

# **Hosted Catalog Shopping Quick Guide**

**Shopping is Easy in UNT System Marketplace!**

# Creating a Cart with a Hosted Catalog

## **UNT System Marketplace 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 UNT System Marketplace 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

The screenshot shows the UNT System Marketplace homepage. At the top, there is a navigation bar with the site name, a search bar, and currency information. Below this is a 'Shop' section with a search bar and a dropdown menu. A black arrow points to the search bar with the text 'Search for products, suppliers, forms, part number, etc.'. Below the search bar are three main sections: 'Organization Message', 'Quick Links', and 'Showcases'. The 'Showcases' section contains several tiles for different suppliers, including Cuevas Distribution Inc, CDW, GRAINGER, shi, DELL, and VWR. Below the Showcases section are 'Punch-out Catalogs' and 'Hosted Catalogs'. A black arrow points to the 'Hosted Catalogs' section. On the right side of the page, there is a 'Hosted Catalogs' section with a search bar and a dropdown menu. A black arrow points to the search bar with the text 'pipe|'. Below the search bar are several tiles for different suppliers, including charles river, eppendorf, and Oakwood Products, Inc. A dropdown menu is open for the 'eppendorf' tile, showing search results for 'pipe' and 'pipette'.

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 UNT System Marketplace.

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.

This close-up shows the 'Hosted Catalogs' section. It features a search bar with the text 'pipe|' and a search button. Below the search bar, there are several tiles for different suppliers, including 'charles river', 'eppendorf', and 'Oakwood Products, Inc.'. A dropdown menu is open for the 'eppendorf' tile, showing search results for 'pipe' and 'pipette'.

# Creating a Cart with a Hosted Catalog Supplier

The screenshot displays the UNT System Marketplace interface. At the top, the header includes the logo, search bar, and a shopping cart icon showing a total of 1,018.98 USD. Below the header, the search results for 'pipe' are shown, with 601 results. The left sidebar contains filters for 'By Supplier', 'By Category', 'By Commodity Code', 'By Packaging UOM', and 'By Result Type'. The main content area shows a grid of product listings, each with an image, title, price, and an 'Add To Cart' button. Two black arrows point to the shopping cart icon in the top right and the 'Add To Cart' button for the first product in the grid.

Product Name	Price (USD)	Quantity
Pipet Helper®, 1-channel, 0.1 – 100 mL	9.99	100
Serological Pipets, sterile, 1mL, yellow, 800pcs.	9.99	1
Serological Pipets, sterile, 2mL, green, 600pcs.	9.99	1
Serological Pipets, sterile, 5mL, blue, 400pcs.	9.99	1
Serological Pipets, sterile, 10mL, orange, 400pcs.	9.99	2
Serological Pipets, sterile, 25mL, red, 200pcs.	9.99	1

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).

