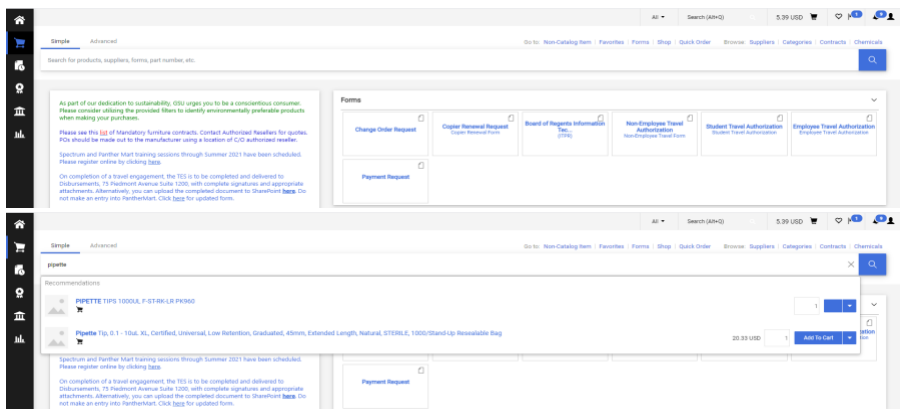





# Georgia State PantherMart Shopping Guide

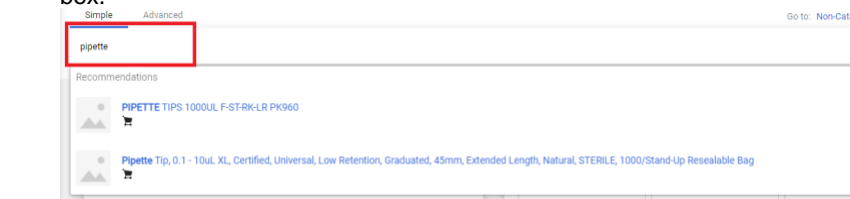
## SHOPPING OVERVIEW

You can shop several different ways in PantherMart. A hosted catalog search searches numerous catalogs within the system and returns the closest matches from various suppliers. A Punch-out takes you to an individual supplier's website and allows you to shop only at that site.



## HOSTED CATALOG SEARCH

1. Click on the  tab on the top of the screen.
2. Enter the search terms in the search box of the item you are looking for. In the example below, you see that **pipette** has been entered in the search box.



3. Enter the quantity desired then click



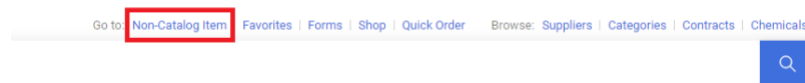
## PUNCH-OUT SEARCH


Because a punch-out connects you directly to a vendor's site, the shopping experience for each punch-out is a little different.

1. Click on the vendor icon in the Punch-out section of the search screen. This will take you to the vendor's site.
2. Shop on the site like you would any other, and when finished, there will be some concept of 'Checkout'.
3. Follow the website's instructions for checking out, which will bring the items back to your cart within PantherMart.
4. If at any time during the punch-out you decide to stop shopping without anything in your cart, click the **Cancel PunchOut** button on the top of the screen to return to PantherMart.

## NON-CATALOG SHOPPING

PantherMart also allows you to shop for items that are not in either a Punch-Out or hosted catalog. To enter a non-catalog item, click on Non-Catalog item in the upper right-hand corner of the PantherMart homepage.



1. Start typing a supplier's name, and matching suppliers will appear in a drop-down menu. Click the supplier name and a list of addresses will appear.
2. Select the correct address and by clicking the radio button  next to the address.
3. Click **Save**.
4. All fields on the form are required except Product and Size, so be sure to include the Product Description, Catalog Number, Quantity, and Price.
5. Enter Category code (category code list located on the home page in the last line of the message box)
6. Once all the pertinent information has been entered, select the **Close** button.
7. If you wish to add additional non-catalog items, select the

**Save And Add Another** button.