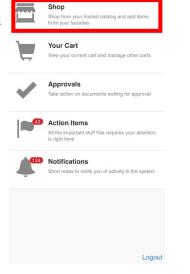
# Purchasing on the Mobile App

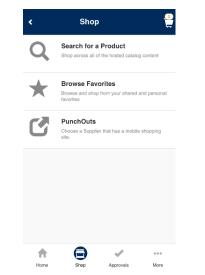
## 1. Shopping

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



buyND+

### 4. Adding Items to Cart

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





1

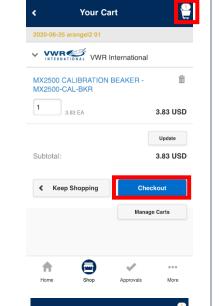


5/13/2021

# Purchasing on the Mobile App

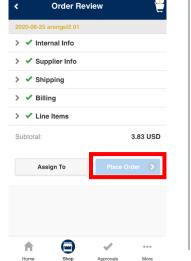
## 5. Check Out

- Click on your Cart
- Click Checkout.



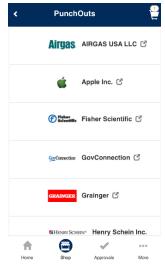
### 6. Placing Order

- 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



buyND+

### 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

< Browse Favorites	
Q Search your Favorites	
Personal	
No favorites	
Shared	
BuyND Favorites	Ø
Hidden Folders	Ø
ND Forms	Ø



For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu