SHOPPING OPTIONS

All Buy-to-Pay (B2P) users have the capability to shop and create a cart.

There are several ways to shop in B2P. Here are guidelines on the best way to start:

1. **If you purchase something regularly from a supplier:** Punchout.
   - Punchout is an integrated version of the supplier’s website that has Harvard-specific pricing. When used, you are redirected to the supplier’s website to shop, but then returned to B2P to finish your order.

2. **If you have a general need but don’t know which supplier to use:** Catalog.
   - A list of items from certain suppliers that are uploaded and searchable in the B2P shopping section.

3. **If a catalog or punchout does not have the item you are looking for:** Non-Catalog.
   - A Non-Catalog item request can be used to purchase items or services not found within a catalog or punchout.

SHOPPING TIPS

If you purchase something regularly from a supplier:
- If the supplier has a punchout, go straight there to shop.
- If the supplier has a catalog, you can save a catalog item in your personal favorites in B2P for quick and easy access or use the advanced search to narrow down your search to a single supplier and part number.
- Suppliers who provide free shipping are labeled 🚚.

If you have a general need but don’t know which supplier to use:
- Search the catalogs. Common search options include price, compare items, check prices on level 2 punchout links, plus others.
- Catalog search results may not include punchouts. Some examples of punchout suppliers that don’t show up in catalog search results:
  - IT items
  - Dell for computers monitors and related items
  - Apple for their IT products
  - CDW-G for IT peripherals and accessories
  - SHI for software and IT accessories
  - B&H Photo for IT accessories and audio-visual items
  - Business cards and stationery
  - Flagship Press
  - Books
  - Complete Book and Media Supply
PUNCHOUTS

Punchouts are available in the **Forms, Policy, and Punchouts** section.

- Click on the logo of the supplier to shop in the supplier site
- Populate your cart and bring items back to B2P

Please note:
- All punchouts are created and controlled by the specific supplier, therefore, there may be differences in the look in feel
- Punchout items should never be copied or saved in personal favorites in B2P. Always get a new version of the item from the punchout to assure the pricing and availability of the item

Refer to the [Adding a Punchout Item to a Cart](#) quick reference guide for more detail.

CATALOGS

The catalog search is found in the **Shopping** section of the B2P homepage.

- Type the item you are searching for in the search field
- Search results will appear

Four different types of catalogs will appear in these results.

1. **Live Price Catalogs** – updates the pricing of the item every time you search, noted by this icon 📊.
2. **Level 2 Catalogs** – provides a link to a punchout supplier item, shown below.
3. **Custom Catalogs** – a standard catalog with custom Harvard pricing.
4. **Science Catalogs** – a list price or standard higher ed discount catalog typically with a small supplier.

Sort catalog search results using the left navigation.

Refer to the quick reference guide [Adding a Catalog Item to a Cart](#) for more detail.
DETERMINING WHICH SUPPLIERS HAVE CATALOGS

On the B2P landing page, click on **Suppliers** under **Browse**.

The results have several filters.

- From the **Supplier Type** drop down, select **Hosted Catalog**

- Supplier search results in this screen use icons to display if the supplier has a catalog, a punchout, or both, as well as other information:
  - Catalog
  - Science Catalog
  - Punchout
  - Non-Catalog Items

NON-CATALOG ORDERS

- If a catalog or punchout does not have the item you are looking for, a Non-Catalog Item request can be used.

Refer to the quick reference guide *Adding a Non-Catalog Item to a Cart* for more detail.

QUICK REFERENCE GUIDE LINKS

Click the links to access quick reference guides associated with shopper capabilities. *Note that B2P Requestors and Approvers have additional capabilities.* Visit the [B2P website](#) for more quick reference guides and training resources.

1. Assigning a Cart
2. Receiving
3. Viewing Invoice and Payment Information
4. Creating Chart of Account favorites