Punchout Catalog Instructions

1. Select the B&H PunchOut catalog from the list. The way you know you are in the correct catalog is by seeing this banner:

   B&H Photo,
   Video & Pro Audio
   welcomes
   Your logo here

2. Once you have entered the site, you have the option to search for an item by description, a B&H item number or by manufacturer number in the search box. You may also search for products by clicking into a specific category (e.g. photography, camcorders, computers etc.)
3. When you have found the item/items you are looking for you can add them to your cart by clicking on the **ADD TO CART** button.

4. You will see this pop up after clicking the “add to cart” button. You may access the cart with the “view cart” button or continue to search for additional items.
5. Once in the cart you will have two options, continue shopping or checkout. The \textbf{checkout} button will bring you back to the main page where you can add more items to your cart. The \textbf{continue shopping} button will submit the contents of your cart and a PO will be created.

If you receive the following notice you need to reaccess the site. This should only occur if you have left the site idle in your browser for 30 minutes.

\textbf{NOTICE}
Your session has expired!

\textit{Please close this page and re-access it through the eSource link.}

Thank You For Purchasing From