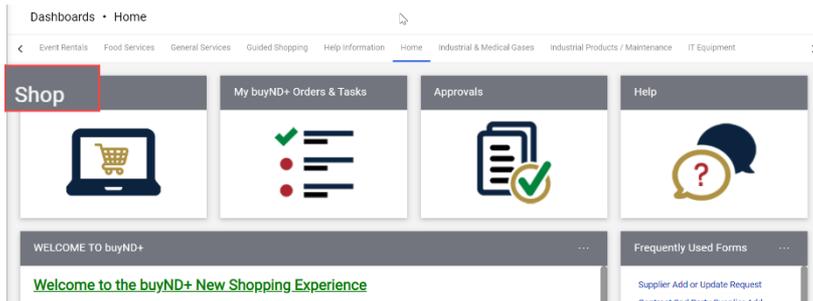


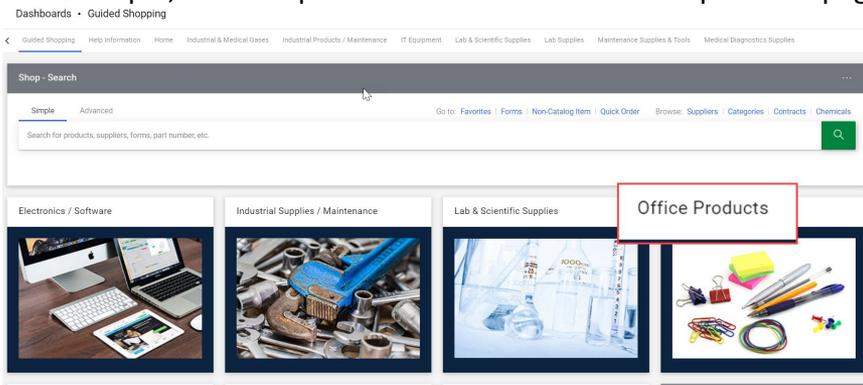
1. Guided Shopping

- When you log into buyND+ select the “Shopping” dashboard to be directed to the guided shopping experience.



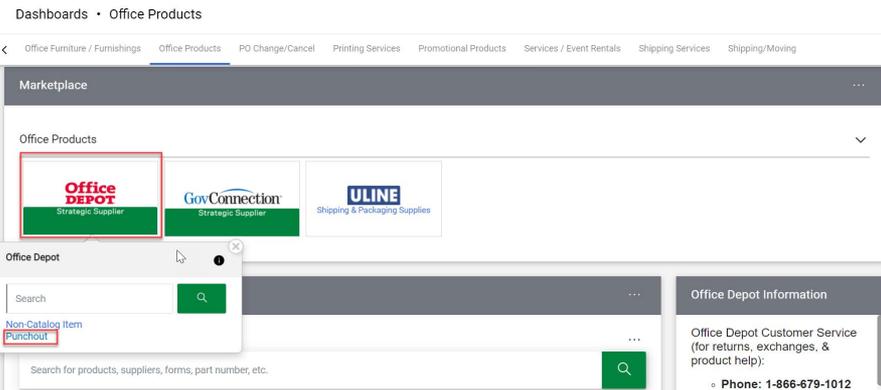
2. Home Dashboard Navigation

- To find the vendor you would like to purchase from, select the category that your vendor falls under. Some vendors that serve multiple commodities are on multiple dashboards. In this example, office depot will be found on the office products page



3. Commodity Dashboard

- Each commodity dashboard will have the same elements but different content. The Marketplace will be a group of vendors that have punchouts and links to their external website. Any vendor that has a “strategic supplier” vendor is a preferred vendor that we have a contract with. Additional help information, and a catalog search option are both available on the commodity dashboard. When you select a vendor, the options to create a non-catalog order or to go to their punchout are listed in the menu. To go to the vendor’s website, aka a punchout, click on the word “punchout”. This allows you to find products that are managed by the vendor, but still purchase under the Notre Dame contract prices and checkout through the Notre Dame purchasing system

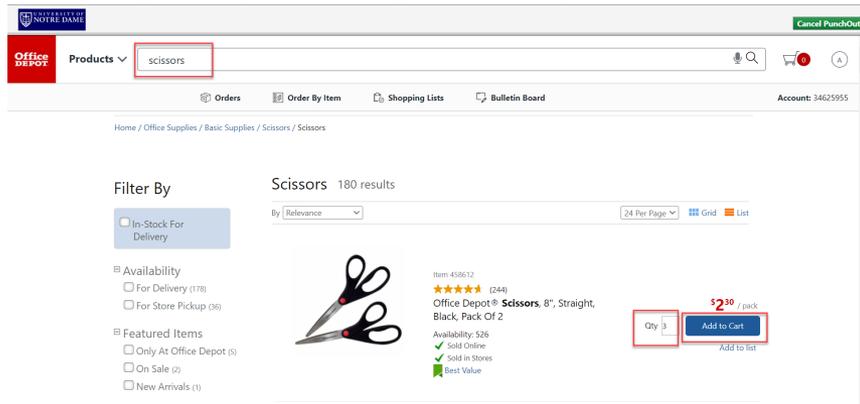


4. Shopping from the Vendor's Site

- After clicking “punchout” you are redirected to the vendor’s website. Notice, at the top of the page, the Notre Dame logo is still visible, indicating you are using the Notre Dame shopping experience to access the third party vendor. You will navigate the vendor’s site the way that you would any other online shopping experience. To start, use the search bar at the top to find an item

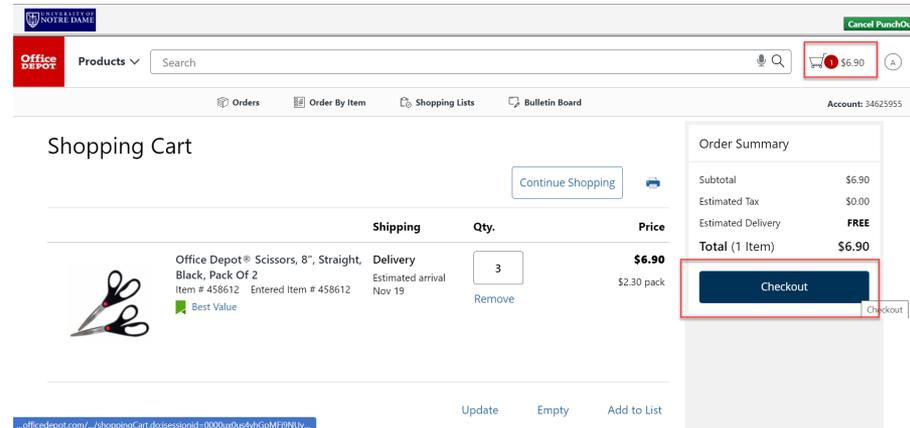
5. Vendor Navigation

- From the vendor’s page, search through the items available and add any items you wish to purchase to your cart



6. View the Vendor's Cart and Checkout

- Click on the shopping cart icon on the vendor’s website, then click “checkout” to be redirected to the Notre Dame shopping platform



7. Checkout through BuyND

- Review your cart in buyND now that your punchout cart has ported over, then checkout like normal

