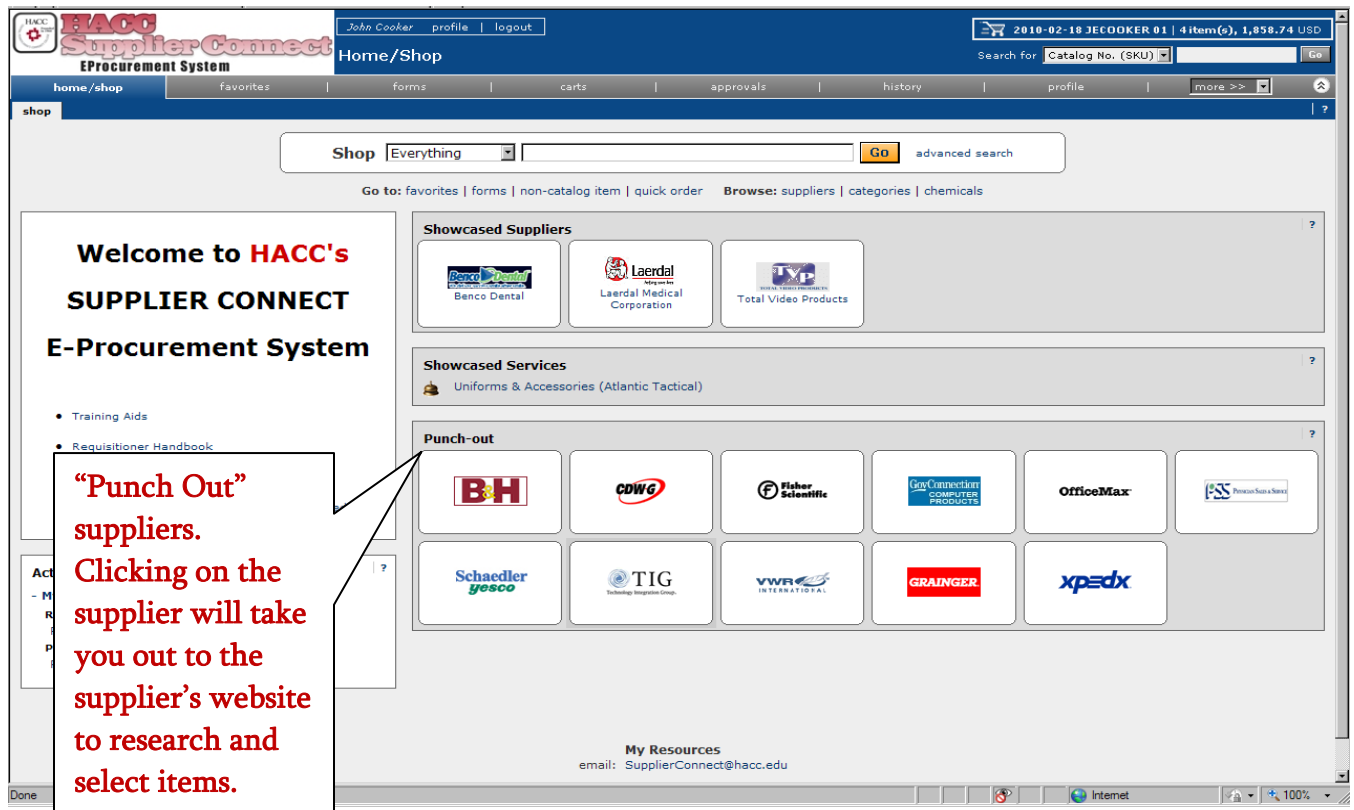




## Creating an Order from a Punch Out Catalog

### What is a “Punch Out” Catalog?

Punch-out catalogs are integrated external links to a supplier’s web-based catalog. The user accesses the supplier’s external web catalog through HACC’s SupplierConnect to search and select products from a supplier’s web catalog, then returns the items to the SupplierConnect shopping cart. The selected items are then automatically populated into the standard requisition/order process.



