



Knowledge Services

OFFICE OF LEARNING AND COMMUNICATION

Mav eSHOP - Shopper

Training Agenda



MAV eSHOP Overview

Shopping Cart Process

Shoppers Role in MAV eSHOP

Designate a Requester

Resource Information

MAV eShop Overview

Methods for Requesting Goods or Services

MAV eSHOP
(SciQuest)

- Shopping marketplace that contains links to online shopping sites for vetted suppliers with whom UT System or UTA has negotiated items and prices.

ProCard

- The ProCard is used to purchase goods or services for low-cost items (\$4,000 or less) that do not exist in MAV eSHOP.

Non-PO Voucher

- Some purchases of goods and services may not require a purchase order. See the BF-PGS-PR-01 Best Value Purchasing Procedures (Section IV “Procedure”, Article H “Purchase of Goods/Services Not Requiring a Purchase Order”) for the list of goods and services that do not require a purchase order.

Special Request
(Non-Catalog Items)

- The Special Request form in UTShare is used to request goods or services that do not exist in MAV eSHOP and are not eligible to purchase with a ProCard.

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





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Shoppers Role in MAV eShop

Shopping Cart Process

The Shopping process varies between the 3 roles:

- Shopper
- Requester
- Approver

The Shopping cart will record:

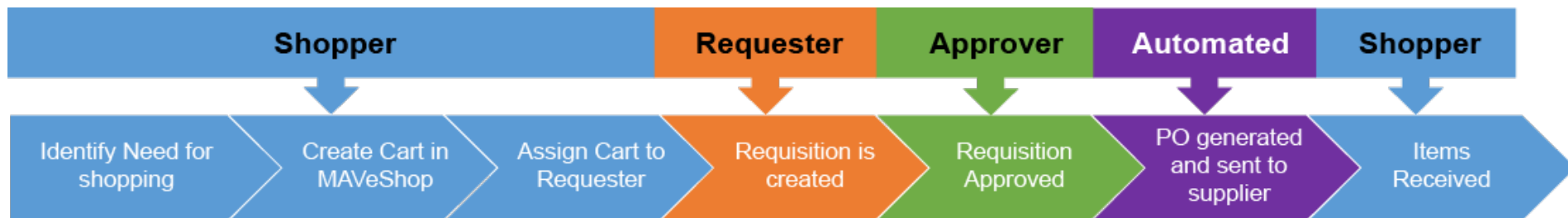
- Item Description(s)
- Quantity
- Price



Shoppers Role

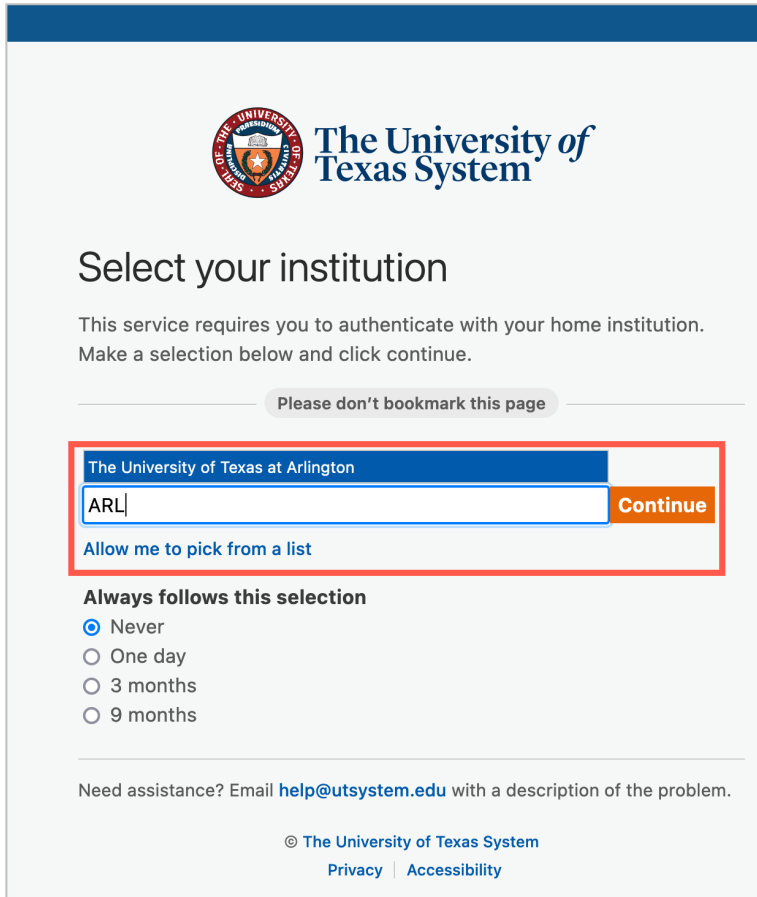
A “Shopper” is the basic role in MAV eSHOP which allows you to:

