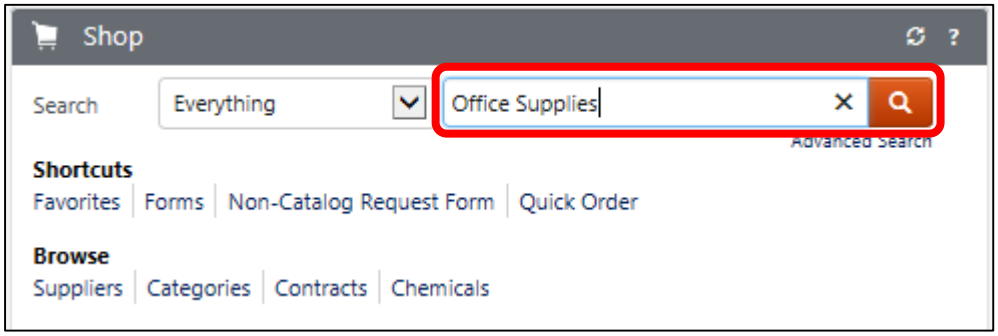
SUBMITTING A CATALOG ORDER

What is a Catalog Order?

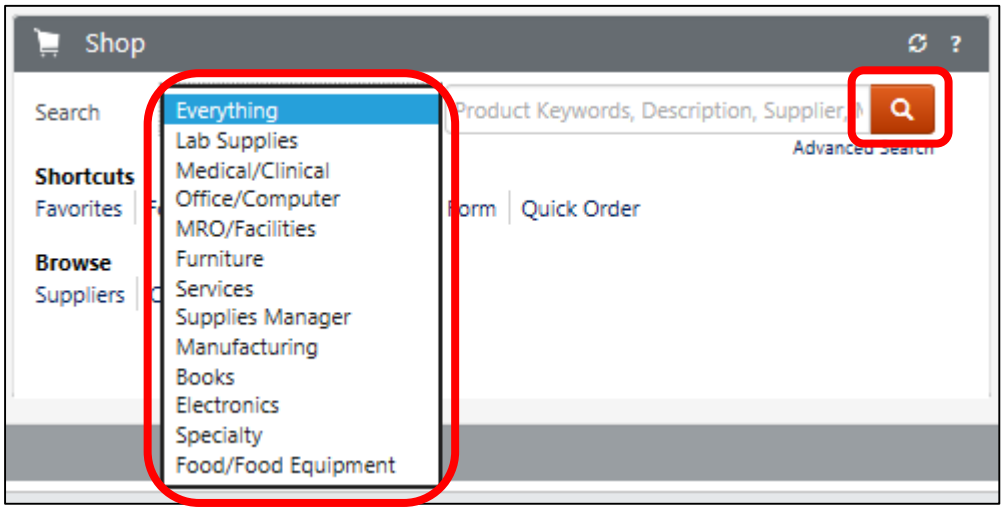
Catalogs allow suppliers to provide their product lines directly to BennyBuy. You can use the search bar to immediately add items to your cart.

Let's Get Started

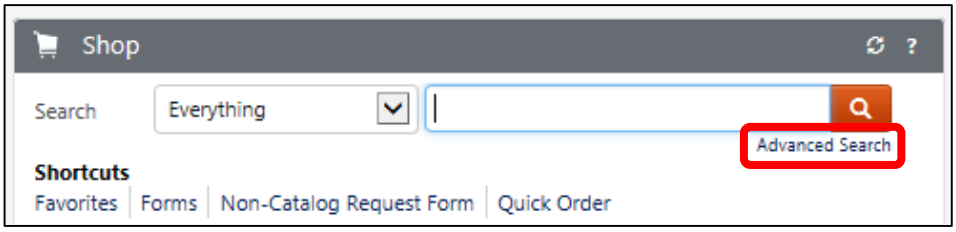
1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, enter a product description, catalog number, generic search term or supplier name in the search bar under **Shop**.



3. You can further refine your search results by selecting a commodity area in the drop down menu. Once you have selected a category from the drop down menu and entered in your search term(s), click the **Search Icon**.



4. To conduct an advanced search, select **Advanced Search** below the search bar.



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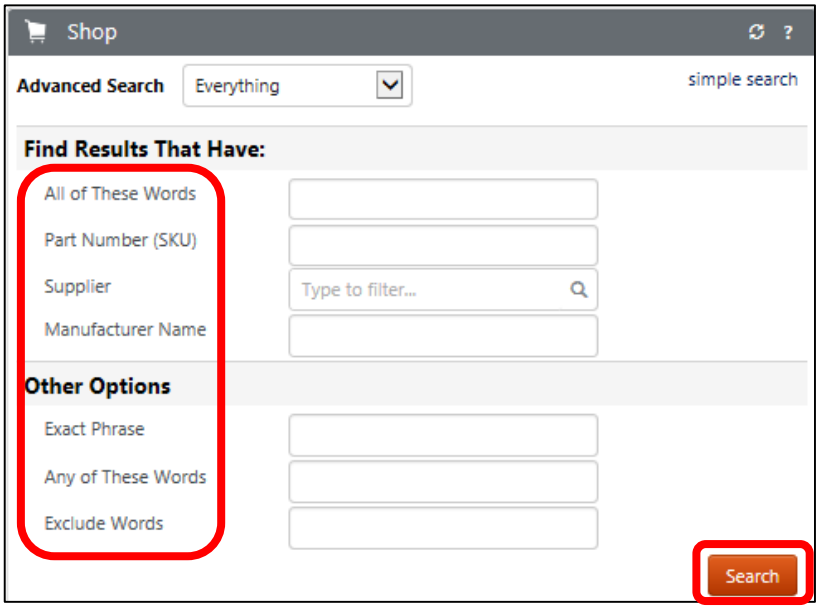
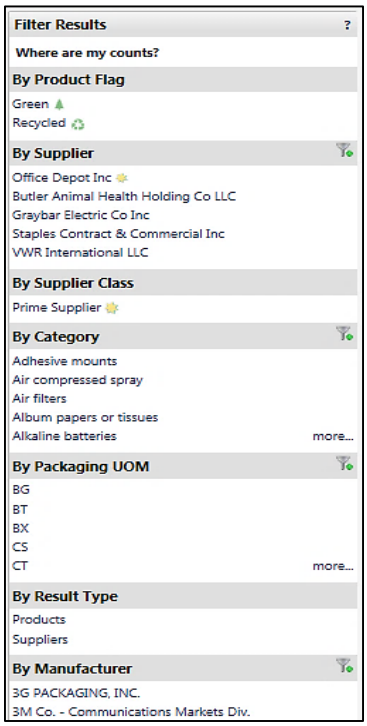
5. For **Advanced Search**, you can enter multiple data points to refine your search criteria including part number/SKU, supplier name, manufacturer name, and other options, such as exact phrases, words to exclude, or any of these words. Enter your criteria in the empty text fields and click **Search**.