The requisition “punch’s out” to a supplier. The supplier’s website opens and the user can begin to select items or research items. In most “punch out” supplier sites, there is the capability to create “favorites” at the time of order or as a wish list.

## Example: Punch-out Supplier Site

The screenshot displays the B&H Photo website interface. At the top, there is a blue header with 'SelectSite Punchout' on the left and 'Cancel Punch-out' on the right. Below this is a navigation bar with the B&H logo, the tagline 'The Professional's Source', contact information (800.606.6969 / 212.444.6615), a holiday notice for the NYC SuperStore, a shopping cart showing '(0) items - \$0.00', and links for 'Login/Register', 'Wish List', and 'Track Order'. A search bar is located below the navigation bar. A secondary navigation menu lists various product categories: Audio Professional, A/V Presentation, Binoculars & Scopes, Camcorders, Cameras & Photo Gear, Computers, Darkroom, Digital Photography, Film, Tapes, Media, Lighting & Studio, Portable Entertainment, Surveillance, TVs & Entertainment, Underwater Equipment, Video Professional, and Used Store. A banner for 'HACC Supplier Connect EProcurement System' is visible, along with a welcome message for Central Pennsylvania's Community College. The main content area features a grid of product categories: Photography (Point & Shoot, DSLR, Lenses, Flashes, Printers & Scanners), Camcorders (HD Camcorders, Prosumer Camcorders, Shoot & Share, Underwater), Professional Video (Camcorders & Cameras, Production Equipment, Post Production, Audio for Video), Photo Accessories (Film, Memory Cards, Tripods, Bags & Cases, Software, Underwater), Computers (Mac, PC, Monitors, Storage, Software), and Pro Audio (Recording, Live Sound, ENG, EFP & Broadcast, Computer Audio). On the right side, there are several promotional boxes: 'Our Latest & Greatest! View new products', 'SuperStore Experience' with a 'WATCH STORE VIDEO' button, 'The B&H Gift Card' with a 'Shop Now' button, a 'B&H Newsletter' sign-up form, 'B&H Videos' with a 'Watch our Guides and Tutorials' button, and 'B&H Used Department' with 'Buy, Sell & Trade Used Gear' options.

B & H Photo is primarily an audio visual store. The screen above is their main screen.

B & H Photo, as with most “punch out” sites, provides their major categories on their main page allowing the user to select sub-categories which will eventually take the user to the individual items with prices. Most sites provide navigational helps and search boxes to help in seeking a product. The screen shot on the following page illustrates selecting a category and with further selections, the site will provide pricing.

## Product Detail and Pricing Illustration

The screenshot shows the B&H website interface. At the top, there is a navigation bar with "SelectSite Punchout" and "Cancel Punch-out" buttons. Below this is a header section with the B&H logo, contact information, and a promotional banner for the NYC SuperStore. A search bar and navigation menu are also present. The main content area is titled "Digital Cameras" and shows a list of products. The first product is the "Canon EOS 50D SLR Digital Camera (Camera Body)". The product details include a price of \$929.95, a conditional rebate offer, and a "FREE SHIPPING (USA)" label. Two callout boxes are overlaid on the page: one pointing to the "ADD TO CART" button with the text "Click to 'add to cart.'" and another pointing to the "ADD TO WISHLIST" button with the text "Click to 'add to a favorites list.'" The left sidebar contains filters for Category, Brand, Resolution, and Optical Zoom.

In this illustration, the category for digital cameras was selected. At this point the requestor may enter a quantity and “Add to Cart”. The requestor may also add the camera to their “favorites” list for future ordering.

If the requestor desires more detail, this is often obtained by clicking on the product, such as in this illustration, the camera model. This further detail about the camera is displayed in the following screen shot.



