ARIBA: Punchout Catalog Navigation—Paramount Coffee Services
The Paramount Coffee Services catalog contains beverages, snacks and kitchen wares.

This document will review tips for effectively using the Paramount Coffee Services catalog. Click the blue links to navigate to different sections of the document.

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Ordering Information

1. Orders that are fully approved and sent to Paramount by 12:00 noon the day prior to scheduled delivery will typically be delivered the next day.
   a. Delivery schedule is as follows:
      i. Monday–Main Campus, Downtown Ft Lauderdale, Plantation
      ii. Tuesday–Kendall, North Miami Beach, Miramar
      iii. Wednesday–West Palm Beach
      iv. Thursday–Main Campus, Dania
      v. Friday–Wilton Manors
2. Drop shipped, back ordered, or special order items will vary in delivery timeline.
3. Follow the instructions on the Banner Ship-To Address Request Form to make any changes to your department’s delivery location.
4. Follow up with Procurement immediately regarding any delivery issues.
Technical Requirements

1. Web Browser—Use Internet Explorer (IE) Version 11 in compatibility mode.
   a. Set compatibility mode in IE via ‘Tools’ → ‘Compatibility View Settings’ and add ‘nova.edu’ to the list of web sites.
      i. Locate and click on the ‘Tools’ icon in the upper-right-hand corner of the IE browser window.
      ii. Click on ‘Compatibility View settings.’
      iii. Type ‘nova.edu’ into the ‘Add this website’ and click ‘Add.’

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Access the Paramount Coffee Catalog

1. Log into Ariba at https://ariba.nova.edu and click ‘Create’ ➞ ‘Requisition’ at the top of the page, or through Common Actions.

2. Catalog Home page
   a. Click on ‘Coffee, Tea, and Cutlery’ under ‘Coffee, Tea, and Cutlery.’
   b. Click on ‘PunchOut Catalog for Nova Southeastern University.’
      i. The message ‘Your Paramount Coffee PunchOut Session is being prepared...’ may display.
         1. Once prepared, the punchout catalog landing page will be displayed.
Common Actions

1. Place an order.
   a. Locate and add items to a cart.
      i. To search for items by description or part number, go to Search Box.
      ii. To browse items by product category, go to Shop by Category.
      iii. To add items from shopping list, go to ‘My Shopping List.’
   b. To review and edit the items in a cart, click ‘My Cart.’
   c. To complete a purchase by checking out to an Ariba requisition, go to Check Out.
2. Return to Landing Page—Click the Paramount logo.
Landing Page Features

1. Masthead
   a. Paramount Logo/Home
   b. Shop by Category
   c. My Shopping List
   d. My Cart
   e. Return to Procurement System
   f. Search box

2. Sidebar
   a. Recently Compared/Viewed Products
My Shopping List

1. Click ‘My Shopping List’ in the masthead to view and modify existing shopping lists.
   a. Note—shopping lists are not shared and are visible only to the user creating the list.
   b. Click ‘Remove’ to delete a list.
   c. Click ‘Add all To Cart’ to add all list items to cart at current quantities.
   d. Click the group name or ‘View’ to view and modify shopping list details.

2. When viewing and modifying shopping list details, the following options are available:
   a. Type in the ‘Change Group Name:’ field to rename a shopping list.
      i. Click ‘Update Shopping List.’
   b. Click ‘Add all To Cart’ to add all list items to cart at current quantities.
c. Update quantities of items on a shopping list, then click ‘Update Shopping List.’
d. Click the trash can icon to delete one item from a list.

e. Move an item from a current list to a different existing list.
   i. Click the ‘Move To Group’ dropdown.
   ii. Select a shopping list to move the item(s) into.
   iii. Click ‘Update Shopping List.’

f. Click the ‘Select Action’ dropdown to update multiple shopping list items at once.
   i. Select the appropriate option to delete items from a list or add items to a cart.
ii. Select items to be deleted or added.
iii. Click ‘Delete Product(s)’ or ‘Add Selected Product(s) To Cart’ button.

3. Create a new shopping list.
   a. Create an order.
   b. Click on ‘My Cart’ in the masthead.
   c. Click ‘Save For Later’ in ‘Shopping Cart.’
i. The list will be automatically saved using a date code naming convention.

