

Mav eSHOP - Shopper

Training Agenda



MAV eShop Overview

Methods for Requesting Goods or Services



Shopping Cart Process

Shopper

- Any employee can be a Shopper
- Cannot create a Requisition in UT Share
- Must log directly into MAV eSHOP to shop for items from an online catalog
- Assigns shopping cart to Requester

Requester

- Can create a Requisition in UTShare
- Can also be a Shopper
- Must log into UTShare and access MAV eSHOP from within the Create Requisition page
- Assigns Due Date, Shipping, Profile Asset ID and Accounting Information to Requisition
- Submit Requisition for Approval

Approver

- Cannot be a Requester
- Can be a Shopper and assign a shopping cart to a Requester
- Reviews Requisition in UTShare for accuracy
- Can approve or deny a Requisition in UT Share







Shoppers Role in MAV eShop

Shopping Cart Process

The Shopping process varies between the 3 roles:

- Shopper
- Requester
- Approver

The Shopping cart will record:

- Item Description(s)
- Quantity
- Price



A "Shopper" is the basic role in MAV eSHOP which allows you to:

- Browse catalogs
- Add items to the cart
- Assign cart to Requester to finalize the requisition



- From the My Apps page select the Mav eSHOP tile.
- Select your home campus
- Sign in on Microsoft Sign-in screen



Select your institution

This service requires you to authenticate with your home institution. Make a selection below and click continue.

Please don't bookmark this page

 The University of Texas at Arlington

 ARL
 Continue

 Allow me to pick from a list

 Always follows this selection

 • Never

 • One day

 • 3 months

 • 9 months

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Select a Punchout catalog to begin shopping. i.e., Summus Staples.

Mav eShop	All 👻	Search (Alt	+Q) Q	0.00 USD 📜	♡ ■	Ļ
Shop • Mav eShop						
Organization Message	Showcases	3				
Welcome to Mav eShop An eProcurement system for the University of Texas at Arlington	Punchout Ca	talogs				\sim
<i>Mav eShop</i> eProcurement system provides a familiar online shopping experience and negotiated pricing from the University of Texas at Arlington's most preferred suppliers.		2	2			Ľ
lease review the supplier list to find the right supplier for your purchases:	É		B	GRAINGER.	(f) fisherscier	sions-
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pple pple is a leader in technology products and solutions including a variety of devices nd related tools and solutions. All items available in the Apple portfolio are approved or use by the University's Office of Information Technology	HUB	1998				

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Search or add desired items to the shopping cart and click the Submit Order button to return to Mav eShop.



Note: The language for the button to return the cart to Mav eShop will vary between catalogs.



Assign cart to Requester

A Requester can be pre-defined, or you can search and select from the Assign cart window.

The Requester receives an email once the cart has been assigned.

	All ▼ Search (Alt+Q)	□ 179.85 USD 📜 🌣 🏴 🔺 💄	
Requisition • 172121613		📃 💿 🖶 🕜 ···· Assign Cart	
Summary Comments Attac	hments History	Assign Cart: User Search	×
General	<i>»</i> ···· <i>»</i>	Draft Assign Cart To: Maverick, Sam SELECT or SEARCH	
Cart Name Jane Dolan - Office	Supplies	Total (179.85 USD) Note To Assignee:	
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Prepared by Jane Dolan		here are for estimation purportion and workflow approvals.	2
Prepared for Jane Dolan		Subtotal C	lose
5 Items	🔲 💌	179.85	
Summus Staples · 5 Items · 179.85	USD		
∧ SUPPLIER DETAILS			
Contract no value			
		Powered by JAGGAER Privacy Policy	

Requisition ID

The Requisition ID that is displayed in Mav eShop is not equivalent to that of UTShare.

 The Requisition ID in Mav eShop is exclusive to Mav eShop. The Requisition ID in UTShare is the official Document ID

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Note: When reaching out for support with your requisition refer to the UTShare Requisition ID.

What is a Requester?

- The Requester is the individual who can finalize a purchase for the Shopper.
- A Shopper can pre-define a Requester in their user preferences.
- To designate a Requester:
 - Click View My Profile.



To Designate a Requester

Select **Default User Settings > Cart Assignees > Add Assignees** (Requesters)

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My Profile Cart Assignees								🞝 Logout	
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Cart Assignees									
User Roles and Access									
Ordering and Approval Settings									
Permission Settings									
Notification Preferences									
User History									
Administrative Tasks									

From the User Search window, search for your Requester and then select the individual to set them as your Requester.

User Searc	h			
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User Name 😧				
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Once you have designated a Requester you can:

- Set the individual as preferred
- Add additional Requesters.

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Mav eShop Tools

View Past Orders

To view past orders you created, from the Mav eShop home page click on the **Shopping Cart Icon**, choose **My Carts and Orders**, and select **View My Orders**.



Note: If you choose the Last 90 Days option, you can change the date range.

View Past Orders

To change the date range and view orders more than 90 days old, click on the **Submitted Date: Last 90 days**, you can choose **All** orders or input a date range.

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Ξ	Business Unit 🗸 🗸	O Between iii and	
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View Past Orders

To view All Orders, click on the page icon with the clock, on the **Search tab**, you'll click on **All Orders.**



View Purchase Orders

To view Purchase Orders in Mav eShop, from the homepage, click on the page icon with the clock, from the **My Orders tab**, choose **My Purchase Orders**.



Resources

Support Information

UTShare Support & Help:



817-272-2155

··· Online Chat

Training Resources:

- □ Register for Classes
- Join Business Affairs Listserv
- View and/or Print Training Materials
 - PowerPoint Slides'
 - Training Guides
 - ➢ Job Aids

Knowledge Services Website:

https://resources.uta.edu/business-affairs/training/index.php