Electronic Ordering Instructions

For University of Pennsylvania Punch Out

January 2008

We're Building Our Business Around Your Business.

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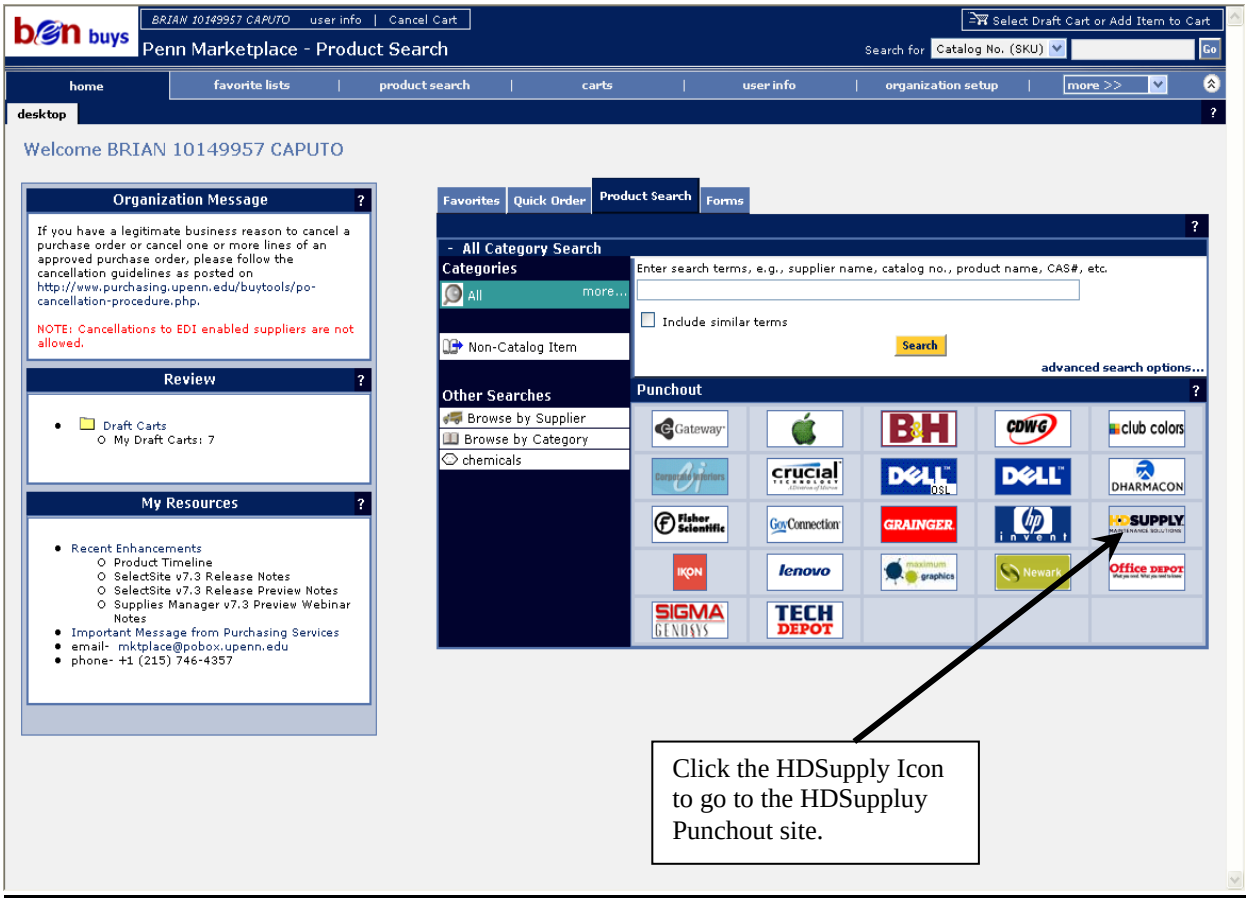
From the Penn Marketplace



Going to the HDSupply Punchout Site

- Simply click the HD Supply punchout icon in the Product Search Punchout Panel to navigate the HDSupply website.

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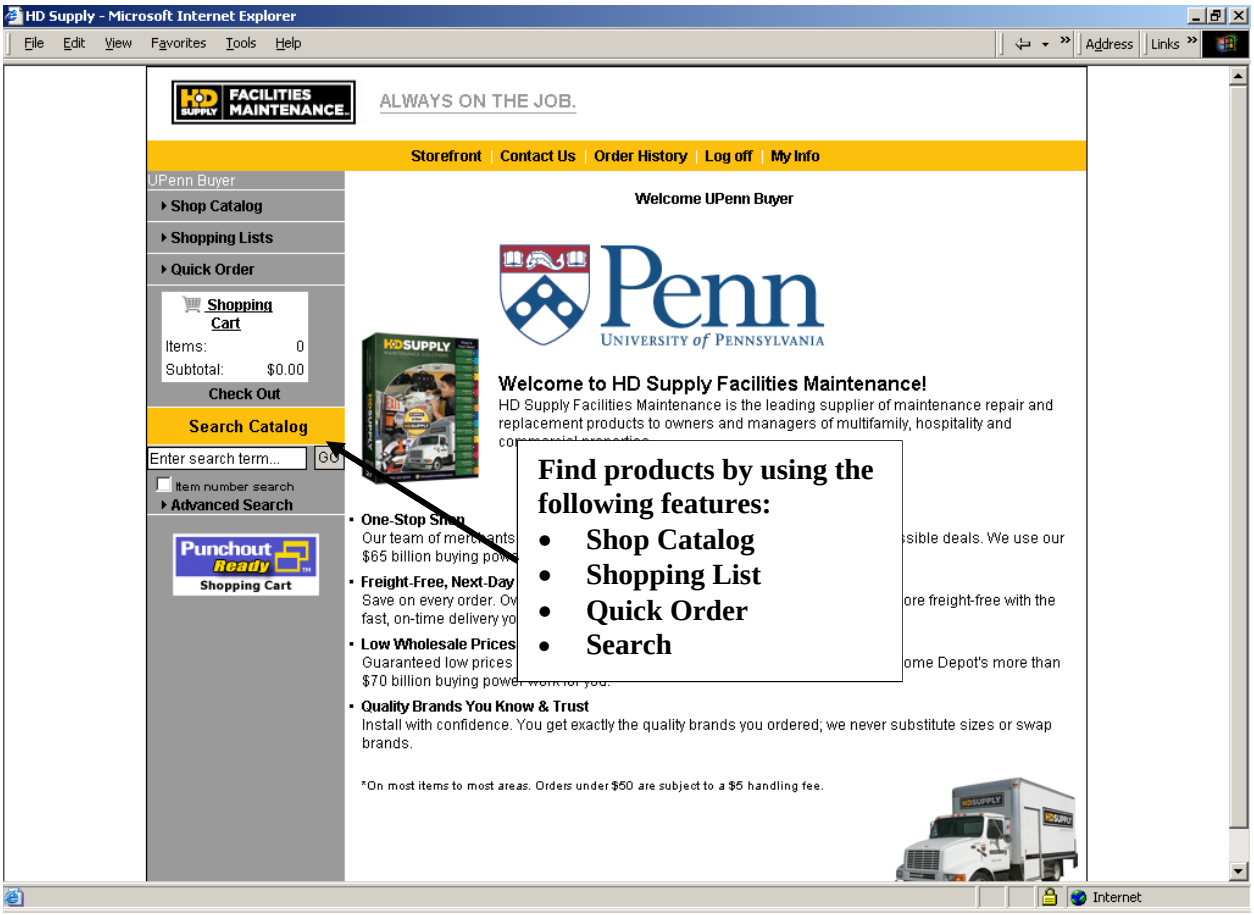
Home Page



Finding Products

- Products can be searched by utilizing the Browsing, Quick Order, Search, or Shopping List tools.

