Catalogs include commonly used product & services from certain suppliers that are uploaded and searchable in the B2P shopping section.

You can use the Shop search bar to immediately add items to your cart.

1. **Under Shopping**, enter a product description, catalog number or generic search term in the search bar and click Search (magnifying glass).
   
   You can also search specific supplier's catalogs and other criteria by using the Advanced Search.

2. Your search should return several results.

   You can refine the search further based on Supplier, UOM, Manufacturer, etc. using the left navigation bar.

   Click the grid icon to toggle between the list view (below) and a grid view (with line items displayed in tiles).

3. Enter the quantity and click Add to Cart. Continue to shop and add items to your cart as needed.

4. When you are finished adding lines, you can view your cart or start the checkout process by clicking on the shopping basket icon near the top right corner.

5. Select View My Cart to view the items in your cart and edit the cart name.

6. 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:

- Catalog Requests are automatically transmitted electronically to the supplier after approval and invoices are received centrally
- You can search or browse by Supplier or Category, compare goods or services between multiple suppliers, and conduct a chemical structure search
- Catalog Requests are most used for lab supplies and associated items
- Some Punchout suppliers with Live Price and Level 2 catalogs will appear in search results as well (see the Quick Reference Guide on punchouts for more information)

03.02.21