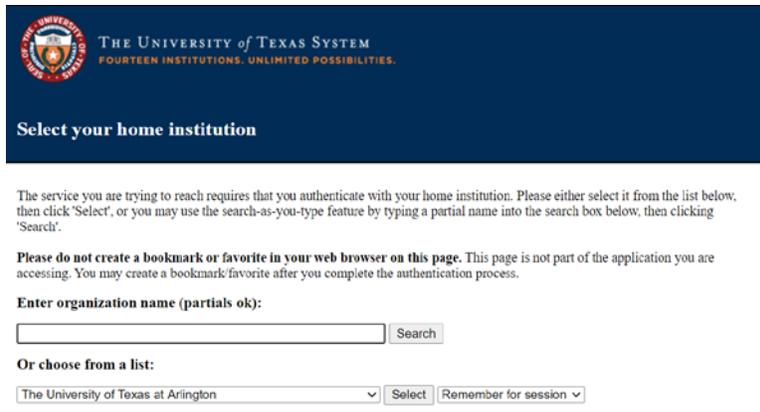# Shop Hosted Catalog and Assign Cart

The purpose of this job aid is to explain how to make a purchase from a Hosted Catalog and assign the cart to a Requester. A Hosted Catalog is an online version of a supplier's printed catalog. It contains product details, along with pricing information searchable from within the MAV eSHOP environment.

Complete the steps below to shop from a hosted catalog and assign cart:

1. Navigate to: [MAV eSHOP](#)
2. Select your home institution (e.g. The University of Texas at Arlington). If necessary, enter the organization name or choose it from the list and then click **Select**.
3. Next, enter your **Net ID** and **Password**.

   Note: Shoppers are required to log into MAV eSHOP directly; whereas, a Requester must access MAV eSHOP from the Create Requisition page in UT Share.
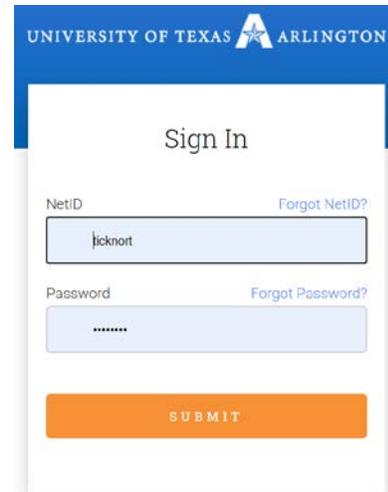4. Click **Submit**.

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Complete the steps below to shop from a hosted catalog and assign cart:

5. The MAV eSHOP home page is displayed. When searching for an item, you can search from all available Hosted Catalogs; or select the specific supplier's catalog to perform your search. This job aid provide instructions for using the universal search field to search all Hosted Catalogs.
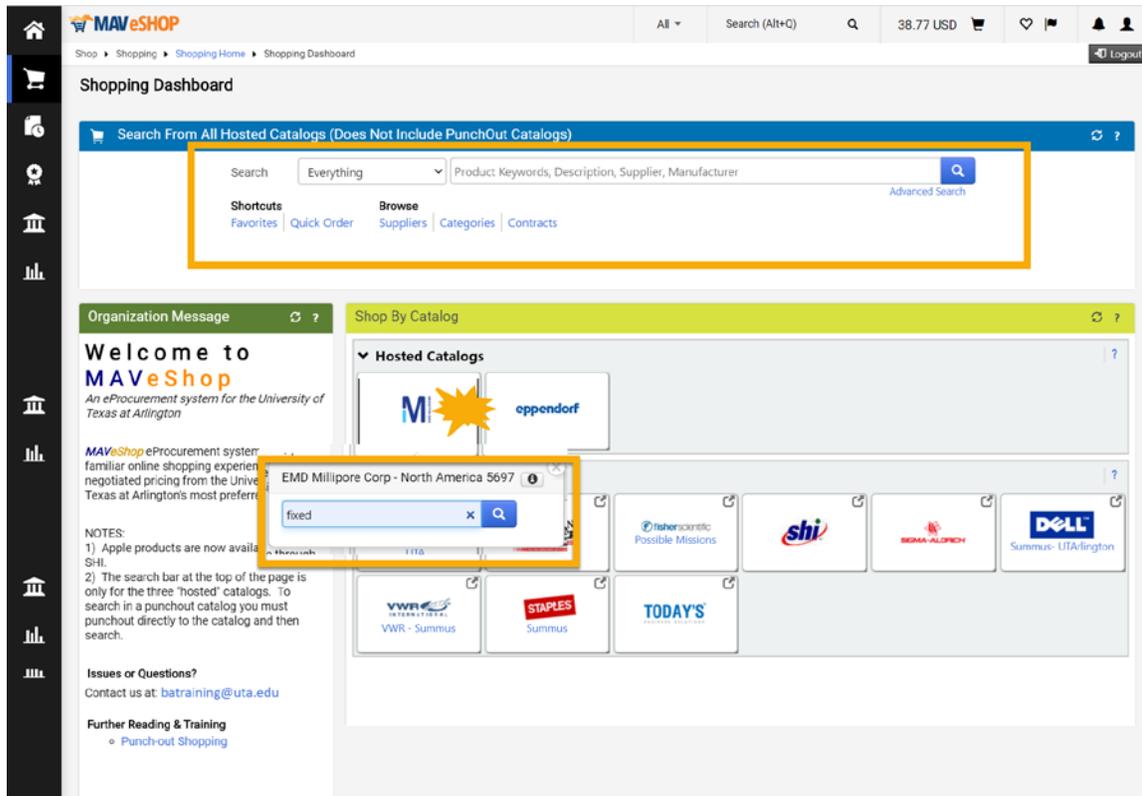
6. Enter a search value (e.g. Microscope Slides) and click the Go icon .