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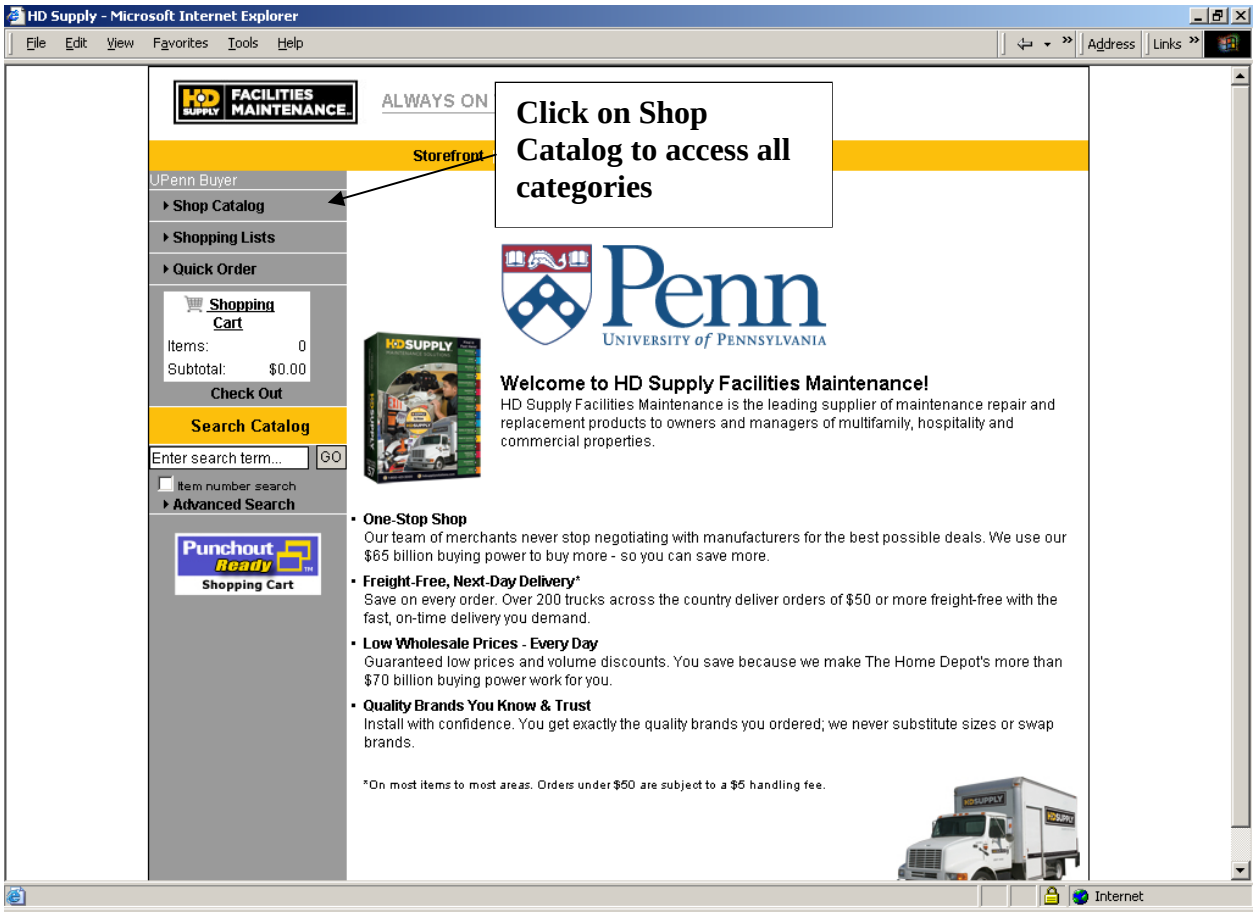
Browse Catalog



Browse Catalog

- The Full Catalog can be accessed by clicking on the "Shop Catalog" link on the left navigation bar. Products are split into categories for your convenience. Click on the category that contains the products you want to see, and a full list of products will be displayed.

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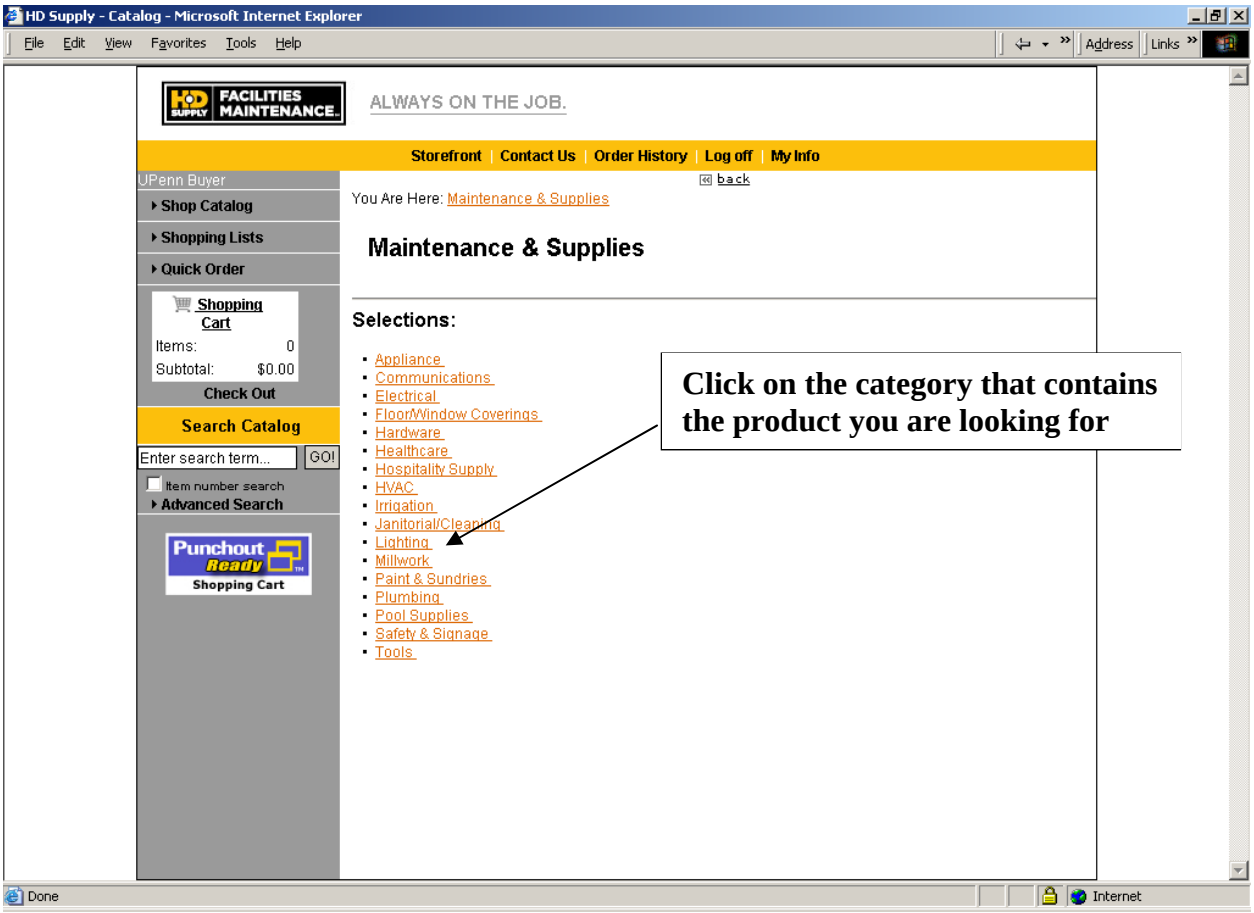
Browse Catalog (cont.)



- On this page you can click on any category and drill down until you get to the product you are searching for.

