

# Bob Barker Punchout Catalog

## Introduction

This process guide provides instructions on using the Bob Barker punchout catalog to purchase items from the State Term Contract. Further instructions on creating requisitions can be found in their respective job aids on the [NCEP Buyer Training](#) page of the NC eProcurement website.



## Learning Objectives

At the end of this job aid, **you will be able to:**



Access the Bob Barker punchout catalog.



Add items to the punchout cart.

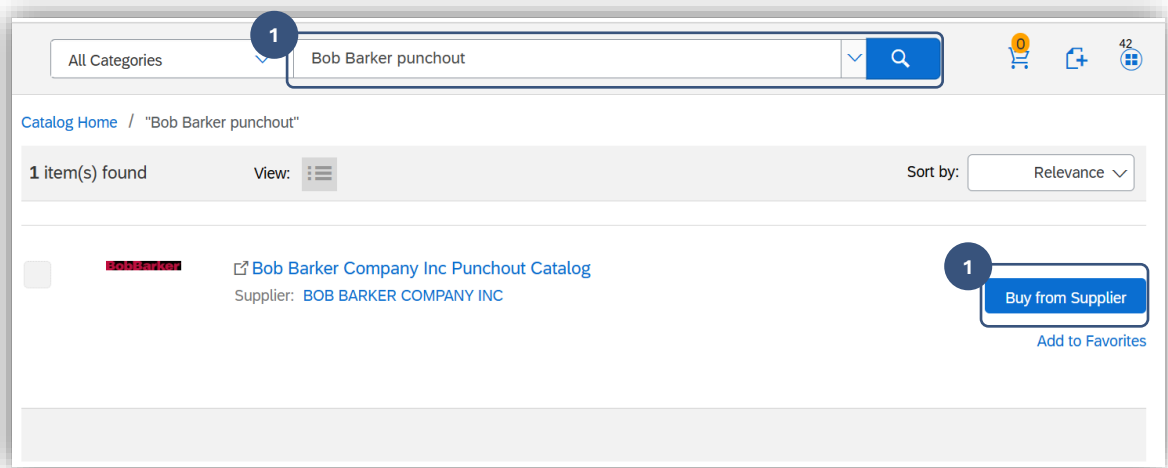
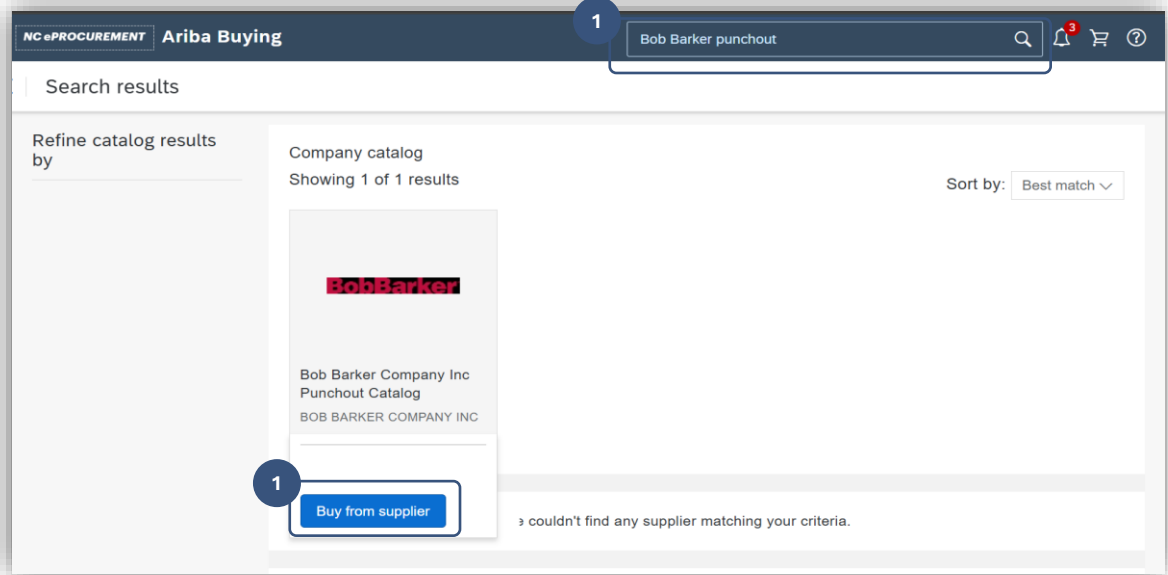


Transfer the punchout cart to NC eProcurement.

# Bob Barker Punchout Catalog

## Access the Bob Barker punchout catalog

- 1 From the Guided Buying landing page or the catalog tab of Expert View, search for “Bob Barker punchout” and select the **Buy from Supplier** button.