6. Several search results should appear. To refine your search results, you can use the filters located on the left hand side of the screen. Search filters include, but not limited to product flag, supplier name, supplier class, category, unit of measure, result type, and manufacturer name. *Please note: some punch-out suppliers will appear in the catalog search results as well.*



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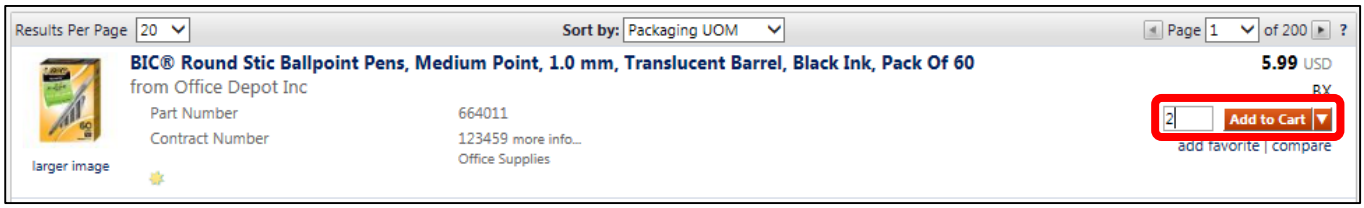
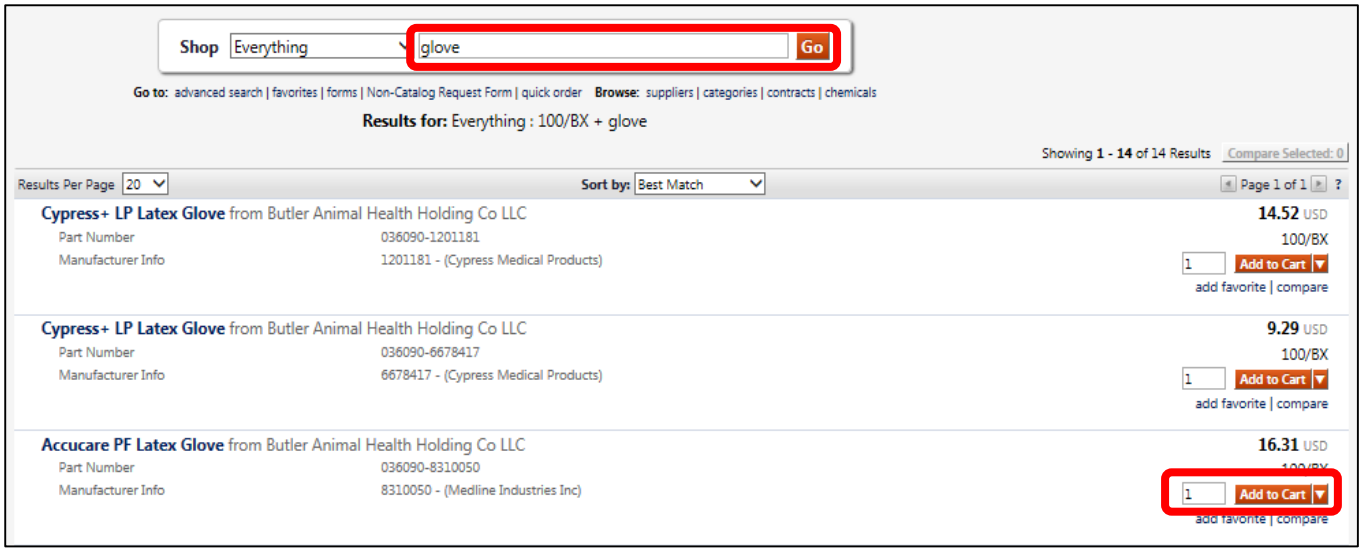
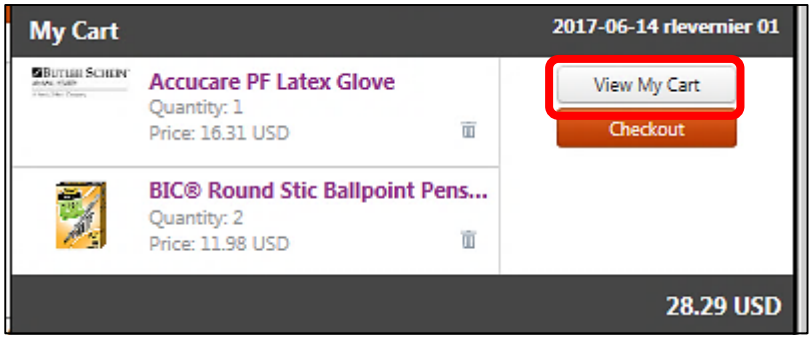
7. To add an item to your cart, type in the **quantity** and click **Add to Cart**.



8. To add additional items to your cart, scroll up to the top of the page and begin a new search in the search bar. Click **Go** to view the new search results. To add another item to your cart, type in the **quantity** and click **Add to Cart**.



9. When you are ready to checkout, click the **Cart Icon** located in the top right hand corner of the screen and select **View My Cart**.



10. Name your cart in the open text box labeled **Name This Cart**. The cart name should be more meaningful to you and any approvers who will need to review you order. Once you have reviewed and verified that your shopping cart information is accurate, click **Proceed to Checkout**.

