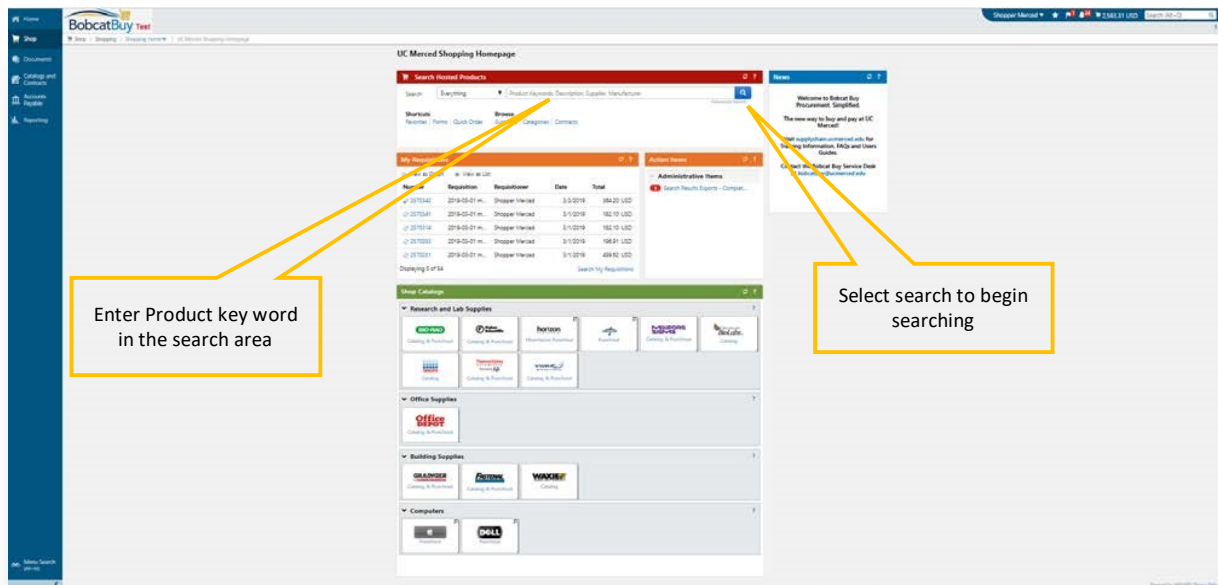


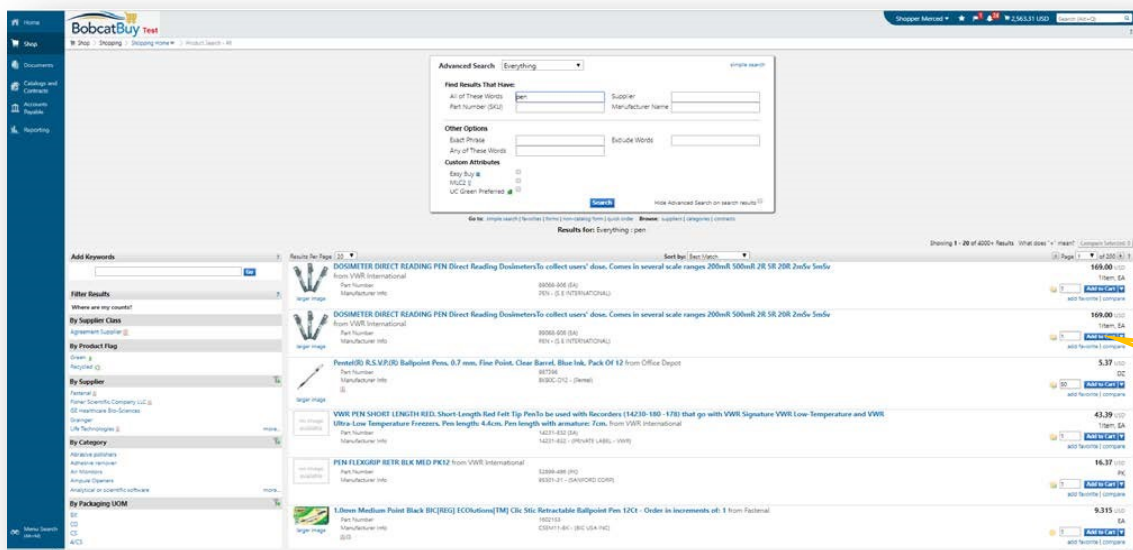
Quick Reference Guide How to Shop Hosted Catalogs



1. **Start on the shopping Homepage.**
 - a. Select Search
 - b. Enter product key word in search area.



