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. Laboratory Supplies).
   - 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 prepopulate your cart.

4. From the cart in B2P:
   - View your items, continue shopping, or update the **Requisition Name** or **Business Purpose**.
   - The cart can be assigned to a Requestor, or you can enter the Checkout process to add CoA, addresses, attachments, etc.

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