![Image of My Shopping List]

- d. Rename lists as desired [here](#).
  - i. Note—shopping lists are not shared and are visible only to the user creating the list.
- e. Shopping List item(s) will remain in the shopping cart.
  - i. Review [cart](#) options.

4. Proceed to [check out](#) if the order is complete.
1. Type information into the search box and click ‘Go’ to search.
   a. Use Paramount part numbers or single word searches for improved results.
      i. Quotation marks do not impact search returns.
      ii. Examples
         1) Searching ‘hazelnut’: 10 results (includes all results for hazelnut)
         2) Searching ‘hazelnut coffee’: 37 results (includes all results for ‘coffee’ and for ‘hazelnut’)

2. Adjust search results as needed.
   a. Click on a category under ‘Shop By’ → ‘Shopping Options’ → ‘Category’ to filter search results.
   b. Click ‘List’ to adjust the view to a list format.
   c. Adjust ‘Sort By’ to reorder the results by relevance, name, or price.
   d. Adjust the ‘Show per page’ number to change items per page.
3. Available actions from the filtered search result screen include
   a. Click × or ‘Clear All’ to clear search filters.

   ![Image showing search results]

   b. Add to **Cart**.
      i. Click ‘Continue Shopping’ in the shopping **cart** to return to search results.
   c. Add to Compare.
      i. After clicking ‘Add to Compare,’ comparison items will display in ‘Compare Products.’
      ii. Click ‘Compare’ for a side by side of price and description pop up window.
         1) Click × or ‘Clear All’ to clear comparison items.
      iii. Click ‘Close Window’ to exit the pop up. OR
      iv. Click ‘Add to **Cart**’ from the ‘Compare Products’ pop up to select an item.
         1) Click ‘Continue Shopping’ in the shopping **cart** to return to search results.
d. Add to Shopping List.
   i. After clicking ‘Add to Shopping List,’ the ‘Add Item To Shopping List’ pop up will appear.
      1) Select an existing shopping list or group from the dropdown, then click ‘Submit.’ OR
      2) Check ‘Create New Group,’ type the group name, then click ‘Submit.’

ii. After the item is added to a shopping list, the following popup will appear.
    1) Click ‘Continue Shopping’ to return to previous search results.
    2) Click ‘View Shopping List’ to go to ‘My Shopping Lists.’
    3) If no action is taken, the pop up will time out and display search results.

e. Click the item description to view item details.
   i. The tools available in the search results view are also in this view.

f. Proceed to check out if the order is complete.
Home

1. Click the Paramount logo in the masthead to return to the landing page.

Return to Procurement System

1. Click ‘Return to Procurement System’ in the masthead to return to Ariba.

   a. This will return you to your Ariba requisition without adding items to your requisition.
      i. Click ‘Add from Catalog’ to return to Paramount.
Shop by Category

1. Hover over a category in the masthead to view the subcategories.
   a. Subcategories with a gray arrow to the right have additional subcategories.

   ![Subcategory Example]

   b. Hover over the subcategories as needed to locate the desired item group.
      i. For example—category ‘Coffee/Beverages’
      ii. 1st subcategory ‘Single Serving’
      iii. 2nd subcategory ‘Flavia Freshpacks’
      iv. 3rd subcategory ‘Tea’

   ![Subcategory Expansion]

   c. Click on the desired product group to view all items in that group.
      i. Search result view tools are available [here](#).

   ![Product Group View]
Shopping Cart

1. Click ‘My Cart’ in the **masthead** to view the cart. From this view you can
   a. Update quantities.
      i. Click ‘Update Shopping Cart’ to save changes.
   b. Delete items from the cart.
   c. ‘Continue Shopping’ to return to the order method most recently used.
   d. ‘Save For Later’/save to a **shopping list**.
   e. ‘Clear Shopping Cart.’
   f. ‘Transfer Your Order’ to Ariba and **check out**.

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Recently Compared/Viewed Products

1. From the landing page under ‘Recently Compared Products’ or ‘Recently Viewed Products’
   a. Click on a product description to review product details.
Check Out

1. From **Shopping Cart**, click ‘Transfer Your Order’ to check out and return to the Ariba requisition.

2. Click on the description of any item to return to the Paramount Coffee punchout catalog.

3. Or click ‘Submit’ to submit the Purchase Requisition for approval.

Please contact **aribahelp@nova.edu** if you have any questions or need assistance with this catalog or any of its features.