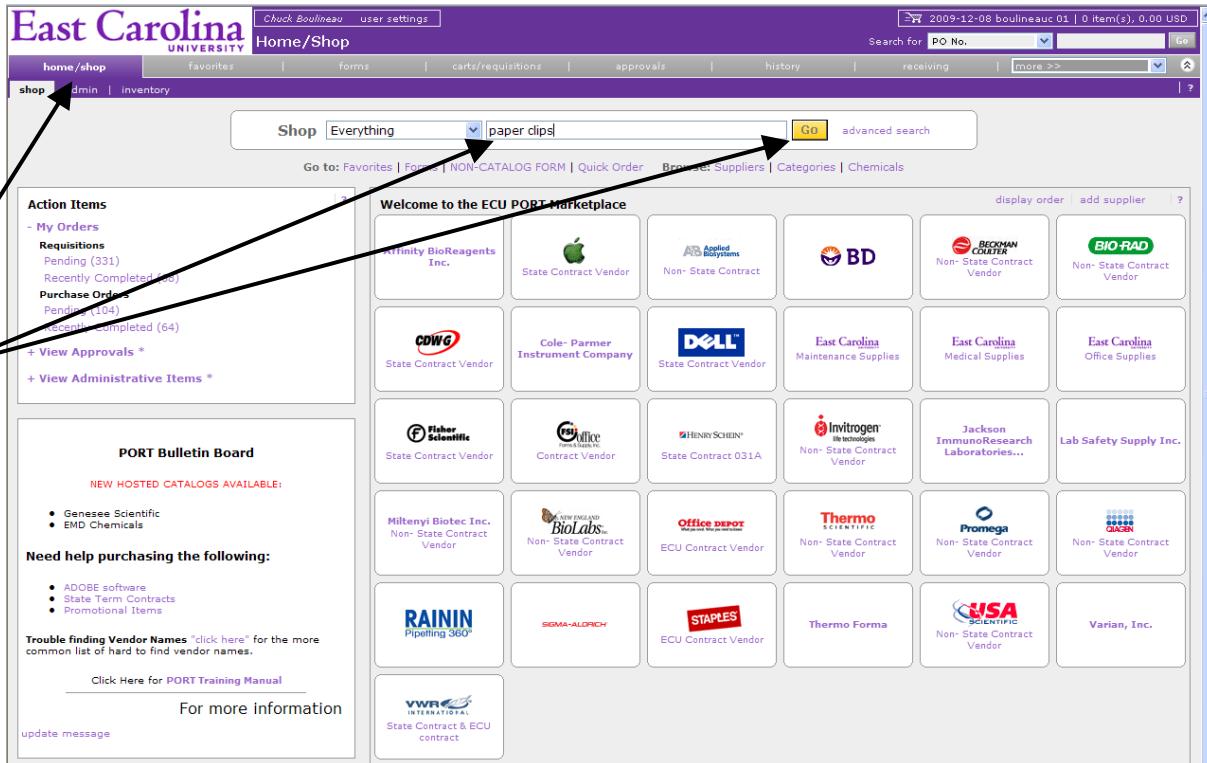
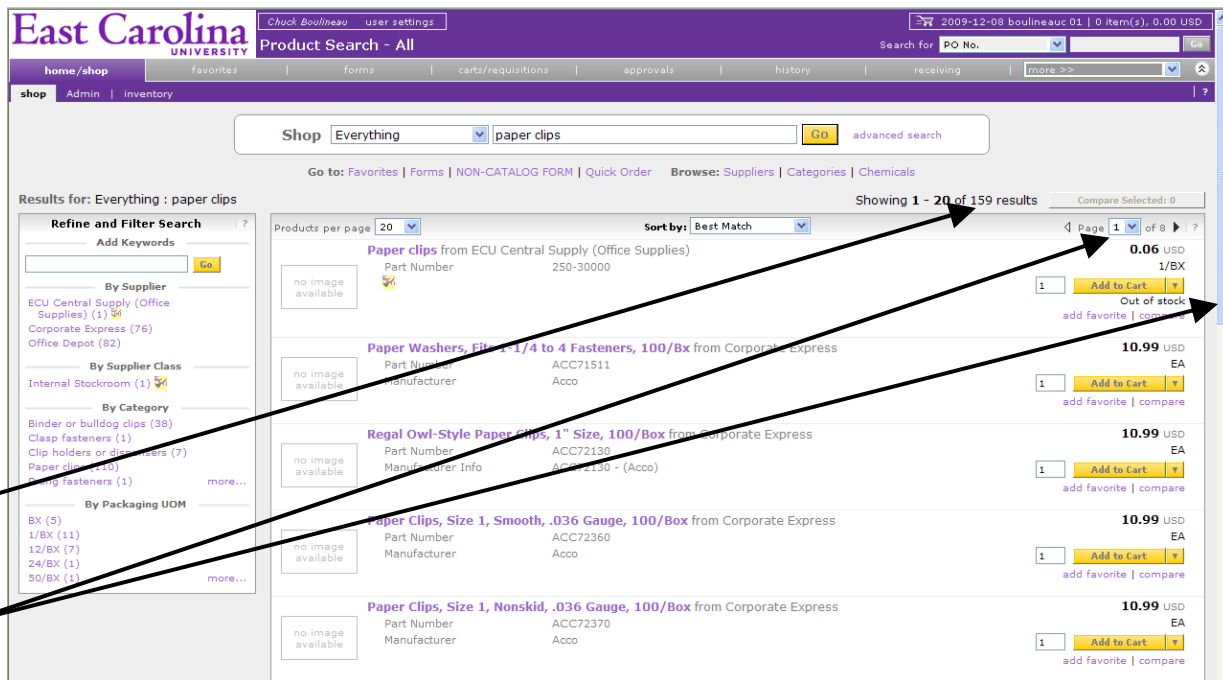


