

## HokieMart Will Deliver OR User Will Deliver

Hosted Catalogs allow users to search for a particular item. By using the simple Search feature, type the description of the item you wish to purchase. An Advanced Search is also available.

To use the simple search feature from Main Screen of HokieMart:

- Place the cursor in the "Shop Everything" field located in the upper 1/3 of the screen.
- Enter an item description (for example "test tube"):



Click "Go."

The requested search information will be displayed.

			Shop Everything	✓ test tube	× Go	
			Go to: advanced search   fa	avorites   non-catalog item   quick order Browse: suppliers   categories	contracts   chemicals	
				Results for: Everything : test tube		
					Showing 1	- 20 of 4000+ results What does "+" mean? <u>Compare Sele</u>
Add Keywords	?	Results per page 20	~	Sort by: Best Match	$\sim$	Page 1 v of 200
	Go	TEST	T TUBE RACK, BLUE, HO	OLDS 24X15ML TUBES, 5/8 THICK, FITS LAB PAN 9 1/	4X4 1/4"	33.90
		available from	n Research Products Inter	mational Corporation		
		Pa	art Number	4850-11		1 Add to Cart
Filter Results	?	M	anufacturer Info	BEL001 - (18848-0121)		add favorite   comp
Where are my counts?						
By Product Flag	Yo	TES TES	T TUBE RACK, BLACK, H	HOLDS 24 X 15 ML TUBES, 5/8 IN THICK, FITS LAB PA	AN 9 1/4X4 1/4	33.90
Energy Star 💀		available	n Research Products Inter	mational Corporation		
Green 🛦		Pa	art Number	4850-31		1 Add to Cart
Recycled ()		M	anutacturer Into	BELUUI - (18846-0122)		add favorite   comp
By Supplier	To	TES	T TUBE RACK, RED. HO	LDS 24 X 15 ML TUBES, 5/8 IN THICK, FITS LAB PAN	9 1/4X4 1/4	33.90
A Daigger & Company Inc		no image from	Research Products Inter	54 66141	55.50	
Accurate Chemical & Scientific Corporation		available	irt Number	4850-41		1 Add to Cart
Ace Glass Inc		M	anufacturer Info	BEL001 - (18848-0123)		add favorite   comr
Beckman Coulter, Inc. 📀						and failure   comp
BioExpress Corporation	more	TES	T TUBE RACK, PURPLE,	HOL 24X15ML TUBES, 5/8 THICK" FITS LAB PAN 9 1	/4X4 1/4	33.90
By Supplier Class	To	available from	n Research Products Inter	mational Corporation		
Contract Supplier O		Pa	art Number	4850-91		1 Add to Cart
Minority		M	anufacturer Info	BEL001 - (18848-0126)		add favorite   comp
Price Agreement 🎡						
Small Business 🔤		TES	T TUBE RACK, BLUE, HO	OLDS 36 X 1.5 ML TUBES, 3/8 IN THICK, FITS LAB PAI	N 9 1/4X4 1/4	31.70
Women Owned Business		available from	n Research Products Inter	mational Corporation		
By Category	Te	Pa	art Number	4851-11		1 Add to Cart
Atomic Absorption Spectrophotometer Accord	ories	M	anufacturer Info	BEL001 - (18848-0111)		add favorite   comp
Path Accessories	ones					
		TES	I TUBE RACK, BLACK, H	HOLDS 36X1.5 ML TUBES, 3/8 IN THICK FITS LAB PAN	N 9 1/4X4 1/4	31.70

• Scroll down to view all item options. Select item and enter quantity.

To place item(s) in the cart:

- Verify quantity
- Select option: "Add to Cart"

## 1 item(s) added, view cart

			Ursula Halferty 🕶 🖌 A	kction Items Notificatio s 🖪 🐌 33.90 USD 🔍
oduct Search - All				(C) Logout
	Shop Everything	▼ test tube	Go	
	Go to: advanced search   favori	tes   non-catalog item   quick order Browse: suppliers   ca Results for: Everything : test tube	tegories   contracts   chemicals	
		, ,	Showing 1 - 20 of 400	00+ results What does "+" mean? Compare S lected: 0
Results per page 20		Sort by: Best Ma	atch 🔽	Page 1 of 200 ?
no image	33.90 USD			
available Pa	rt Number	4850-11		EA
Ma	anufacturer Info	BEL001 - (18848-0121)		add favorite   compare
				1 item(s) added, view cart
no image from	TUBE RACK, BLACK, HOL	DS 24 X 15 ML TUBES, 5/8 IN THICK, FITS	LAB PAN 9 1/4X4 1/4	<b>33.90</b> 030

User also has the capability to add item to favorites by clicking "add favorites" at this point.

User has now created a "Cart - Draft Requisition."

- View My Cart allows the user to view the cart and continue shopping.
- Checkout will take the user directly to Purchase Requisition summary screen, where the fund information can be entered to complete the PR.

				Jrsula Halfer	ty 🕶 🛛 ★	Action Items	Notificatio	ns 🔢 🗎 33.90 USD	۹
durt Search - All			My Cart				2013-12-18 halfertu 01		
	Shop Everything 🔽 test t	ube		no image available	Quantity: 1 Price: 33.90	E RACK, BLUE	, HOLDS	View My Cart Checkout	
	Go to: advanced search   favorites   non-catalog ite Results fo	m   quick order Browse: suppliers   categories   pr: Everything : test tube	contracts   chemi	Showing	1 - 20 of	1000+ results	What does	+" mean?	USD
Results per page 20	$\checkmark$	Sort by: Best Match	~		,			<ul> <li>Page 1 v of 200</li> </ul>	?
no image available Pa Ma	TUBE RACK, BLUE, HOLDS 24X15ML TU Research Products International Corporati tt Number 44 inufacturer Info Bi	JBES, 5/8 THICK,FITS LAB PAN 9 1/ ion 850-11 ELOO1 - (18848-0121)	/4X4 1/4"					33.90 us Add to Cart add favorite   compa 1 item(s) added, view ca	SD EA vire virt

• When ready complete the PR.

QG – Hosted Catalog Revised 01.15.15