



# Hosted Catalog Shopping Quick Guide

Shopping is Easy in ePro!



# Creating a Cart with a Hosted Catalog

## **ePro Shoppers and Requestors:**

- Both Shoppers and Requestors can shop for items and add them to carts.

Requestors have additional permissions:

- Requestors can submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of ePro accounting codes and Chartfields. The requestor may need to update the requisition with these codes before placing an order.
- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.



# Creating a Cart with a Hosted Catalog Supplier

Shop • UNTS Shopping Home Page

Shop

Simple Advanced

Go to: Favorites | Forms | Non-Catalog Item | Quick Order | Browse: Suppliers | Categories | Contracts

Search for products, suppliers, forms, part number, etc.

Organization Message

Welcome to UNTS Marketplace!

Quick Links

- View Carts
- View My Orders (Last 90 Days)
- Assigned Carts

Showcases

Think HUB First

- Cuevas Distribution Inc
- CDW
- GRAINGER
- shi
- DELL
- VWR

Punch-out Catalogs

- BH
- BIO-RAD
- Henry Schein
- ThermoFisher
- MCK
- MILLIPORE SIGMA

Hosted Catalogs

- charles river
- eppendorf
- Oakwood Products, Inc.

Forms

The Showcases section on your Home page contains links to make shopping easier, allowing you to create many types of requisitions and payment requests.

Hosted Catalog shopping is a great new feature of ePro.

To access items in a Hosted Catalog, you can click the tile for the Hosted Catalog supplier, or you can type information about the item you would like to purchase in the Search bar at the top of the page. You can search by product name, supplier, part number, etc.

Hosted Catalogs

charles river eppendorf Oakwood Products, Inc.

Forms

Eppendorf North America Inc

pipe

Categories

pipe pipette



# Creating a Cart with a Hosted Catalog Supplier

The screenshot displays a web application interface for a catalog. At the top, there is a navigation bar with 'UNT SYSTEM | UNT | UNT DALLAS' on the left, a search bar with 'Search (Alt+Q)', and a shopping cart icon showing '1,018.98 USD'. Below the navigation bar, there are tabs for 'Simple' and 'Advanced' search views. A search bar contains the text 'pipe'. To the right of the search bar are buttons for 'Compare', 'BEST MATCH', and a filter icon. The main content area shows 'Search Results: 601'. On the left side, there are several filter panels: 'By Supplier' (Eppendorf North America Inc, 601), 'By Category' (Graduated Pipets, Pipet Tips, Pipet Accessories, Pipet Holders, Serological Pipets), 'By Commodity Code' (17500, 17542), 'By Packaging UOM' (EA, SET), and 'By Result Type' (Products). The main product grid displays six items, each with an image, title, description, part number, price, and an 'Add To Cart' button. The items are: 1. Pipet Helper®, 1-channel, 0.1 – 100 mL (Part Number: 4423000010, Price: 9.99 USD, Quantity: 100). 2. Serological Pipets, sterile, 1mL, yellow, 800pcs. (Part Number: 0030127692, Price: 9.99 USD, Quantity: 1). 3. Serological Pipets, sterile, 2mL, green, 600pcs. (Part Number: 0030127706, Price: 9.99 USD, Quantity: 1). 4. Serological Pipets, sterile, 5mL, blue, 400pcs. (Part Number: 0030127714, Price: 9.99 USD, Quantity: 1). 5. Serological Pipets, sterile, 10mL, orange, 400pcs. (Part Number: 0030127722, Price: 9.99 USD, Quantity: 2). 6. Serological Pipets, sterile, 25mL, red, 200pcs. (Part Number: 0030127730, Price: 9.99 USD, Quantity: 1). Two black arrows point to the shopping cart icon in the top right and the 'Add To Cart' button for the 25mL red pipets.

After you enter your search criteria, the catalog will display, and you will be able to select the quantity and the items you wish to add to your shopping cart.

When you are finished shopping, click on the link to view your cart (the shopping cart in the top right corner of your screen).



## Creating a Cart with a Hosted Catalog Supplier

The screenshot displays a web application interface for a catalog. At the top, there is a navigation bar with the UNT SYSTEM logo and a search bar. The main content area shows search results for 'pipe' with 601 results. A sidebar on the left contains filters for 'By Supplier', 'By Category', 'By Commodity Code', 'By Packaging UOM', and 'By Result Type'. A 'My Cart' popup is overlaid on the right side of the screen, showing two items in the cart: 'Serological Pipets, sterile, 10mL, ...' (Quantity: 2, Price: 19.98 USD) and 'Pipet Helper®, 1-channel, 0.1 - 1...' (Quantity: 100, Price: 999.00 USD). The total cart amount is 1,018.98 USD. The popup includes a 'View My Cart' button and a 'Checkout' button. Two black arrows point from the text on the right to the 'View My Cart' and 'Checkout' buttons in the popup.

When you click the Cart icon or the link displaying the amount of your cart, a popup displaying items in your cart will appear.

You have the option to View My Cart or Checkout. When you choose to checkout, a requisition will be created.



# Creating a Cart with a Hosted Catalog Supplier

If you choose to view your cart, you can review items in the cart, update the Cart Name, choose a Delivery Location, and make other adjustments as needed.

You can add or remove items, but you should not attempt to add items from another supplier to your cart. To remove items, click the Ellipses (...) and select the Remove link.



# Creating a Cart with a Hosted Catalog Supplier

When you are ready to Checkout and create your Requisition in Marketplace, click the Proceed to Checkout button.

Shopping Cart • Shopping Cart

**3 Items**

**Eppendorf North America Inc • 3 Items • 29.97 USD**

**SUPPLIER DETAILS** 001-Hauppauge : 102 Motor Pkwy, Hauppauge, New ...

Contract *no value* Quote number

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Test tube rack for Innova 3100 and C76, Rack for 13 mm tubes	AG7-TT13	1 EA	9.99	<input type="text" value="1"/> EA	9.99

**ITEM DETAILS**

Manufacturer Eppendorf Contract: Internal Note

Manufacturer Part AG7-TT13 Commodity Code  1000 characters remaining [expand](#) | [clear](#)

**Details**

For NT Requestor

**Total (29.97 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	<b>29.97</b>
Shipping	0.00
Handling	0.00
<b>Total *</b>	<b>29.97</b>

[Proceed To Checkout](#)



## Creating a Cart with a Hosted Catalog Supplier

For SHOPPERS, the next step is to Assign Cart to a requestor to place the order. See page 9 for details.

Requisition • 3745545

Assign Cart

For REQUESTORS, the next step is to proceed directly to Place Order.

To continue creating your requisition or to submit requisitions assigned to you by Shoppers, please follow the instructions on the Requisition from a Shopping Cart document in the Requestor section.

Home

Shop

Requisition • 3720986

Place Order





## Creating a Cart with a Hosted Catalog Supplier

If you are a Shopper, you will be prompted to select a Requestor to review and submit your cart after you click the Assign Cart button. Once your assigned Requestor places the order, the requisition will begin the ePro approval process.

**Assign Cart: User Search** ✕

Assign Cart To: NT Requestor ←  
[SELECT](#) ▼ or [SEARCH](#)

Note To Assignee:

[Assign](#) [Close](#)

Simple Advanced ⋮

Search for products, suppliers, forms, part number, etc.

**✓ Cart Assigned** ←

Requisition Summary		Options
Requisition number	3745545 <span>←</span>	<a href="#">Create new draft cart</a>
Cart name	2023-04-04 ntshopper01 01	<a href="#">Recent orders</a>
Requisition total	11,866.60 USD	<a href="#">Return to your home page</a>
Number of line items	2	



# Creating a Cart with a Hosted Catalog Supplier

When the Requestor places the order, the workflow status can be viewed in the What's Next section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued and a link to the PO becomes available.

Requisition • 3745545

Summary Taxes/S&H PO Preview Comments Attachments History

**General** ... **Shipping** ... **Billing** ...

Status Pending  
Initial Validation Request

Submitted 4/4/2023 11:20 AM

Cart Name 2023-04-04 ntshopper01 01

Description no value

Business Unit University of North Texas (NT752)

Department UNT Denton (NT752)

Budget Date 4/4/2023

PR Override ✗  
Budget Date

Priority Normal

Prepared by NT Requestor

Prepared for NT Shopper

**Shipping**

**Ship To**

Deliver to: NT Shopper  
Bldg/Rm: 123  
UNT System Bldg  
Dallas, TX 75201  
United States

**Delivery Options**

Delivery Location 0147 103  
LIBRARY COOLING TOWER

Requested Delivery Date no value

Expedite ✗

Ship Via Best Carrier-Best Way

**Billing**

**Bill To**

Email to: invoices@untsystem.edu  
UNT System Business Service Center  
1112 Dallas Dr. Ste. 4200  
Denton, TX 76205  
United States

**Accounting Codes** ...

Values vary by line.

**Internal Notes and Attachments** ... **External Notes and Attachments** ...

Internal Note shopper test

Internal Attachments

Is Supplier a Foreign Vendor? ✗

Note to all Suppliers no value

Attachments for all suppliers

PO Clauses 1 View details

**Pending**

Total (11,866.60 USD)

**What's next?**

Workflow

✓ Submitted  
4/4/2023 11:20 AM  
NT Requestor  
On behalf of: NT Shopper

✓ OFAC Check  
Completed

✓ OFAC Check  
Completed

○ Initial Validation Request  
Active

✓ Exception Approval  
Future

✓ Department Approval  
Future

✓ Final Validation Request  
Future

✓ 2nd OFAC Check  
Future

✓ Create PO  
Future

✓ Finish  
Future

## Related Documents

Purchase Order: [NT00000597](#)

## What's next?

### Workflow