2. **Search results appear** – Make selection and “Add” products to “Cart”

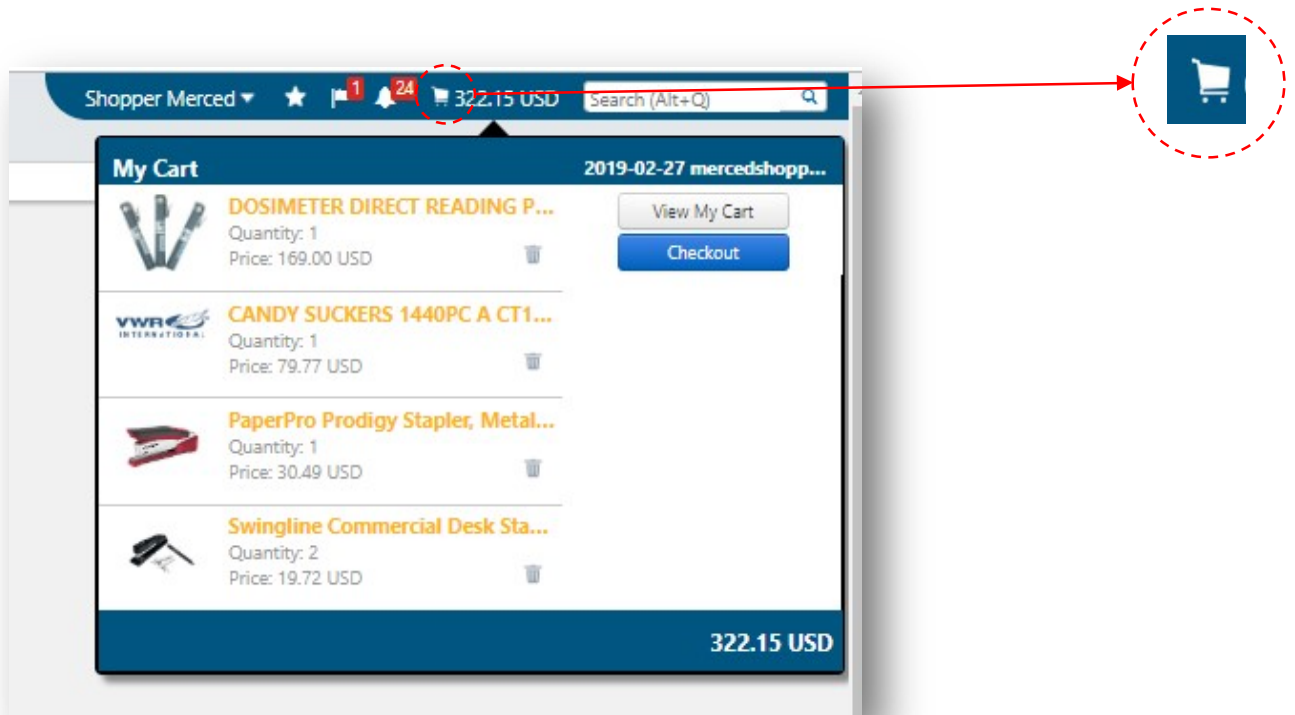


Quick Reference Guide

How to Shop Hosted Catalogs



3. **View Your Shopping Cart:** To view Cart, select the “Cart” symbol – Top right hand area.

