

# USE MY FAVORITE ITEMS

Last Updated on: 7/24/2009

East Carolina UNIVERSITY Home/Shop

Shop Everything | Go advanced search

Go to: Favorites | Forms | NON-CATALOG FORM | Quick Order Browse: Suppliers | Categories | Chemicals

**Action Items**

- My Orders
- Requisitions Pending (47) Recently Completed (1)
- Purchase Orders Pending (57) Recently Completed (1)

**PORT Bulletin Board**

Need help purchasing the following:

- ADOBE software
- State Term Contracts
- Promotional Items

Trouble finding Vendor Names "click here" for the more common list of hard to find vendor names.

Click Here for PORT Training Manual

52) 328-6434 .... "click here" for our ECU

**Welcome to the ECU PORT Marketplace**

Affinity BioReagents Inc. State Contract Vendor	Apple State Contract Vendor	Applied Biosystems Non- State Contract	BD Non- State Contract Vendor	BECKMAN COULTER Non- State Contract Vendor	BIO-RAD Non- State Contract Vendor
COWI State Contract Vendor	Cole-Parmer Instrument Company State Contract Vendor	DELL State Contract Vendor	East Carolina Maintenance Supplies	East Carolina Office Supplies	East Carolina Medical Supplies
Fisher Scientific State Contract Vendor	HENRY SCHEIN State Contract 031A	Invitrogen Non- State Contract Vendor	Jackson ImmunoResearch Laboratories...	Lab Safety Supply Inc.	Miltenyi Biotec Inc. Non- State Contract Vendor
GenScript BioLabs Non- State Contract Vendor	Office DEPOT ECU Contract Vendor	Thermo SCIENTIFIC Non- State Contract Vendor	Promega Non- State Contract Vendor	QUICK Non- State Contract Vendor	RAININ Pipetting 360
SIGMA-ALDRICH	STAPLES ECU Contract Vendor	Thermo Forma	USA SCIENTIFIC Non- State Contract Vendor	Varian, Inc.	VWR INTERNATIONAL State Contract & ECU contract

**My Resources**

System Messages email: port@ecu.edu phone: +1 (252) 328-6434

1.

1. Click on favorites.

East Carolina UNIVERSITY Favorites

2009-07-24 brownb 01 | 9 item(s), 1,966.36 USD

My Favorites

(+) expand all (-) collapse all

- Personal
  - ECU Maintenance Supplies
  - ECU Medical Supplies
  - ECU Office Supplies
  - My Favorites
- Shared
  - Chemistry
  - University Favorites
  - University Forms

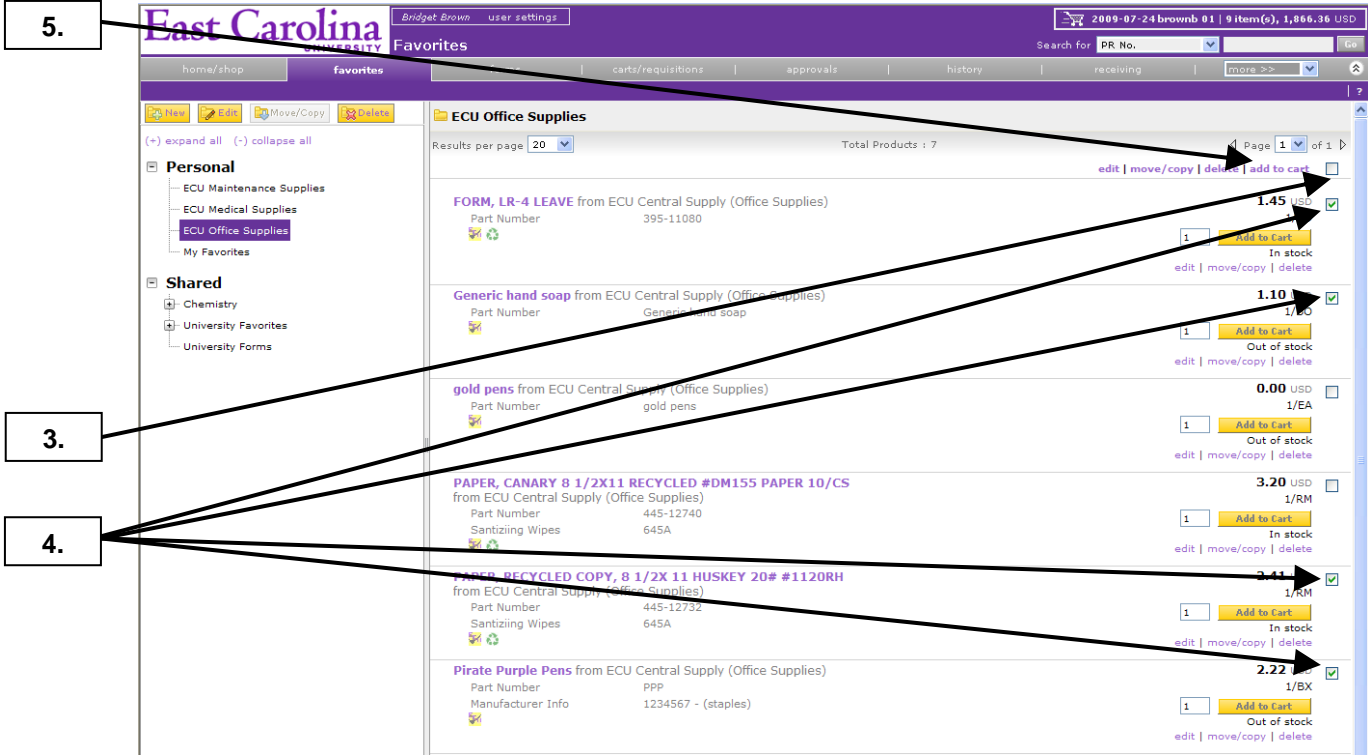
There are no favorites items in this folder yet.  
Add items from product search, carts, or your history to save them as favorites.

