# How to Create a Punchout Catalog Order

1. **What is a Punchout Catalog Order?**
    A. **Punchout Catalog Order** – A punchout catalog integrates DustyBuy and a supplier's online catalog. DustyBuy users will have the ability to navigate the supplier's website and place orders within DustyBuy.

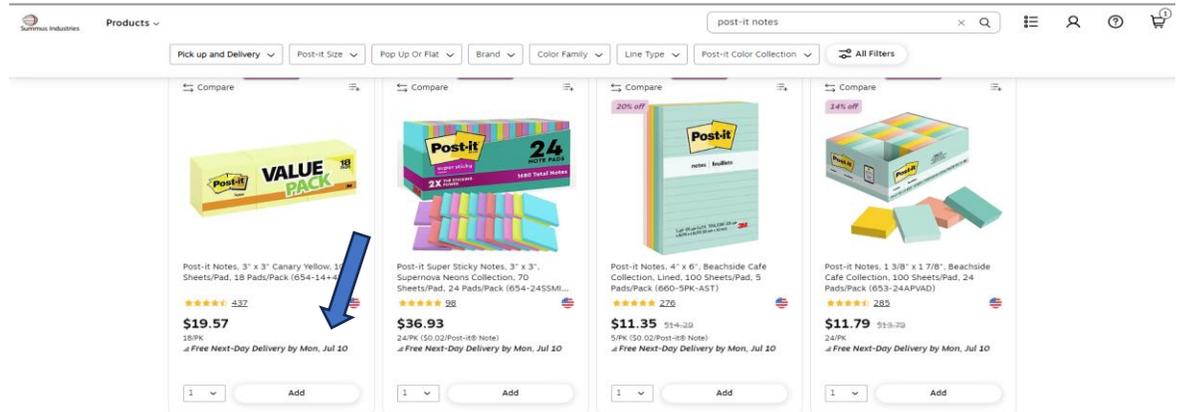2. **Punchout Catalog Order**
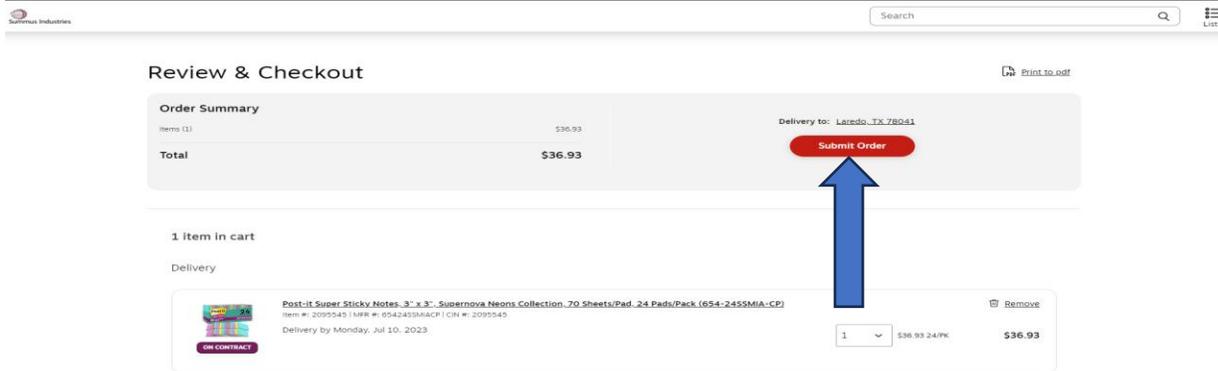   A. On the DustyBuy home page, select the desired vendor catalog you wish to use.
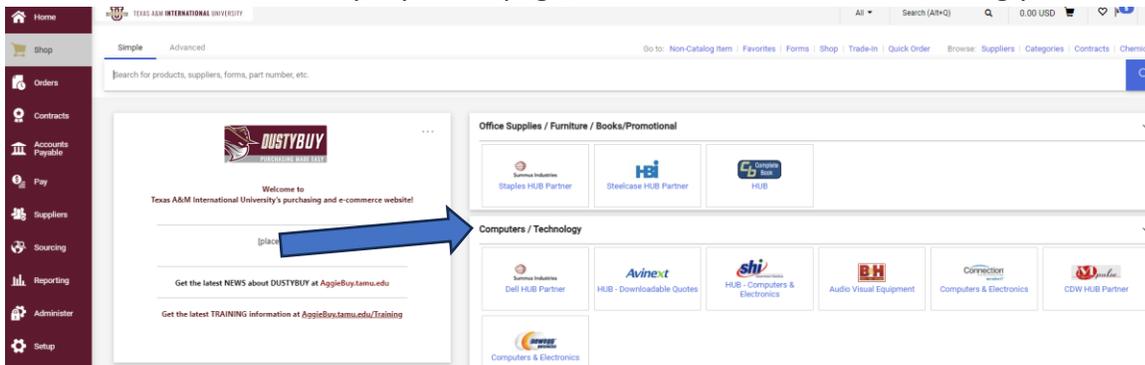
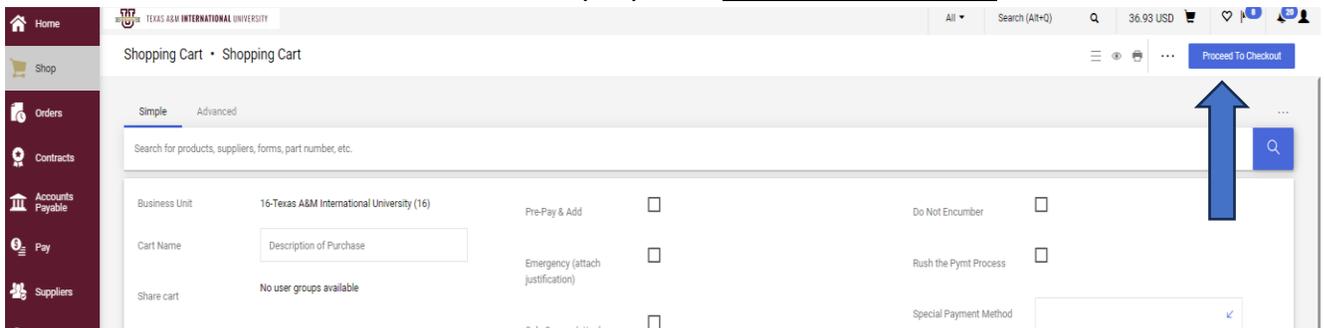   B. You will be redirected to the vendor's website to shop directly from the vendor.
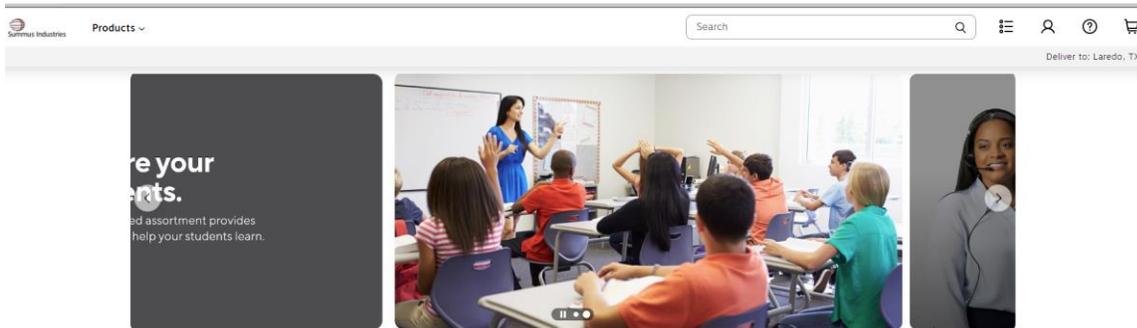
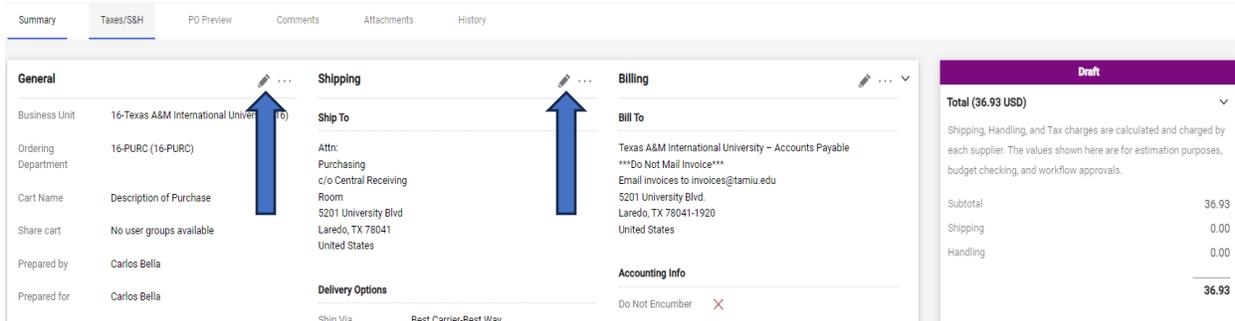   C. Shop on the vendor's website and create your cart.