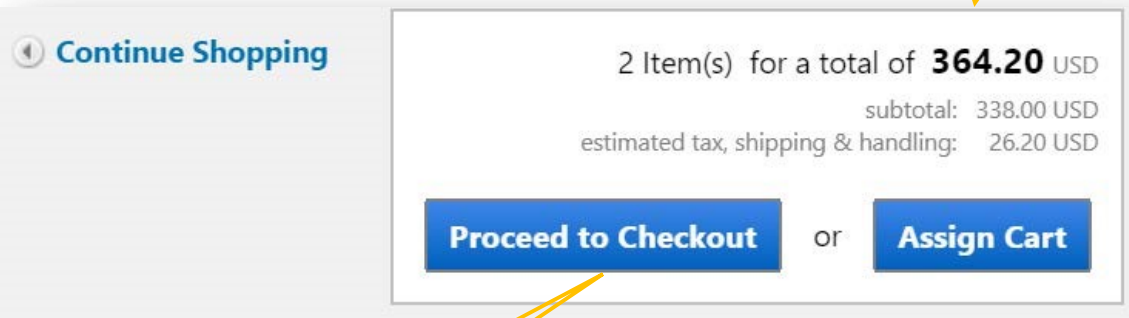
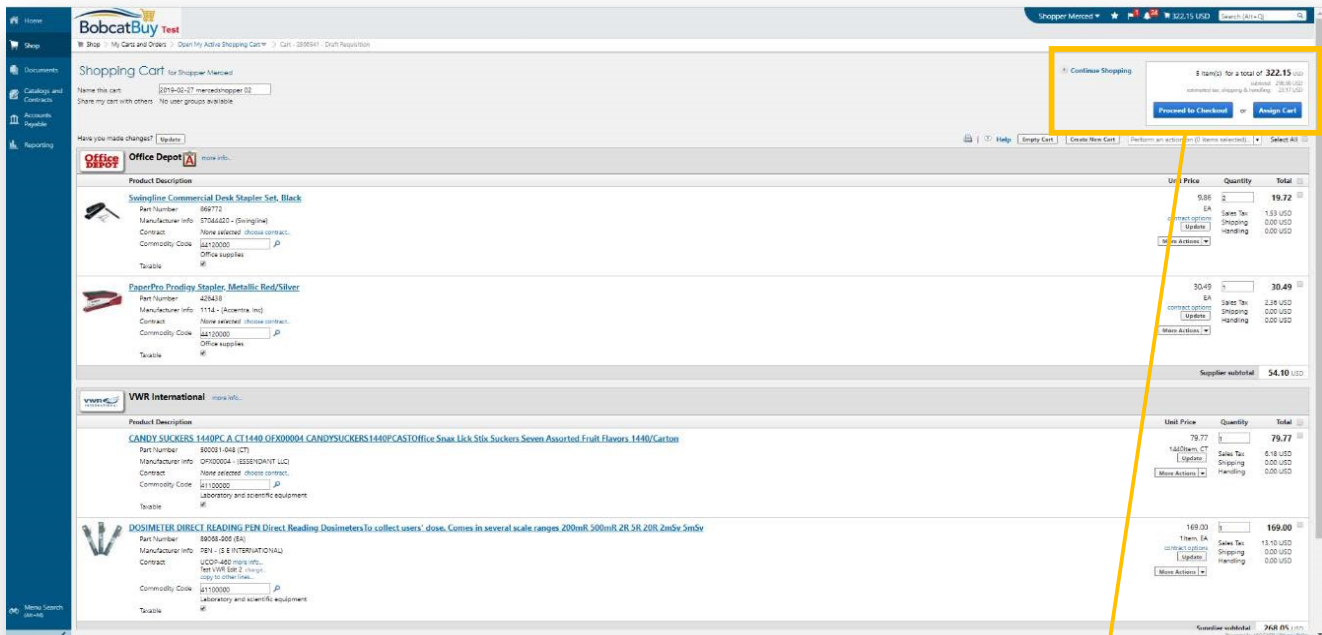


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4. Checkout and Submit Requisition (top right options now appear)