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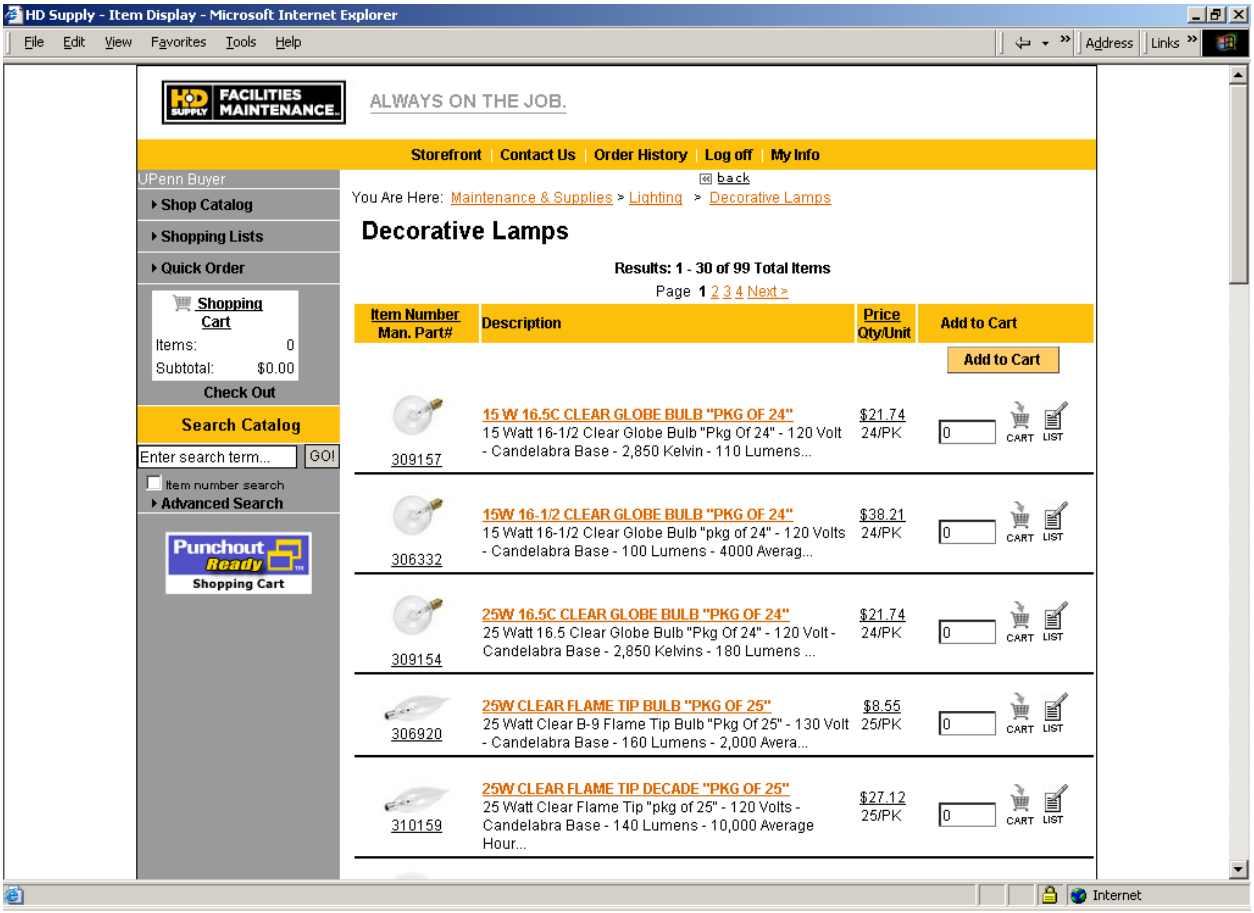
Browse Catalog (cont.)



- Once you have drilled down to the lowest level, you will get to the page where you can add the desired items into your cart. For more information about an item click on the description to view the Product Detail.

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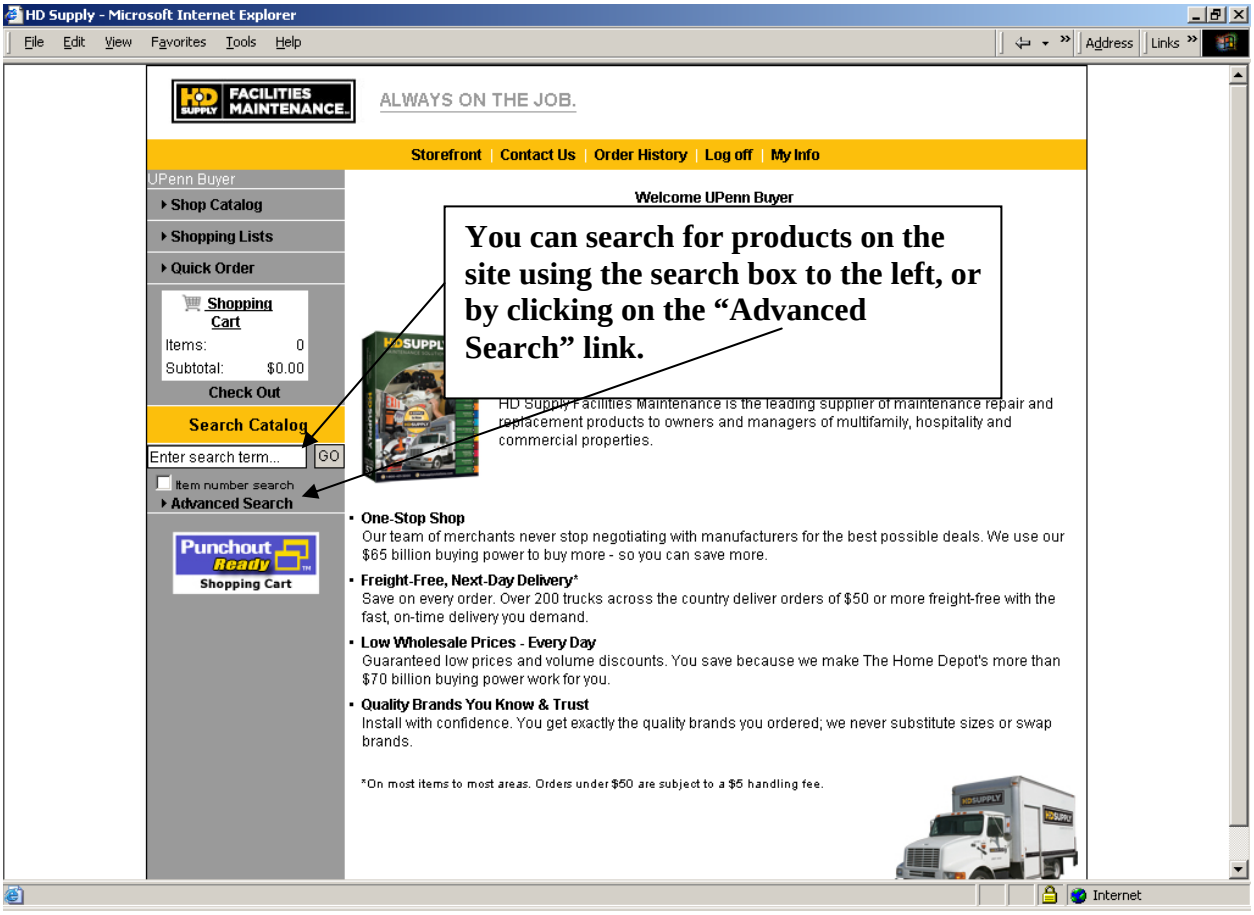
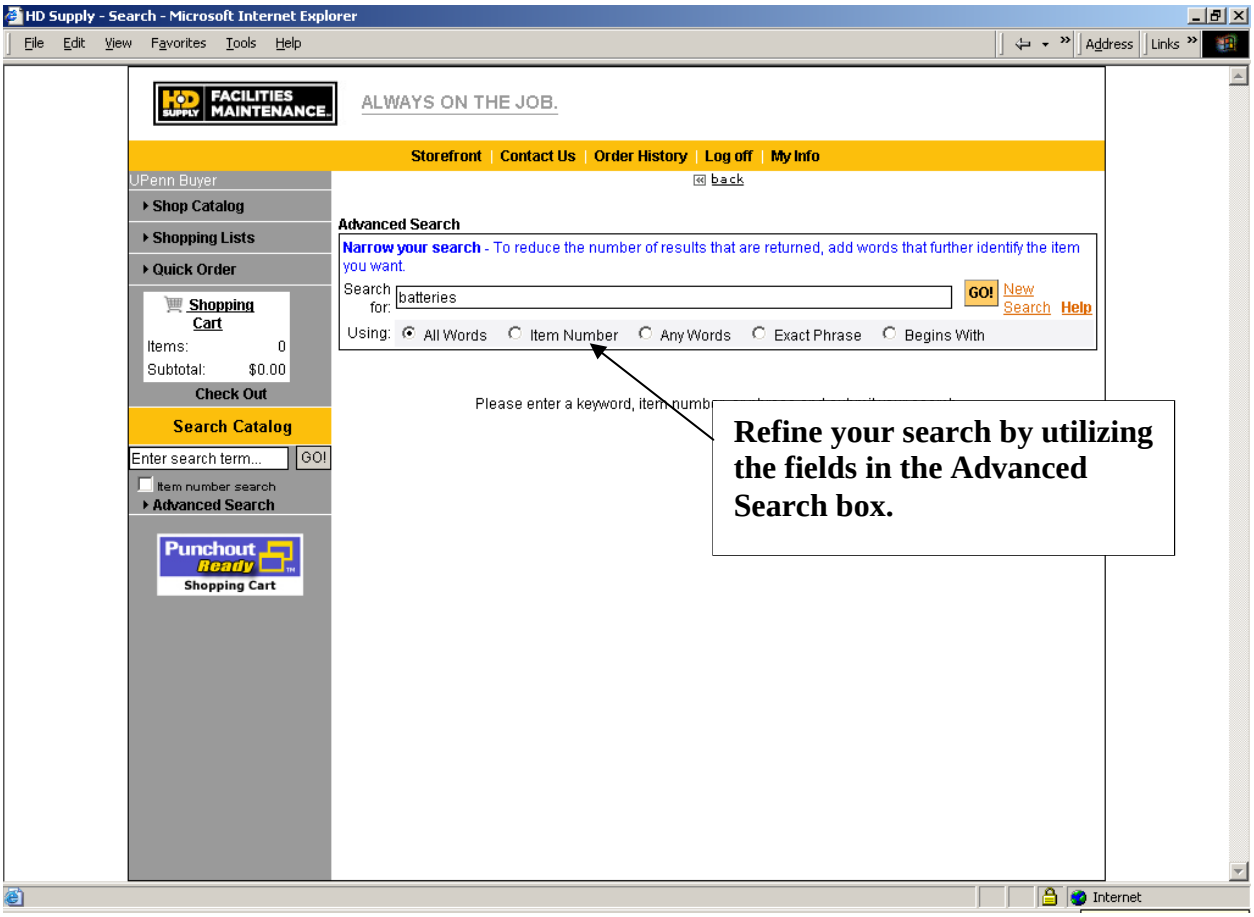
Search Catalog



