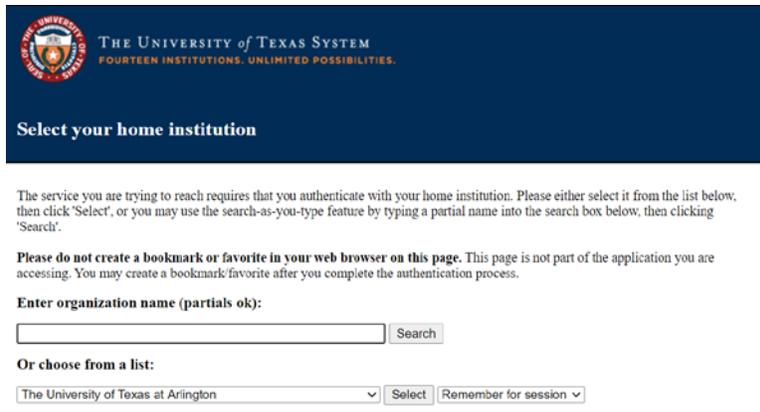


Shop Hosted Catalog and Assign Cart

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**.



Select your home institution

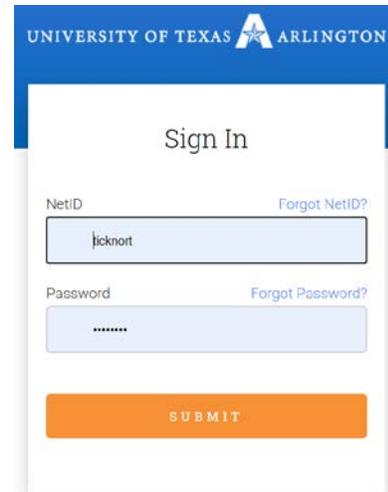
The service you are trying to reach requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):

Or choose from a list:

The University of Texas at Arlington Remember for session



UNIVERSITY OF TEXAS ARLINGTON

Sign In

NetID [Forgot NetID?](#)

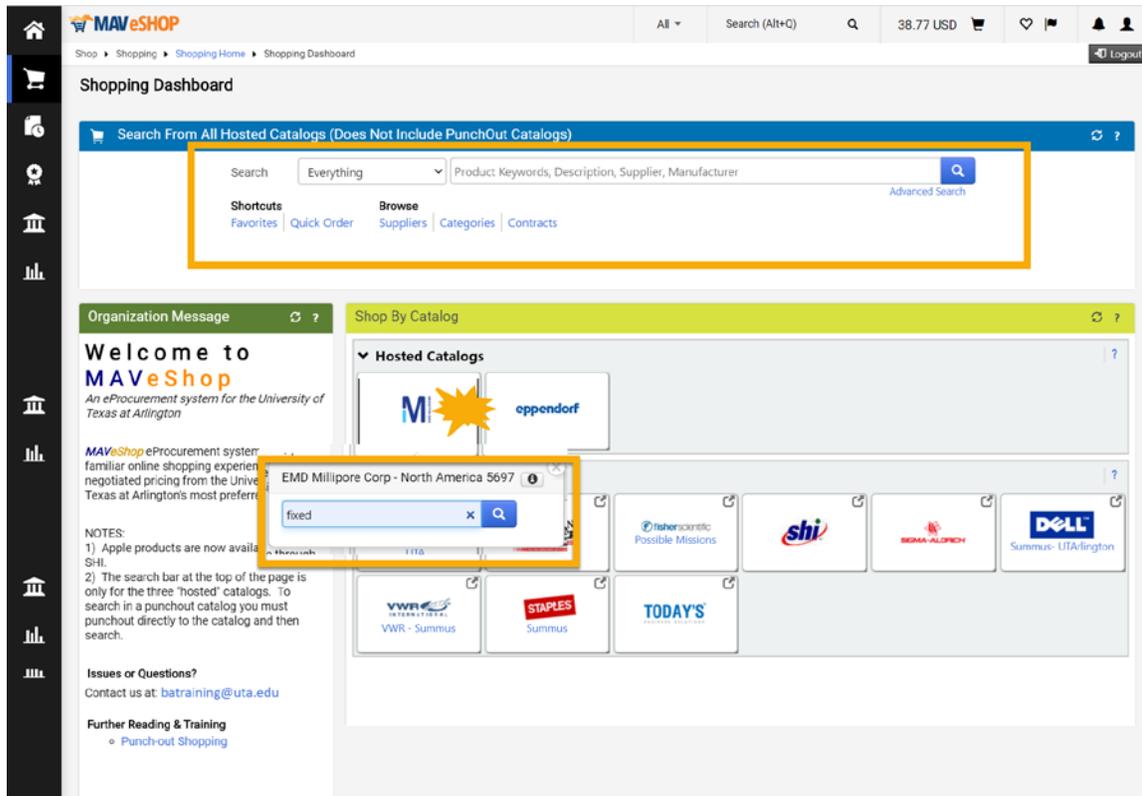
Password [Forgot Password?](#)

SUBMIT

Need assistance? Open a support ticket by sending email to systemwidesupport@utsystem.edu with a description of the problem.