MORE IMAGES ITEM DEMO

[Read 434 Reviews](#)  
[Write a Review](#)

**Canon**

[View List](#)

1 of 587

SHARE

**Canon EOS 50D SLR Digital Camera (Camera Body)**

- 15.1 Megapixel • 6.3 fps Continuous Shooting
- Uses Canon EF & EF-S Lenses • 3.0" Clear View VGA LCD
- Live View Mode • Integrated Cleaning System
- ISO 3200 - Expandable to 12800 • 9-point Wide-area AF
- Face Detection Live AF • HDMI Output

B&H # CAE50D | Mfr # 2807B006

**Price :** **\$ 929.95**

**\$500 Conditional Mail-in Rebate**  
offer ends 04/26/2010

**\$400 Conditional Mail-in Rebate**  
offer ends 04/26/2010

Free Shipping (USA)

**In Stock**

- Protection Plans**
- None
  - 3-Year : \$ 143.99
  - 5-Year : \$ 287.98
- [Learn More](#)

**Remember the Essentials**

A lens and memory card are not included with the camera.  
Get the type of [lens](#) for the shot you need, and a high-capacity [memory card](#) so you don't get caught without memory.

Quantity :

**ADD TO CART**

**ADD TO WISHLIST**

**Accessories** | [Features](#) | [Specifications](#) | [Reviews](#)

**Required**

- [Lenses](#)
- [Memory Cards](#)

**Recommended**

- [Batteries & Power](#)
- [Flash & Accessories](#)
- [Bags & Cases](#)
- [Battery Grips](#)
- [Remote Control](#)
- [Screen Protectors](#)
- [Care & Cleaning](#)
- [Card Readers](#)
- [Tripod & Support](#)
- [Viewfinder Accessories](#)
- [GPS/Geotagging](#)
- [Wireless File Transmitter](#)
- [Color Balancing](#)
- [Software](#)
- [HDMI Cables](#)
- [Books & Tutorials](#)

**Lenses**

A lens is not included. Get the type of lens for the shot you need.



**Canon**  
EF-S 18-135mm f/3.5-5.6 IS  
Lens  
[More Info](#)

B&H# CA18135EFS  
MFR# 3558B002  
**Price: \$ 449.95**

Quantity:

**ADD TO CART**

**ADD TO WISHLIST**

[+ See More Lenses](#)

**Memory Cards**

Sufficient memory is not included so be sure to have enough storage capacity.



**SanDisk**  
4GB Ultra CompactFlash  
[More Info](#)

B&H# SAUCF4GBC  
MFR# SDCFH-004G-A11  
**Price: \$ 22.95**

Quantity:

**ADD TO CART**

**ADD TO WISHLIST**

[+ See More Memory Cards](#)

**Batteries & Power**

Always keep a spare battery handy so you won't get caught without power.



**Canon**  
BP-511A Lithium-Ion Battery  
(7.4v 1390mAh)

B&H# CABP511A  
MFR# 9200A001  
**Price: \$ 45.95**

Quantity:

**ADD TO CART**

**What's in the Box**

Canon EOS 50D SLR Digital Camera (Camera Body)

- BP-511A Rechargeable Lithium-Ion Battery Pack
- CG-580 Battery Charger
- USB Interface Cable (IFC-200U)
- Video Cable (VC-100)
- Wide Neck Strap
- Eyecup Eb
- EOS Digital Solution Software CD-ROM
- Software Instruction Manual
- "Great Photography is Easy" Booklet
- "Do More with Macro" Booklet
- 1-Year Manufacturers Limited Warranty

**Guides and Manuals**

- [Digital Photo Professional 3.5 Instruction Manual](#) (PDF 13mb) for Macintosh
- [Digital Photo Professional 3.5 Instruction Manual](#) (PDF 12.6mb) for Windows
- [EOS 50D Instruction Manual](#) (PDF 6.4mb)
- [EOS Utility 2.5 for Macintosh Instruction Manual](#) (PDF 6.9mb) for Macintosh
- [EOS Utility 2.5 for Windows Instruction Manual](#) (PDF 7.5mb)
- [ImageBrowser 6.1 Instruction Manual](#) (PDF 9.1mb) for Macintosh
- [Picture Style Editor 1.4 for Macintosh Instruction Manual](#) (PDF 1.7mb)
- [Picture Style Editor 1.4 for Windows Instruction Manual](#) (PDF 1.7mb)
- [ZoomBrowser 6.2 Instruction Manual](#) (PDF 10.4mb)

Done

After the requestor has found the product they desire, they enter the “quantity” and click “Add to Cart”. While each supplier site differs in look and navigation, generally during these steps the requestor can “add to their favorites”, “continue shopping” or “check out” (finish shopping).

