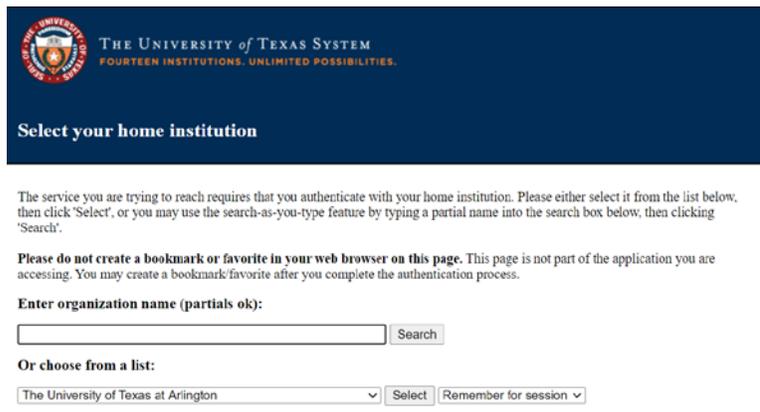


Shop Punchout Catalog and Assign Cart

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:

1. Navigate to: [MAV eSHOP](#)
2. Should default to The University of Texas as Arlington. If needed: Enter The University of Texas at Arlington or choose it from the list.
3. Click **Select**.
4. 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.
5. Click **Submit**.



THE UNIVERSITY OF TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

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.

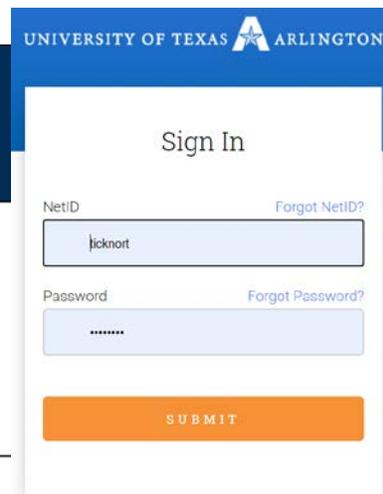
Enter organization name (partials ok):

 Search

Or choose from a list:

The University of Texas at Arlington Select Remember for session

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



UNIVERSITY OF TEXAS ARLINGTON

Sign In

NetID [Forgot NetID?](#)

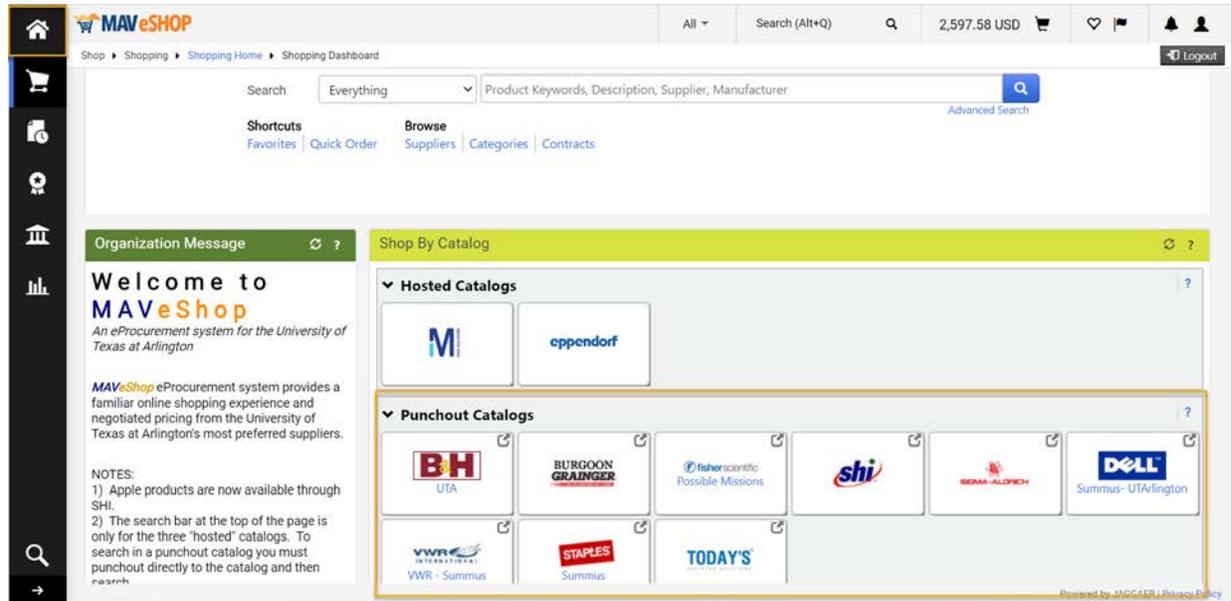
Password [Forgot Password?](#)