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



Shoppers Role

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



The University of Texas System

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

Allow me to pick from a list

Always follows this selection

Never

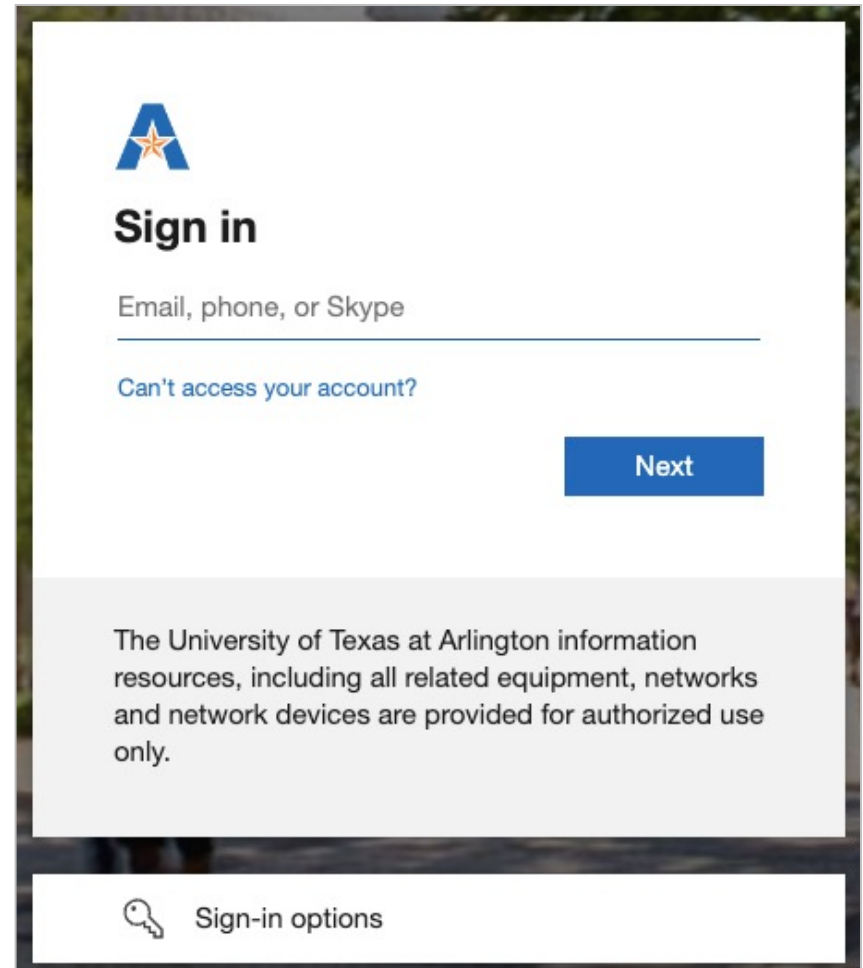
One day


3 months

9 months

Need assistance? Email help@utsystem.edu with a description of the problem.

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[Privacy](#) | [Accessibility](#)






Sign in

Email, phone, or Skype


[Can't access your account?](#)

The University of Texas at Arlington information resources, including all related equipment, networks and network devices are provided for authorized use only.

 Sign-in options

Shoppers Role

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

All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 🏠 📄 👤 1

Shop • Mav eShop

Organization Message

Welcome to Mav eShop
An eProcurement system for the University of Texas at Arlington

Mav eShop eProcurement system provides a familiar online shopping experience and negotiated pricing from the University of Texas at Arlington's most preferred suppliers.

Please review the supplier list to find the right supplier for your purchases:

Staples Office Supply (via HUB partner Summus Industries)
Office Depot (via HUB partner Today's Business Solutions)

These are mandatory use contracts without a prior exception approval from Procurement and Payment Services. Both vendors offer a wide variety of office supplies and related products for everyday use. Staples has a \$50/order minimum requirement. Procurement suggests pooling orders on a weekly basis, or some other pre-determined time frame, into a single order to reduce the need to track multiple small dollar orders.

