Searching – Adding Items to your Cart from Punchout Catalog

A hosted vendor ‘sticker’ will only contain the vendor name. A punch-out vendor will have a ☐ in the top right corner of the sticker.

- Search for the item you want to add to your cart. You can either click on a vendor ‘sticker’ or search for a specific product.

Using a Vendor Sticker
- Click on the vendor sticker on the eSHOP home page to launch a vendor’s website and search for the desired product(s). To continue, follow the instructions listed at right.

Using Search
- Search for a specific item by entering key words into the search field and clicking on Go.

  ![Search for a specific item](image)

- Once you find the item you want, select Click here to Order ☐.

  ![Click here to Order](image)

- The vendor website will launch.

From a Vendor Website
- Click on Add to Cart.

  ![Add to Cart](image)

- Continue shopping or click on CHECKOUT ▶. You will be returned to the eSHOP shopping cart.

- Once your shopping cart is complete, you can either Proceed to Checkout or Assign Cart.