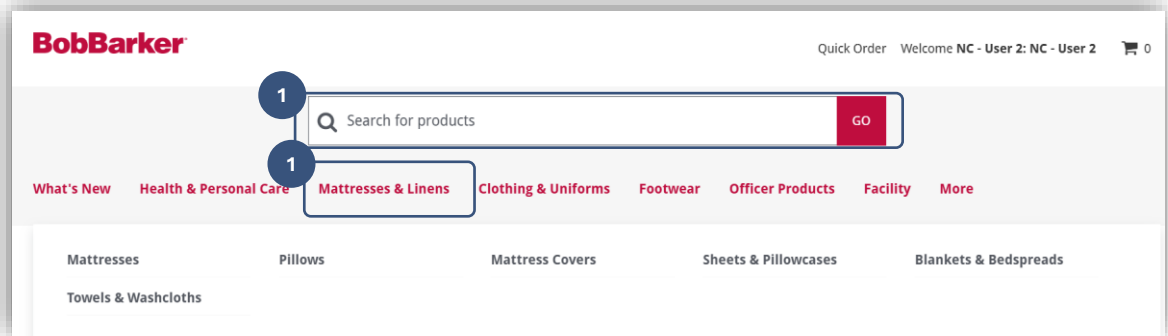


In Guided Buying the user will need to hover over the Bob Barker punchout catalog icon to see the **Buy from Supplier** button.

# Bob Barker Punchout Catalog

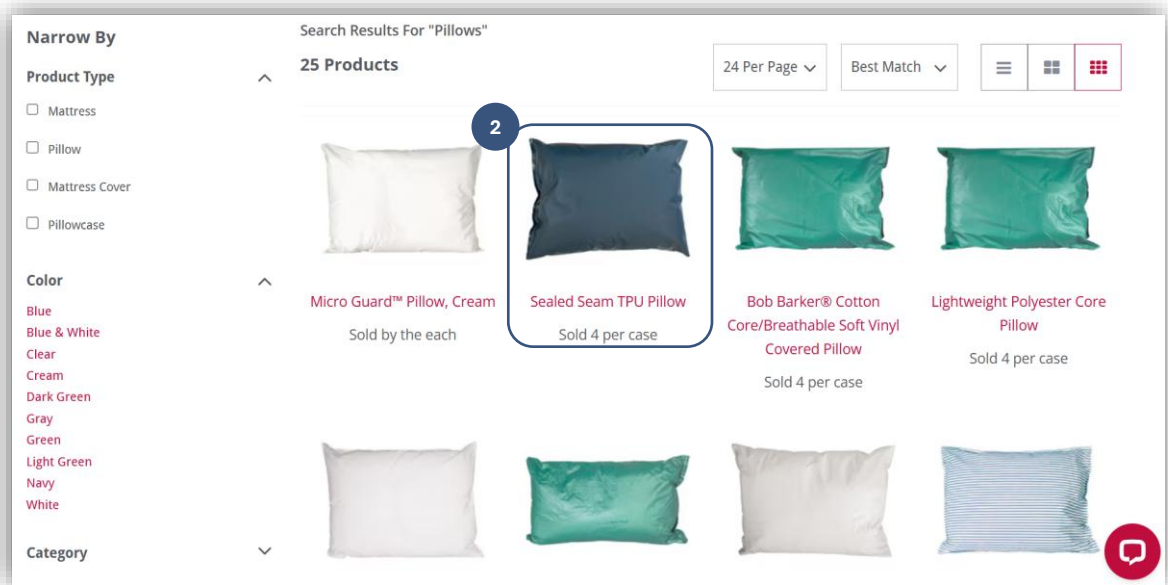
## Add Items to the punchout cart

- 1 After selecting the **Buy from Supplier** button, the user will be taken to the Bob Barker punchout catalog. Use either the search bar to search by keyword or click on a Category and select an option from the dropdown menu.



