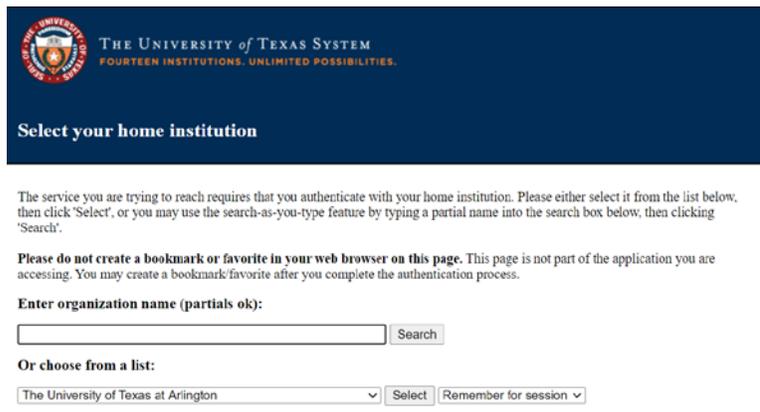# Shop Punchout Catalog and Assign Cart

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**.

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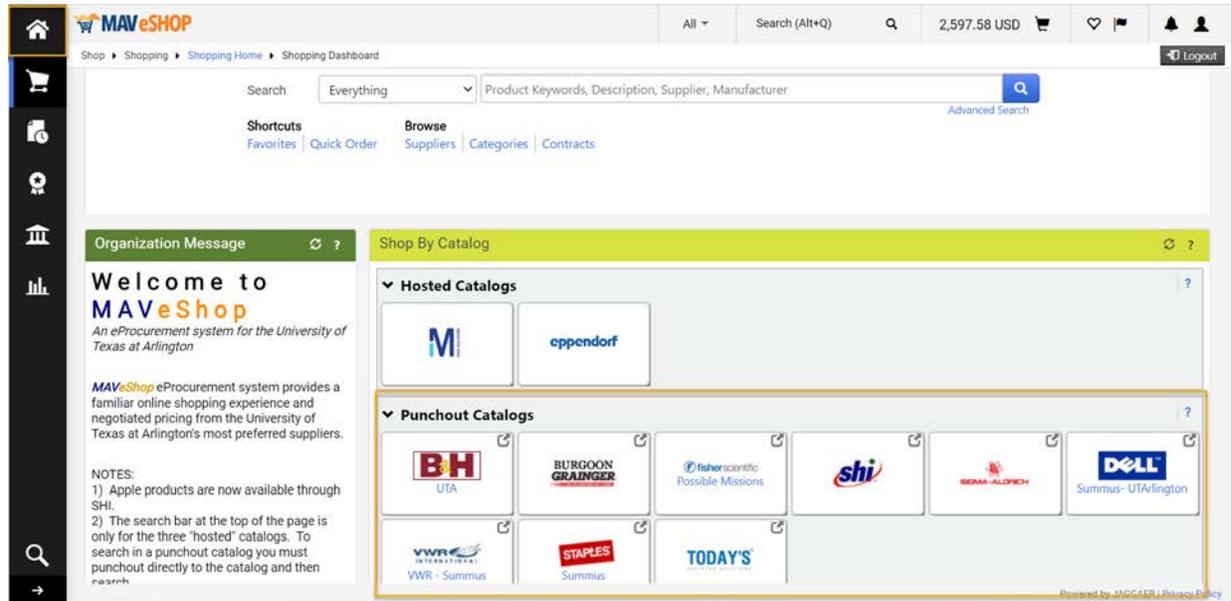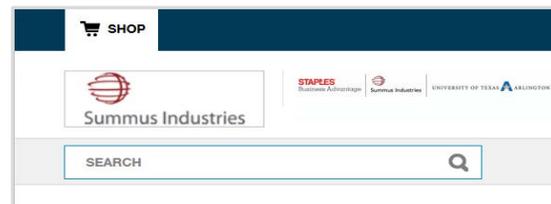## Complete the steps below to shop from a punchout catalog and assign cart:

