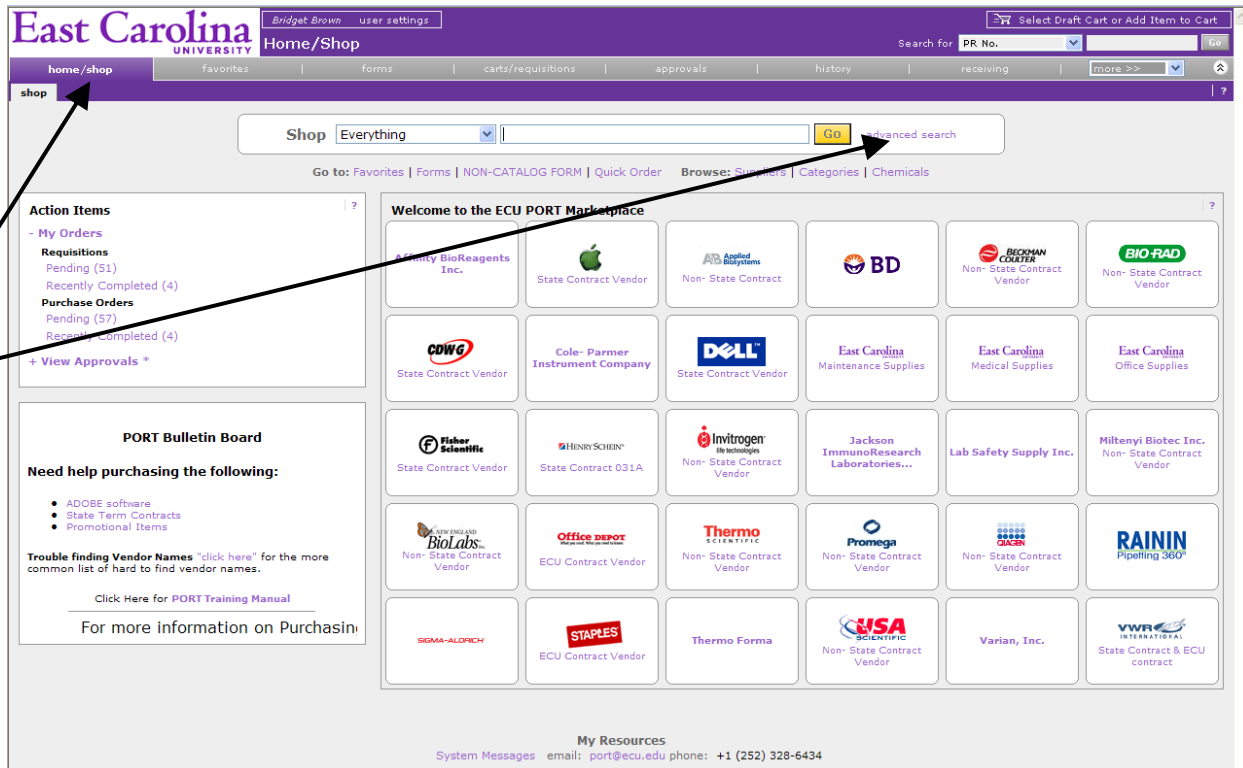


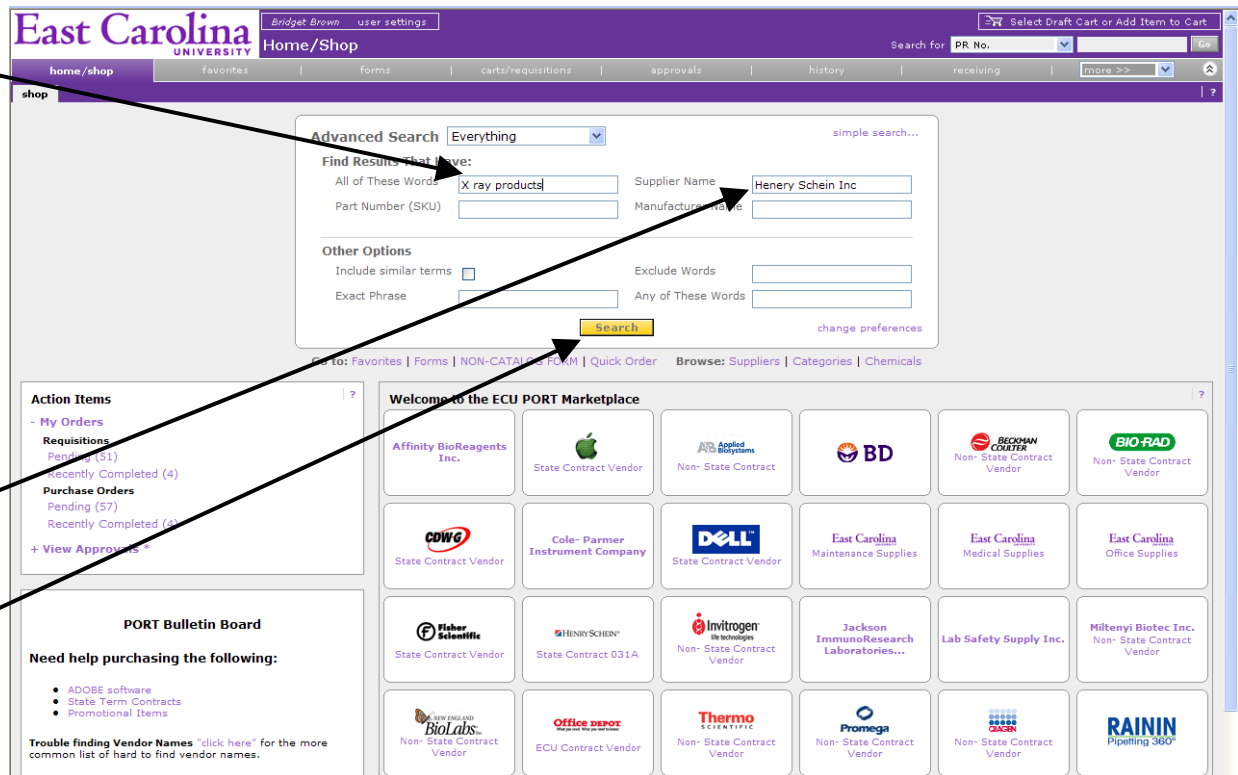
SHOPPING CART – HOSTED CATALOG

Last Updated on: 7/22/2011



- 1.
- 2.

1. Ensure that you are on the **home/shop** tab.
2. Click on **advance search** to search multiple criteria for the hosted catalogs in PORT.

