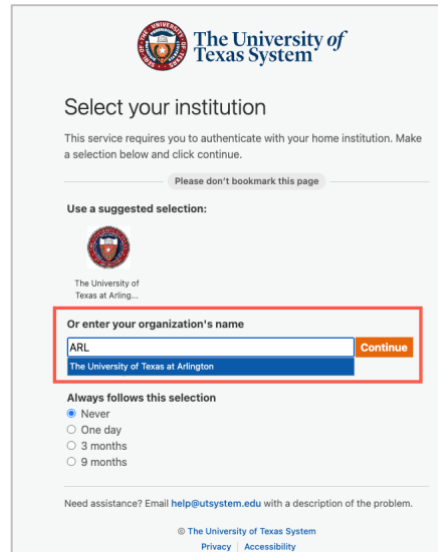


## Shop Punchout Catalog and Assign Cart

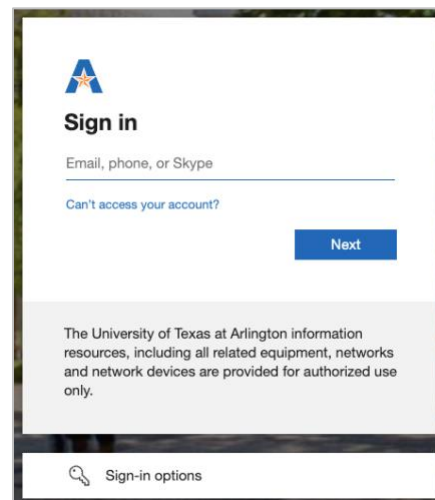
The purpose of this job aid is to explain how to make a purchase from a Punchout Catalog and assign the cart to a Requester. A Punchout Catalog is a link to an external vendor website accessible from within MAV eSHOP.

1. Navigate to: [MAV eSHOP](#)



The screenshot shows the authentication page for The University of Texas System. At the top is the UTA logo and the text "The University of Texas System". Below this is the heading "Select your institution" followed by a sub-heading "This service requires you to authenticate with your home institution. Make a selection below and click continue." A note says "Please don't bookmark this page". Under "Use a suggested selection:", there is a small UTA logo and the text "The University of Texas at Arling...". Below that is a red-bordered box containing a search field with "ARL" entered, a dropdown menu showing "The University of Texas at Arlington", and a "Continue" button. Below the box are radio button options for "Always follows this selection": "Never" (selected), "One day", "3 months", and "9 months". At the bottom, there is a link for "Need assistance? Email help@utsystem.edu with a description of the problem." and a footer with "© The University of Texas System" and links for "Privacy" and "Accessibility".

2. Enter The University of Texas at Arlington.
3. Click **Continue**.
4. Sign in on the Microsoft Single Sign-on page.



The screenshot shows the Microsoft Single Sign-on page. At the top is the Microsoft logo and the heading "Sign in". Below this is a text input field labeled "Email, phone, or Skype". A link "Can't access your account?" is below the field. A blue "Next" button is to the right. Below the input field is a grey box containing the text: "The University of Texas at Arlington information resources, including all related equipment, networks and network devices are provided for authorized use only." At the bottom is a link "Sign-in options" with a magnifying glass icon.

**Note:** Shoppers are required to log into MAV eSHOP directly. A Requester must access MAV eSHOP from the Create Requisition page in UTShare.

5. The Mav eSHOP homepage is displayed.
6. Select the Punchout Catalog you want to use for your purchase (e.g. Staples).

7. The supplier's web page is displayed.
8. Click in the Search field to search for the item(s) you want to purchase.
  - a. Based on your search criteria, the results are displayed.

9. Next, find the item you want to purchase, enter the **Quantity** and select **Add to Cart**.  
**Note:** your cart becomes active, and the number of items in your cart along with the total is displayed. If desired, you can continue shopping.
10. Click **View Cart**.
11. Review the items in your cart and make the desired changes (i.e., update quantity, remove item, etc.).
12. After reviewing and/or modifying your shopping cart, click the **Submit Order** button to return to MAV eSHOP.  
**Note:** Navigation buttons among vendors' websites may be slightly different.
13. The MAV eSHOP Shopping Cart page is displayed. The **Cart Name** defaults with the current date

and the shopper's username. Change or update this information and provide a Description to help you identify the cart later.

Mav eShop  
Shopping Cart • Shopping Cart  
Simple Advanced  
Search for products, suppliers, forms, part number, etc.  
Cart Name: Laptops for New Hires  
Description: charge to cc 123456  
Prepared for: Jane Dolan

14. Review your cart and make the necessary changes.
15. Once you are ready to assign your shopping cart, click the **Assign Cart** button.

Return Cart Assign Cart Return Cart To PeopleSoft

16. If pre-defined, a Requester will automatically default. If not, you can **select** or **search** for a Requester from within the Assign Cart window. Click **Assign**.

Assign Cart: User Search  
Assign Cart To: Maverick, Sam  
SELECT or SEARCH  
Note To Assignee:  
Assign Close

**Note:** The Requester will receive a notification about the cart assignment.

17. You have completed shopping.