Dell (via HUB partner Summus Industries)










Dell is a recognized global leader in computer technology and related supplies. The Dell/Summus punchout includes the University's pre-approved standard configuration towers, laptops and related items.

Apple

Apple is a leader in technology products and solutions including a variety of devices and related tools and solutions. All items available in the Apple portfolio are approved for use by the University's Office of Information Technology.

Showcases

Punchout Catalogs

| | | | |
|--|--|---|--|
|  UT Arlington Only |  UTA |  HUB |  Possible Missions-HUB |
|  HUB |  Summus-UT Arlington |  VWR - Summus |  Summus |
|  HUB | | | |

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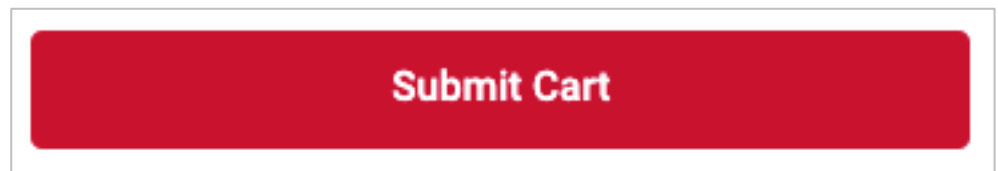
Shoppers Role

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

The screenshot shows a 'Review & Checkout' page. At the top left is the 'Summus Industries' logo. A search bar is located at the top right. The main heading is 'Review & Checkout' with a 'Print to pdf' icon to its right. Below this is an 'Order Summary' section. On the left, it lists 'Items (4)' for a total of '\$63.08' and a 'Total' of '\$63.08'. On the right, it shows 'Delivery to: Arlington, TX 76019' and a red 'Submit Order' button. Below the summary, it states '4 items in cart' and 'Delivery'. The first item is a 'BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, Black Ink, 60/Pack (GSM609-BLK)' with a '29% off' badge, a 'BEST VALUE' badge, and a 'Remove' button. The quantity is '1', and the price is '\$5.65' (originally '\$7.99'). Delivery is scheduled for 'Thursday, Jul 06, 2023'.



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



Shoppers Role

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.

The screenshot displays the Mav eShop interface for a requisition. The top navigation bar includes the Mav eShop logo, a dropdown menu, a search bar (Alt+Q), a shopping cart icon with a total of 179.85 USD, and user profile icons. The main content area shows a requisition for ID 172121613 with tabs for Summary, Comments, Attachments, and History. The 'Summary' tab is active, showing a 'General' section with details: Cart Name (Jane Dolan - Office Supplies), Description (no value), Prepared by (Jane Dolan), and Prepared for (Jane Dolan). Below this, there are 5 items, with the first item being 'Summus Staples' for 179.85 USD. A 'Draft' summary card shows a total of 179.85 USD and includes text about shipping, handling, and tax charges. An 'Assign Cart: User Search' modal window is open, allowing the user to assign the cart to 'Maverick, Sam' (selected via a dropdown menu) or search for another user. A text area for a note to the assignee is also present. The modal has 'Assign' and 'Close' buttons.

Mav eShop All Search (Alt+Q) 179.85 USD Assign Cart

Requisition • 172121613

Summary Comments Attachments History

General

Cart Name Jane Dolan - Office Supplies

Description no value

Prepared by Jane Dolan

Prepared for Jane Dolan

5 Items

Summus Staples • 5 Items • 179.85 USD

SUPPLIER DETAILS

Contract no value

Draft

Total (179.85 USD)

Shipping, Handling, and Tax c
and charged by each supplier
here are for estimation purpo
and workflow approvals.

Subtotal

Assign Cart: User Search

Assign Cart To: **Maverick, Sam**
SELECT or SEARCH

Note To Assignee:

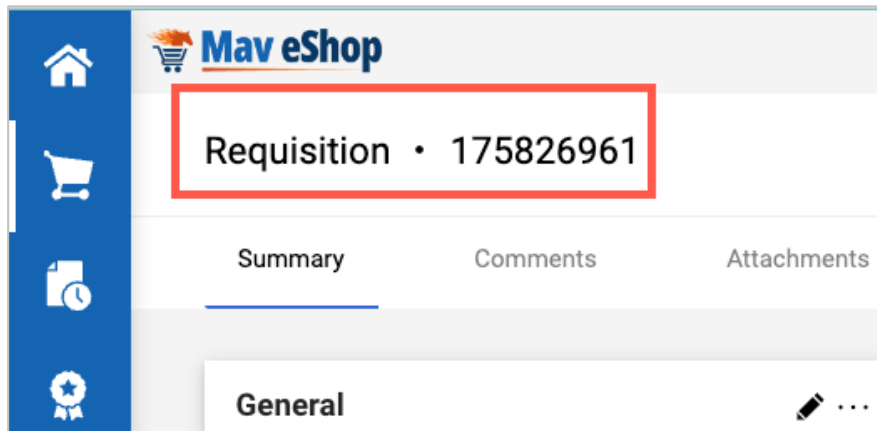
Assign Close

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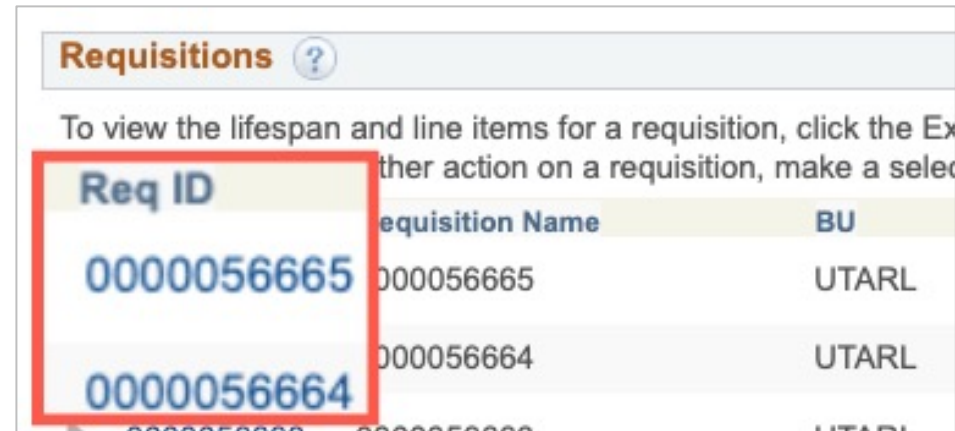
Requisition ID

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



The screenshot shows the Mav eShop interface. At the top, there is a navigation bar with a home icon, a shopping cart icon, and the text "Mav eShop". Below this, a red box highlights the text "Requisition • 175826961". Underneath, there are tabs for "Summary", "Comments", and "Attachments". At the bottom, there is a "General" section with a pencil icon and three dots.



The screenshot shows the UTShare interface. At the top, there is a header "Requisitions" with a question mark icon. Below this, there is a text instruction: "To view the lifespan and line items for a requisition, click the Ex...". Below the instruction, there is a table with a red box highlighting the "Req ID" column. The table has the following data:

| Req ID | Requisition Name | BU |
|------------|------------------|-------|
| 0000056665 | 000056665 | UTARL |
| 0000056664 | 000056664 | UTARL |
| 0000056663 | 000056663 | UTARL |

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



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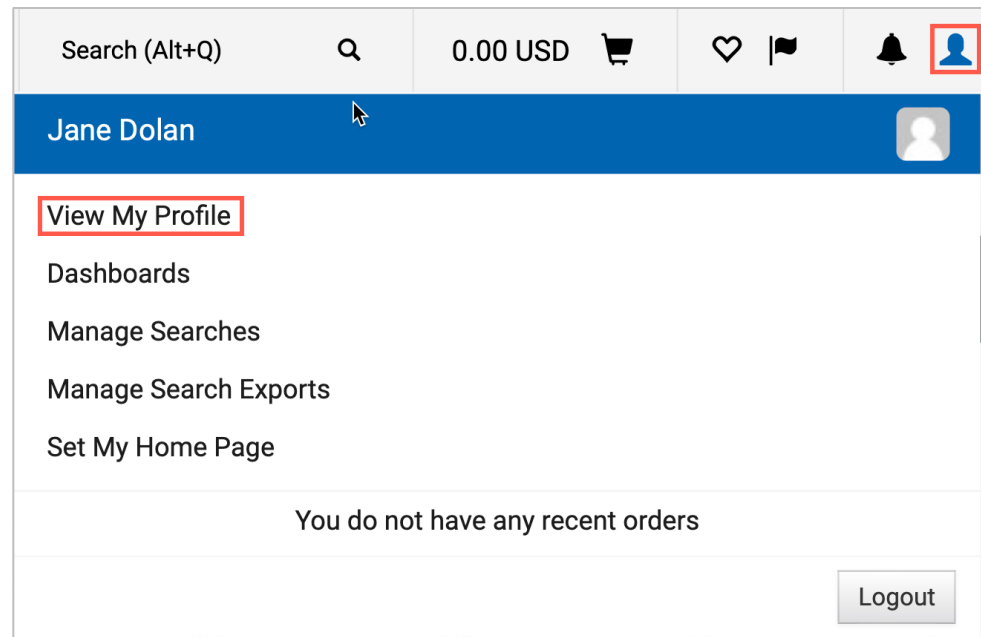
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Designate a Requester