# SHOPPING CART – HOSTED CATALOG – LEVEL 2 PUNCH-OUT

Last Updated on: 12/8/2009



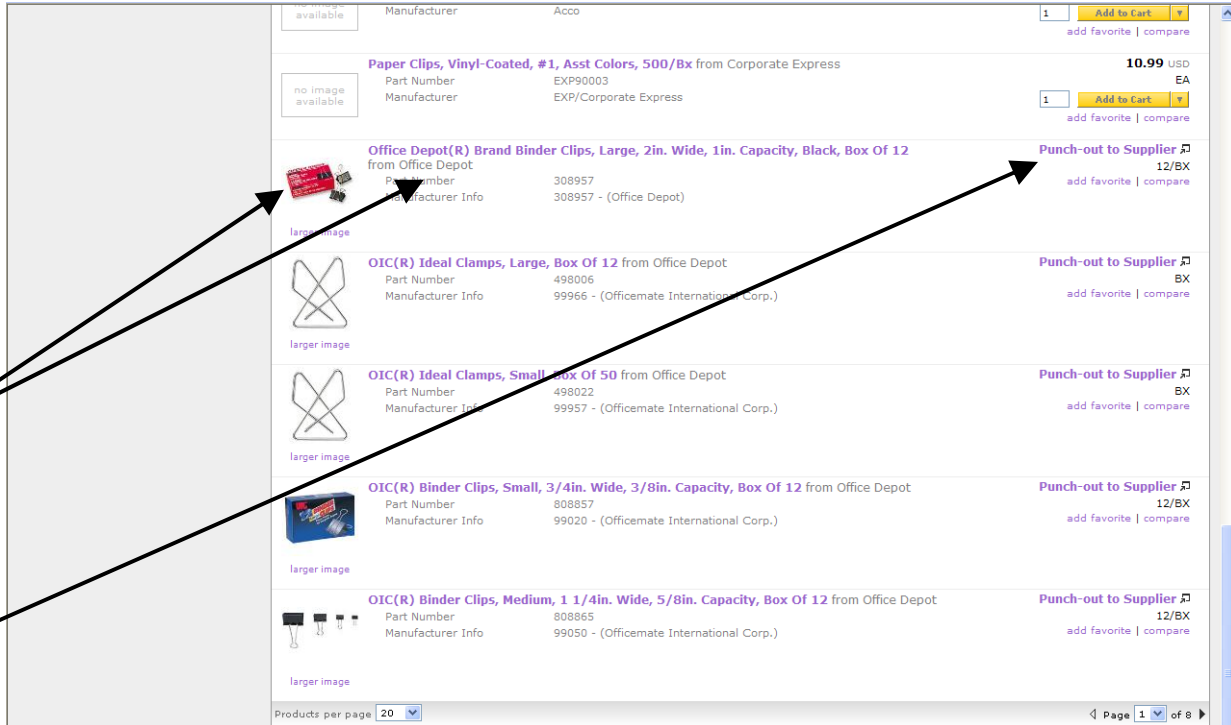
1. Ensure that you are on the **home/shop** tab.
2. Enter **paper clips** and click on the **Go** button. **Note:** Office Depot is the only punch-out supplier to enable the SmartFind Level 2 feature that will display some of their catalog items in a PORT hosted catalog search.