Search Catalog

- The Full Catalog can be searched by clicking in the search box on the left navigation bar, or by clicking on the "Advanced Search" link. Our search engine uses robust Boolean Search techniques.

Search Catalog (cont.)

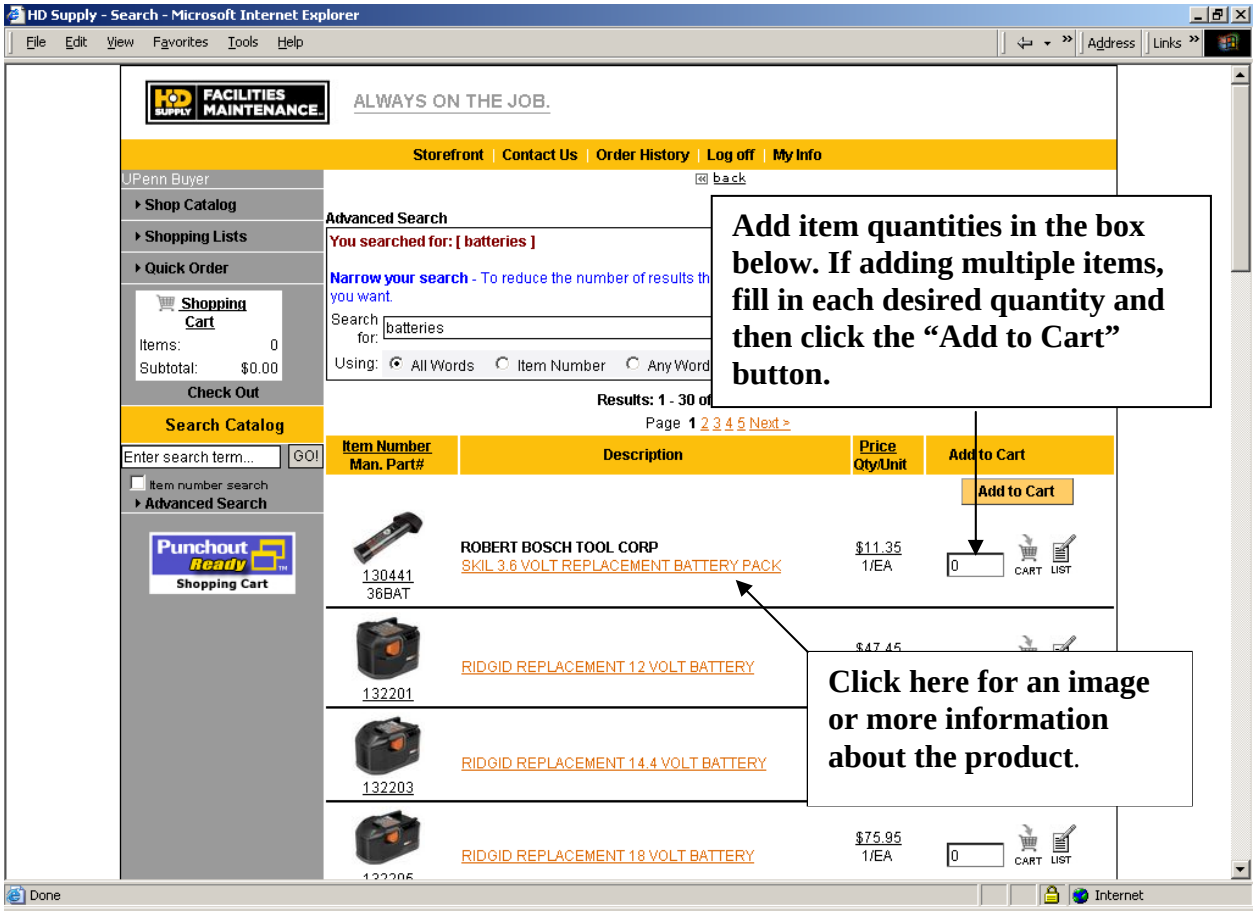


- Enter a keyword in the Search box.

Or

- Go to the "Advanced Search" box and select the criteria you would like to use to do a more detailed search. Use additional keywords to narrow your search.