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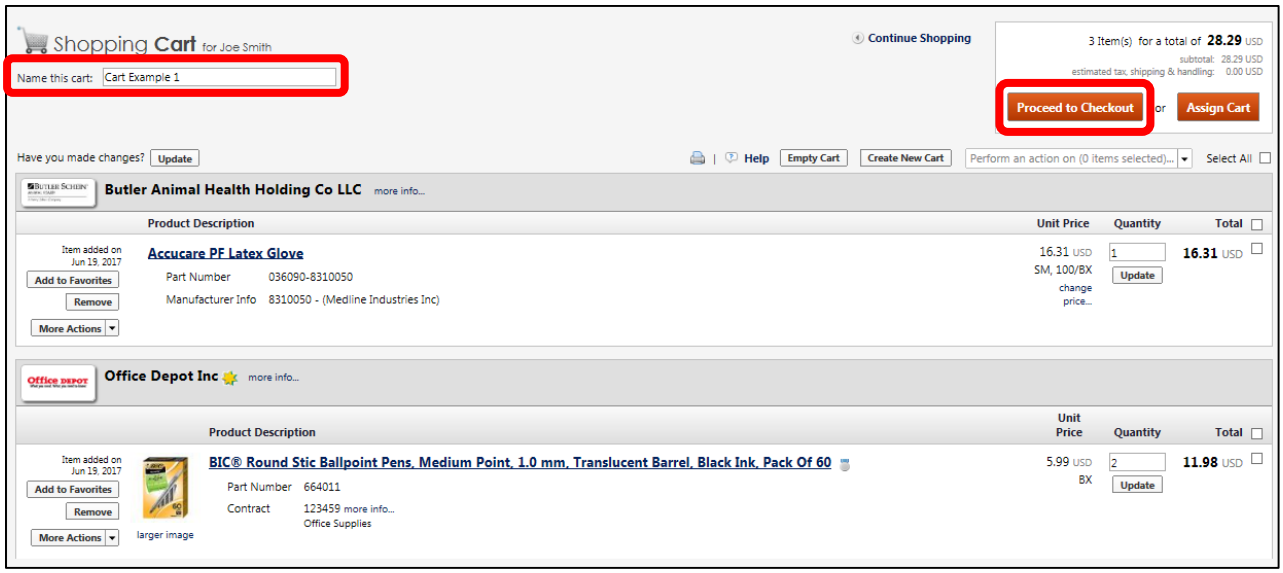
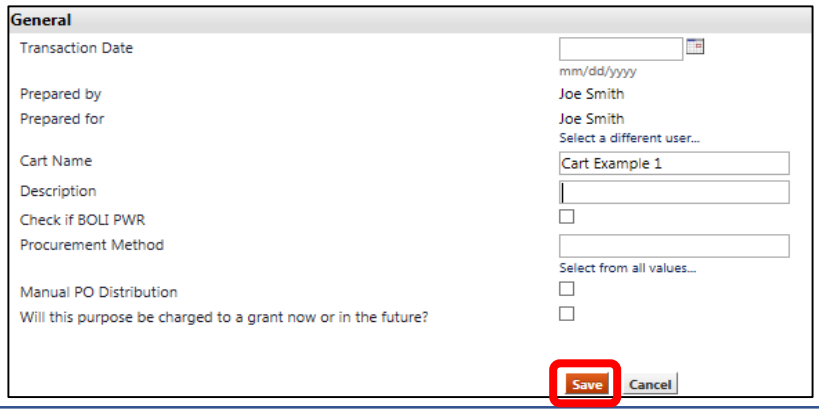
Please Note: If you need to make changes, you can adjust the quantity, but not the price.



Checkout Process

1. The first checkpoint during the checkout process is the **General** tab. You can review the general information, supplier information, and product description. To edit the general information, click **Edit** in the upper right hand corner.

2. The **General** dialogue box will open. You have the option to enter or change the transaction date, preparer information, cart name, and description. Click **Save** to close.



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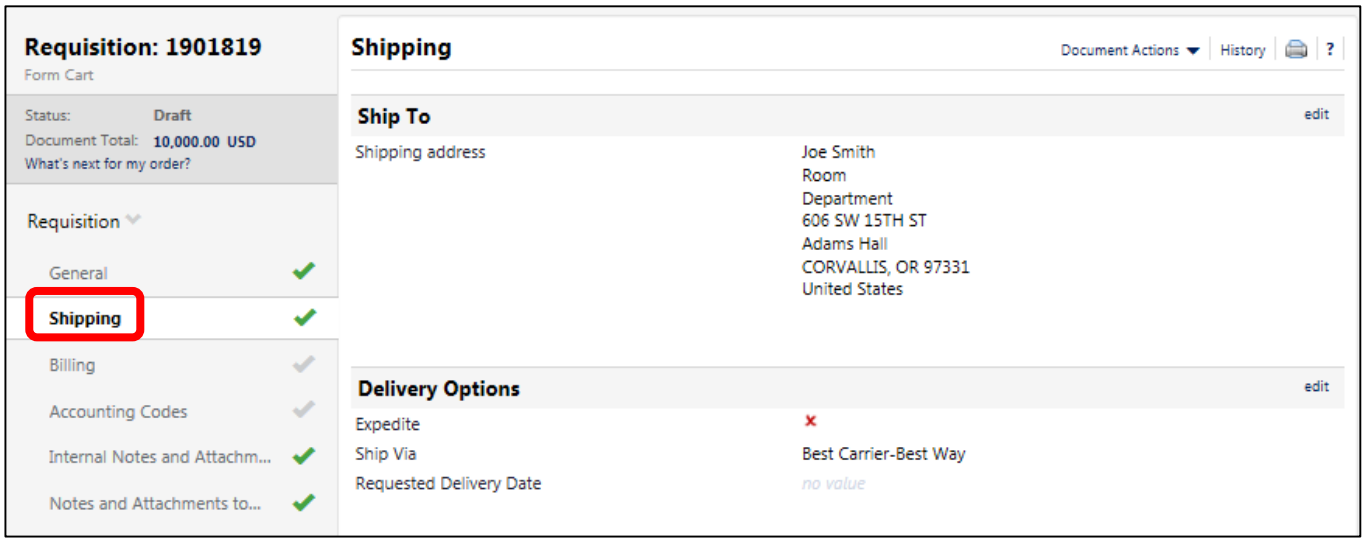
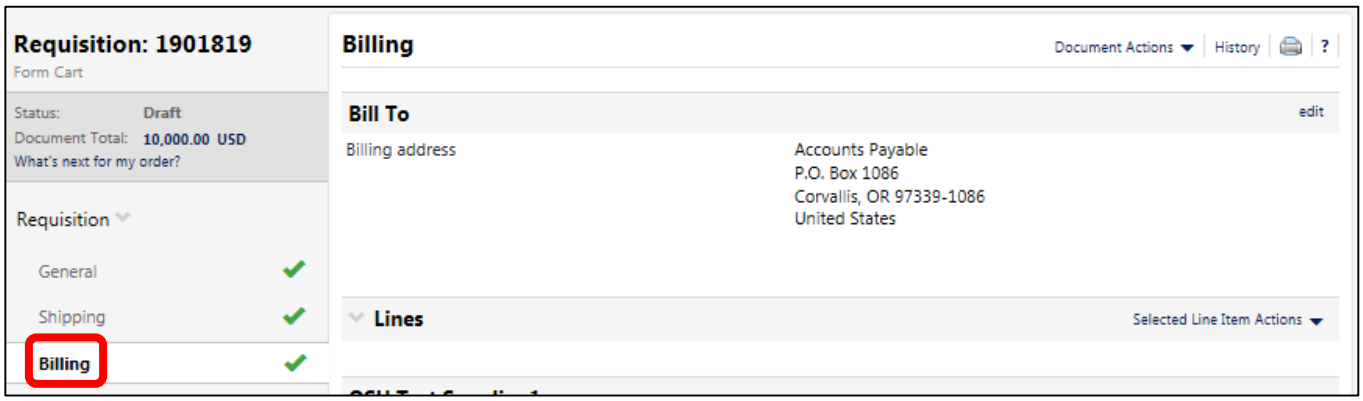
3. Once you have reviewed the **General** information, click on the **Shipping** tab located on the left hand side of the screen. Your **Shipping Address** and **Delivery Options** should automatically default. *Please refer to the Appendix to learn how to add or change your ship-to address and delivery options.*



