SHOPPER QUICK START GUIDE

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]

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
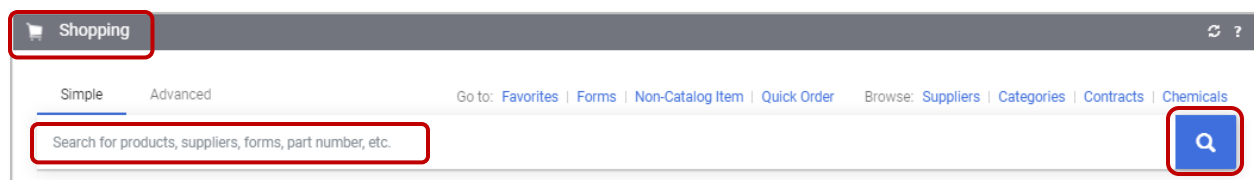
Refer to the Adding a Punchout Item to a Cart quick reference guide for more detail.
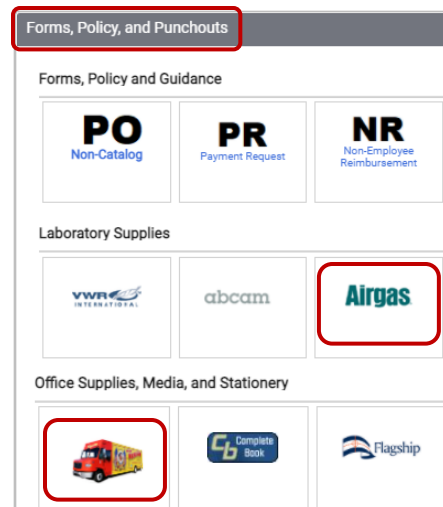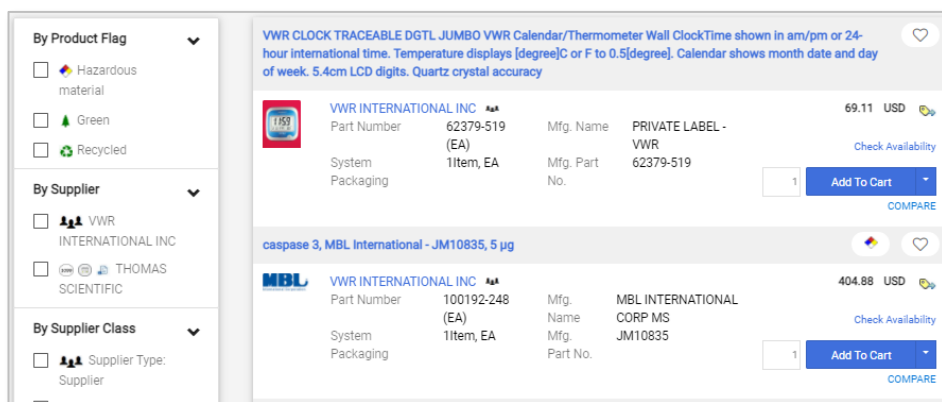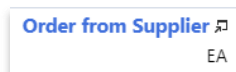
CATALOGS

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.

   Order from Supplier
   EA

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.
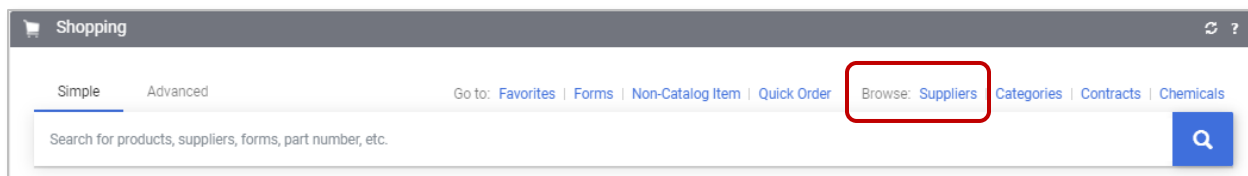

The results have several filters.

- 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
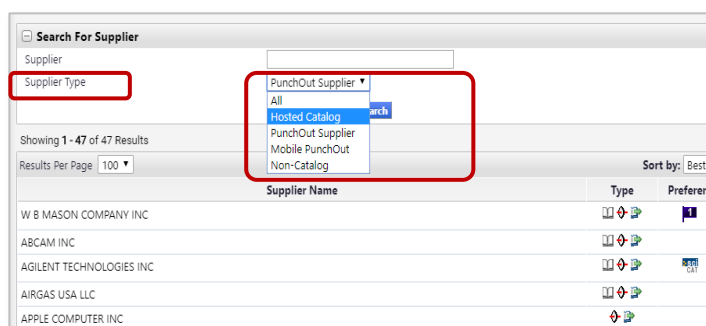
NON-CATALOG ORDERS

- If a catalog or punchout does not have the item you are looking for, a Non-Catalog Item request can be used.
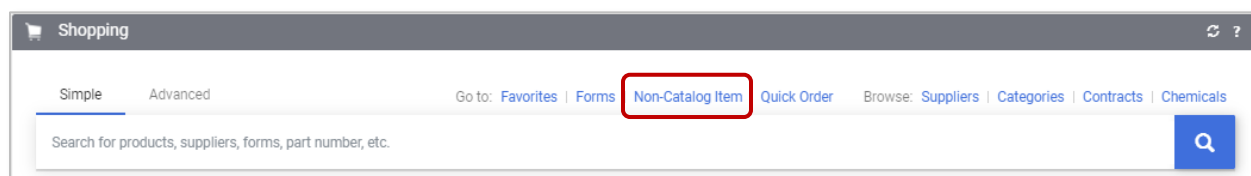
Refer to the quick reference guide Adding a Non-Catalog Item to a Cart for more detail.

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