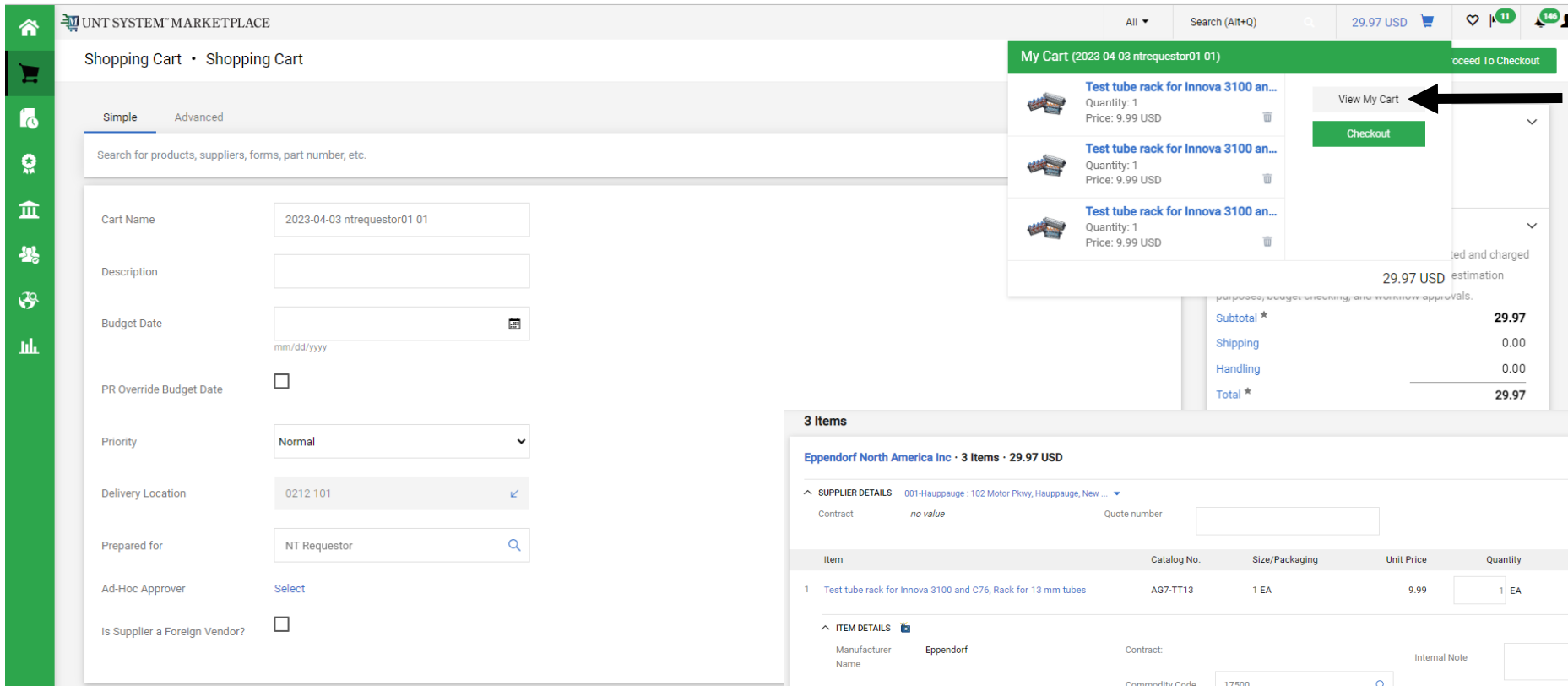
# Creating a Cart with a Hosted Catalog Supplier

The screenshot displays the UNT System Marketplace interface. At the top, the header shows the marketplace name, navigation icons, a search bar, and a cart icon with a total value of 1,018.98 USD. A 'My Cart' popup is open, showing two items: '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 popup includes 'View My Cart' and 'Checkout' buttons. The main page shows search results for 'pipe' with 601 results. The left sidebar contains filters: 'By Supplier' (Eppendorf North America Inc), '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 content area displays a grid of product cards for various pipet-related items, each with an image, title, part number, and price.

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



Shopping Cart • Shopping Cart

Simple | Advanced

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

Cart Name: 2023-04-03 nrequestor01 01

Description: [Empty]

Budget Date: [Empty]

PR Override Budget Date:

Priority: Normal

Delivery Location: 0212 101

Prepared for: NT Requestor

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

My Cart (2023-04-03 nrequestor01 01)

