What is a Hosted Catalog?

A Hosted Catalog is an electronic price file that OSU’s punchout suppliers can setup in BennyBuy. Hosted catalogs allow for quick shopping in BennyBuy without needing to punchout to a supplier’s website.

Because these hosted catalogs are static, OSU relies upon the supplier’s to update their catalog if pricing or availability changes. As such, you may encounter situations where a product is discontinued, or the price on the invoice is different than what was listed on the purchase order.

Shopping With Hosted Catalog

1. The Hosted Catalog search is located at the top of the Shopping homepage. Under the Simple tab, you can search for items based on product name, part number, supplier, etc. Once you’ve entered the search information, click the magnifying glass icon to execute your search.

Note: If you click on the Advanced tab, you can enter multiple search elements before executing your search. Click the Search button to execute your search.
Shopping with Hosted Catalogs

2. A list of items will appear. If desired, you can use the filter menu along the left hand side to further narrow your search results.

3. Additionally, you can select the icon next to different items to compare. Once you have selected this for multiple items, select the Compare button near the top of the page and a window will open with a comparison view.
Shopping with Hosted Catalogs

4. Once you have found your desired item, use the box next to the Add to Cart button to enter the quantity you’d like to purchase. Select Add to Cart.

5. The items will be added to your draft shopping cart. If you would like to add additional items, use the search bar at the top of the page to repeat this process. Otherwise, select the cart icon in the upper right hand corner, and then View My Cart.

6. On the Shopping Cart page, you can adjust quantity if needed. If an item was added in error, use the checkbox next to the item to select it. Then, select the symbol and click Remove.
7. Once all your items have been added, in the upper right hand corner, select the **Assign** button to assign your cart to a Requestor, or **Checkout** to complete the checkout process.

- For a step-by-step walkthrough of the checkout process, please see the Checkout Process tip sheet.