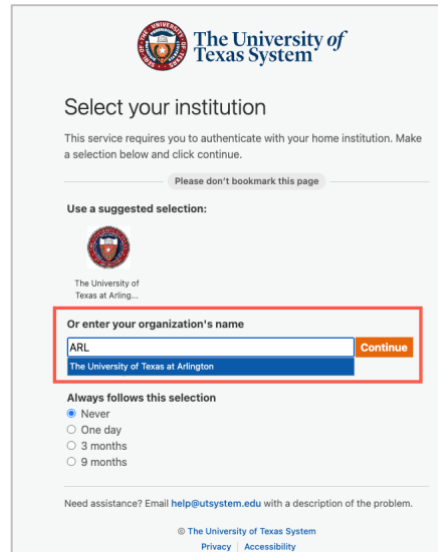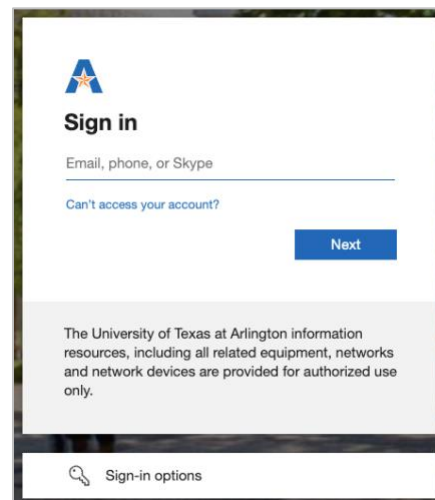# Shop Punchout Catalog and Assign Cart

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](#)

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

> **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.

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

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**.

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

17. You have completed shopping.