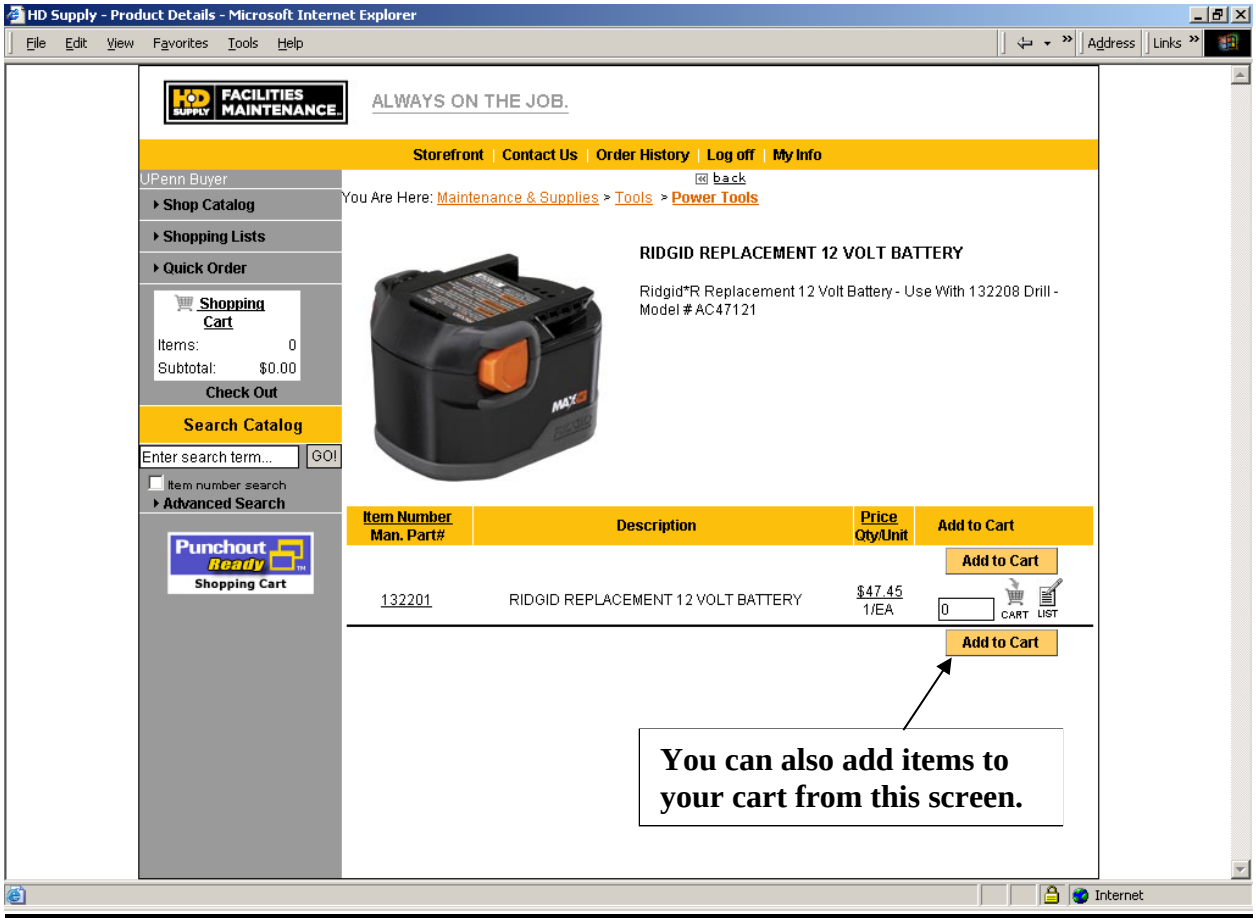
Add To Cart



Add To Cart

- On any page where products are displayed, you can add items to the cart. If more than one item displays on a page, you can input quantities for multiple items and add them to the cart with a single click.

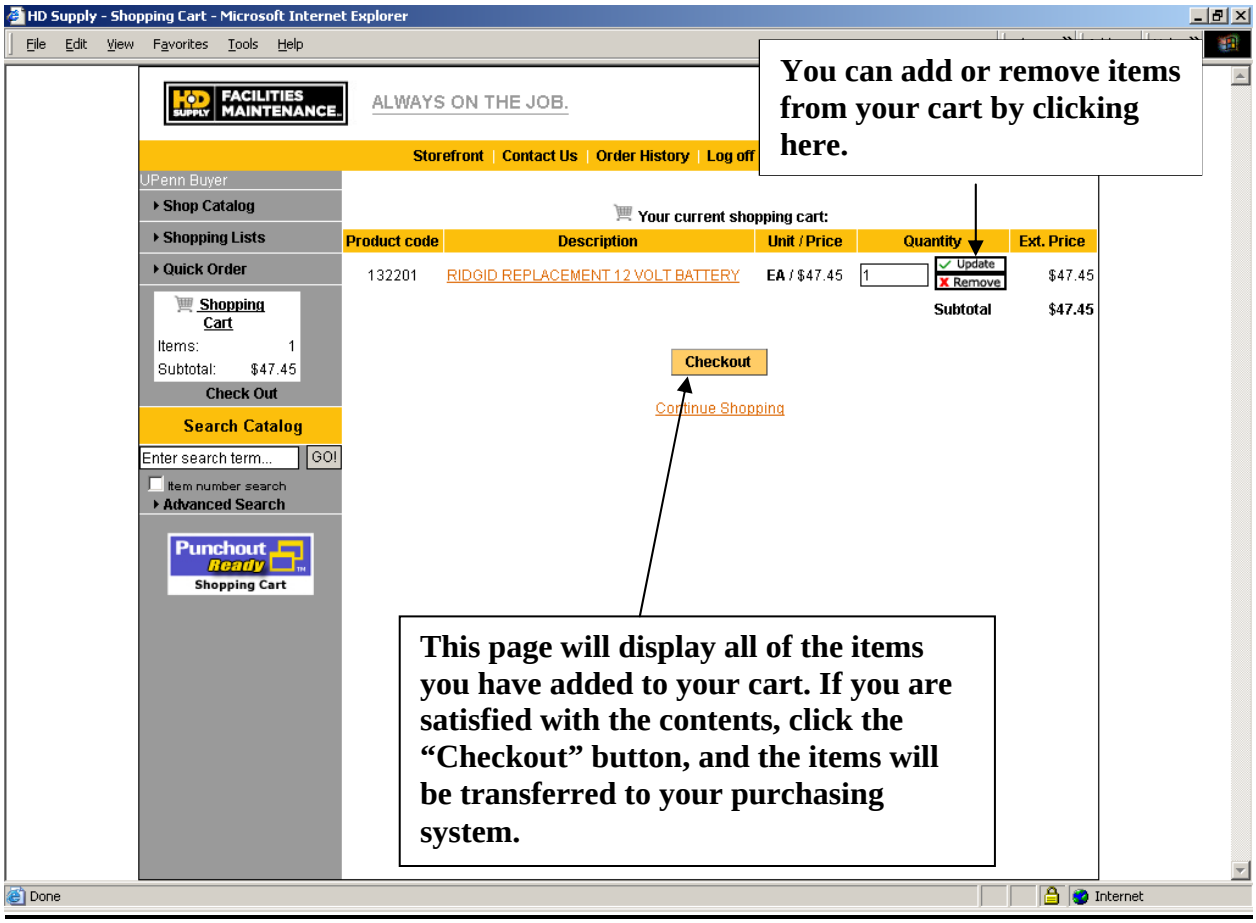
Product Detail



Product Detail

- If you would like to see an image, or review a more detailed description of the product, click on the name of the product. You can return to the product list by clicking the "back" button or selecting a Category link above the Product description.

Checkout



Checkout

- The checkout process begins with reviewing items in your cart. Any products that you selected from our catalog will be in your cart. Here, you can modify quantities or remove items from your cart.

- If the information is correct, simply click "Checkout" to finalize your order – at this point your cart will be transferred to your purchasing system.