Designate a Requester

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.**



Designate a Requester

To Designate a Requester

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

The screenshot shows the Mav eShop user interface. At the top, there is a navigation bar with the Mav eShop logo, a currency dropdown set to 'All', a search bar with the text 'Search (Alt+Q)', a search icon, a price indicator '124.18 USD', a shopping cart icon, a heart icon, a flag icon, a notification bell icon, and a user profile icon. Below the navigation bar, the breadcrumb 'My Profile > Cart Assignees' is visible, along with a 'Logout' button.

The main content area is divided into two columns. The left column shows the user profile for 'Jane Dolan' with the email 'Dolanja@uta.edu'. Below this is a list of settings: 'User Profile and Preferences', 'Default User Settings' (highlighted with a red box), 'Custom Field and Accounting Code Defaults', 'Default Addresses', 'Cart Assignees' (highlighted with a blue bar and a red box), 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'.

The right column is titled 'Cart Assignees' and contains an 'Add Assignee...' button (highlighted with a red box). Below this is a table titled 'My Cart Assignees' with a question mark icon. The table has two columns: 'Name' and 'Action'. It contains one entry: 'Blaze Nedderman (Preferred Assignee)' with 'Remove Preferred' and 'Remove' buttons.

| Name | Action |
|--------------------------------------|---|
| Blaze Nedderman (Preferred Assignee) | <button>Remove Preferred</button> <button>Remove</button> |

Designate a Requester

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

User Search

Last Name ⓘ

First Name ⓘ

User Name ⓘ

Email ⓘ

Business Unit ⓘ

Role ⓘ

Results Per Page

Note: You may see "select" or "+" for the Action depending on how you search.

Action

| Name ▲ | User Name ▲ | Email ▲ | Phone | Action |
|---------------|------------------|----------------------------|-------|---------------------------------------|
| Maverick, Sam | 6001234567@UTARL | UTARL-TEST-MAILBOX@UTA.EDU | | <input type="button" value="select"/> |

Designate a Requester

Once you have designated a Requester you can:

- Set the individual as preferred
- Add additional Requesters.

The screenshot shows the Mav eShop user interface. At the top, there is a navigation bar with the Mav eShop logo, a currency display of 124.18 USD, and a 'Logout' button. Below the navigation bar, the user's profile information is displayed, including the name 'Jane Dolan' and the email address 'Dolanja@uta.edu'. A sidebar menu on the left contains various settings options, with 'Cart Assignees' highlighted in blue. The main content area is titled 'Cart Assignees' and features an 'Add Assignee...' button. Below this, a table titled 'My Cart Assignees' lists the assigned requester, 'Blaze Nedderman (Preferred Assignee)', with buttons for 'Remove Preferred' and 'Remove'.

Mav eShop All Search (Alt+Q) 124.18 USD Logout

My Profile ▶ Cart Assignees

Jane Dolan

User Name Dolanja@uta.edu

User Profile and Preferences >

Default User Settings <

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Administrative Tasks >

Cart Assignees ?

Add Assignee...