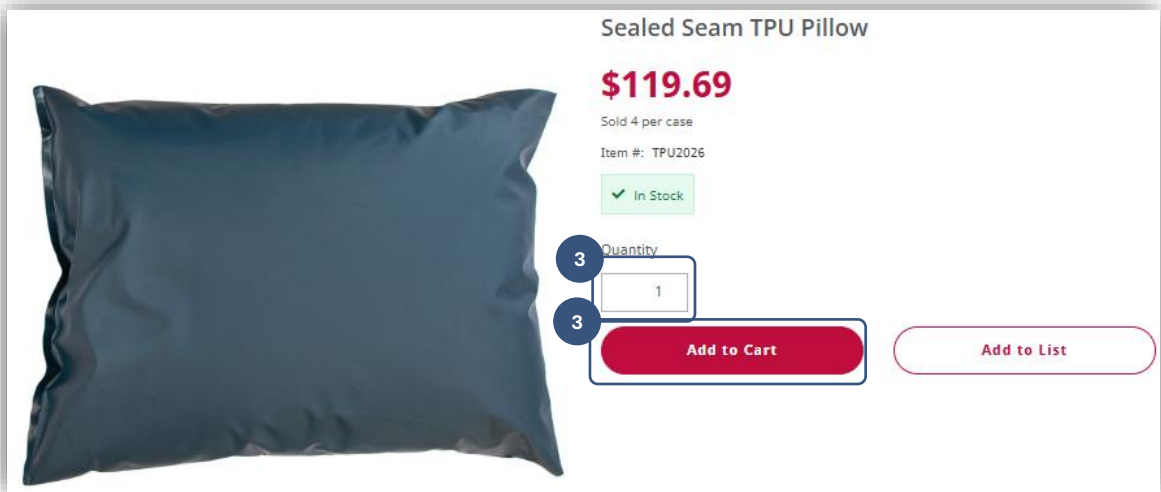
The Bob Barker punchout catalog does not display the NC eProcurement banner at the top of the page on the punchout. Click the back button to navigate back to NC eProcurement.

- 2 After conducting a search or selecting an option in a Category dropdown, the search results page will be displayed. It will provide further options for refining the search and evaluating the results. Click on one of the products from the search results page.

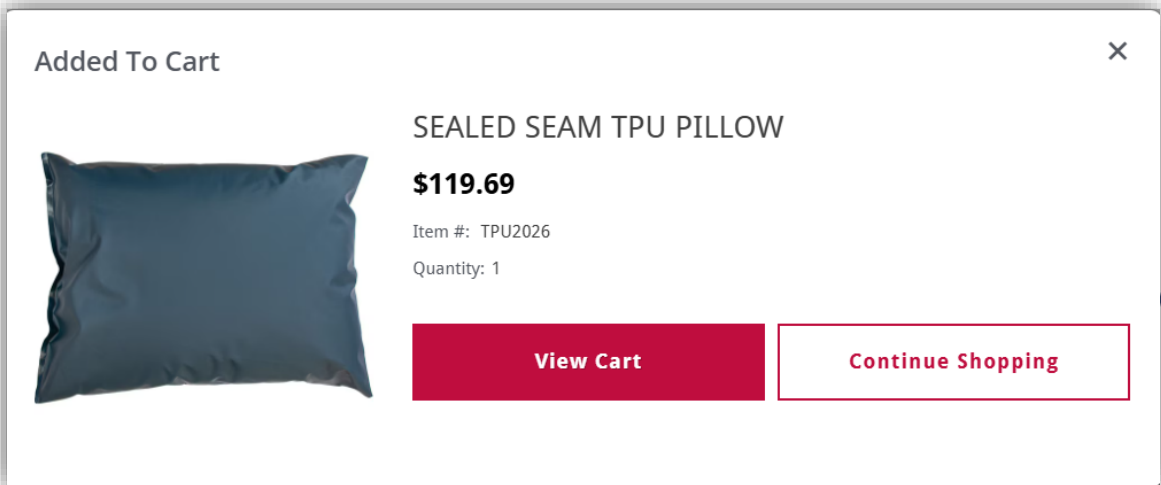


# Bob Barker Punchout Catalog

- After clicking on a product, the product details page will display. The product details page will show the details and specifications for the selected product. Update the **Quantity field** and select the **Add to cart** button to add the item to the punchout cart.



- After clicking the **Add to Cart** button, the Added To Cart confirmation message will popup. Select the **Continue Shopping** button, then repeat steps 1-3 to add more items to the punchout cart, or click the **View Cart** button to go to the Cart page.

