TechBuy offers the capability to shop by hosted catalogs, non-catalog forms and punching-out to vendor websites. Users may add catalog items to their cart by using both punch-out and hosted catalogs. It is important to note that a supplier cannot have a hosted and a punch-out catalog.

You may search for items you want to purchase from the TechBuy Shopping home page.

Another way to easily search for these items is by navigating to the Shop icon and Shopping. Under the Go To section, click the New Shopping Experience link.
The New Shopping Experience view displays for a search. The **Simple** and **Advanced** tabs along the top of the search field allow you to toggle between the simple and advanced search pages.

The **Go to** and **Browse** shortcut links provide quick access to frequently used features such as favorites or forms. The links are displayed as text above the field on a wide screen, and collapse into an actions icon with a drop-down menu on a narrower screen.

![Image of TechBuy search interface](image)

**Hosted Catalog Search**

Hosted catalogs are essentially a supplier's catalog that contains TTUHSC contract pricing; however, it typically contains a smaller number of products than a supplier's full catalog. If you use the search capabilities within TechBuy, you are searching the hosted catalogs.

The Shopping home page and the New Shopping Experience view allow you to perform a simple search and an advanced search. In the search field, enter key words for items you want to purchase for a simple search. The advanced search allows you to perform a more detailed search by SKU number, supplier, manufacturer name, and more.

**Recommended Search Items**

When you enter **search criteria** for a simple search, the product search field offers up to 10 recommended items based on your personal and shared favorites, and items that have been added to requisitions in the last 30 days.

A ♥ icon indicates that an item is in your Personal Favorites folder. A 🧵 icon indicates that an item is in a Shared Favorites folder. A 🗑️ icon indicates that an item has been added to a requisition in the last 30 days. The process of adding items to Favorites is explained in detail on pg. 7 in this training document.
The **Add To Cart** button allows you to add an item or request directly to your cart. The **Add and Checkout** option on the drop-down menu will take you directly to the Checkout/Requisition page to purchase your items without going through the search results.

If there are no recommended items or you don’t want any of the recommendations, select the **Search Magnifying glass** icon to generate the search results.

**List and Grid Views**

On the search results page, results will display by default in a grid layout. You may switch between **list view** or click the **grid icon** to view items as tiles in a sticker format. The grid view displays 1-6 columns of tiles, depending on the size of the screen.
Choose the gear icon in the grid view for the drop-down menu to determine which product details are displayed on the tiles.

**Filter and Sort Preferences**

The search results page allows you to refine and filter your search results in several ways.

Use the filters to narrow search results by selecting specific suppliers, categories, a unit of measure, or any combination of options. Filters may be easily added by checking the box next to a selection or removed by unchecking the box next to a selection.

Your filter selections will display at the top of the filter list. You may select the X next to any of your filter selections to change that filter section as well.
If you want to hide the sidebar, click the Hide button. To return the sidebar back to view, select the Show button.

To organize the search results by preferences, you can sort by Best Match, Part Number, Size, Supplier, etc. Select a sort option from the BEST MATCH drop-down menu.

Details View

From the search results, cart or checkout page, you may open a Details View of products and vendors.

To learn more about the product vendor, select a Vendor Name below an item. If you want additional details about an item, click an Item Name to display detailed item information.

The Detail View for an item will list supplier, size, category, etc. Information panels in the view may be expanded or collapsed. You may also change the number of items you want to order and add the item(s) to your cart from the Detail View.
When you choose the Vendor Name, a new window will open with the vendor information such as a business website link, business and technical contact information, and other TechBuy contracts.
Adding Items to Favorites

Items may be saved to your favorites by selecting the ❤ icon next to the Item Name.

The Item Nickname and Quantity will automatically default into the required fields but may be changed. A Description may be added, if desired.

A Personal or Shared Folder is required to save a Favorite Item. You may need to create a new folder if one is not available. Once all information is entered, select Save Changes.

Favorites will now be more clearly identifiable on a search. A ❤ icon will indicate the item has been saved to your favorites.
**Compare and Add Products to Cart**

TechBuy provides the ability to compare multiple items. When no items have been selected for comparison, the button will be grayed out. Select **COMPARE** to add an item to the Compare list. You may select multiple products from numerous pages, but only a maximum of four items may be compared at one time.

A **COMPARE ✗** indicates an item has been added to the Compare list. Click **COMPARE ✗** to remove the item from the list.
Hover over the button for a quick review of your comparison list. You may edit the list by deleting an item or removing all items for comparison.

Once two or more items are selected to compare, click the button or the link to generate a comparison.

The comparison screen will provide details about the selected items for your review.

Click in the empty box above the item(s) to change to a check mark which will reveal available actions for the selected item(s) such as Add to Active Cart, Add to Favorites or Remove.
When item(s) are added to a cart from the comparison section, a pop-up message will indicate the item(s) have been put in your cart, and provide page links to go directly to View Cart or Checkout.

If you decide to return to the search results, select the X button in the top right corner to close the comparison screen.
Add Products to Cart

You can continue to search and add additional products by utilizing Search. However, do not add items from different vendors to the same cart. You should create a new cart for each vendor.

To add items from the search results page, locate the product you would like to order, and enter the appropriate quantity. Select Add to Cart.

Punch-out Vendors

Many suppliers provide access to their websites through TechBuy. These suppliers are termed punch-out vendors. When shopping from punch-out vendors, TechBuy redirects you to the vendor’s website. The user is automatically authenticated to the supplier, and the supplier’s website recognizes the user’s organization to show the appropriate products and pricing. After shopping from the supplier’s website, the items will be pulled into a TechBuy cart for completion within TechBuy.

Punch-out vendors are shown with icons (typically company logos), and may be found in two locations in TechBuy:

- Shopping home page: under Showcases
- Left navigation bar: Shopping icon > Shopping > Go To > New Shopping Experience

To shop from a punch-out vendor, select a Punch-out Vendor icon.
The browser will redirect you to the supplier’s website. The supplier’s website will be framed within TechBuy.

**Note:** It is important to note that the functionality and usability of punch-out shopping varies between suppliers. These instructions will walk you through the TechBuy side of punch-out shopping, but will not instruct you on shopping each supplier’s website.

Use the available resources within a supplier’s site to find the desired products. When you have added all desired products, check out of the punch-out site. An order is **not** being placed with the supplier when checking out of their punch-out site. The purchasing process continues once the items are returned to the TechBuy cart.

We recommend having only one vendor per cart. Multiple vendors in a single cart can lead to delays in order processing and, in some cases, order failures. Once your cart is complete, refer to the Editing the Cart document about this procedure.

By default, punch-out sessions last two hours before expiring, but select the Reset Session button to extend the time. At any time during the session, you also may exit the session by selecting the Cancel Punch-out button at the top of the screen.

For questions, please contact Procurement Services at purchasing@ttuhsc.edu.