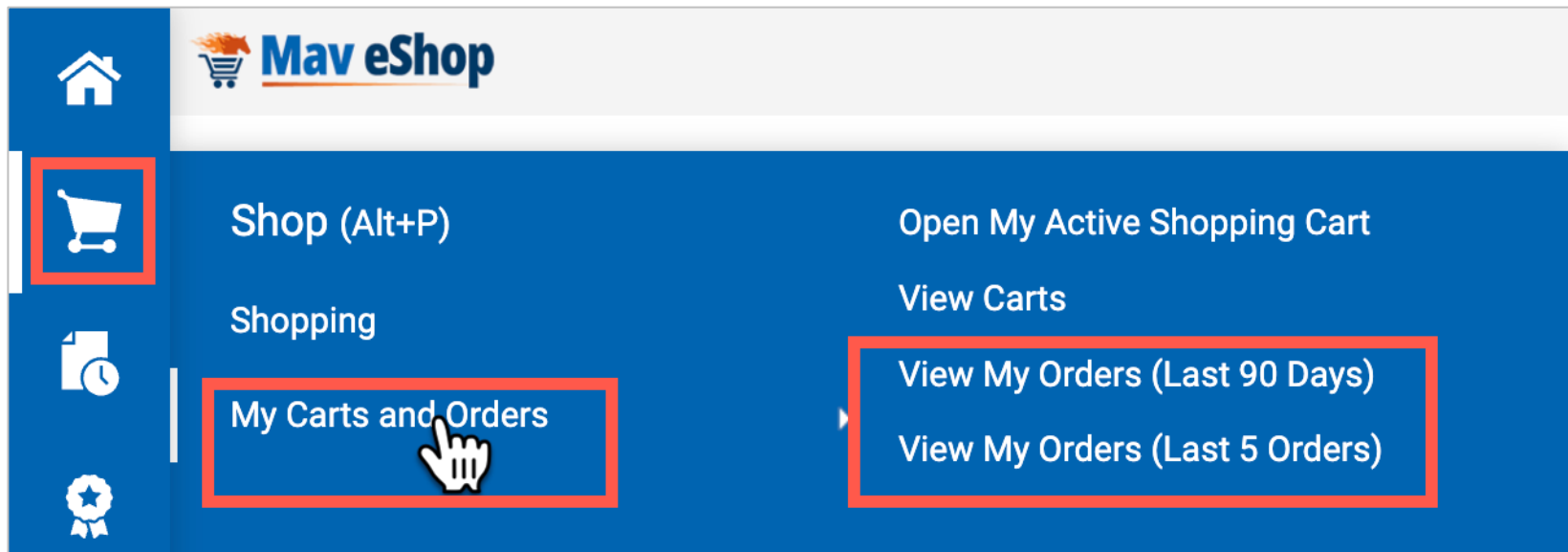
My Cart Assignees ?

| Name | Action |
|--------------------------------------|-------------------------|
| Blaze Nedderman (Preferred Assignee) | Remove Preferred Remove |

Mav eShop Tools

View Past Orders

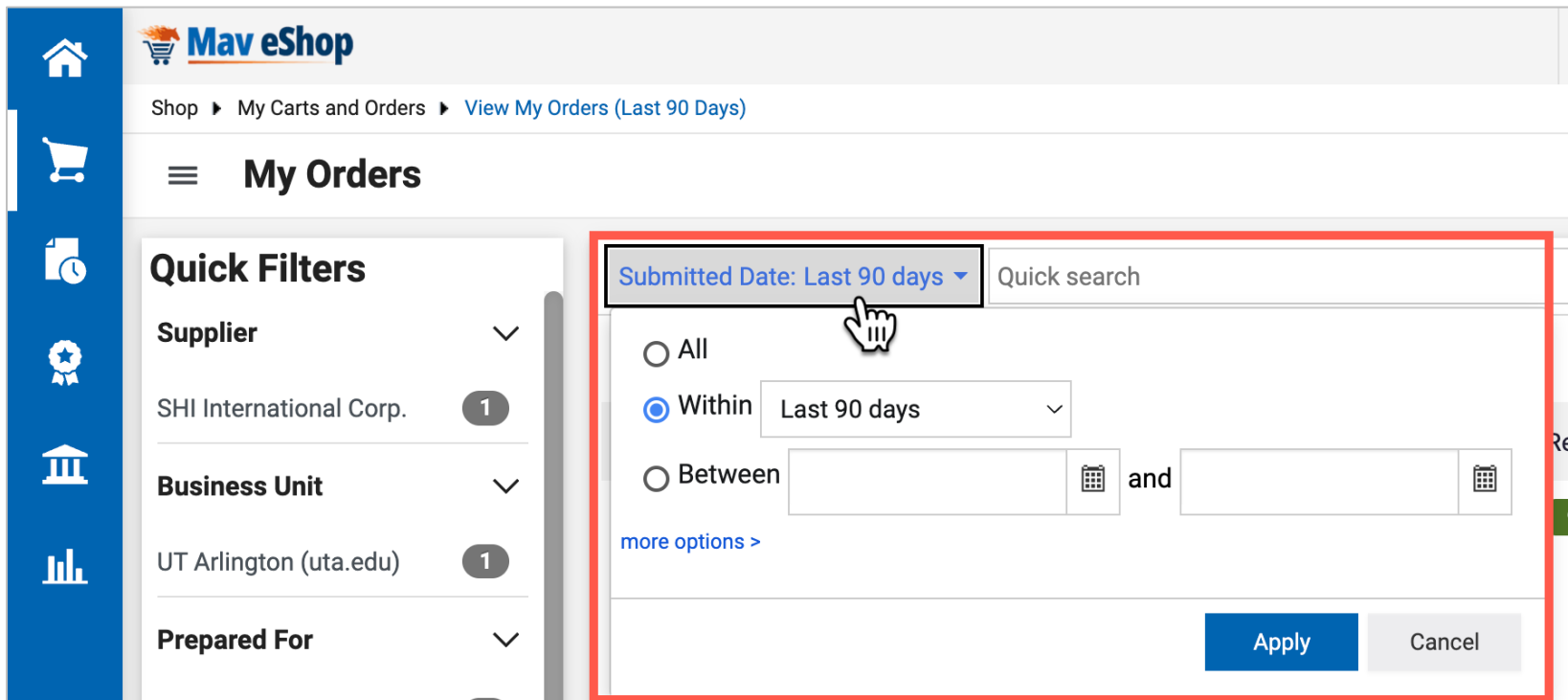
To view past orders you created, from the Mav eShop home page click on the **Shopping Cart Icon**, choose **My Carts and Orders**, and select **View My Orders**.



