Shop Punchout Catalog and Assign Cart

The purpose of this job aid is to explain how to make a purchase from a Punchout Catalog and assign the cart to a Requester. A Punchout Catalog is a link to an external vendor website accessible from within MAV eSHOP. It provides a wider range of products; containing negotiated items and prices.

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

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 **Login**.

5. MAV eSHOP homepage is displayed. Select the Punchout Catalog you want to use for your purchase (e.g. Staples).
   **Note:** Navigation among vendors’ websites may be slightly different.
Complete the steps below to shop from a punchout catalog and assign cart:

6. The supplier’s web page is displayed. Click in the **Search** field to search for the item(s) you want to purchase.

7. Based on your search criteria, the results are displayed. Next, find the item you want to purchase, enter the **Quantity** and select **Add to Cart**. Notice, your cart becomes active and the number of items in your cart along with the total is displayed. If desired, you can continue shopping.

8. Click **View Cart**.

9. Review the items in your cart and make the desired changes (i.e. update quantity, remove item, etc.).

10. After reviewing and/or modifying your shopping cart, click the **Submit Order** button to return to MAV eSHOP.

11. 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.

12. Review your cart and make the necessary changes.

13. Once you are ready to assign your shopping cart, click the **Assign Cart** button.
Complete the steps below to shop from a punchout catalog and assign cart:

14. If pre-defined, a Requester will automatically default. If not, you can select or search for a Requester from within the Assign Cart window. Click Assign.

**Note:** The Requester will receive a notification about the cart assignment.