## Punch Out Back to SupplierConnect Main Page


**SelectSite Punchout** Cancel Punch-out

search   search used only shop by brand gift cards rebates

Audio Professional | A/V Presentation | Binoculars & Scopes | Camcorders | Cameras & Photo Gear | Computers | Darkroom | Digital Photography  
Film, Tapes, Media | Lighting & Studio | Portable Entertainment | Surveillance | TVs & Entertainment | Underwater Equipment | Video Professional | Used Store

### My Cart

**Items**



**Canon EOS 50D SLR Digital Camera (Camera Body)** [more info](#)  
B&H #CAE50D • MFR #2807B006 [Free Shipping \(USA\)](#)

<b>Our Price:</b>	<b>Sub Total:</b>	<b>Quantity:</b>	<input type="button" value="ADD TO WISHLIST"/>
<del>\$929.95</del>	<del>\$929.95</del>	1 <input type="button" value="UPDATE"/>	

[View Accessories](#)  
[View Protection Plans](#)

Shipping Information  
Our Return Policy  
Your Privacy and Security  
Setup a B&H Tax Exempt Account

**Calculate Shipping Charges**

Choose Your Country  
USA

Enter Zip Code

<b>SubTotal:</b> \$929.95
<b>Tax:</b> Enter Zip
<b>Shipping:</b> Enter Zip
<b>Total:</b> \$ 929.95

**Select PUNCH OUT.** The system will leave the supplier website and return to SupplierConnect to complete the order.

When shopping has been completed, the requestor can then “Checkout” or “Punch Out”. At this point the requestor is returned to SupplierConnect’s main page.

## Carts Tab

The screenshot shows the HACC Supplier Connect E-Procurement System interface. The user is logged in as John Cooker. The navigation bar includes tabs for home/shop, favorites, forms, carts, approvals, history, and profile. The 'carts' tab is selected. A callout box points to the 'carts' tab with the text: "Carts Tab to open the cart/requisition." The main content area displays a welcome message, showcased suppliers (Benco Dental, Laerdal Medical Corporation, Total Video Products), showcased services (Uniforms & Accessories), and punch-out options (B&H, ODIG, Fisher Scientific, Com Connection Computer Products, OfficeMax, ESS, Schaedler, TIG, VWR International, GRAINGER, xpedx).

From the main page, the requestor would select the “Carts” tab on the navigation bar to open the cart/requisition to complete the order.

There are occasions when the system returns the requestor directly to the “Active Cart” page. Completing an order requires review of the “Active Cart”.

The screenshot shows the HACC Supplier Connect E-Procurement System interface for a Cart - Draft Requisition. The user is logged in as John Cooker. The navigation bar includes tabs for home/shop, favorites, forms, carts, approvals, history, and profile. The 'active cart' tab is selected. A callout box points to the 'active cart' tab with the text: "Active Cart". The main content area displays a form for creating a cart, including fields for Cart Name (2010-02-04 jecooker 01), Description, Priority (Normal), and PO Type. Below the form is a table for Supplier / Line Item Details. The table shows one line item: EOS 50D SLR Digital Camera (Camera Body) with a unit price of 929.95 and a quantity of 1. The subtotal is 929.95 USD. The page also includes a 'Save' button and a 'Place Order' button.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
EOS 50D SLR Digital Camera (Camera Body)	CAE50D	EA	929.95	1 EA	929.95 USD
Supplier subtotal					929.95 USD
Subtotal					929.95
Shipping					0.00
Handling					0.00
Total					929.95 USD

The completing of the actual order is identical for “punch out”, “hosted” and “non-catalog” suppliers. Those details are covered in a guide entitled “Completing and Placing the Order”.