2.

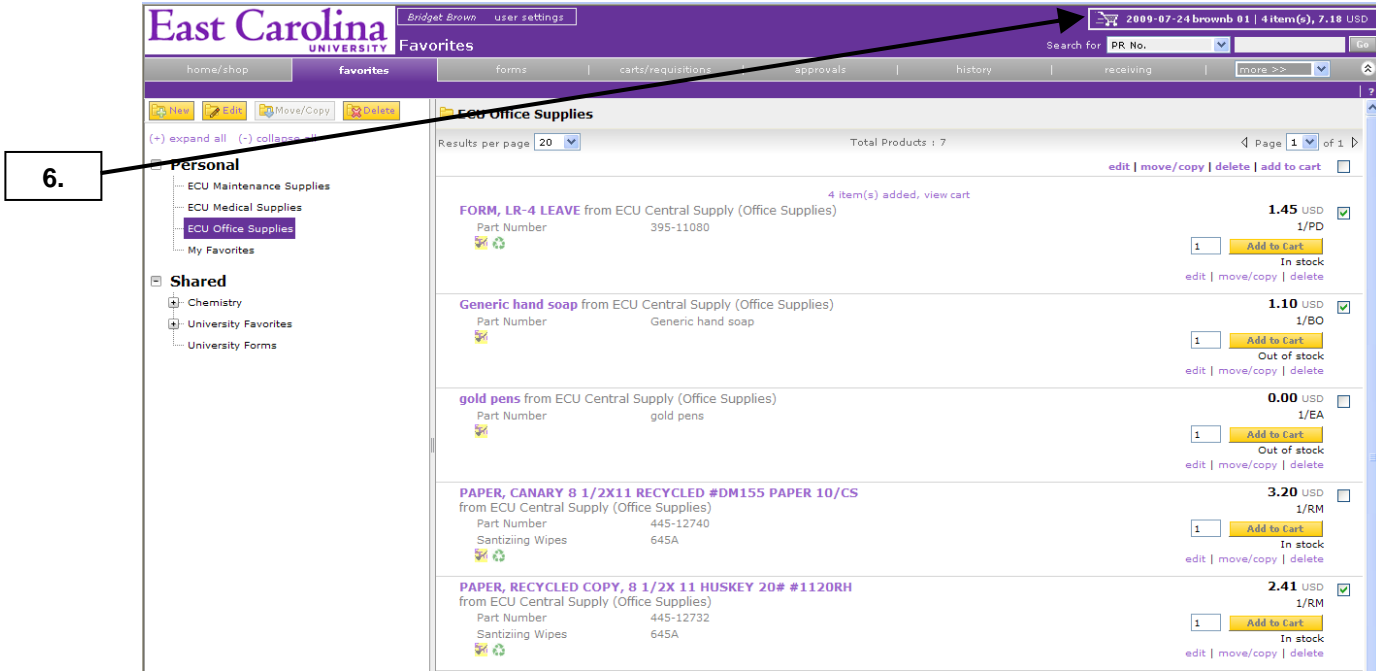
2. Click on the ECU Office Supplies folder to add items.

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- 3. Selecting the check box at the top of list will select all items within **ECU Office Supplies** folder.
- 4. In this example, we will select just the 4 check boxes that correspond with the desired items. **Note:** You can also adjust quantity needed for each item. **If pricing has changed for one of your favorite ECU storeroom / hosted catalog items, pricing will update once item is added to shopping cart.**
- 5. Click on **add to cart** link in the column to add multiple items. **Note:** Clicking on **Add to Cart** button will only add the item that corresponds with the button.



- 6. Notice the items were added to the shopping cart. Click on the shopping cart.

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East Carolina UNIVERSITY Cart - Draft Requisition

2009-07-24 brownb 01 | 4 item(s), 7.18 USD

Search for PR No. [ ] [Go]

active cart | draft carts | favorites | my requisitions

Create Cart | Add Products | Edit Cart | Review | PR Approvals | PO Preview | Submit Requisition

Required field: State Exempt

Save

Priority: Normal | Business Purpose / Note to Approvers: State Exempt | Backup Required:  | Backup Type: None | Special Instructions: None

Prepared by: Bridget Brown | Prepared for: Bridget Brown | Cart Name: 2009-07-24 brownb 01

Supplier / Line Item Details

For selected line items: Add To Favorites [Go]

ECU Central Supply (Office Supplies) 1150 S Greene St, Greenville, NC 27858-4353 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 FORM, LR-4 LEAVE	395-11080	1/PD	1.45	1 PD	1.45 USD
2 Generic hand soap	Generic hand soap	1/BO	1.10	1 BO	1.10 USD
3 PAPER, RECYCLED COPY, 8 1/2X 11 HUSKEY 20# #1120RH	445-12732	1/RM	2.41	1 RM	2.41 USD
4 Pirate Purple Pens	PPP	1bx 1/BX	2.22	1 BX	2.22 USD

Supplier subtotal: 7.18 USD

Subtotal: 7.18  
Shipping: 0.00  
Handling: 0.00  
Total: 7.18 USD

Save

7. This completes the steps for using my favorites and brings you to the **New Shopping Cart** edit section. See the **Edit Cart Header** procedure to continue the review process.