TechBuy offers the capability to shop by hosted catalogs, non-catalog forms and punching-out to vendors’ websites. This section will describe how to add catalog items to your 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.

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 has a Shop Search feature that allows you to search with any keyword or SKU number quickly from the main screen. Enter your search criteria, and select the magnifying glass icon.
All results that match your search criteria will populate.

You can refine and filter the search results by selecting specific suppliers, categories, a unit of measure, or any combination of options.
TechBuy also offers a sort feature to organize the results. You can sort by price, supplier, part number, etc. Select an option from the **Sort by**: drop down menu.

TechBuy provides the ability to compare multiple items. Simply select the **Compare** icon under the Add to Cart button for the products you wish to compare. You can select multiple products from numerous pages.

Once two or more items are selected to compare, click the **Compare Selected** button.
The comparison screen will provide details about the selected items for your review. Once you are finished reviewing and comparing the items, select the **<< Back to Search Results** button.

Locate the product you would like to order, and enter the appropriate quantity. Select **Add to Cart**.

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

**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) on the **Shopping Home Page**.
It is important to note that the functionality and usability of punch-out shopping varies between suppliers. The below instructions will walk you through the TechBuy side of punch-out shopping. It will not instruct you on shopping each supplier’s website. 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.

At any point in the punch-out experience, you can cancel by selecting the **Cancel Punch-out** icon at the top of the screen.
Once you access the supplier’s website, use the available resources within the 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.

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