Proceed To Checkout

View My Cart

Checkout

29.97 USD

Subtotal \* 29.97

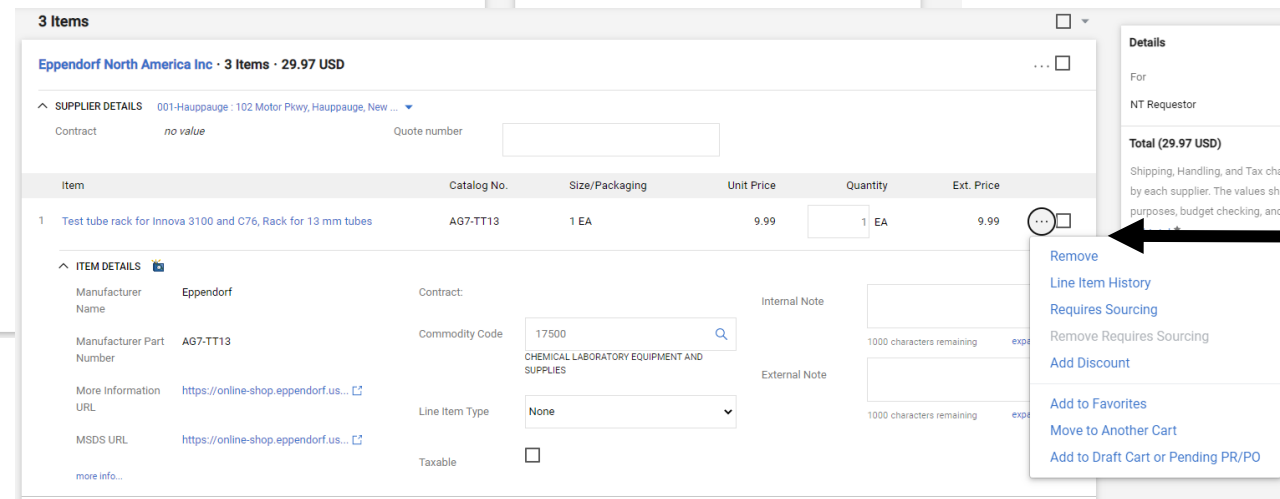
Shipping 0.00

Handling 0.00

Total \* 29.97

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.



3 Items

Eppendorf North America Inc - 3 Items - 29.97 USD

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

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	1 EA	9.99

ITEM DETAILS

Manufacturer Name: Eppendorf

Manufacturer Part Number: AG7-TT13

Contract: [Empty]

Commodity Code: 17500

Line Item Type: None

Remove

Line Item History

Requires Sourcing

Remove Requires Sourcing

Add Discount

Add to Favorites

Move to Another Cart

Add to Draft Cart or Pending PR/PO

# 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 Name: Eppendorf Contract: Internal Note:

Manufacturer Part: AG7-TT13 Commodity Code: 17500

1000 characters remaining [expand](#) | [clear](#)

**Details**

For NT Requestor

**Total (29.97 USD)**

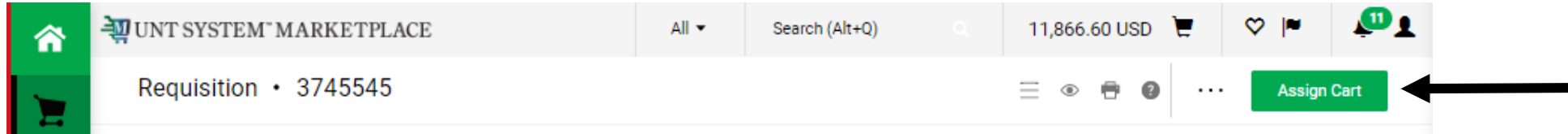
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

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

[Proceed To Checkout](#)

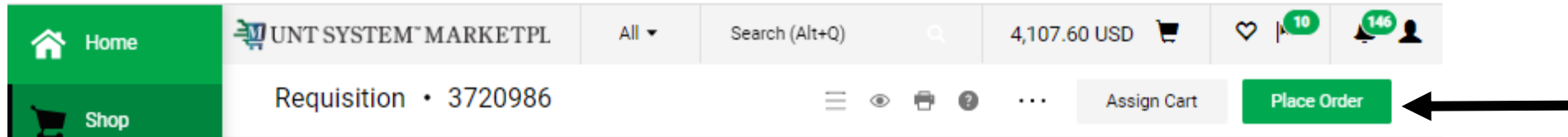
## Creating a Cart with a Hosted Catalog Supplier

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



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.






