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.**
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 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.