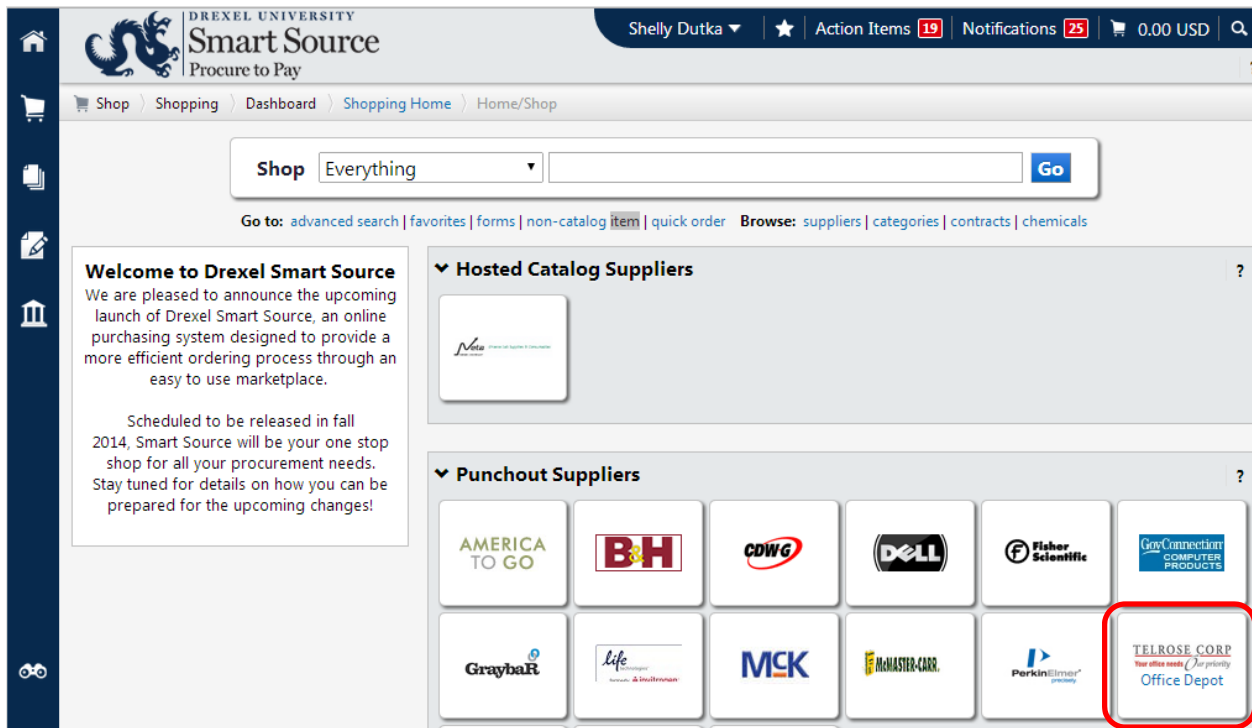


Smart Source Step-by-Step Guide

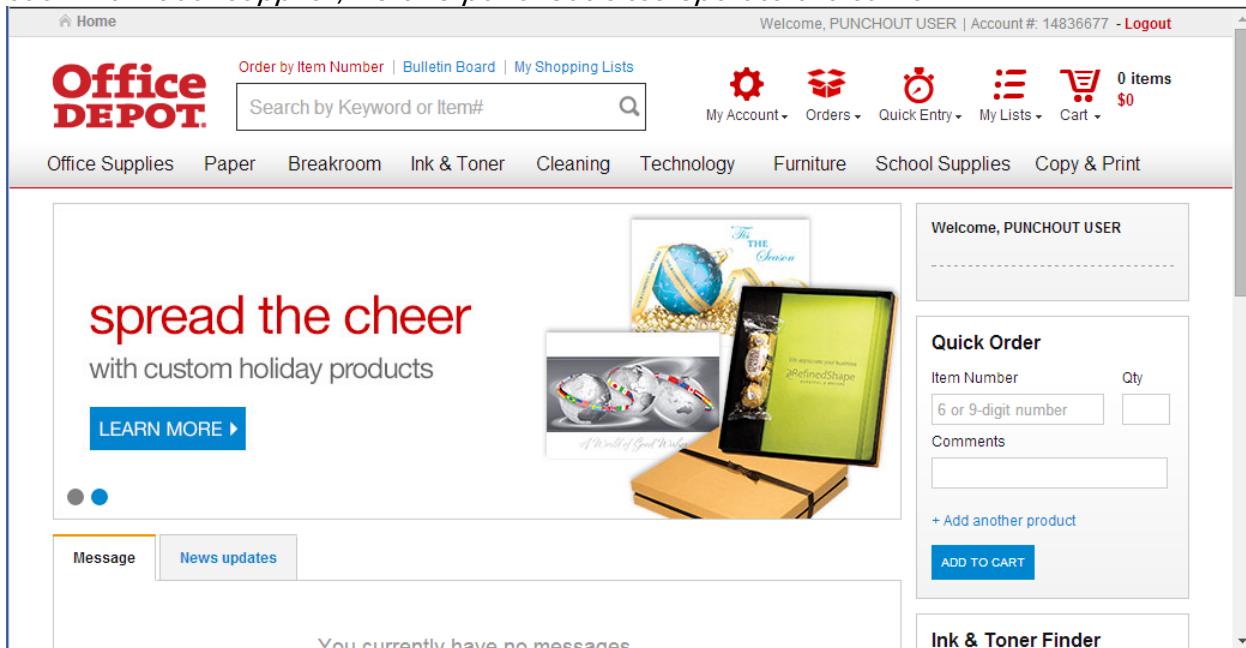
Adding a Punchout Item to a Cart

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.*



- Using the supplier provided search tools, locate the items you wish to requisition and add them to your punchout cart.

modular (2)
 traditional (1)
 transitional (3)

Length
 48" (1)

Weight
 45 lb (1)
 51 lb (1)

Construction
 laminate (11)
 metal (1)
 particleboard (5)

HealthPostures TaskMate Desktop Computer Standing Desk
 Item # 132808
 ✓ Sold Online (Delivery Only)
 Limited Availability
\$610.84 / each
 Qty 1 **ADD TO CART**
 ADD TO SHOPPING LIST

Ergotron LearnFit Adjustable Standing Desk
 Item # 113194
 ✓ Sold Online (Delivery Only)
 Limited Availability
\$492.09 / each
 Qty **ADD TO CART**
 ADD TO SHOPPING LIST

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

DREXEL UNIVERSITY
Smart Source
 Procure to Pay

Shelly Dutka | Action Items 19 | Notifications 25 | 610.84 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1208176 - Draft Requisition

Shopping Cart for Shelly Dutka [Continue Shopping](#)

1 Item(s) for a total of **610.84 USD**

Proceed to Checkout or **Assign Cart**

Name this cart:

Have you made changes? [Update](#) | [Help](#) | [Add Non-Catalog Item](#) | [Empty cart](#) | Perform an action on (0 items selected)... | [Select All](#)

Telrose - Office Depot [more info...](#) [Add Non-Catalog Item](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 You can no longer access this item(s) on the supplier's website. [What does this mean?](#)
 Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Sep 9, 2014 Add to Favorites Remove More Actions HealthPostures TaskMate Desktop Computer Standing Desk	610.84 USD EA	1	610.84 USD
Part Number 132808 Manufacturer Info UZ9365 - (HealthPostures) Commodity Code <input type="text" value="Office"/>			

You have successfully added a punchout item to a cart.