4. Next, review your **Billing** information located under the **Shipping** tab. Similar to your **Shipping** information, your **Billing** information should automatically default. *Please refer to the Appendix to learn how to add or change your bill-to address.*



5. Once you have reviewed your **Billing** information, you will need to enter your **Accounting Codes**. Under the **Accounting Codes** tab, click **Edit** located in the upper right hand side of the screen.

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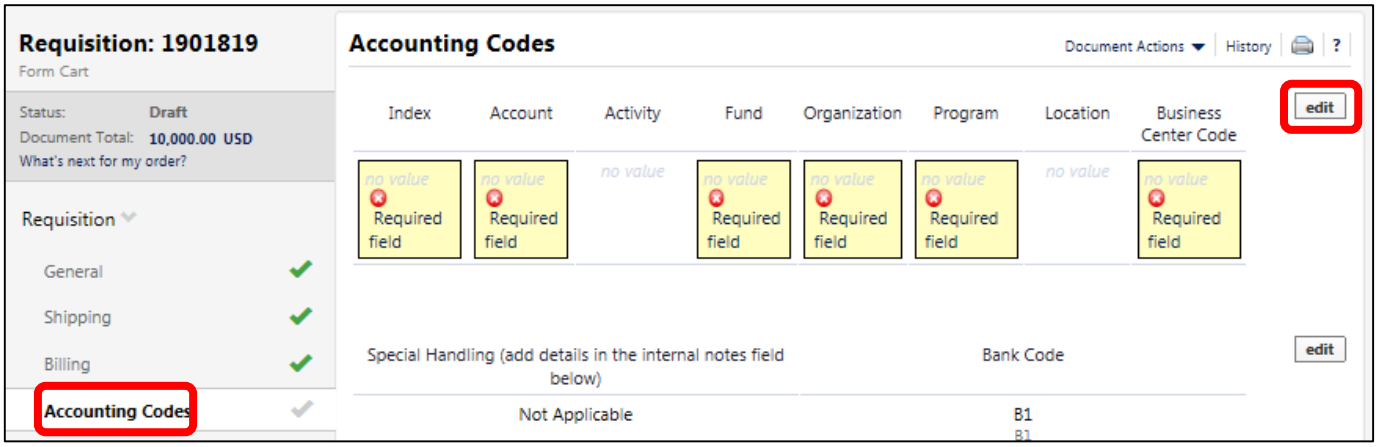
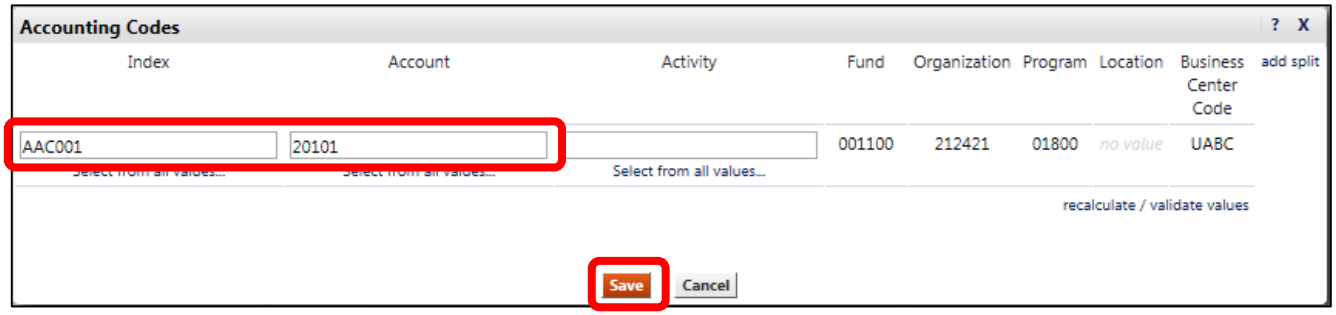
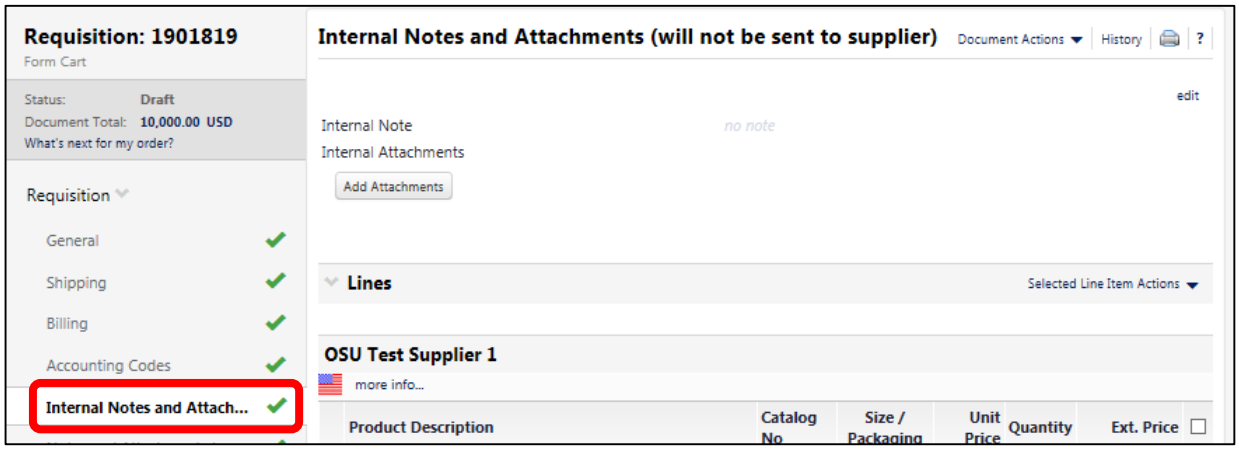