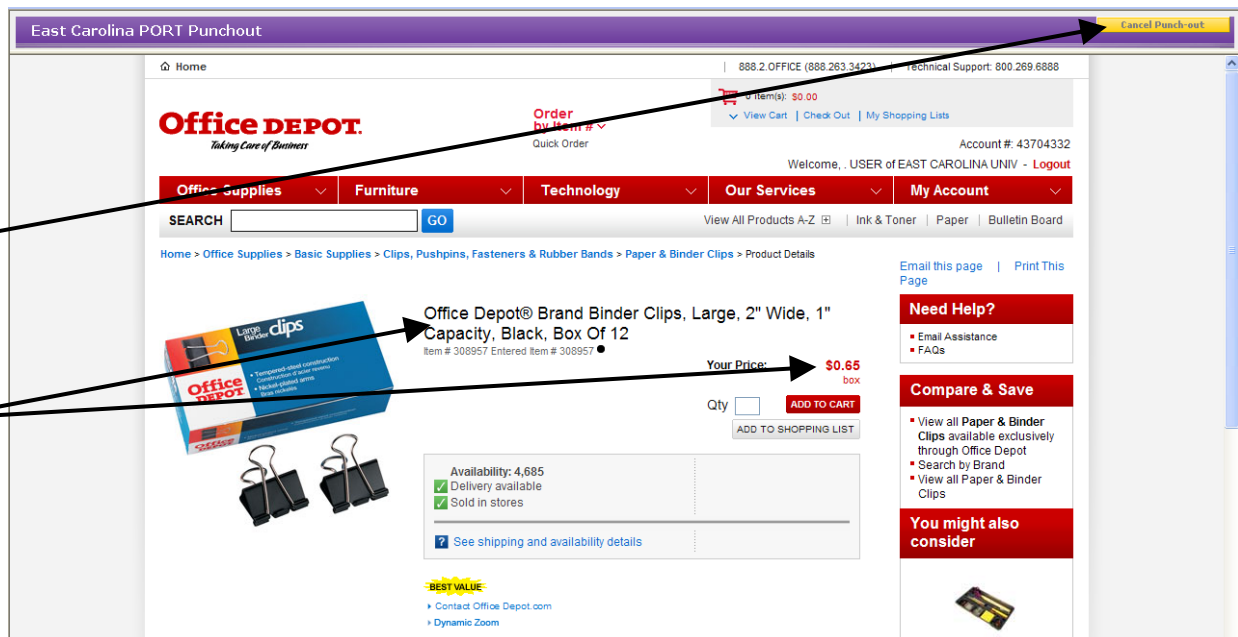
3. The # of items found will be displayed above the results.
4. Scroll down the page or select another page if appropriate to find the desired item.

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5. Notice the items for Office Depot may have an image and will identify the supplier.
6. Click on the **Punch-out to Supplier** link in order to see item pricing.



7. Now you can determine if the Office Depot item is comparable in quantity and price.
8. Click on **Cancel Punch-out** button to return to PORT.

# SHOPPING CART – HOSTED CATALOG – LEVEL 2 PUNCH-OUT

Last Updated on: 12/8/2009

The screenshot displays the 'East Carolina University' shopping cart interface. At the top, the user is logged in as 'Chuck Boulineau' with 'user settings'. The page title is 'Product Search - All'. A search bar at the top right shows 'PO No.' and a search button. Below the search bar, there's a 'Shop' section with a dropdown menu set to 'Everything' and a search input field containing 'paper clips'. A 'Go' button is next to the search input. Below the search bar, there are navigation links: 'Go to: Favorites | Forms | NON-CATALOG FORM | Quick Order | Browse: Suppliers | Categories | Chemicals'. The main content area shows search results for 'paper clips'. On the left, there's a 'Refine and Filter Search' sidebar with options like 'By Supplier', 'By Supplier Class', 'By Category', and 'By Packaging UOM'. The main results area shows a list of products with columns for 'Products per page', 'Sort by', and 'Page'. The products listed are:

- Paper clips from ECU Central Supply (Office Supplies)**: Part Number 250-30000, Price 0.06 USD, 1/BX, Out of stock.
- Paper Washers, Fits 1-1/4 to 4 Fasteners, 100/Bx from Corporate Express**: Part Number ACC71511, Price 10.99 USD, EA.
- Regal Owl-Style Paper Clips, 1" Size, 100/Box from Corporate Express**: Part Number ACC72130, Price 10.99 USD, EA.
- Paper Clips, Size 1, Smooth, .036 Gauge, 100/Box from Corporate Express**: Part Number ACC72360, Price 10.99 USD, EA.
- Paper Clips, Size 1, Nonskid, .036 Gauge, 100/Box from Corporate Express**: Part Number ACC72370, Price 10.99 USD, EA.

9.

9. This brings you back to the PORT hosted catalog search. You can continue shopping by repeating steps 2 – 8 to compare hosted catalog items with Office Depot punch-out catalog items. After determining the supplier with the most competitive pricing for the items needed, you can either do a hosted catalog order or a punch-out catalog order with Office Depot..