TechBuy / Cardinal Health Shopper Supplement

After you set up your user defaults in your TechBuy profile you are ready to shop for clinical supplies in the Cardinal Health punch-out catalog. When ordering from Cardinal Health, do not include any order from another vendor in the requisition.

Click on the Cardinal Health icon under the Product Search tab.

TechBuy will take you out to the Cardinal.com website. Once you have been through training your access to this site will be limited to going through TechBuy.

Once in Cardinal.com search in the same manner as you normally would search and select items for purchase.
Select the items you wish to purchase.

Once you have selected the items you wish to purchase, click on your cart in the upper right part of the page.
Review your cart to make sure the items listed are the items you wish to purchase.

![Image of shopping cart](image)

**Click on “Confirm Price & Availability”**

Confirm the price and availability of your items by clicking on “Confirm price & availability” on the right side of the screen.

![Image of confirmation page](image)

**After confirmation, click “Place Requisition”**
After you have confirmed the prices and availability, click on “Place Requisition” to bring the order back into TechBuy. If you wish to cancel the order, click on “Cancel”.

Review the items to make sure they are the items you wish to purchase. You can remove items at this time, but you cannot add items.

When you have verified that the items are correct, click on “Review” in the process flow diagram at the top right part of the screen.

Remember that you cannot mix an order / requisition for Cardinal Health with orders from other vendors.
If you correctly set up your user defaults in your profile, all information in the General, Shipping, Billing and Funding Information should be correct. If it is not correct, please refer to the information in Shopper / Requestor section of the TechBuy training materials.

If all information is correct, click on the “Assign Cart” box in the process flow. A box will pop up that will allow you to find the proper person to assign to your cart for approval. You can enter a message to the person who you are assigning the cart to in the “Note” box. Click on “Search for an assignee”.

“Search for an assignee”
When the User Search box appears, enter at least a last name and click “Search”.

Click the radio button beside the person you are assigning to the cart and then click “Choose Selected User”.

You can add the person to your profile defaults so that you do not have to search for this person every time you assign your cart. Click on “Add to Profile” to do so. After you enter a brief message, click on “Assign”.

After you assign your cart you will get the following message. The message includes your requisition number. Make note of the requisition so that you can track its progress.
Notice that you have options below “What would you like to do now?”

- Search for another item
- Check the status of an order
- Return to your home page
- Create a new draft cart

Select “Check the Status of an order”. This option takes you to the History section of TechBuy where you can search for Requisitions and Purchase orders. Please refer to the “Reviewing History” section of TechBuy training documentation.