6. In the **Accounting Codes** screen, enter the appropriate **Index** and **Account** code numbers and click **Save**. *Note: The remaining accounting code fields should automatically populate.*



7. After you enter the **Accounting Codes**, attach any supporting documentation to the **Internal Notes and Attachments** tab. Internal notes and attachments are not seen by the vendor, but are for internal use only that should up included in order to approve a requisition. *Please refer to the Appendix to learn how to add notes and attachments.*



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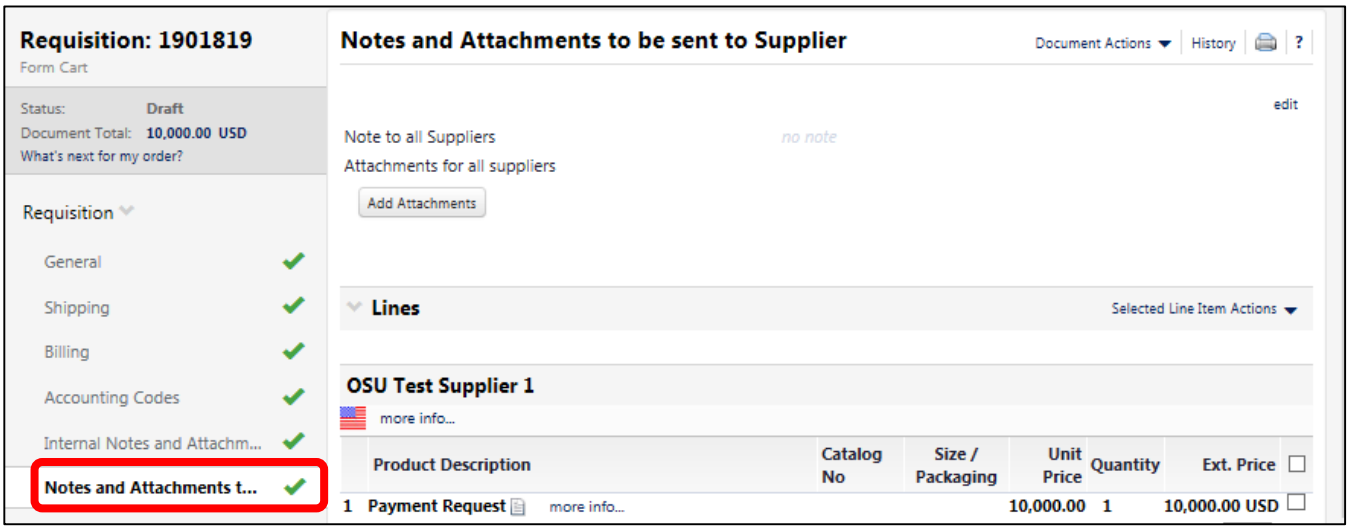
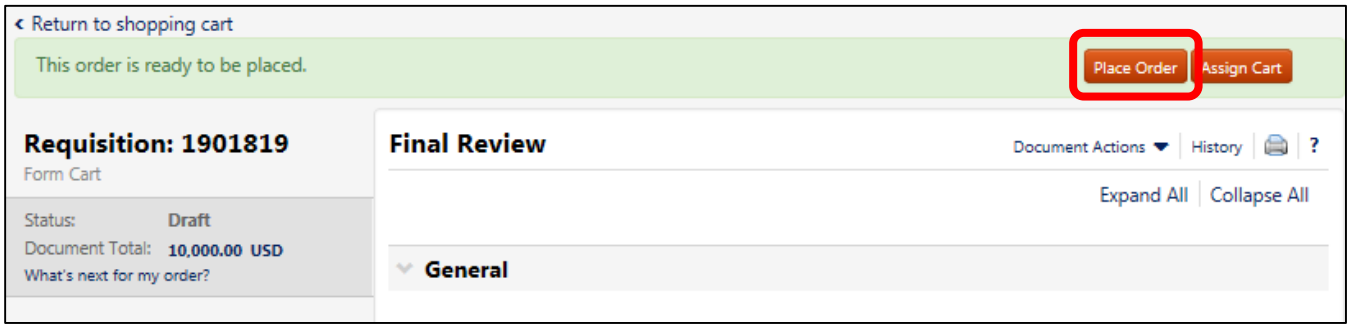
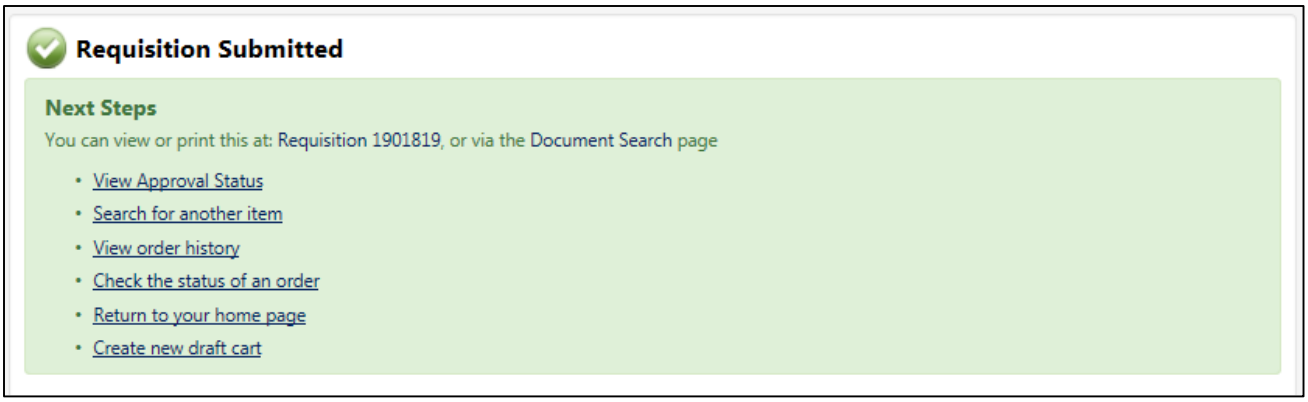
8. Once internal attachments are uploaded, proceed to **Notes and Attachments to be Sent to Supplier**. Documents attached in this section will be sent to the supplier once the purchase order is approved. *Please refer to the Appendix to learn how to add notes and attachments.*



9. Review your order for any missing steps. Once you have entered all the required information, scroll up to the top of the page and click **Place Order**.