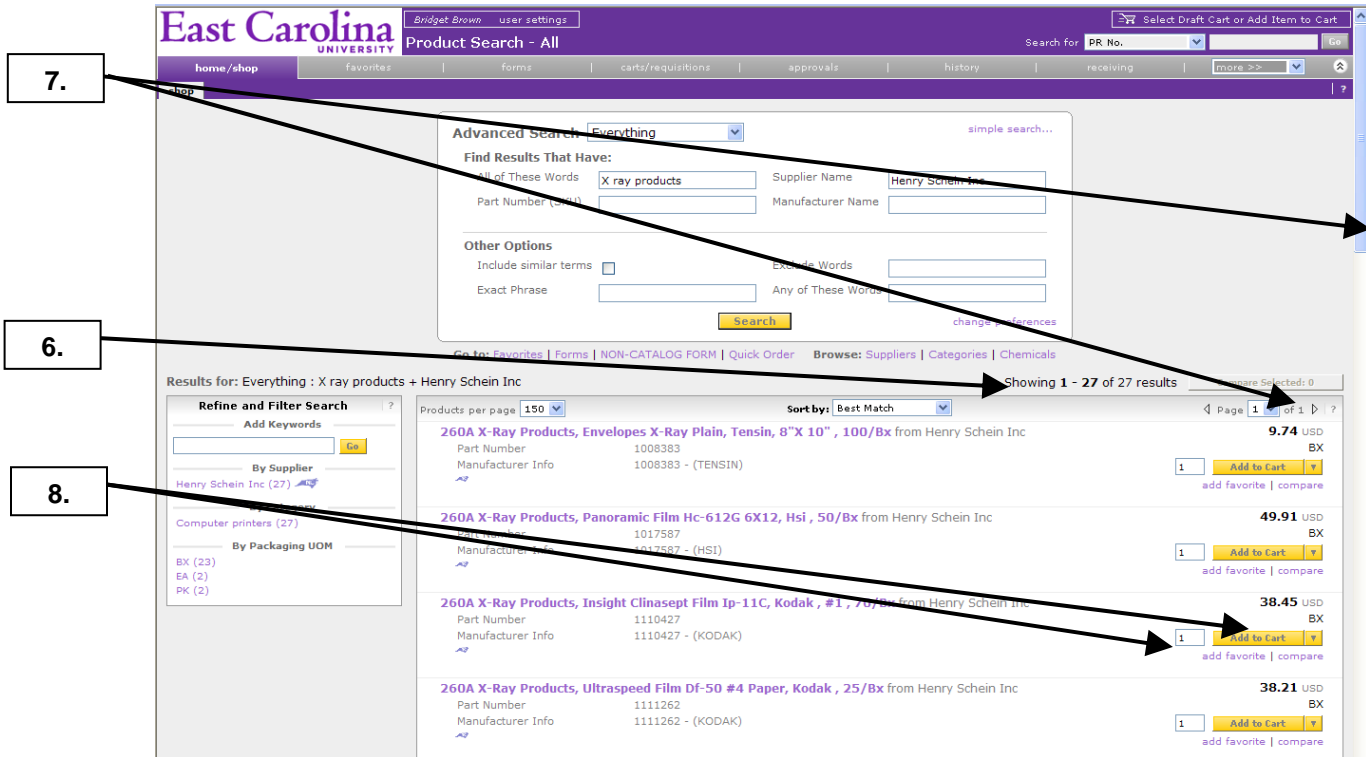


- 3.
- 4.
- 5.

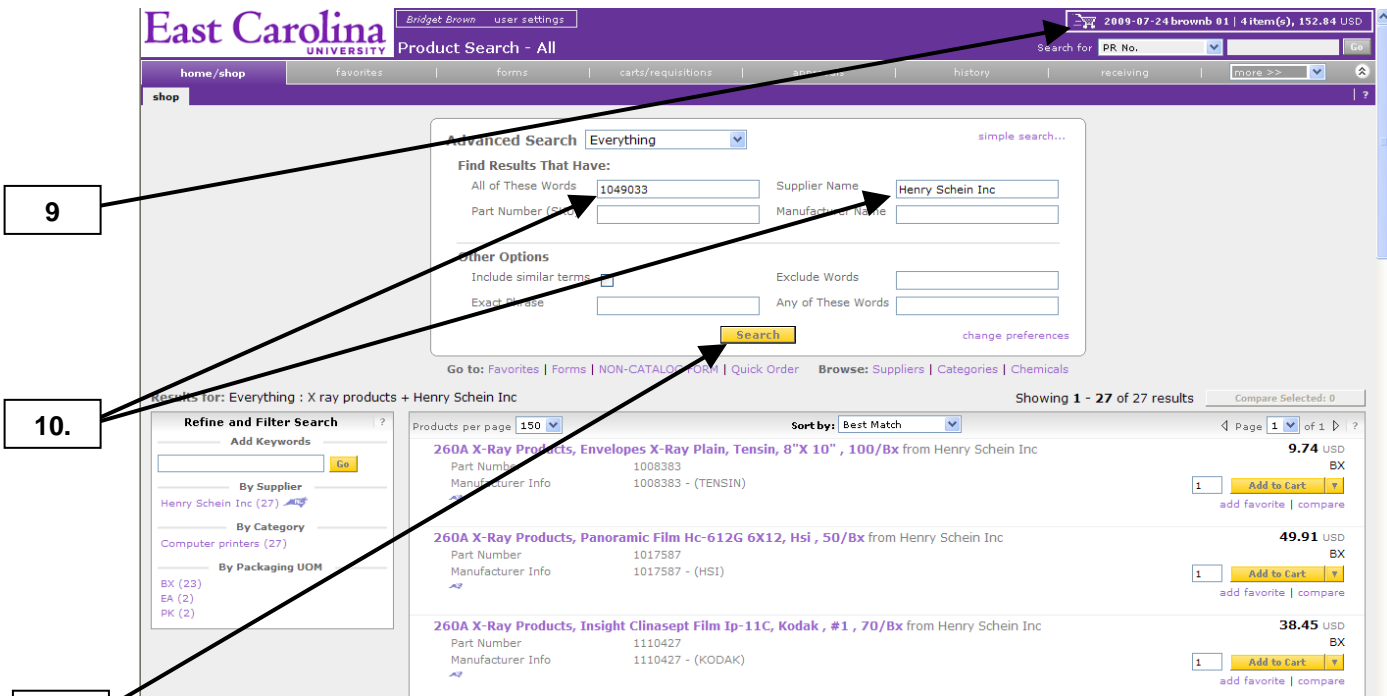
3. Enter desired description for item in **All of These Words** field.
4. Enter vendor's name in **Supplier Name** field.
5. Click the **Search** button.

