What is a Punchout?

A Punchout site is an electronic enablement OSU has gone through with certain suppliers that connect directly to their website. Many of these sites are branded for OSU and use OSU’s contract pricing. These sites can be identified by the different sticker icons under the Showcases section.

Shopping with Punchout sites will look and feel very similar to a supplier’s normal website; however, when you check out from a Punchout site, those items will be returned to BennyBuy to add shipping, billing, and accounting information.

- Punchout sites are created and maintained by each supplier individually. As a result, the exact steps of how to search, shop, and add items to your shopping cart may vary.
- Product pricing and availability may vary between the supplier’s public website and the Punchout.

Shopping With a Punchout

1. Under the Showcases section, the Punchout sites that are available will each have their own sticker icon. Punchout suppliers are grouped by product type.
2. To begin a Punchout order, click on the supplier’s icon and then select the **Shop Now** link. This will direct you to the supplier’s Punchout site. Please note some sites will open in a new browser window.

![Supplier Icons](image)

- **Note:** If you select the **Supplier Information** link, it will connect you to the information page we have for that supplier. These pages includes things like key contacts, how to do returns, and other useful information.

3. If you select a Punchout in error, click **Cancel Punchout** in the upper right hand corner of the screen. You will be redirected back to BennyBuy.

![Cancel Punchout](image)

4. After you finish shopping on the Punchout site and checkout, your items will be returned to BennyBuy and should appear in your shopping cart.
5. If you need to add more items to your cart, select the **Home** tab near the top left of your screen. Otherwise, select the **Assign** button to assign your cart to a Requestor, or the **Checkout** button to complete the checkout process.

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