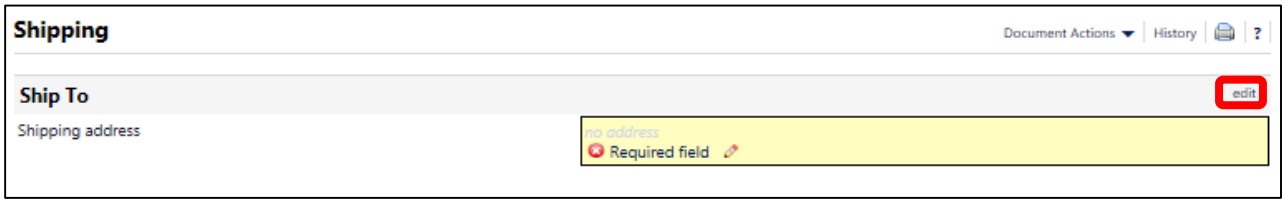
10. After placing your order, you will see a confirmation screen that the requisition has been submitted. The **Requisition Summary** will also provide you with information regarding the submitted requisition.



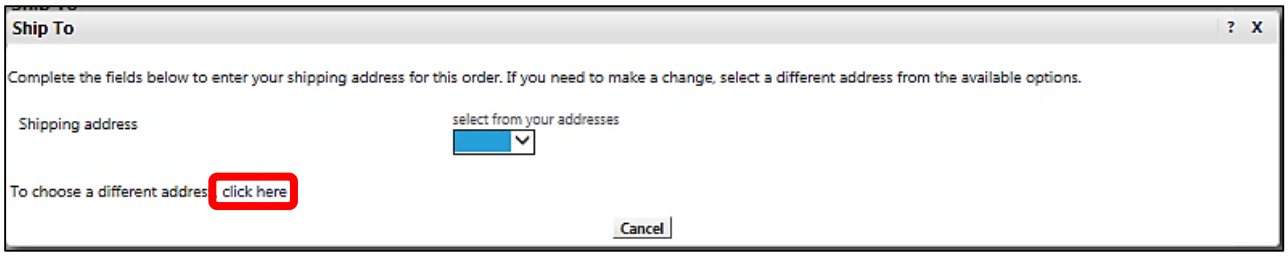
APPENDIX

Add a Ship-To Address

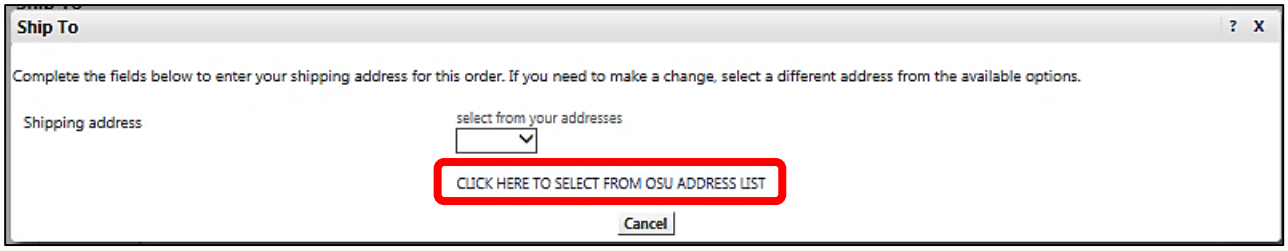
1. During the checkout process, you will need to add a ship-to address. This field should automatically populate based on your default address. If you do not have a default address, go to the **Shipping** screen within the checkout process and click **Edit** along the **Ship-To** line.



2. To add a new address, select **Click Here** next to **Choose a Different Address**.



3. Select **Click Here to Select From OSU Address List**.

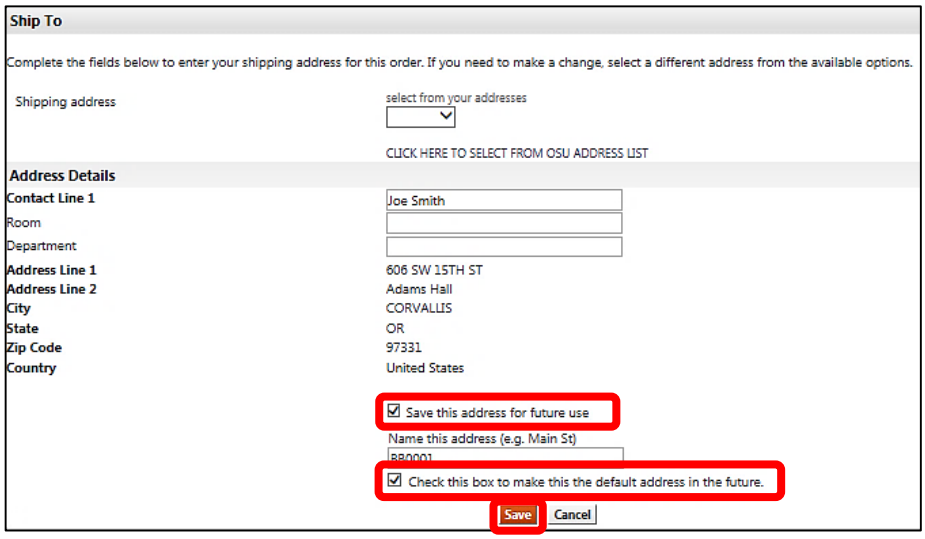


4. A new window will open. Enter the building name or address to search the directory. A list of search results will appear. Once you find the appropriate address, click **Select**.

