How to make online catalog purchases

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Similar to other online shopping sites, you will search for products, add them to a cart, and then submit a purchase order to buy the products.

In SciQuest there are three types of catalog categories you will use.

1. **Hosted Catalogs** include products from authorized suppliers. You can search for products from within the purchasing system.

2. **Punch-Out Catalogs** include authorized suppliers. The catalogs are maintained by the suppliers directly.

3. **Non-Catalog items** include products or services from suppliers who do not maintain catalogs within the purchasing system.

Product or service information is entered manually. Enter the product or SKU number, description, quantity, and price for the item or service you are purchasing.

You can search for suppliers. If they are not in the system, you will need to submit the "New Supplier Request" form.
Hosted Catalog Shopping
Adding products to a shopping cart using hosted catalogs

1. To start shopping, enter words in the search field describing your product.
2. For this example, enter ‘beaker’ into the search field, and then click on GO.
3. Find the product, and then ENTER a quantity.
4. SELECT ADD TO CART

The menu option allows you to add the item to a Draft Cart or a Pending purchase requisition/purchase order (PR/PO).

Hosted Catalogs include products from authorized suppliers. You can search for products from within the purchasing system.

Before shopping, make sure you have set up your user and purchasing profiles. Select PROFILE from the primary main to set-up or edit this information.
Hosted Catalog Shopping
Viewing your shopping cart

New! You can quickly navigate to the shopping cart form the upper right-hand corner of the screen. Within the drop down menu, you will have the choices to "View My Cart" to review your selections, or choose "Checkout" to proceed to the next step in the checkout process.

Note: Clicking "Checkout" will not automatically place your order.

5 After adding items to the shopping cart, click the shopping cart, and then select View My Cart.

6 If you are satisfied with the order, SELECT PROCEED TO CHECKOUT.

Use the ASSIGN CART option if you are not authorized to make purchases within your department.
The Shopping Cart

Shopping cart options

Until you proceed to checkout, this cart is considered a draft cart. The cart is saved. If you would need to log out of the system, your cart would not be lost. After you log back in to the system, select CART, and then select DRAFT CARTS and click on the shopping cart’s name to open it. You can keep multiple draft carts in the system.

You may choose to use the name assigned to the cart or you may decide to rename the cart using descriptive words that reference a project, category, grant, course, purpose, etc.

For example, you might use “June Office Supplies,” “Supplies for Course 100,” “Supplies for Lilly Grant XYZ,” Supplies for Professors Smith & Jones, etc.

Renaming your cart is optional and intended to help you find past orders. If you cannot think of anything to use, just leave the default name as is.

On this screen, you have a number of options available to continue shopping or add non-catalog items to your order.

If you change the quantity, remember to select UPDATE.
Checkout
Placing your Order

After you have reviewed your cart, SELECT ‘PROCEED TO CHECKOUT,’ or using the pull-down menu in the top-right corner of the screen, SELECT ‘CHECKOUT.’

Click the shopping cart in the upper right-hand corner. Select “View My Cart” to review your shopping cart, or select “Checkout” to proceed with the checkout process.

Note: Clicking “Checkout” will not automatically place your order.

If you see red warning signs, you will need to complete or correct some steps in the process before you can place the order.

There are two ways to navigate to the incomplete steps.

a. Moving from left to right, you can click on each step within the process diagram, or you can b. click on the link(s) listed within the yellow rectangle. Clicking the links will advance you to that specific step in the process.
Shopping Request Confirmation
Checking the approval status of your order

After the order is placed, you will see a confirmation screen similar to this one.

**CLICK ON** the **APPROVALS TAB** link to check the approval status for the order.

**Note:** by clicking on the Approvals Tab your location within the system changes to the HISTORY.

When you are finished placing orders, **SELECT** the logout link to end the session.