



# **PUNCHOUT SUPPLIER REFERENCE GUIDE**

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# **COMPANY OVERVIEW**

Newegg Business is a leading supplier of computer peripherals, components, electronics, data storage and networking.

# **ACCESSING THE CATALOG**

To access NeweggBusiness from within OSU BennyBUY, navigate to "Showcases" and click the Newegg catalog sticker/logo:

The Newegg Punch-out is based on neweggbusiness.com, therefore prices and information may be different than what is available at newegg.com (which is the consumer website).



### **SEARCH**

Newegg provides a robust search function that is located on every page within their punch-out site. You can search via plain text or product number, and the dynamic search will return possible matches as you type.



Type your search text, and select the search icon or press the "enter" key.





### ADD TO CART

To add an item to your cart:

- Update the item quantity
- Select ADD TO CART ▶

Once your item is added to the cart a popup will appear notifying you that the item was added to your cart.



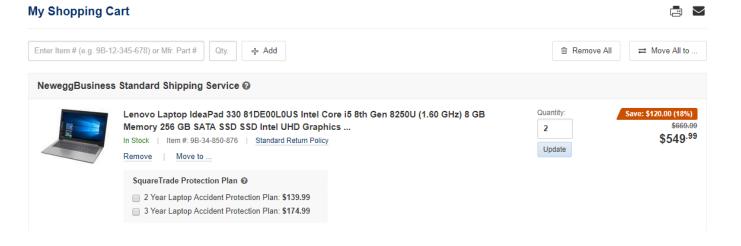
### VIEW YOUR CART

You may view your cart at any time by hovering over the shopping cart at the top right side of the Newegg punch-out page.



# **MODIFY CART**

You may update or remove items in your cart.



#### **CHECKOUT**

### To checkout:

- 1. View your cart
- 2. Select Your Shipping Option
  - To get an estimate of shipping, enter your zip code and click

    Update

    Update
  - If there is no price listed then the shipping may be free
    - NOTE: amounts are estimates only. These amounts will not appear in
       OSU BennyBuy and will not be finalized until you are invoiced for your items
- 3. Select to finalize your items and submit your order for requisition approval back in BennyBuy.

# **FAVORITES**

While in the Newegg punch-out saving Favorites are referred to as "**To-Buy List**". This is a great way to store frequently purchased items and quickly add them to your cart.

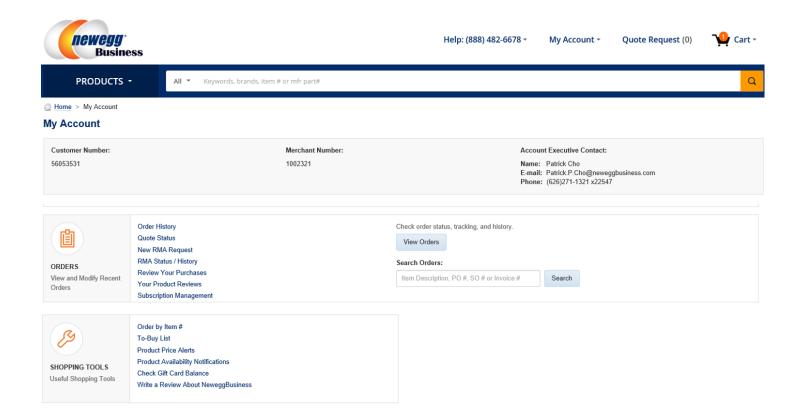
#### TO ACCESS YOUR LIST

- 1. First add items into your shopping cart.
- 2. Click on "move to..." then create a custom tab to add items to your list.



# **MY ACCOUNT**

To access your account select the My Account button from the top. You will then be presented with several options to view orders, request an RMA, review purchases, Etc.

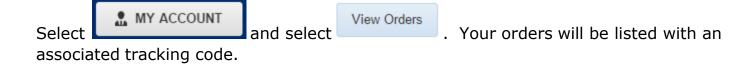


# **HELPFUL HINTS**

#### PRICING DISCREPANCIES

The Newegg Punch-out is based on neweggbusiness.com, therefore prices and product availability may be different than what is available at newegg.com (the consumer website).

### TRACK ORDER



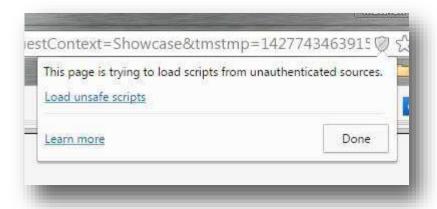


#### PUNCH-OUT NOT RESPONDING PROPERLY

The Newegg Punch-out requires that you allow both secure and unsecure (pictures) data to be displayed. Therefore you may need to adjust your settings on your browser before you can order from Newegg. Below are the three most common browsers used and a quick guide on how to proceed. If you want to make permanent setting changes please contact your IT ServiceDesk and ask for assistance to allow mixed content for OSU BennyBuy punch-outs.

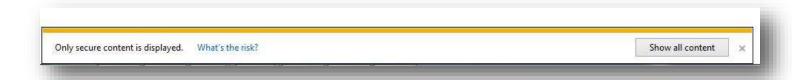
#### GOOGLE CHROME UNSAFE SCRIPTS

Google Chrome users may experience an issue when accessing the punch-out. If the punch-out appears stuck while loading check the browser URL bar for a gray shield icon as seen below. Click the icon and select "Load unsafe scripts".



#### INTERNET EXPLORER UNSAFE SCRIPTS

Internet Explorers users may experience a distorted view with a warning message at the bottom. You will need to select the "Show all content" button to correct the display.



Depending on the version of your browser this message may appear in other areas or cause a popup box to appear. You want to ALLOW mixed content or SHOW all content.

### FIREFOX UNSAFE SCRIPTS

Firefox users may experience a punch-out that does not respond to initial search results. If this is the case you may need to disable blocking. At the top to the left of the URL you

will see a \_\_\_\_ icon. Click on this icon, Click on the Drop down area next to Keep Blocking and select **Disable Protection on this page**.

# **SUPPORT**

For assistance, please Contact the IS Service Desk / (541-737-8787) or visit in-person. The walk-up desk is located in Milne Computer Center Rm#201. Available M-F, 8:00 AM - 7:00 PM & Weekends 3:00 PM - 7:00 PM.