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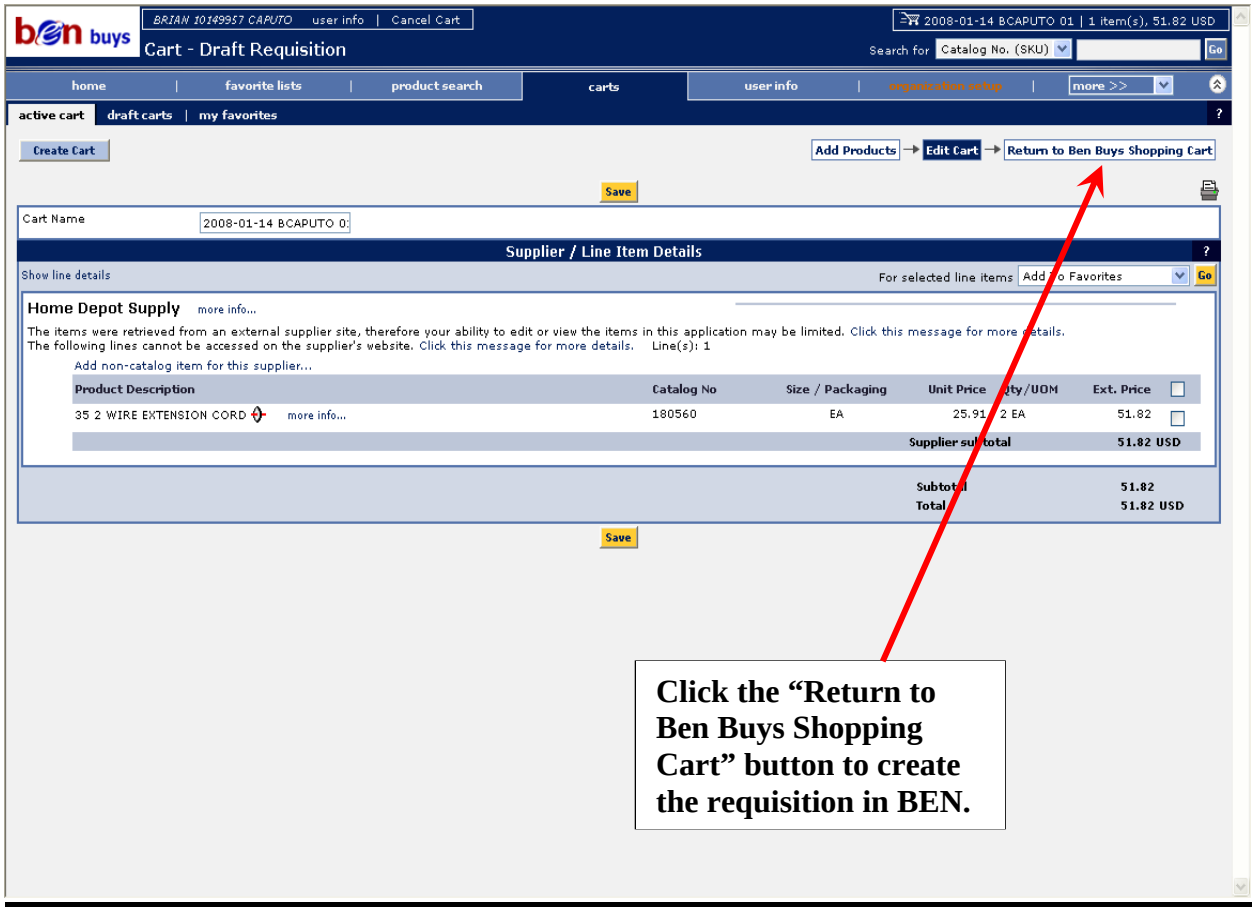
Returning to BenBuys



Returning to Ben Buys

- Click the "Return to Ben Buys Shopping Cart" button to return to BEN and create the requisition/PO.

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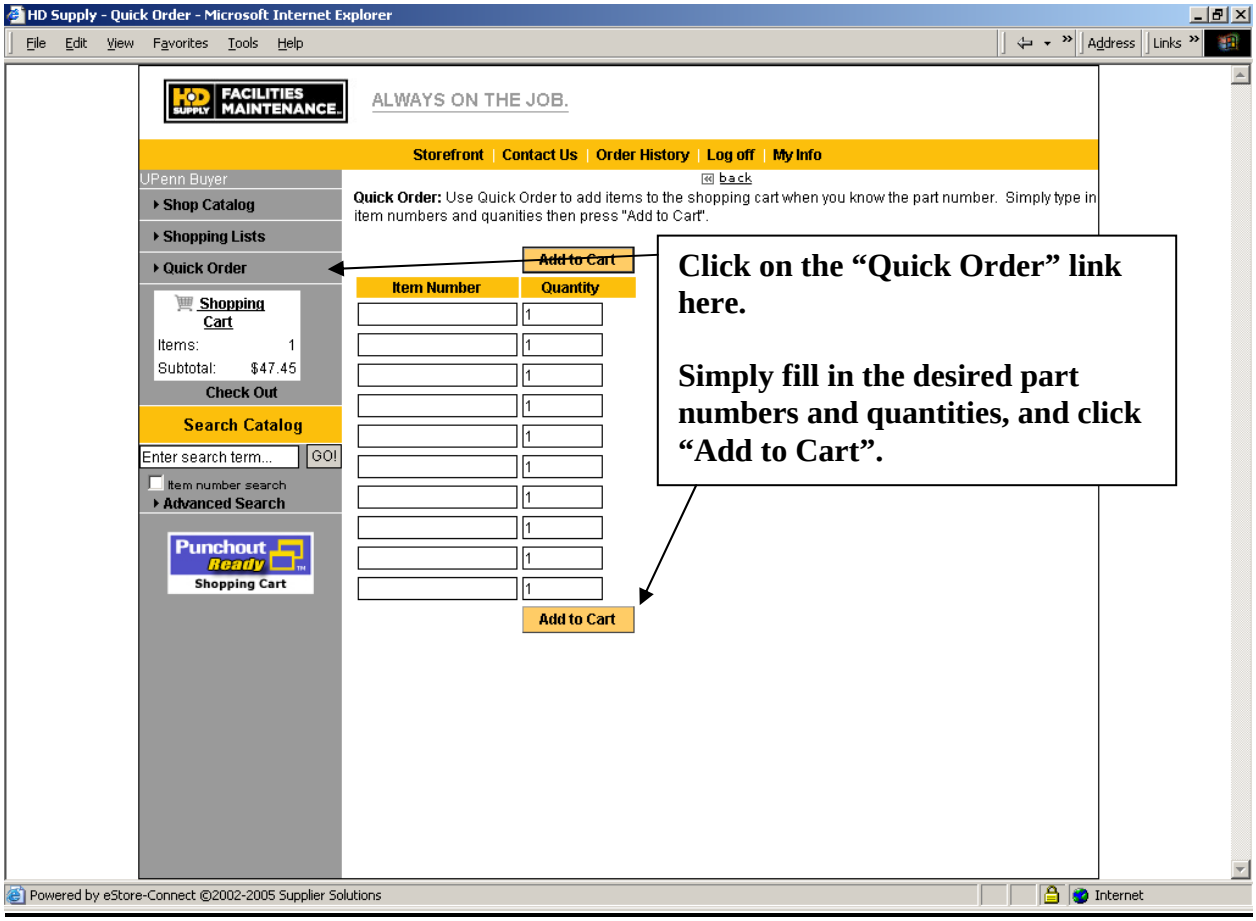
Quick Order



Quick Order

- Click the "Quick Order" link on the left navigation bar.
- Quick order is one of the fastest ways to order online. If you already know the part numbers you would like to order, fill in the quick order boxes and click "Add to Cart".