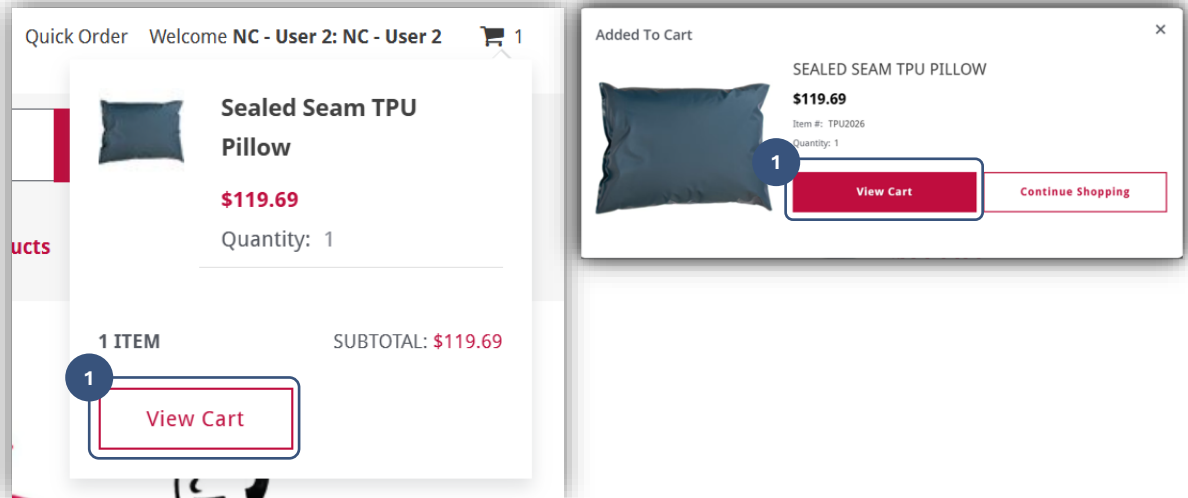


- If the user clicks the **Continue Shopping** button and doesn't need to add another item to their cart, they can select the Shopping cart icon in the upper left corner of the page and select the **View Cart** button from the dropdown.

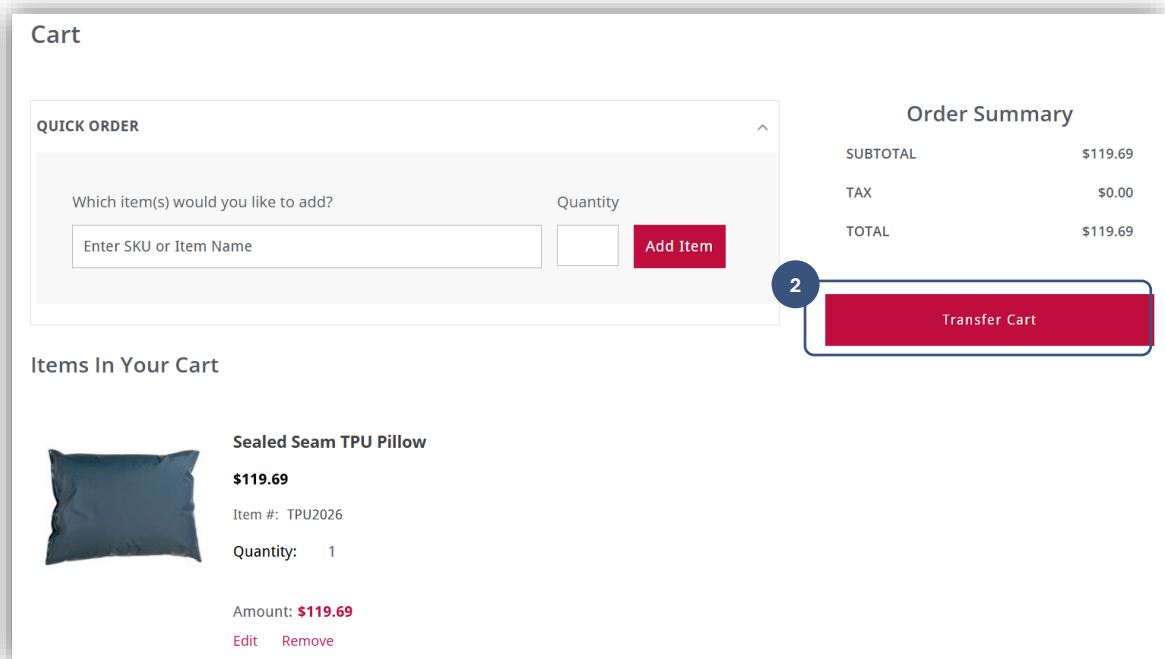
# Bob Barker Punchout Catalog

## Transfer the punchout cart to NC eProcurement

- 1 After clicking the **View Cart** button on the Added To Cart confirmation message popup or the **View Cart** button in the Shopping cart dropdown, the Cart page will display. The Cart page will show the items currently in the punchout Cart, which can be edited or removed.



- 2 After confirming that the cart is correct, select the **Transfer Cart** button to bring the items from the punchout cart into NC eProcurement. Once the punchout cart is transferred to NC eProcurement, no changes can be made to the line items without deleting all the line items and starting over on the punchout site.



The Bob Barker punchout catalog currently does not support change orders or cancellations through the punchout catalog. Contact Bob Barker for details about changing or canceling punchout orders.