**D.** When finished, review your cart, and click on **Submit Order**.

E. You will be redirected to DustyBuy; click **Proceed to Checkout**.

F. Before submitting your requisition through DustyBuy, include the following information(i-iv). Edits can be made by clicking the pencil icon in the corresponding section.

    i. Cart Name – A description of what is being purchased.

    ii. Ship To – Ensure that the department information is accurate.

    iii. Accounting Codes – You will list the account used to pay for this purchase here.
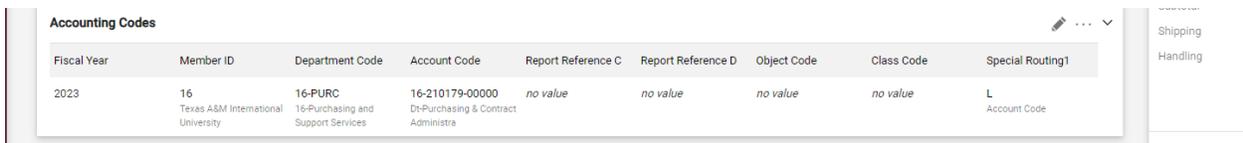
iv. Internal Notes and Attachments – Include any necessary attachments essential to the purchase, such as OIT approvals, EHS approvals, VPAT, IT Security approval, etc.

G. Once the order is ready for submission, click **<u>Submit Order</u>**.

H. After submitting your order, the requisition will route through a workflow for approvals before a purchase order is issued.