## Shopping from a Supplier’s Catalog

1. **Access Mountaineer Marketplace:**
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. **On the Mountaineer Marketplace Home page, click on a supplier name.**

3. **Click **Punch Out**.**

4. **Supplier catalogs vary. Some have a **Search** box. Others may have categories.**

5. **Enter your search criteria.**

6. **Choose the item and add it to your cart.**
7. When you are ready, click **Proceed to Cart**.  
   - Other suppliers may have a **Checkout** or **Submit Requisition** or **Submit Cart** link to return to the marketplace.

8. Depending on the supplier, you may need to verify that you are ready to checkout.

9. Click **Continue**.

10. Click Submit Order Requisition.
11. You will be returned to the Mountaineer Marketplace. From here, you can perform the following:
   a. Rename the cart
   b. Continue Shopping
   c. Proceed to Checkout
   d. Assign the Cart
   e. Empty the cart
   f. Perform actions on the selected product (check the box to the right of the price)
   g. Add the item as a favorite
   h. Remove

![Diagram of Shopping Cart with options a through h and a checkbox selecting the product for actions from the dropdown list.](diagram.png)