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 ![Free Shipping](https://example.com).

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 filter panel on the left.

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.

- Assigning a Cart
- Receiving
- Viewing Invoice and Payment Information
- Creating Chart of Account favorites