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

View Past Orders

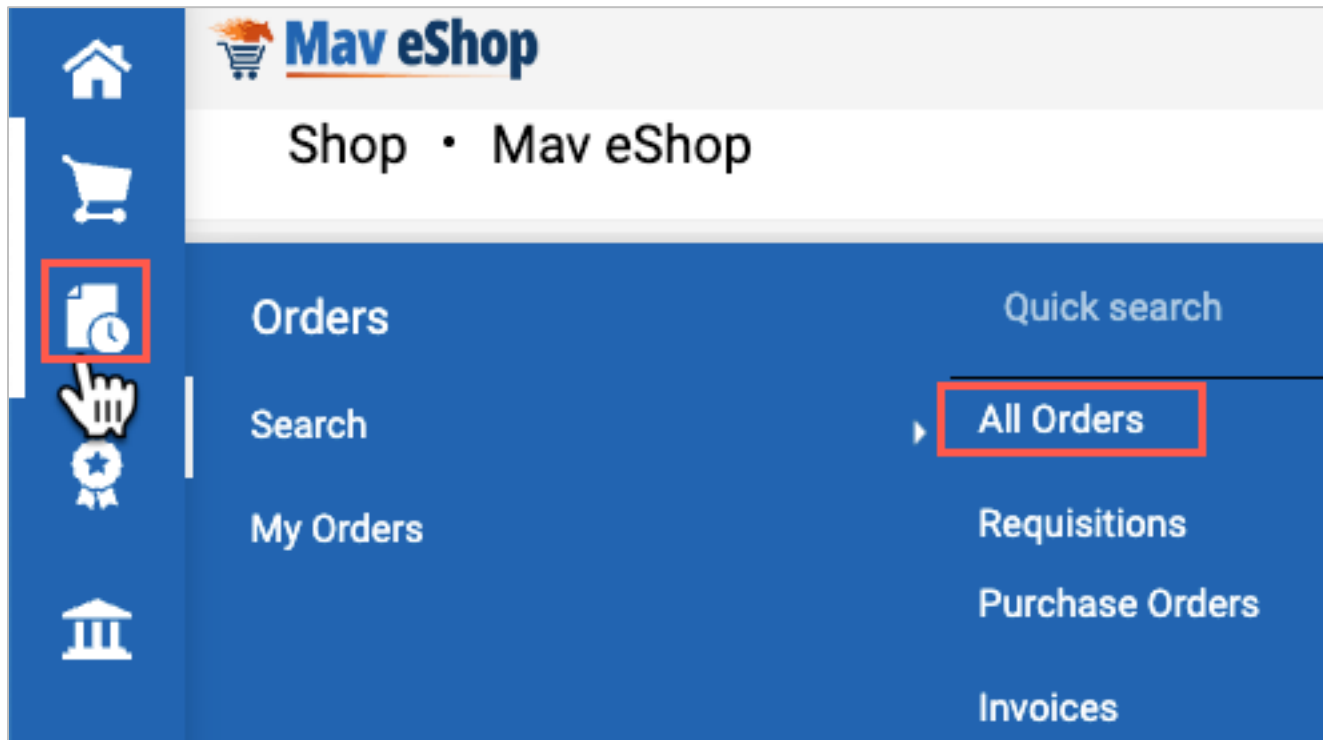
To change the date range and view orders more than 90 days old, click on the **Submitted Date: Last 90 days**, you can choose **All** orders or input a date range.



