

Shopping with Hosted Catalogs

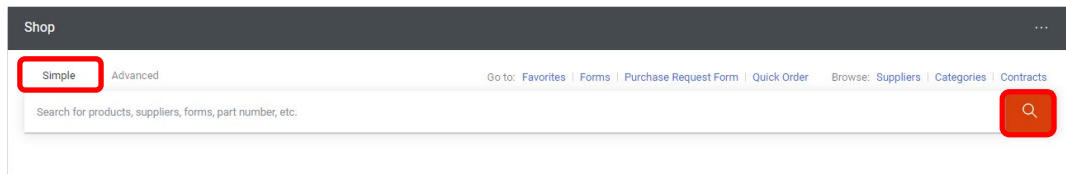
What is a Hosted Catalog?

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.

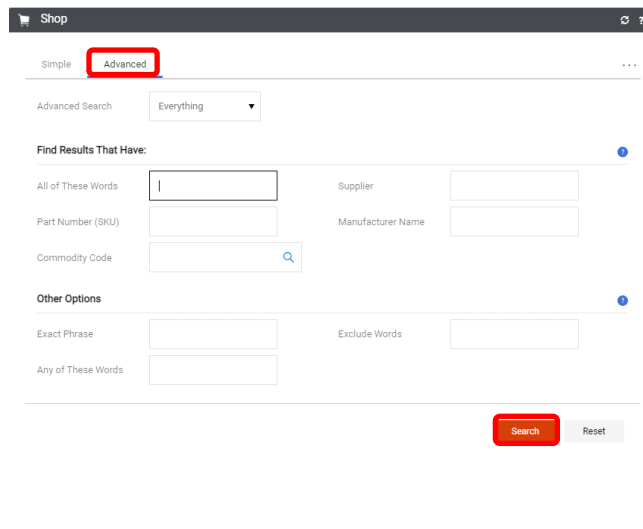
Because these hosted catalogs are static, OSU relies upon the supplier's to update their catalog if pricing or availability changes. As such, you may encounter situations where a product is discontinued, or the price on the invoice is different than what was listed on the purchase order.

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.

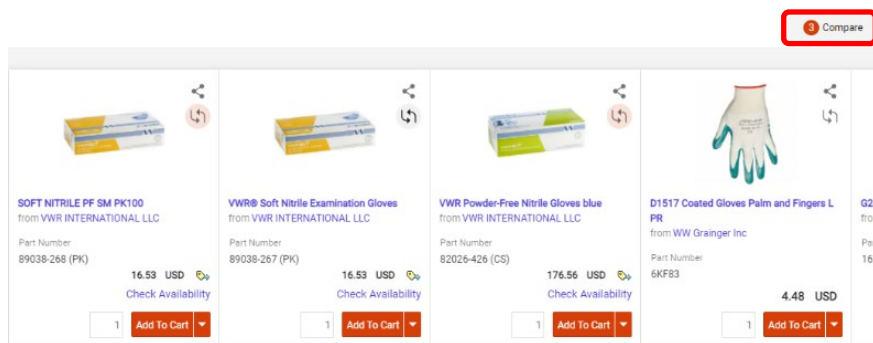














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- A list of items will appear. If desired, you can use the filter menu along the left hand side to further narrow your search results.

By Product Flag	>
By Supplier	>
By Supplier Class	>
By Category	>
By Packaging UOM	>
By Result Type	>
By Manufacturer	>

- 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.



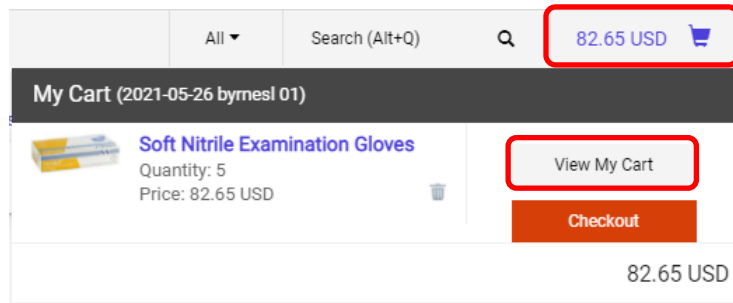
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add to Cart		<input type="text" value="1"/> Add To Cart	<input type="text" value="1"/> Add To Cart	<input type="text" value="1"/> Add To Cart
Product Image		 larger image	 larger image	 larger image
Product Details		 Powder-Free Nitrile Examination Gloves, Nitrile Examination Gloves	 Soft Nitrile Examination Gloves	 Soft Nitrile Examination Gloves
Catalog No.		82026-426 (CS)	89038-267 (PK)	89038-268 (PK)
Price		176.56 USD 	16.53 USD 	16.53 USD 
Supplier		VWR INTERNATIONAL LLC 	VWR INTERNATIONAL LLC 	VWR INTERNATIONAL LLC 
Category		General Laboratory Safety Equipment	General Laboratory Safety Equipment	General Laboratory Safety Equipment

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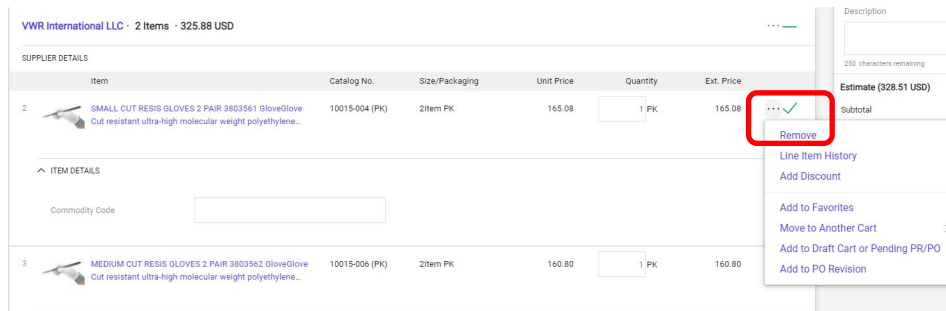
- Once you have found your desired item, use the box next to the Add to Cart button to enter the quantity you'd like to purchase. Select **Add to Cart**.



- 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**.

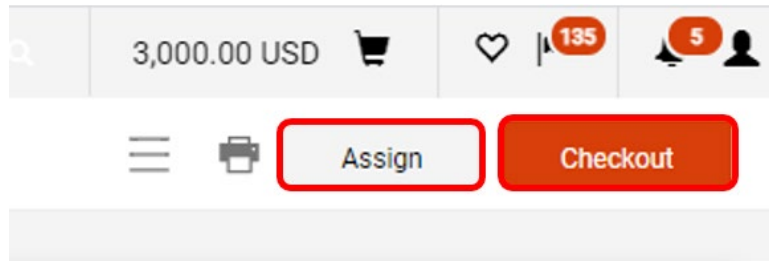


- On the **Shopping Cart** page, you can adjust quantity if needed. If an item was added in error, use the checkbox next to the item to select it. Then, select the **...** symbol and click **Remove**.



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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.