Adding a Punchout Item to a Cart

**Punchouts** are an integrated version of the supplier’s website that has Harvard-specific pricing. You are redirected to a supplier’s website to shop when used but are later returned to B2P to finish your order.

1. Navigate to the **Forms, Policy, and Punchouts** section on the B2P Homepage. Look for the spend categories (i.e. Office Supplies, Media, and Stationery).

   Click the arrow to expand the section to view the punchouts available by each supplier.

2. Click a supplier logo to be directed to the supplier’s site.

3. Shop inside the supplier site and checkout. The selected items will be returned to B2P upon checkout and will pre-populate your B2P cart.

4. From the cart in B2P:
   - View your items, edit the cart name, and continue shopping

5. Once your cart is complete, select one of two options:
   - Click **Proceed to Checkout** to add additional information, such as CoA coding, special handling, Requisition Description or Business Purpose, and Standing Amount Based PO checkbox
     - You can assign your cart from here if you are a Shopper
     - You can submit your cart for approval if you are a Requestor
   - Click **Assign Cart** to assign the cart to a Requestor
     - Note: Once a Shopper clicks **Assign Cart** they will not be able to edit further details

Please refer to separate Quick Reference Guides for additional information on assigning carts and the checkout process.

**Please note:**
- All punchouts are created and controlled by the specific supplier
  - There may be differences in the look in feel, including the checkout process as a result
- Punchout orders are sent to the supplier electronically after approval
  - Invoices are received centrally and most often electronically
- Punchout items should never be copied or saved to personal favorites in B2P
  - Always get a new version of the item from the punchout to assure the pricing and availability of the item

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