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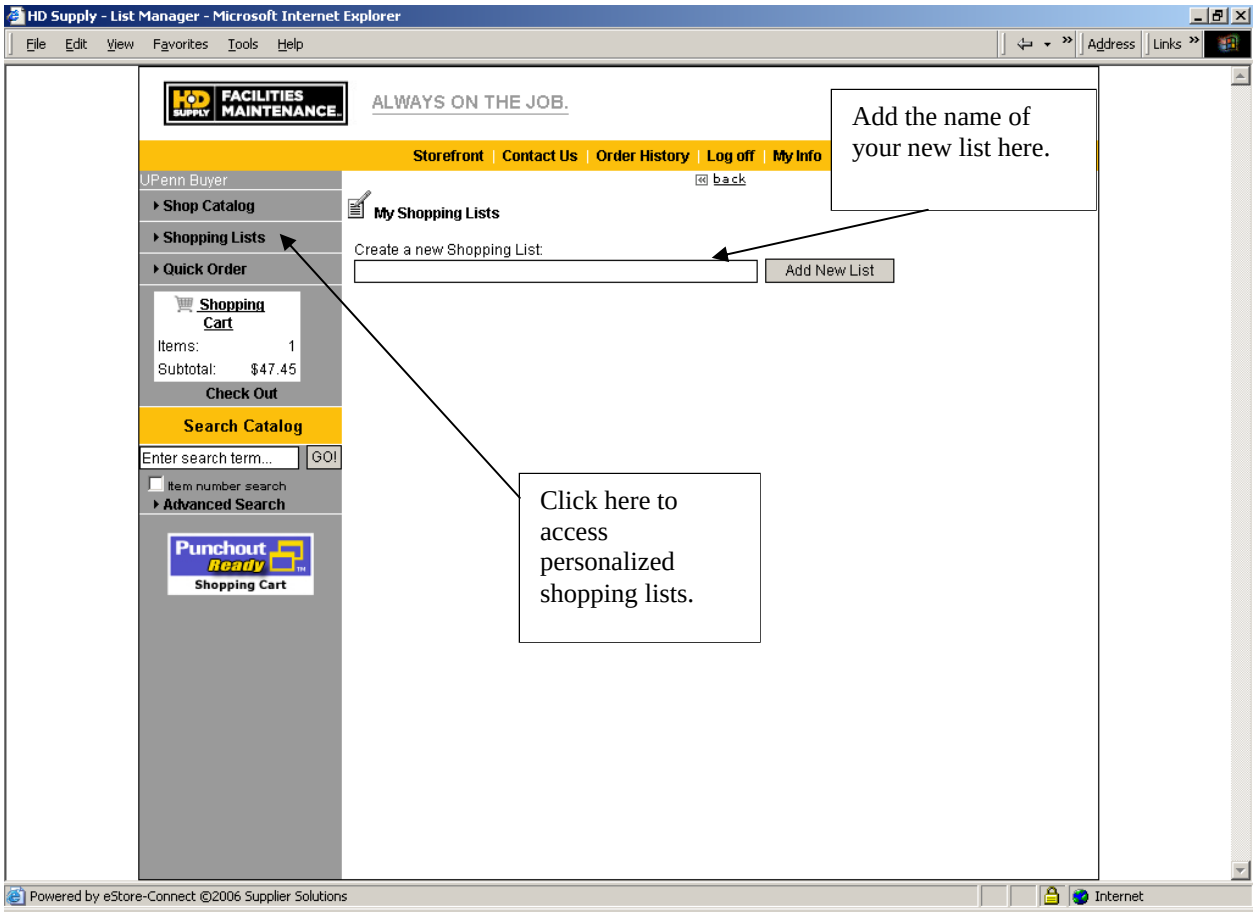
Shopping Lists



- You can create multiple shopping lists categorized to your specific needs. Type in the name of the list you would like to create in the "Create a new Shopping List" field, then click on "Add New List" and the name of the list will appear in the box below.

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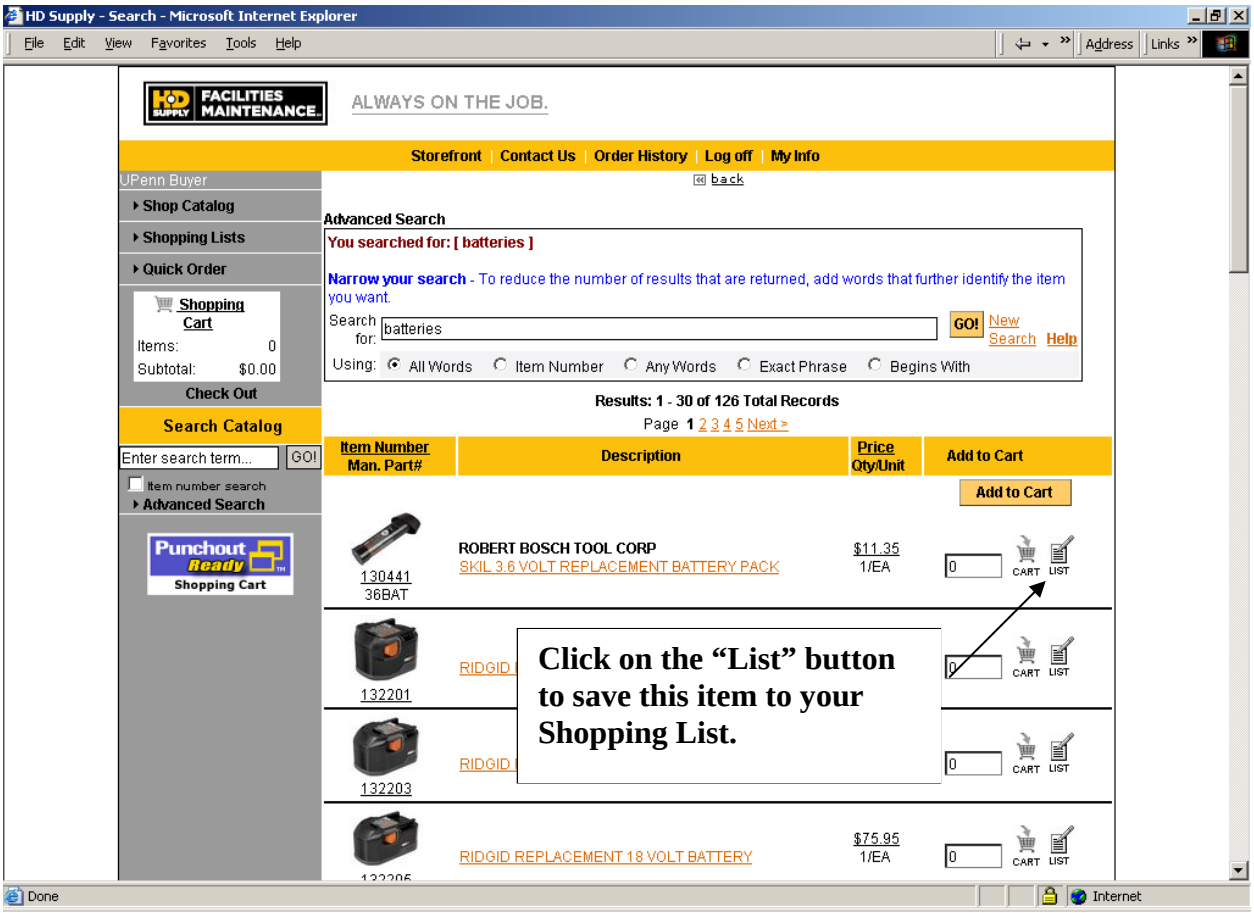
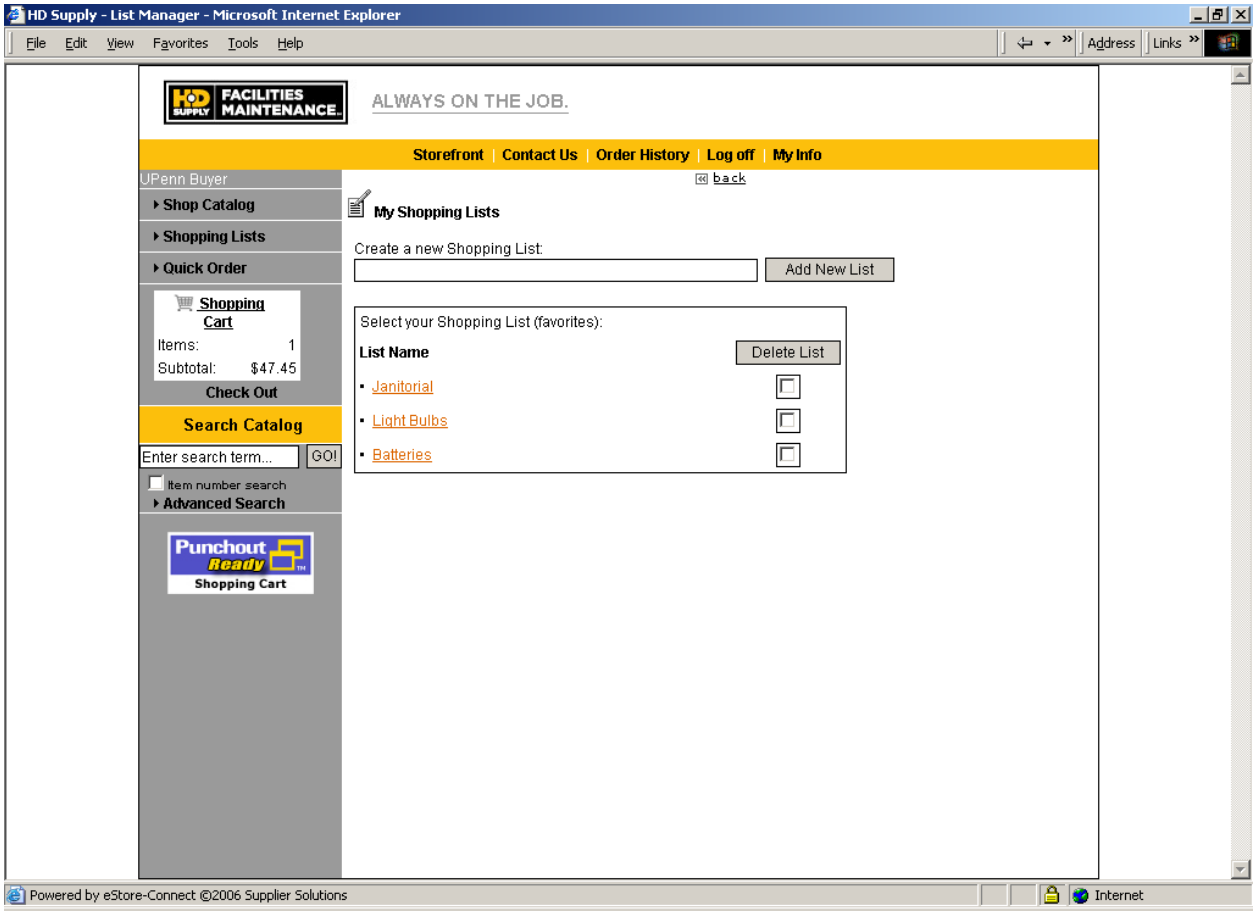
Shopping Lists (cont'd)



