Agenda

- MAV eSHOP Overview
- Shopping Cart Process
- Shoppers Role in MAV eSHOP
- Designate a Requester
- Resource Information
MAV eSHOP Overview
What is MAV eSHOP?

– A web-based purchasing system that allows UTA employees to buy goods more economically and efficiently.

– Connects directly to UT Share purchasing pages.

– Offers end-users a “shopping cart” experience designed to make day-to-day purchases easier.

– Users can shop online from a variety of contracted and approved vendors.

– It ensures the best pricing and accelerates the buying process.
MAV eSHOP Overview

**Benefits**

- Vendor Catalogs are Centrally Located
- One Stop Shopping Experience
- Search a wide Range of Products Online
- Reduce cost and improve productivity
- Greater Flexibility to make Purchase
- View Buying History
Hosted Catalog

- Hosted catalogs are online versions of a supplier’s print catalog. The catalogs are available to all UT schools using the MAV eSHOP platform; which contain negotiated prices.

Punch-Out Catalog

- Punch-Out Catalogs in MAV eSHOP direct you to the vendors external website. The catalog are specific to UTA and contain negotiated items and prices.

ProCard

- The ProCard is used to purchase goods or services for low-cost items ($4,000 or less) that do not exist in MAV eSHOP.

Special Item Request (Non-Catalog Items)

- The Special Item Request form in UT Share is used to request goods or services that do not exist in MAV eSHOP or the item is not eligible to purchase with a ProCard.
Example of Preferred Suppliers at UTA:

- Dell
- bkm
- STAPLES
- GRAINGER
- Cell Signaling Technology
- Airgas
- Office Depot
- SHI
- Sigma-Aldrich
- Fisher Scientific
Shopping Cart Process
Shopping Cart Process

• Shopping carts represent items selected for Purchase.
• It contains the details about the goods being requested (i.e. Description, Qty, Price, etc.).
• This process varies depending on the employee role. The key are:
  - Shopper
  - Requester
  - Approver
Shopping Cart Process

**Shopper**
- Any employee can be a Shopper
- Cannot create a Requisition in UT Share
- Must log directly into MAV eSHOP to shop for items from an online catalog
- Assigns shopping cart to Requester

**Requester**
- Can create a Requisition in UT Share
- Can also be a Shopper
- Must log into UT Share and access MAV eSHOP from within the Create Requisition page
- Assigns Due Date, Shipping, Profile Asset ID and Accounting Information to Requisition
- Submit Requisition for Approval

**Approver**
- Cannot be a Requester
- Can be a Shopper and assign a shopping cart to a Requester
- Reviews Requisition in UT Share for accuracy
- Can approve or deny a Requisition in UT Share
Shoppers Role in MAV eSHOP
A “Shopper” is the basic role in MAV eSHOP. All UTA employees are assigned the Shopper role. This role allows the following:

- Browse catalogs
- Add items to cart
- Assign cart to Requester to complete the order

A Shopper will log into MAV eSHOP using the following web address: https://solutions.sciiquest.com/apps/Router/SAMLAuth/UTSystemSD

**Note:** A Requester must access MAV eSHOP from the Create Requisition page in UT Share.
If purchases are made from multiple suppliers in MAV eSHOP, a separate cart should be created for each vendor before returning the cart to UT Share.

This action can be performed by the Shopper or the Requester.

**Note:** Punch-Out Catalog vendors will not allow you to move items between carts. You will need to delete the cart and re-create.

**Best Practice:** One vendor per cart.
There are four basic tasks for a Shopper:

- **Task 1:** Navigate to MAV eSHOP using the link below. Select your home campus and enter your Net ID and Password to login.

(https://solutions.sciquest.com/apps/Router/SAMLAuth/UTSystemSD)
Task 2: Select an online catalog to begin shopping.
Task 3: Search for the desired items, add the items to your shopping cart and then Submit Order to return to MAV eSHOP.
**Task 4: Assign cart to Requester**

- If the Requester is not pre-defined in the Shoppers preferences, you can select the Requester from the Assign Cart window.
- Once the cart has been assigned, the Requester receives an email notification.
Shoppers Role

Shopper Process Flowchart

1. Log into MAV eSHOP
2. Shop from Online Catalog
3. Collect Item(s) in Shopping Cart
4. Assign Shopping Cart to Requester
Designate a Requester
A Shopper can pre-define a Requester in their user preferences.

The Requester is the individual who can finalize a purchase for the Shopper.

To designate a Requester:

– Log into MAV eSHOP and click View my Profile.
Designate a Requester

- Select Default User Settings, Cart Assignees and then Add Assignees (Requesters).
– From the User Search window, search for your Requester and then select the individual as your Requester.
– Once you have designated a Requester, you can set the individual as preferred and if desired, add additional Requesters.
Class Activity

- Designate a Requester
- Shop Punchout Catalog and Assign Cart
Resource Information
For more information about MAV eSHOP:
  – www.uta.edu/mav-eshop

Support & Help:
  – https://uta.service-now.com/selfservice
  – 817-272-2155

Training Resources:
  – https://www.uta.edu/business-affairs/training/
    • Register for Classes
    • Join Business Affairs Listserv
    • View and/or Print Training Materials
      – UPK
      – Training Guides
      – Job Aid
      – Quick References