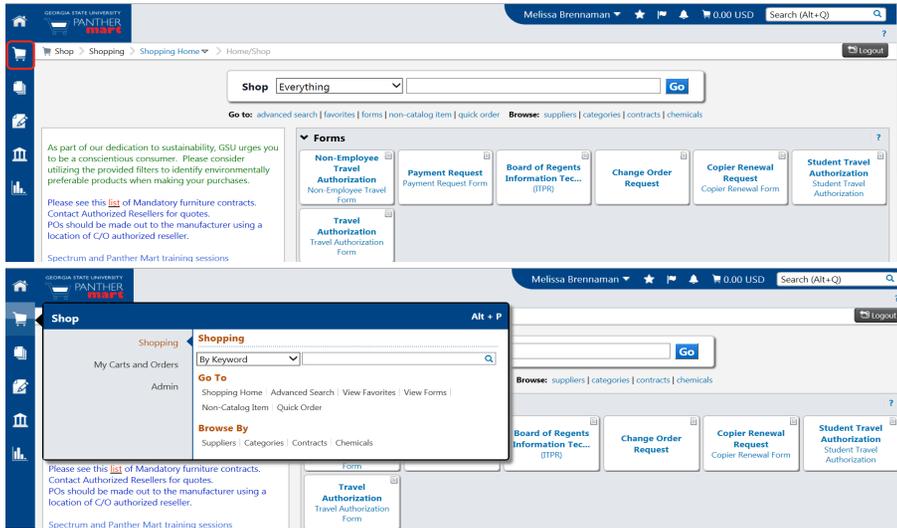


SHOPPING OVERVIEW

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 **test tube** has been entered in the search box.

Shop

3. Click the button.

From the results page, you can add an item or multiple items directly to your cart, or compare several items side by side.

ADD TO CART

From the search results page, click on the button next to the item(s) you wish to add to your cart.

COMPARE MULTIPLE ITEMS

1. Click the [compare](#) link next to the items you wish to compare.
2. Select the button at the top of the search results to view a side by side comparison of the selected items.
3. Once you are finished comparing items, select to go back to the search results.

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 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:

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

On the home/shop page, click on the [non-catalog item](#) link just below the search box.

1. Start typing a supplier's name, and matching suppliers will appear in a drop-down menu. Or, you can search for the supplier by clicking on the [Supplier Search](#) at the top of the form.
2. Enter the search criteria and click the button.
3. Once the correct vendor is found, click [Select](#) next to its name.
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 button.
7. If you wish to add additional non-catalog items, select the button.