7. Based on your search criteria, the results are displayed. Scroll down the page to find the item you want to purchase. Update the quantity and click the **Add Cart** button.
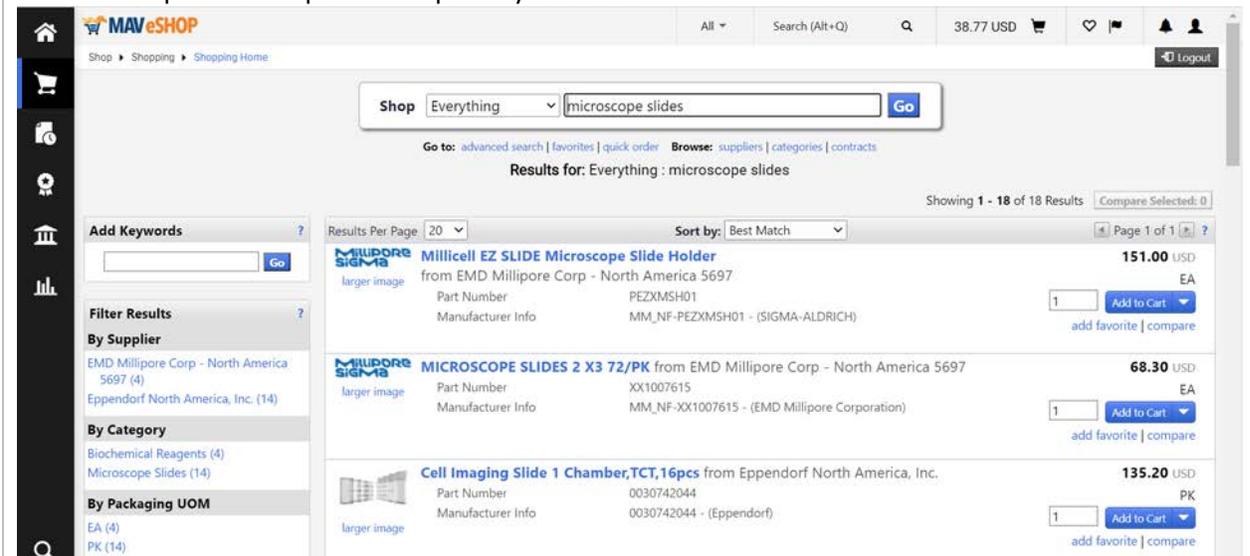
Complete the steps below to shop from a hosted catalog and assign cart:

8. After shopping for all desired items, click the shopping cart `151.00 USD 🛒` in the top banner and select **View My Cart**.	
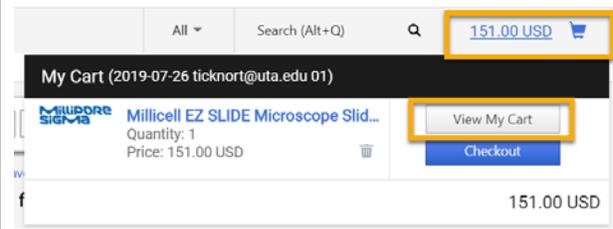
9. The MAV eSHOP Shopping Cart page is displayed. The **Cart Name** defaults with the current date and the shopper's username. If necessary, change or update this information and provide a **Description** to help you identify the cart later.
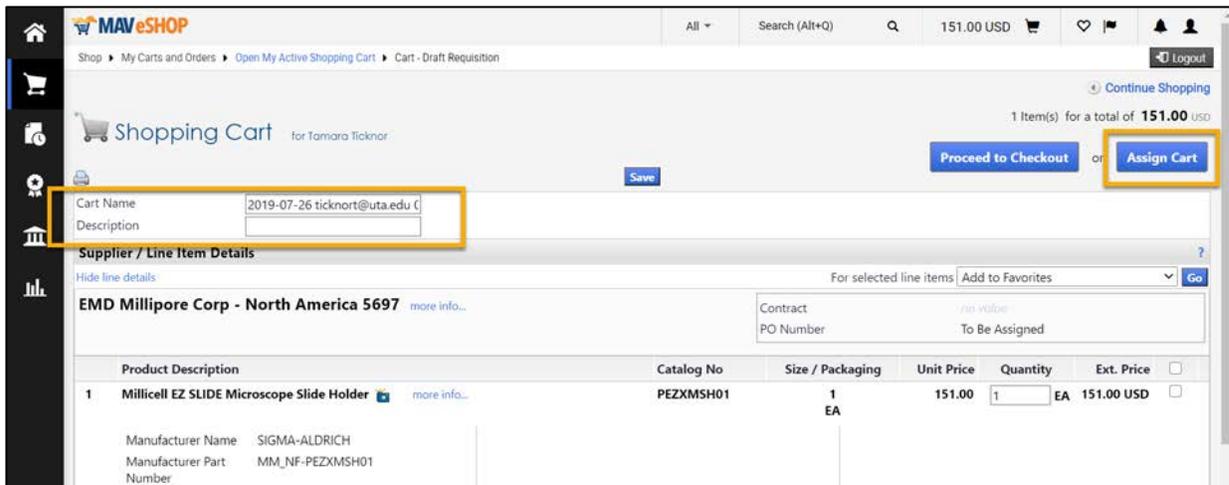
10. Review your cart and make the necessary changes.
11. Once you are ready, click the **Assign Cart** button.

12. If pre-defined, a Requester will automatically default. If not, you can select or search for a Requester from within the **Assign Cart** window. Once designated, click **Assign**. **Note:** The Requester will receive a notification about the cart assignment.	