APPENDIX

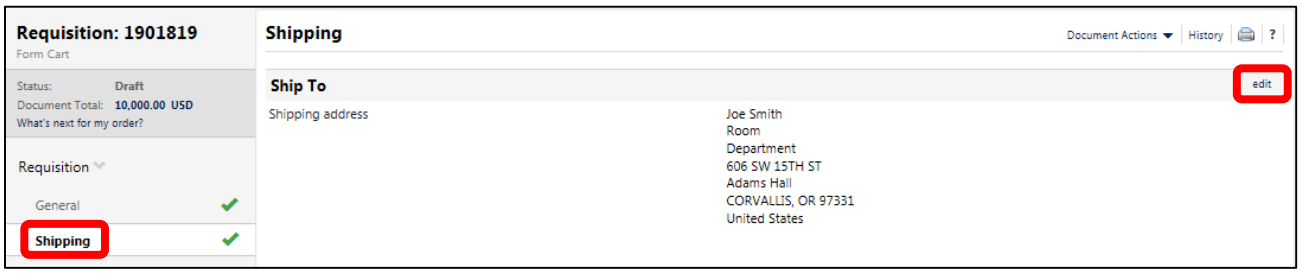
Add a Ship-To Address

5. Once you return back to the Ship-To window, you can review the address details and add **contact name**, **room**, and **department** information. Click **Save This Address For Future Use** if you plan to ship to this address more than once and **Name Your Address** in the free field text box. To default an address, click **Check this box to make this the default address in the future**. Click **Save**.

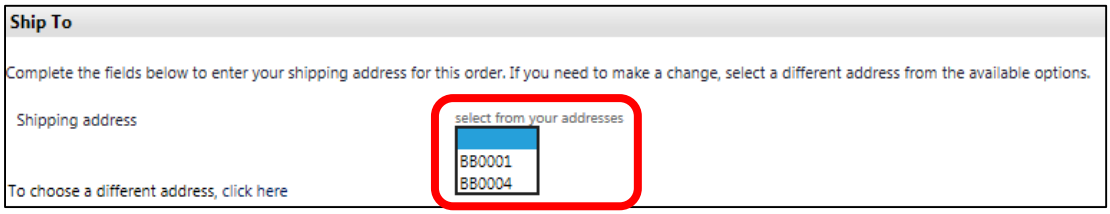


Change a Ship-To Address

1. During the checkout process, you will need to add a ship-to address. This field should automatically populate based on your default address. If you wish to change your ship-to address, go to the **Shipping** screen within the checkout process and click **Edit** along the **Ship-To** line.



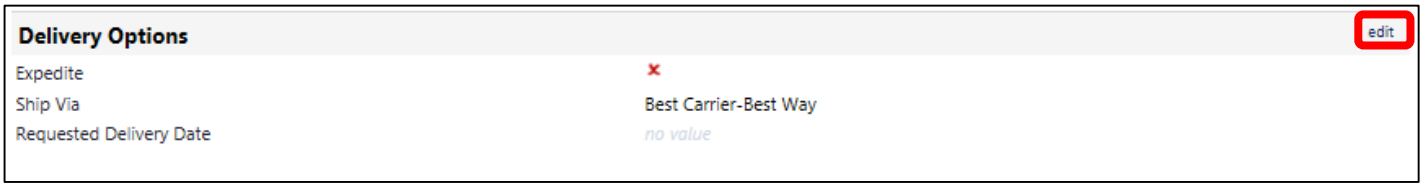
2. Select the appropriate **shipping address** from the drop down menu and confirm your address details. Click **Save** to close.



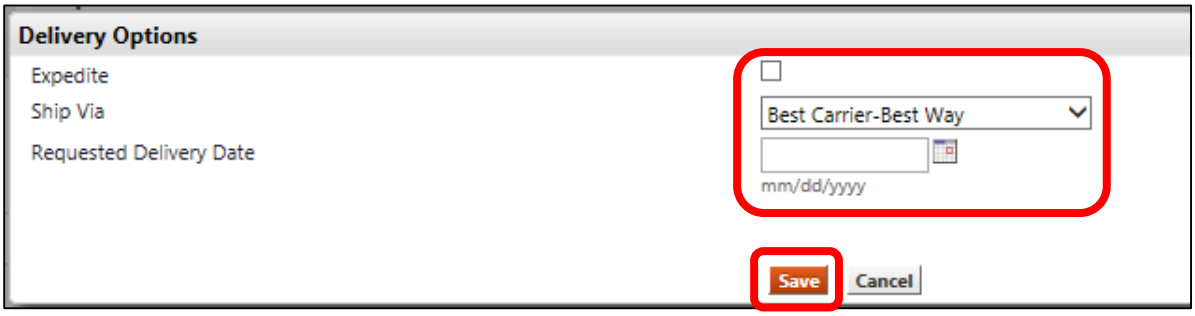
APPENDIX

Change Delivery Options

1. During the checkout process, your cart **Delivery Option** should default to **Best Carrier – Best Way**. If you wish to change the delivery option, go to the **Shipping** screen within the checkout process and click **Edit** along the **Delivery Options** line.



2. To expedite your order, check the box next to **Expedite**. Use the drop down menu next to **Ship Via** to change the shipping method and enter your preferred delivery date next to the **Requested Delivery Date** field. Click **Save** to close.

