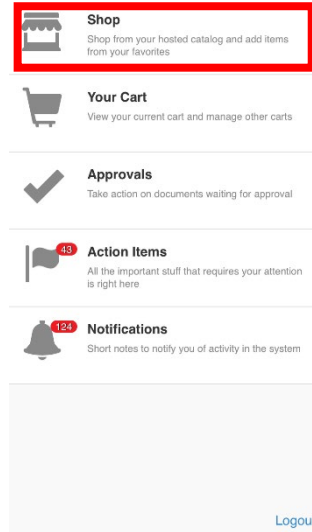


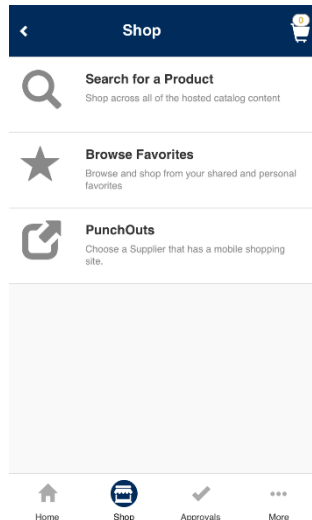
1. Shopping

Once logged into the app, click **Shop**.



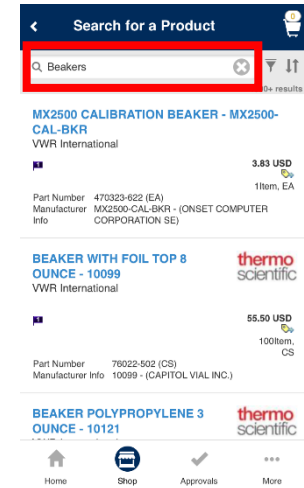
2. Purchasing Method

You will be able to search within our **Hosted Catalogs**, **Favorites**, or **PunchOuts**.



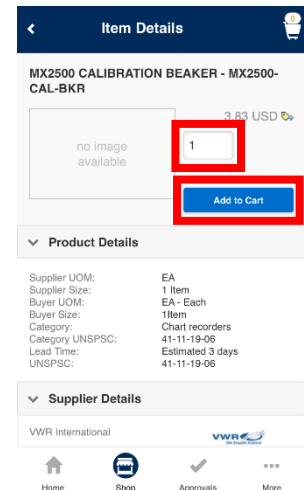
3. Hosted Catalog Product Search

- Click **Search for a Product**, a search bar will appear
- **Enter** the product you are looking for and view the search results



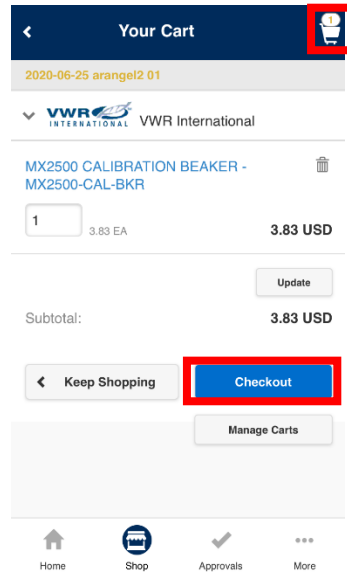
4. Adding Items to Cart

- Click the item you would like to purchase
- Update the **quantity**
- Click **Add to Cart**



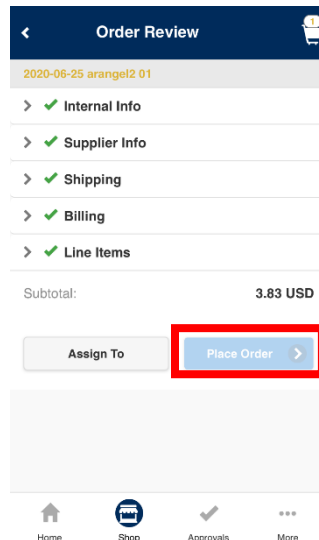
5. Check Out

- Click on your Cart
- Click Checkout.



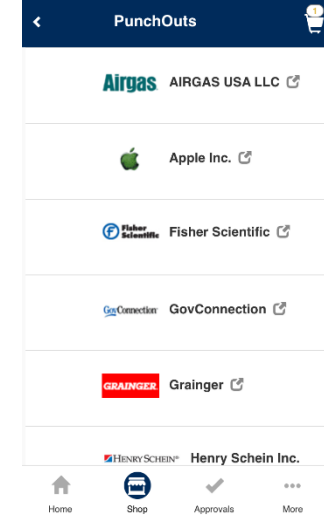
6. Placing Order

- Confirm the **requisition information**
- Click **Place Order** to finish the process



7. Punchout Product Search

- Click **Punchouts**
- Click on the **supplier** you would like to shop
- **Search** for the items and add them to your cart
- Follow **steps 5 & 6** of this guide to finish the order process



8. Favorites Product Search

- Click **Browse Favorites**
- **Search** for the items and add them to your cart
- Follow **steps 4-6** of this guide to finish the order process