SHOPPING CART – HOSTED CATALOG

Last Updated on: 7/22/2011



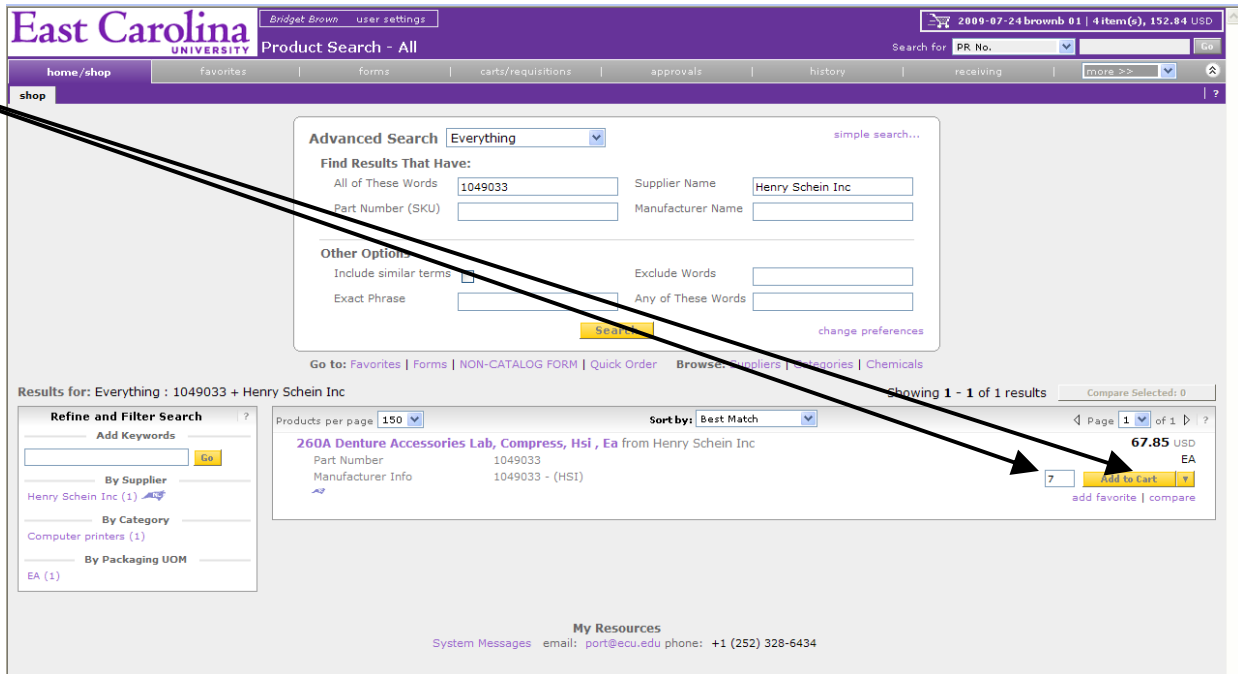
6. The # of items found will be displayed clearly in the column.
7. Scroll down the page or select another page if appropriate to find the desired item.
8. Upon finding the desired item, change the quantity to the amount needed for the order and click **Add to Cart** button.