Select "Proceed to Checkout" to add requisition details and submit to workflow

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5. Complete Required Information

You can select these items to take action or select the highlighted boxes below

Step 1. Select your FAU

Step 2. Add your business purpose so approvers reviewing this requisition know what you are seeking to purchase.
Example: "Replacement computer for John"

The screenshot shows a requisition form for item 1: 12oz Diagonal Hammer Copper Bit. The form includes sections for Accounting Codes, Business Purpose, and Ship To Address. Callouts point to specific fields: 'Required field' boxes in the Accounting Codes section (Step 1), the Business Purpose field (Step 2), and the Ship To Address field (Step 3).

Accounting Codes

Location	Dept.	Account	Cost Center	Fund	Project	Source
0 UCM	Required field	Required field	Required field	Required field	no value	no value

Business Purpose

Required field
Fiscalapprover Merced

Ship To Address

Shipping address
Attn: Fiscalapprover Merced
Room/Ste/Floor
Dept.
5200 NORTH LAKE RD
MERCED, CA 95343-5001
United States
Address is incomplete

Lines

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 12oz Diagonal Hammer Copper Bit	0856420	EA	41.2425	1 EA	41.24 USD

Supplier subtotal 41.24
Sales Tax 3.20
Use Tax 0.00
Shipping 0.00
Handling 0.00
Supplier total 44.44 USD

Step 3. Select your Ship To address

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6. Submit your Order to Workflow

Now that you have completed all required fields, you can submit your requisition to work flow.

Note. If you need to add additional information refer to item 7 next page.

Select Place Order when ready to submit your order into workflow

< Return to shopping cart

This order is ready to be placed.

Requisition: 2586365
2019-03-14 jdubroff@ucmerced.edu 01

Status: **Draft**
Document Total: **107.64 USD**
What's next for my order?

Requisition ▾

- Billing ✓
- Accounting Codes** ✓
- General ✓
- Internal Notes and Attachm... ✓
- Supplier Information ✓
- Taxes, Shipping & Handling
- Final Review ✓

PR Approvals

Comments

Attachment Overview

PO Preview

Accounting Codes

Location	Dept.	Account	Cost Center	Fund	Project	Source	edit
0 UCM	M565 PROCUREMENT SERVICES	660575 660575	660575-2A 2A	660575-2A-19900 19900	Procur	Supply	

Document Actions ▾ | History | ?

Business Purpose: Demo Order for Quick Reference Guides
Prepared for: Requester Merced
Research Equipment? **x**

Ship To Address

Shipping address

Attn: John Smith
Room/Ste/Floor DCC 2nd Floor
Dept. IT Dept.
5200 NORTH LAKE RD
MERCED, CA 95343-5001
United States

edit

▾ Lines Selected Line Item Actions ▾

Fisher Scientific Company LLC
 more info...

Quick Reference Guide

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7. Complete Optional Information and Submit your Order to Workflow

This order is ready to be placed.

Place Order **Assign Cart**

Requisition: 2586365
2019-03-14 jdubroff@ucmerced.edu 01

Status: **Draft**
Document Total: **107.64 USD**
What's next for my order?

Accounting Codes

Location	Dept.	Account	Cost Center	Fund	Project	Source
0	M565	660575	660575-2A	660575-2A-19900	Procur	Supply
UCM	PROCUREMENT SERVICES	660575	2A	19900		

Business Purpose: Demo Order for Quick Reference Guides
Prepared for: Research Equipment
Requester: Merced

Ship To Address

Shipping address
Attn: John Smith
Room/Ste/Floor DCC 2nd Floor
Dept. IT Dept.
5200 NORTH LAKE RD
MERCED, CA 95343-5001
United States

Lines

Fisher Scientific Company LLC

Internal Notes and Attachments

PR Approvals

Comments

Attachment Overview

PO Preview

You can add notes and attachments here if needed

You can preview workflow (after you complete required fields) to see who will need to approve your order.

Select Place Order when ready to submit your order into workflow