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.
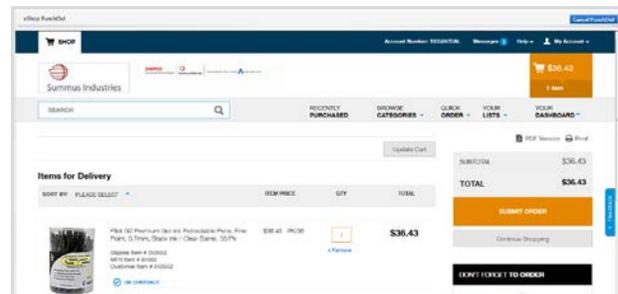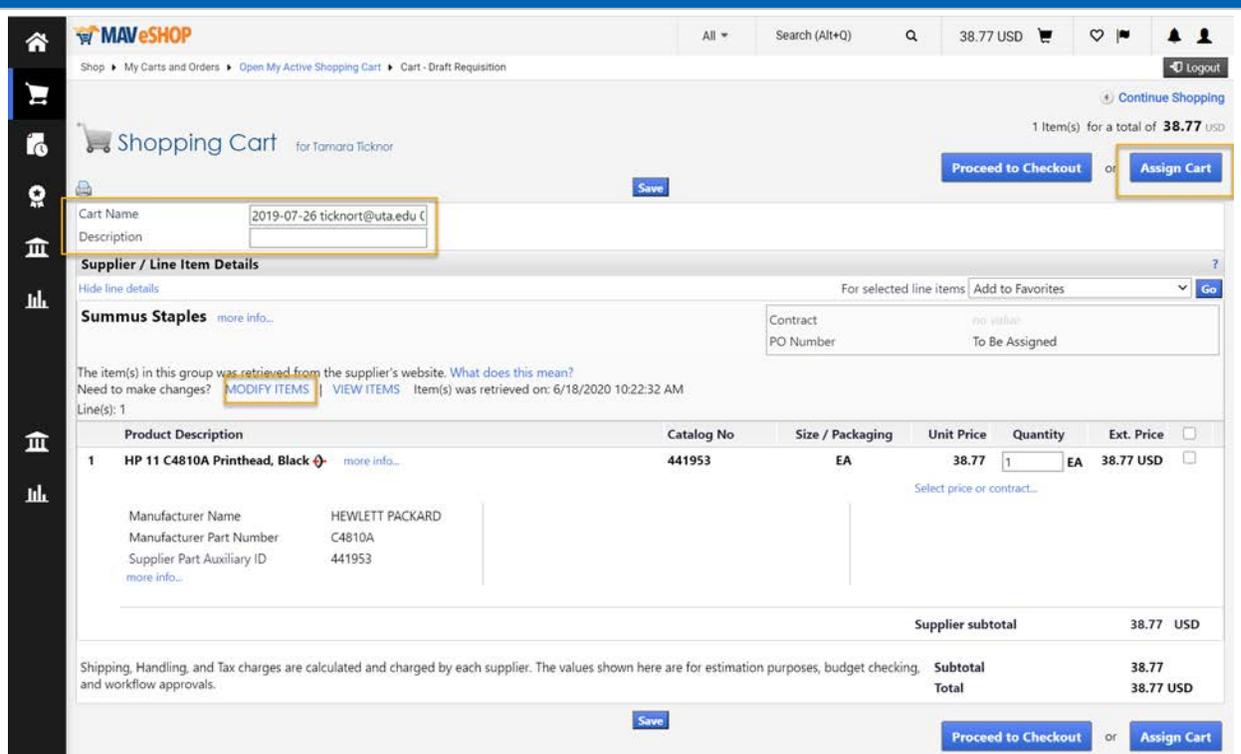
9. Click **View Cart**.

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.

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

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.