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.

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. You can **view your cart or checkout** from here. **View My Cart** is where a requestor can be assigned.

**Checkout** is where CoA coding, addresses, and attachments can be added or updated. Requestors will submit into workflow from the checkout.

Please refer to the Quick Reference Guides for more detailed information about 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)