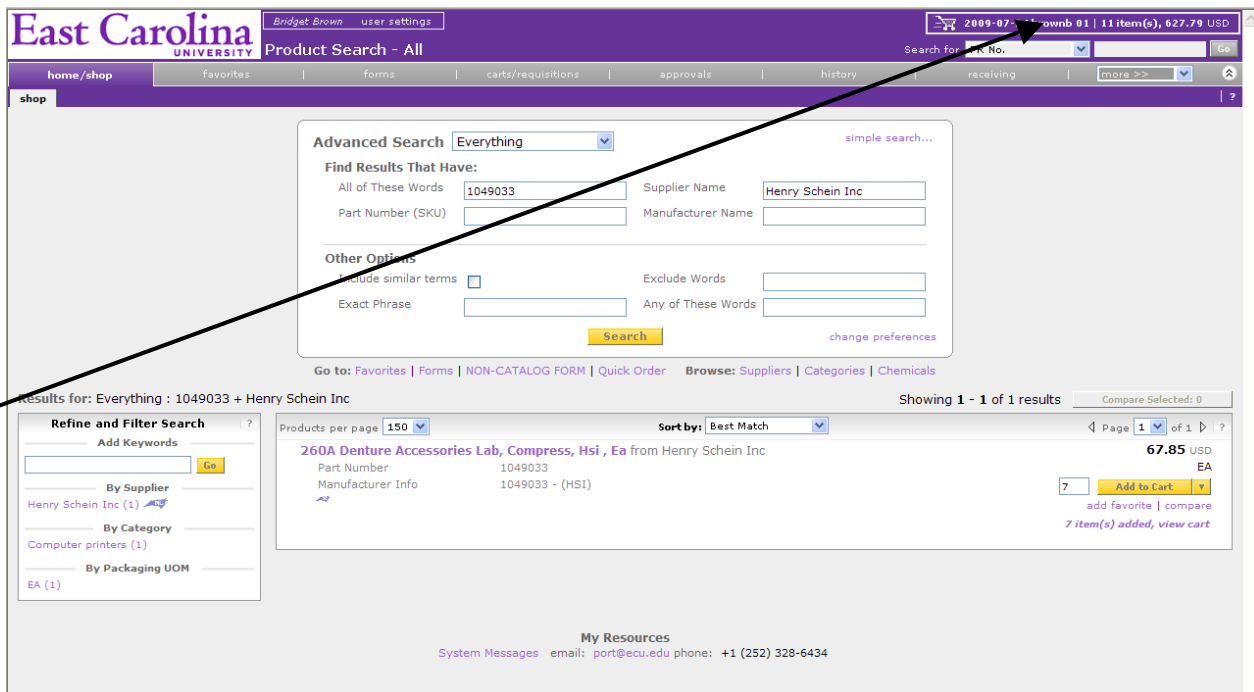
9. Notice the item was added to the shopping cart.
10. Enter desired catalog # in **All of These Words** field. **Note:** We will keep the same supplier name due to PORT restriction of only 1 supplier per shopping cart / requisition.
11. Click on **Search** button.

SHOPPING CART – HOSTED CATALOG

Last Updated on: 7/22/2011



12. Change the quantity to the amount needed for the order and click **Add to Cart** button



13. Notice that your shopping cart has been updated with the items that were just added. Click on the shopping cart after adding the final item to the order.

SHOPPING CART – HOSTED CATALOG

Last Updated on: 7/22/2011

East Carolina UNIVERSITY

Cart - 609750 - Draft Requisition

11 Item(s) for a total of 627.79 USD

Almost ready to go! The list below needs to be addressed before the cart can be submitted.

- Required field: State Exempt

Shopping Cart

Save Proceed to Checkout

Cart was saved successfully

Priority: Normal

Prepared by: Bridget Brown

Prepared for: Bridget Brown

Cart Name: 2011-07-22 brownb 01

Business Purpose / Note to Approvers: add note...

Work Order #: [input field]

State Exempt: [dropdown menu]

Backup Required: [checkbox]

Backup Type: None

Special Instructions: None

Notes to Suppliers: add note...

Supplier / Line Item Details

For selected line items: Add To Favorites

Henry Schein Inc

PO 1

135 Duryea Rd, Melville, NY 11747 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 260A X-Ray Products, Ultraspeed Film Df-50 #4 Paper, Kodak, 25/Bx	1111262	BX	38.21	4 BX	152.84 USD
2 260A Denture Accessories Lab, Compress, Hsi, Ea	1049033	EA	67.85	7 EA	474.95 USD

Supplier subtotal: 627.79 USD

Subtotal	627.79
Shipping	0.00
Handling	0.00
Total	627.79 USD

Save Proceed to Checkout

14. This brings you to the **New Shopping Cart** edit section.

15. **Note:** You can now view the future **Requisition #** before you submit the cart. Now if you have issues with a draft cart, you can call Materials Management with the future **Requisition #** for assistance. See the **Edit Cart Header** procedure to continue the review process.