Training Agenda

- MAV eSHOP Overview
- Shopping Cart Process
- Shoppers Role in MAV eSHOP
- Designate a Requester
- Resource Information
MAV eShop Overview
Methods for Requesting Goods or Services

**MAV eSHOP**
(SciQuest)
- Shopping marketplace that contains links to online shopping sites for vetted suppliers with whom UT System or UTA has 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.

**Non-PO Voucher**
- Some purchases of goods and services may not require a purchase order. See the BF-PGS-PR-01 Best Value Purchasing Procedures (Section IV “Procedure”, Article H “Purchase of Goods/Services Not Requiring a Purchase Order”) for the list of goods and services that do not require a purchase order.

**Special Request**
(Non-Catalog Items)
- The Special Request form in UTShare is used to request goods or services that do not exist in MAV eSHOP and are not eligible to purchase with a ProCard.
# Shopping Cart Process

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shopper</strong></td>
<td>• Any employee can be a Shopper</td>
</tr>
<tr>
<td></td>
<td>• Cannot create a Requisition in UT Share</td>
</tr>
<tr>
<td></td>
<td>• Must log directly into MAV eSHOP to shop for items from an online catalog</td>
</tr>
<tr>
<td></td>
<td>• Assigns shopping cart to Requester</td>
</tr>
<tr>
<td><strong>Requester</strong></td>
<td>• Can create a Requisition in UTShare</td>
</tr>
<tr>
<td></td>
<td>• Can also be a Shopper</td>
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<tr>
<td></td>
<td>• Must log into UTShare and access MAV eSHOP from within the Create Requisition page</td>
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<tr>
<td></td>
<td>• Assigns Due Date, Shipping, Profile Asset ID and Accounting Information to Requisition</td>
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<tr>
<td></td>
<td>• Submit Requisition for Approval</td>
</tr>
<tr>
<td><strong>Approver</strong></td>
<td>• Cannot be a Requester</td>
</tr>
<tr>
<td></td>
<td>• Can be a Shopper and assign a shopping cart to a Requester</td>
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<td></td>
<td>• Reviews Requisition in UTShare for accuracy</td>
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<td></td>
<td>• Can approve or deny a Requisition in UT Share</td>
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</tbody>
</table>
Shoppers Role in MAV eShop
The Shopping process varies between the 3 roles:

- Shopper
- Requester
- Approver

The Shopping cart will record:

- Item Description(s)
- Quantity
- Price
A “Shopper” is the basic role in MAV eSHOP which allows you to:

- Browse catalogs
- Add items to the cart
- Assign cart to Requester to finalize the requisition
Shoppers Role

- From the My Apps page select the Mav eSHOP tile.
- Select your home campus
- Sign in on Microsoft Sign-in screen
Shoppers Role

Select a Punchout catalog to begin shopping. i.e., Summus Staples.
Shoppers Role

Search or add desired items to the shopping cart and click the Submit Order button to return to Mav eShop.

Note: The language for the button to return the cart to Mav eShop will vary between catalogs.
Shoppers Role

Assign cart to Requester

A Requester can be pre-defined, or you can search and select from the Assign cart window.

The Requester receives an email once the cart has been assigned.
Requisition ID

The Requisition ID that is displayed in Mav eShop is not equivalent to that of UTShare.

- The Requisition ID in Mav eShop is exclusive to Mav eShop.
- The Requisition ID in UTShare is the official Document ID.

Note: When reaching out for support with your requisition refer to the UTShare Requisition ID.
Designate a Requester
Designate a Requester

What is a Requester?

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

• A Shopper can pre-define a Requester in their user preferences.

• To designate a Requester:
  • Click View My Profile.
To Designate a Requester

Select Default User Settings > Cart Assignees > Add Assignees (Requesters)
Designate a Requester

From the User Search window, search for your Requester and then select the individual to set them as your Requester.

Note: You may see "select" or "+" for the Action depending on how you search.
Once you have designated a Requester you can:

- Set the individual as preferred
- Add additional Requesters.
Mav eShop Tools
To view past orders you created, from the Mav eShop home page click on the **Shopping Cart Icon**, choose **My Carts and Orders**, and select **View My Orders**.

**Note:** If you choose the Last 90 Days option, you can change the date range.
View Past Orders

To change the date range and view orders more than 90 days old, click on the **Submitted Date: Last 90 days**, you can choose **All** orders or input a date range.
To view All Orders, click on the page icon with the clock, on the **Search tab**, you’ll click on **All Orders**.
To view Purchase Orders in Mav eShop, from the homepage, click on the page icon with the clock, from the **My Orders tab**, choose **My Purchase Orders**.
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
    o Training Guides
    o Job Aids