Shopping Lists

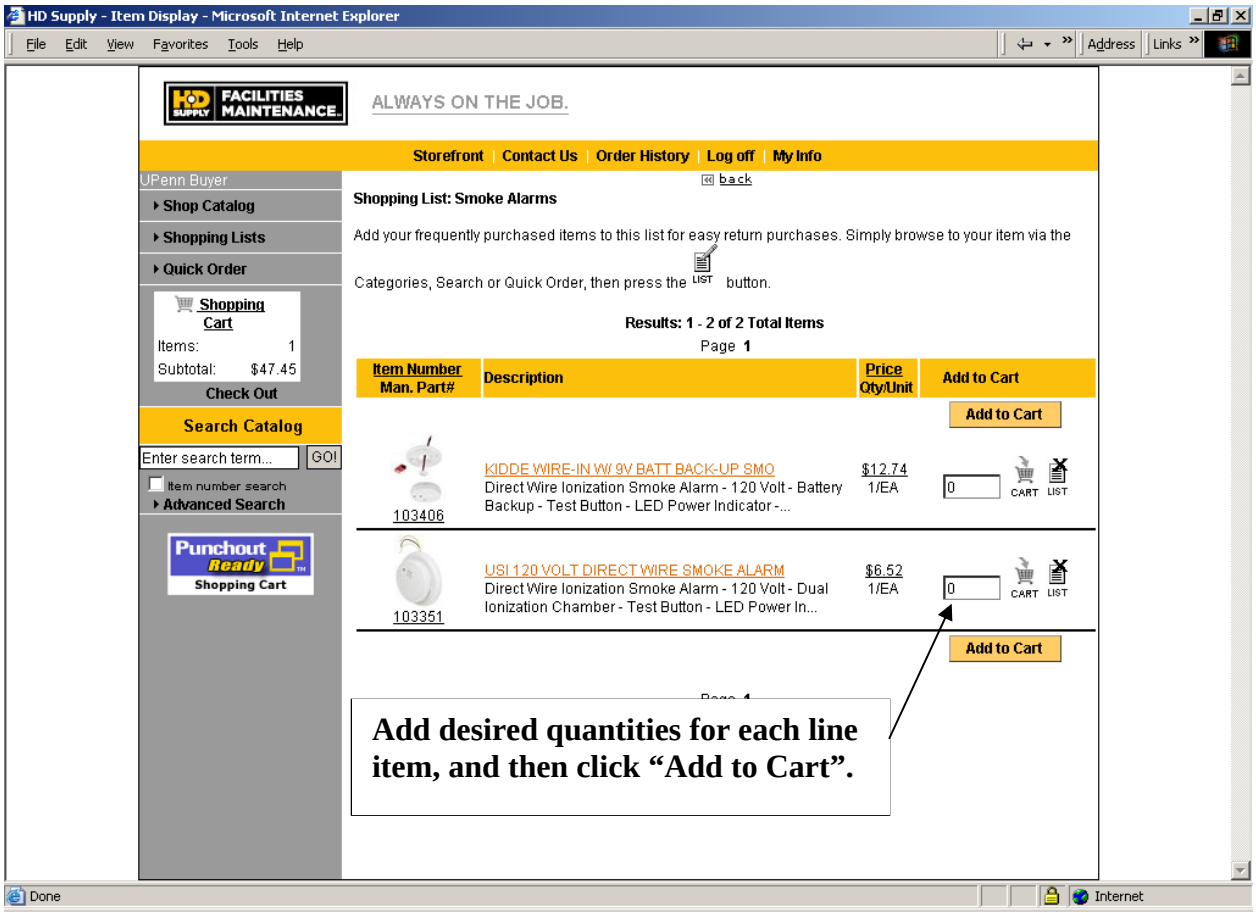
- Save frequently purchased items to your personal Shopping List for quick reorder. Wherever items are displayed, click on the "Add to List" button to save that item to your list.

Shopping Lists (cont'd)



- Once you click on "Save to List" you can choose one of the lists you created to place the item in. Next time you shop, click on the "Shopping List" link to go straight to your favorites!

Shopping Lists (cont.)



- Once you have all of your frequently purchased items in your Shopping List, you can add products to your cart from this page by putting in the quantity desired, and then clicking the "Add to Cart" button.