## 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 Marketplace approval process.


**Assign Cart: User Search** ✕



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


Note To Assignee:

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

Simple [Advanced](#) ⋮

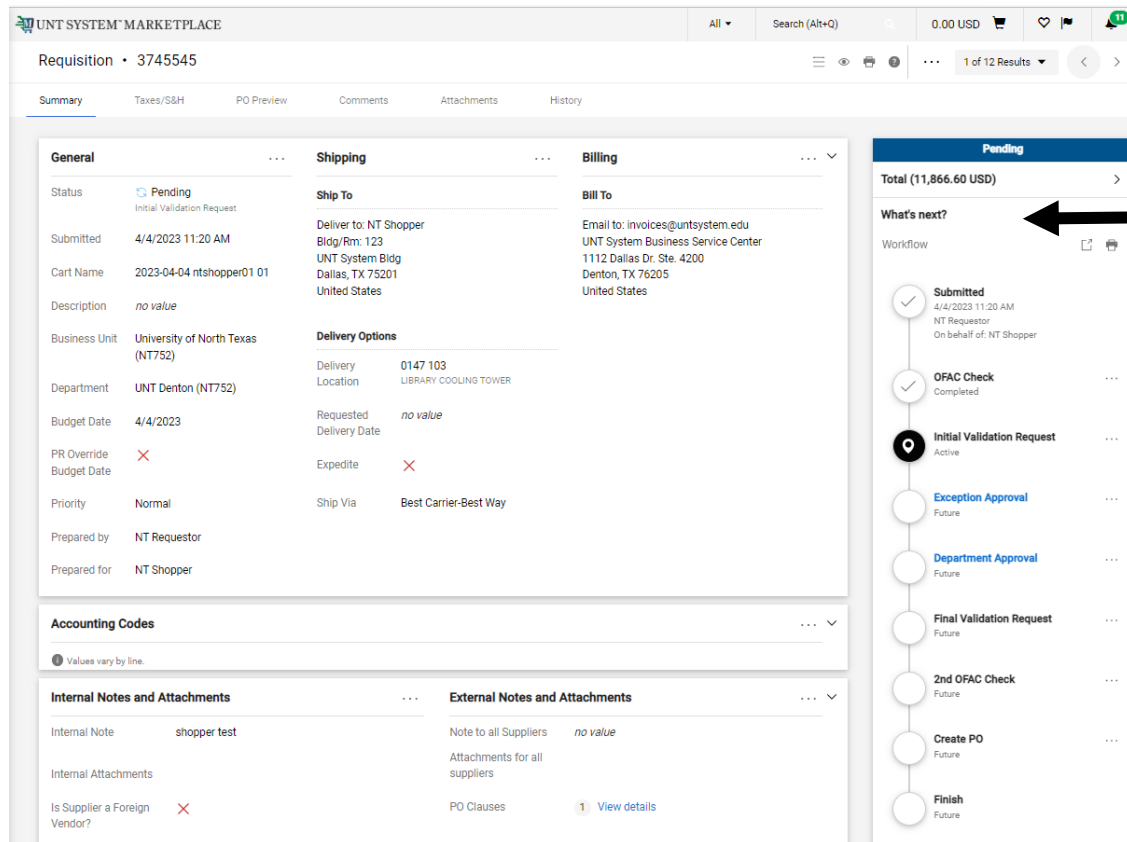
Search for products, suppliers, forms, part number, etc. 

 **Cart Assigned** 

Requisition Summary		Options
Requisition number	3745545 	<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

Status: Pending (Initial Validation Request)

Submitted: 4/4/2023 11:20 AM

Cart Name: 2023-04-04 ntshopper01 01

Business Unit: University of North Texas (NT752)

Department: UNT Denton (NT752)

Budget Date: 4/4/2023

PR Override Budget Date: X

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: 0147 103 LIBRARY COOLING TOWER. Requested Delivery Date: no value. Expedite: X. 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 Note: shopper test

External Note: Note to all Suppliers no value

Workflow (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)
- 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

- Submitted (4/4/2023 11:20 AM, NT Requestor, On behalf of: NT Shopper)
- OFAC Check (Completed)
- Initial Validation Request (Completed)
- Exception Approval (Approved, AM Approver)
- Department Approval (Approved, Dept Approver)
- Final Validation Request (Completed)
- 2nd OFAC Check (Completed)
- Create PO (Completed)
- Completed (4/5/2023 4:53 PM) ←