The screenshot displays the Mav eShop interface. The top navigation bar includes a home icon, the Mav eShop logo, and a breadcrumb trail: Shop > My Carts and Orders > View My Orders (Last 90 Days). Below this is a 'My Orders' section with a hamburger menu icon. On the left, there is a 'Quick Filters' sidebar with expandable sections for Supplier (SHI International Corp. with a count of 1), Business Unit (UT Arlington (uta.edu) with a count of 1), and Prepared For. The main content area features a filter panel with a red border. At the top of this panel is a dropdown menu labeled 'Submitted Date: Last 90 days' with a hand cursor pointing to it. To the right of the dropdown is a 'Quick search' input field. Below the dropdown are three radio button options: 'All', 'Within Last 90 days' (which is selected), and 'Between' followed by two date input fields and a calendar icon. A 'more options >' link is located below the 'Between' options. At the bottom of the filter panel are 'Apply' and 'Cancel' buttons.

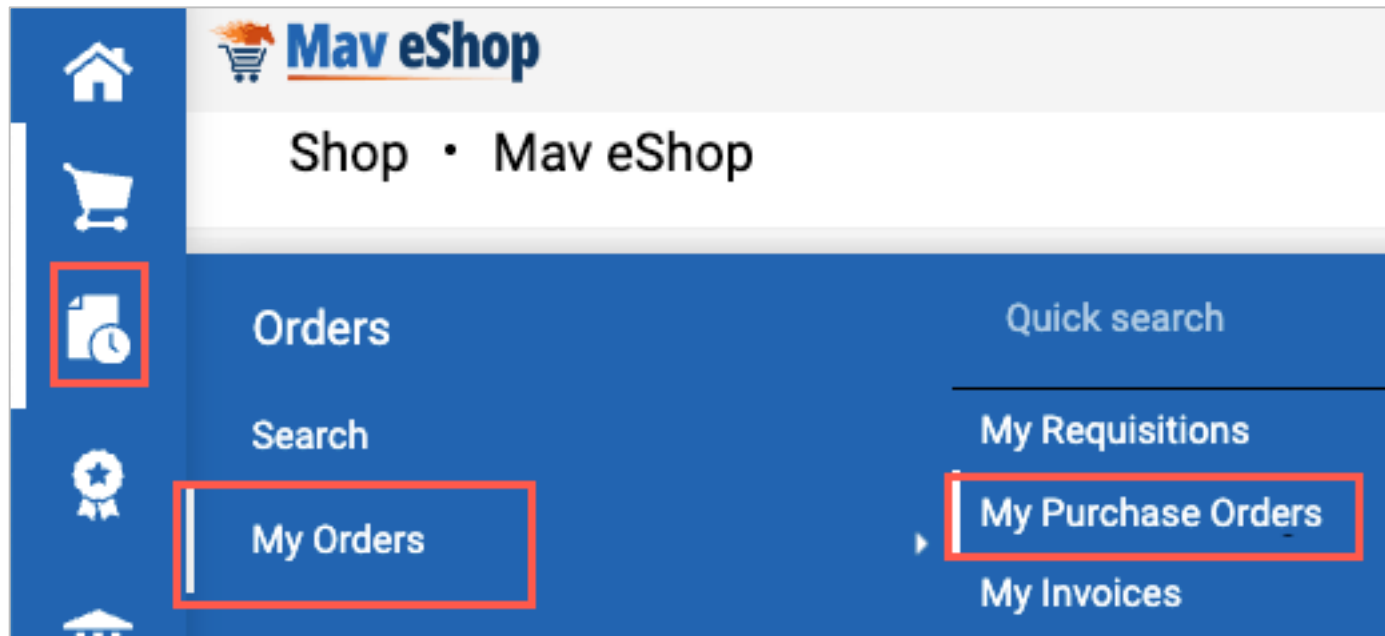
View Past Orders

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**.





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Resources

Resource Information

For more information about MAV eSHOP:

- www.uta.edu/mav-eshop

Support & Help:

- <https://uta.service-now.com/selfservice>
- 817-272-2155

Training Resources:

- <https://www.uta.edu/business-affairs/training/>
 - Register for Classes
 - Join Business Affairs Listserv
 - View and/or Print Training Materials
 - Training Guides
 - Job Aids