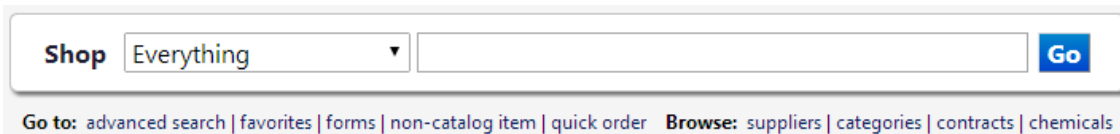# Toolbox: Catalog Types

Catalogs in Deacon Depot are a supplier's product offering. There are two types of catalogs: Hosted and Punch Out:

Hosted Catalog:
- Electronic version of a supplier's printed catalog *housed within Deacon Depot*
- Wake Forest specific pricing with items and pricing updated at periodic intervals
- Usually a supplier that is utilized across the entire campus community
- Deacon Depot offers a Science Catalog which contains multiple scientific supplier offerings in one hosted catalog
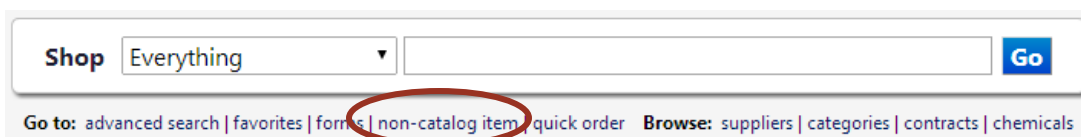- Search for items from hosted catalogs using the "shop at the top" bar:

- Searches all of the hosted catalogs at once
- Search results contain product information from all hosted catalog suppliers that match search criteria entered by the shopper and provide a button to: **Add to Cart ▼**
- Filter searches by supplier or other criteria

Punch Out Catalog:
- Links to the electronic version of a supplier's catalog *housed on their website*
- Wake Forest specific pricing with items and pricing updated at periodic intervals
- Access a punch out catalog in one of two ways:
  - Search using the "shop at the top" bar. Search results contain product information from all catalog suppliers that match search criteria entered by the shopper and provide a link to: **Order from Supplier** ⌐
  - Click the suppliers logo in the Punch-out suppliers section of the home/shop screen to navigate directly to that supplier's punch-out catalog
- Search and select products from the supplier website
- "Return" to Deacon Depot with selected items in cart to complete the requisition process

Non-Catalog:
- Used for procuring from suppliers that we utilize at Wake Forest but are not enabled with hosted or punch out catalogs - OR -
- Used for purchasing an item(s) from a supplier who is enabled in Deacon Depot, but the item cannot be found in the hosted or punch out catalog
  - Example: a new offering from a supplier that has not yet been added to the catalog
- Non catalog item entry screen is a "pop up" dialog box found by clicking the non-catalog item link under the "shop at the top" bar

- To assist in procuring the desired item, enter as much information as is known
- Non-catalog items can be saved as favorite items to save time when repeating orders