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

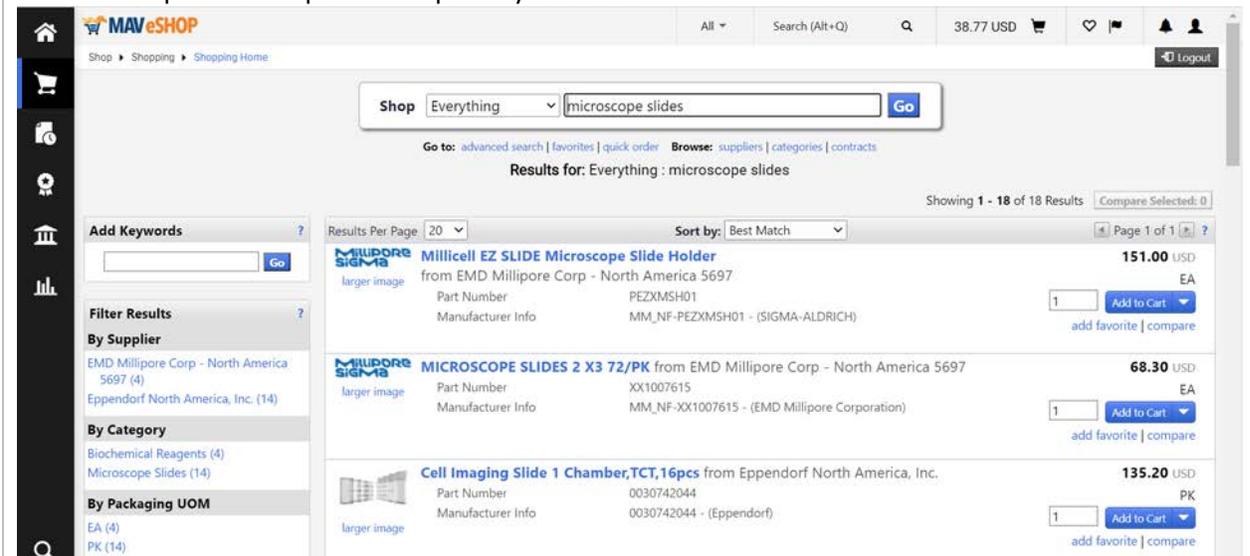
- The MAV eSHOP home page is displayed. When searching for an item, you can search from all available Hosted Catalogs; or select the specific supplier's catalog to perform your search. This job aid provide instructions for using the universal search field to search all Hosted Catalogs.



- Enter a search value (e.g. Microscope Slides) and click the Go icon .

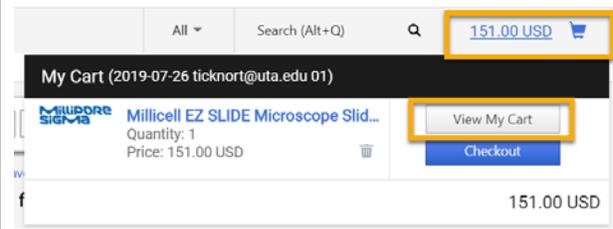


- Based on your search criteria, the results are displayed. Scroll down the page to find the item you want to purchase. Update the quantity and click the **Add Cart** button.

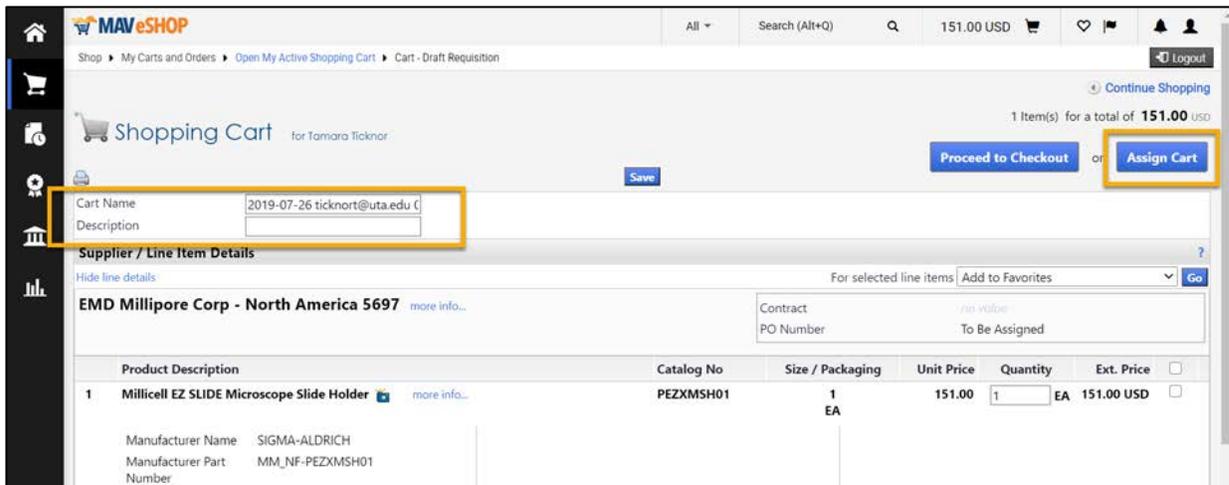


Complete the steps below to shop from a hosted catalog and assign cart:

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.