SUBMIT

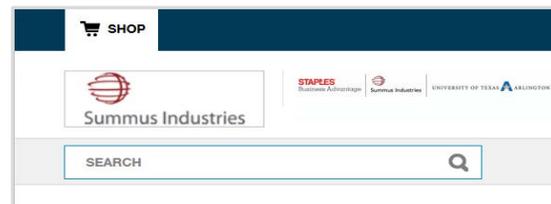
Complete the steps below to shop from a punchout catalog and assign cart:

6. MAV eSHOP homepage is displayed. Select the Punchout Catalog you want to use for your purchase (e.g. Staples).

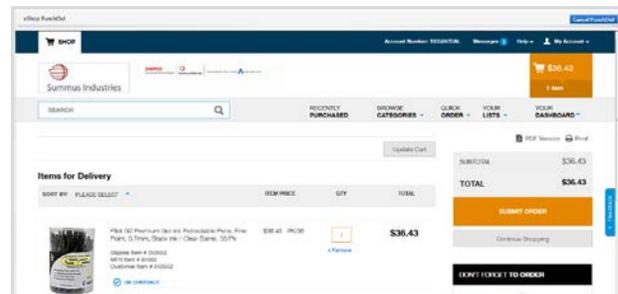
Note: Navigation among vendors' websites may be slightly different.



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



8. 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.



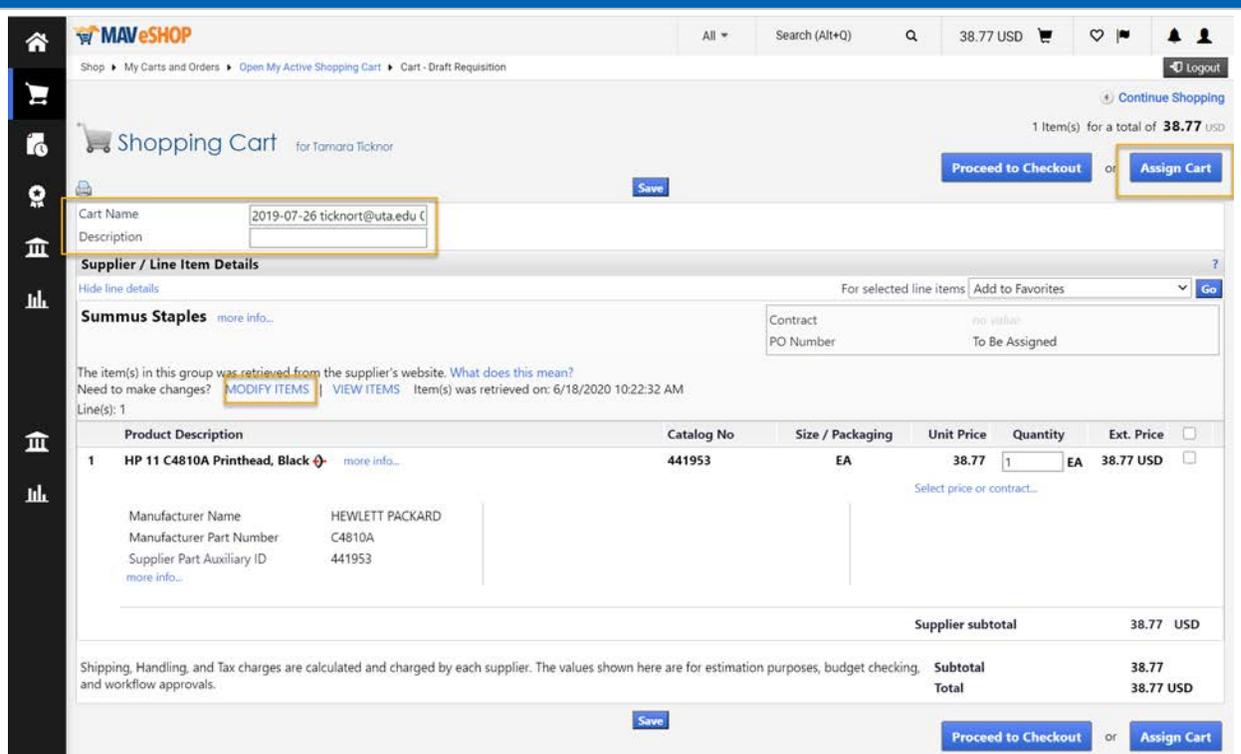
9. Click **View Cart**.

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

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

12. 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.

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



The screenshot shows the MAVeSHOP interface. At the top, the user is logged in as Tamara Ticknor. The shopping cart contains one item: HP 11 C4810A Printhead, Black, with a unit price of 38.77 and a quantity of 1. The total amount is 38.77 USD. The 'Assign Cart' button is highlighted with a yellow box. The interface also shows a 'Supplier / Line Item Details' section for Summus Staples, with a contract number of 441953 and a PO number of 'To Be Assigned'. A 'Save' button is visible at the bottom of the cart details.

13. Review your cart and make the necessary changes.

14. Once you are ready to assign your shopping cart, click the **Assign Cart** button.

15. 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.

Assign Cart: User Search

Select from profile values Search for an assignee

Select from profile values

Note To Assignee: