Smart Source Step-by-Step Guide

Adding a Punchout Item to a Cart

Procedure

1. From the **Smart Source** home page, select a supplier's tile from the **Punchout Suppliers** section of the UI.

2. A punchout session is established by Smart Source with the selected supplier and a list of supplier maintained goods and services is displayed. **Note, because punchout catalogs are maintained by each individual supplier, no two punchout sites operate the same.**
3. Using the supplier provided search tools, locate the items you wish to requisition and add them to your punchout cart.

4. After you have added the desired items to your punchout cart, initiate the checkout process. Note, as a part of this process, if asked to return the items to the eProcurement application select this option.

5. Your punchout cart is returned to Smart Source and your Smart Source cart is updated accordingly.

You have successfully added a punchout item to a cart.