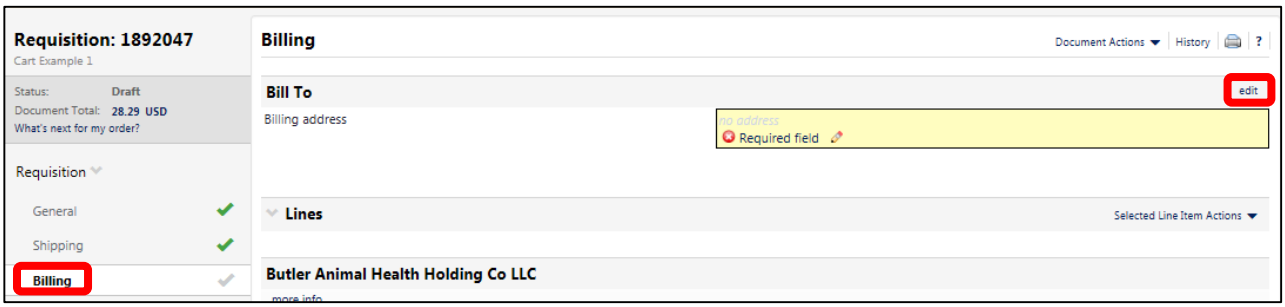


3. When you return to the **Shipping screen**, the **Delivery Options** fields will be updated.

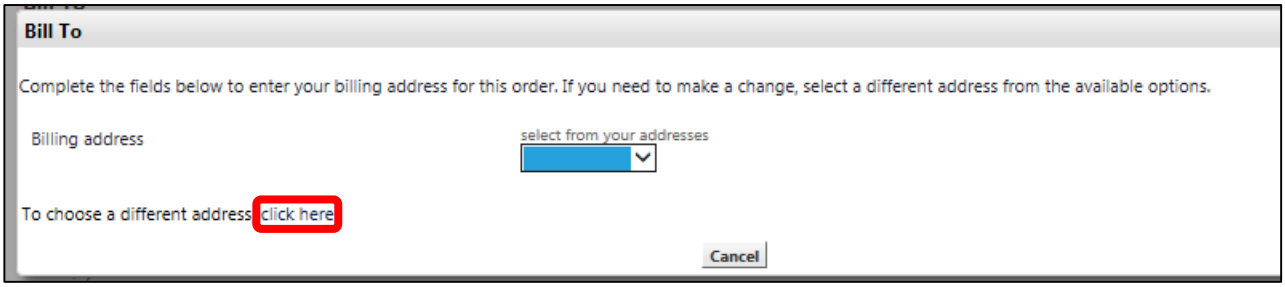
APPENDIX

Add a Bill-To Address

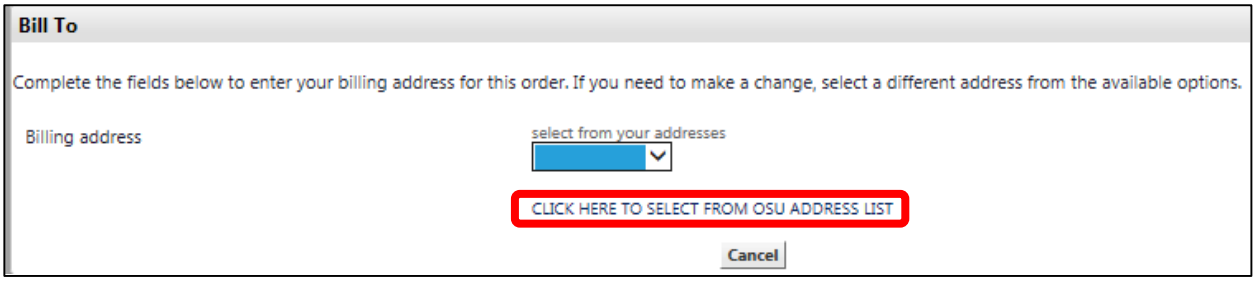
1. During the checkout process, you will need to add a bill-to address. This field should automatically populate based on your default address. If you do not have a default address, go to the **Billing** screen within the checkout process and click **Edit** along the **Bill-To** line.



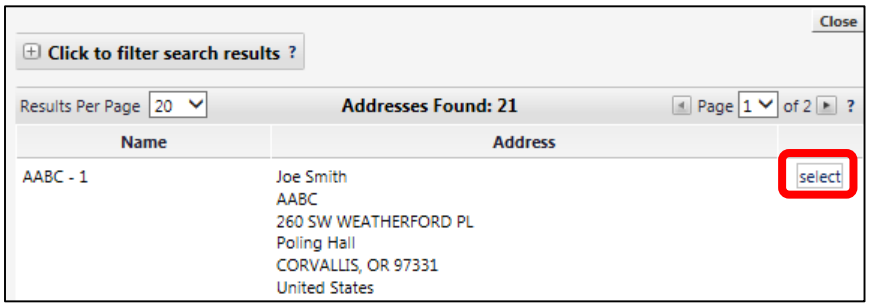
2. To add a new address, select **Click Here** next to **Choose a Different Address**.



3. Select **Click Here to Select From OSU Address List**.



4. A new window will open. Enter the building name or address to search the directory. A list of search results will appear. Once you find the appropriate address, click **Select**.



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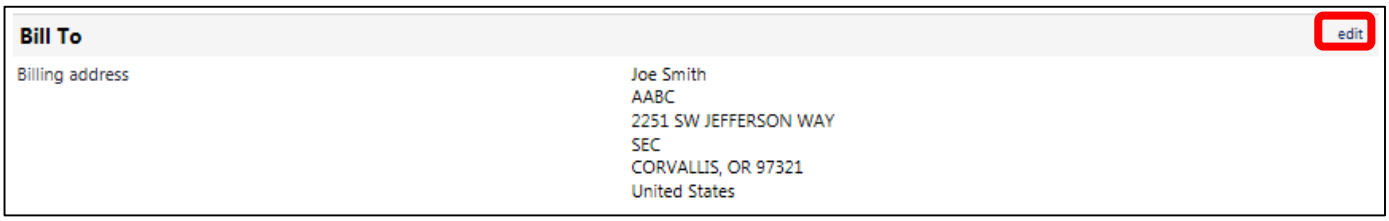
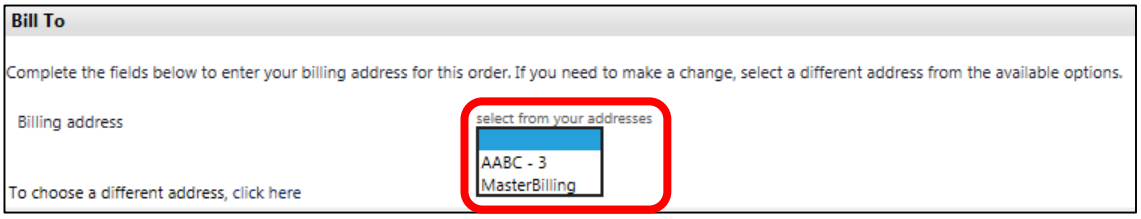
5. Once you return back to the Bill-To window, you can review the address details and add **contact line information**. Click **Save This Address For Future Use** if you plan to ship to this address more than once and **Name Your Address** in the free field text box. To default an address, click **Check this box to make this the default address in the future**. Click **Save**.

Change a Bill-To Address

1. During the checkout process, you will need to add a bill-to address. This field should automatically populate based on your default address. If you wish to change your bill-to address, go to the **Billing** screen within the checkout process and click **Edit** along the **Bill-To** line.



2. Select the appropriate **billing address** from the drop down menu and confirm your address details. Click **Save** to close.