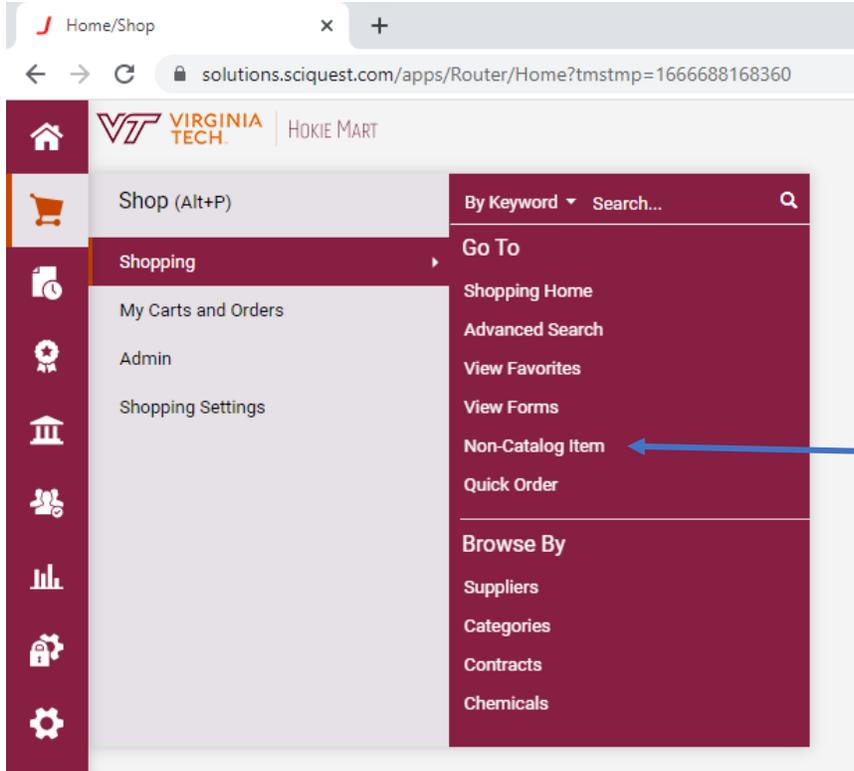


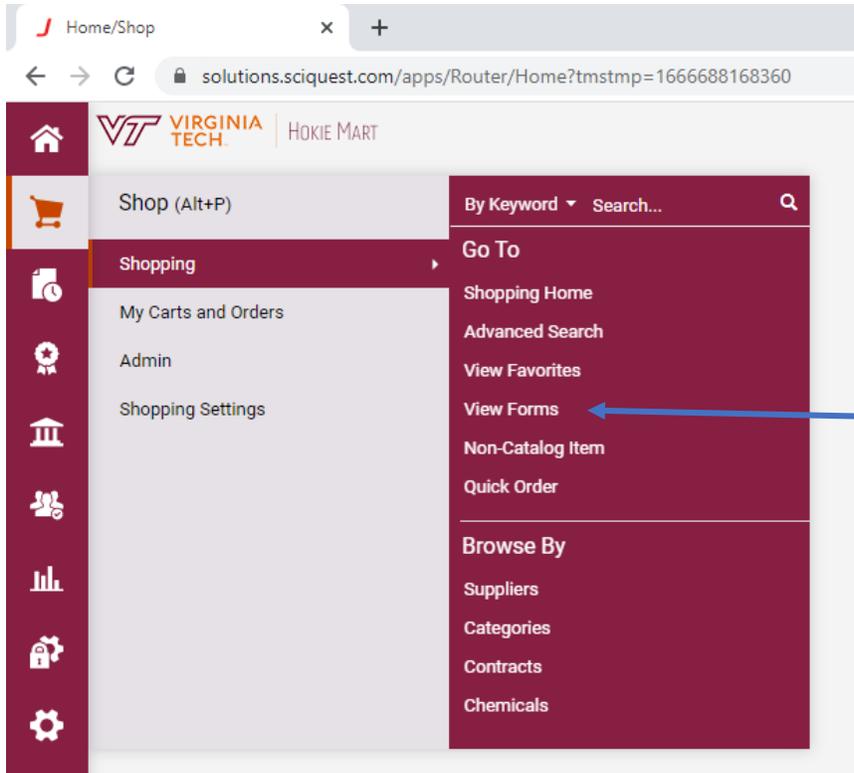
Non-Catalog order Instructions:

To place a non-catalog order, hover over the shopping cart icon, then Shopping, and then select “Non-Catalog Item” to bring up the Non-Catalog form. From there, the order can be entered as usual.



ISR, Direct Pay, and Travel Agency Authorization order Instructions:

To enter an ISR, Direct Pay, or Travel Agency Authorization Form, hover over the shopping cart icon, then Shopping, and then select “View Forms” to view a listing of forms.

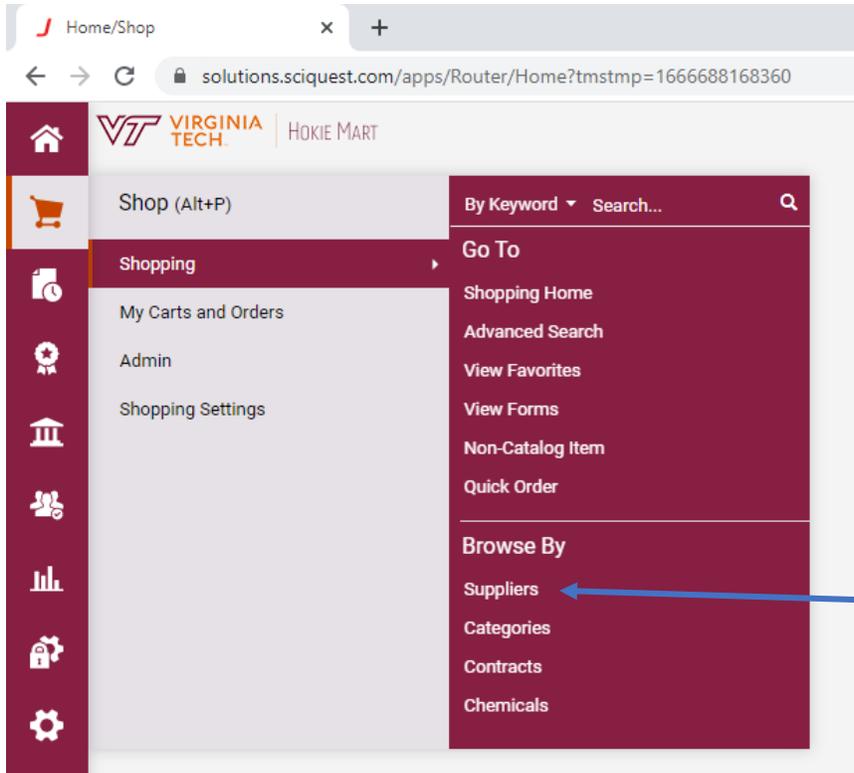


You will then see a listing of organization forms. Click on the title of the form you need to enter to bring up a blank form. From there, the order can be entered as usual.

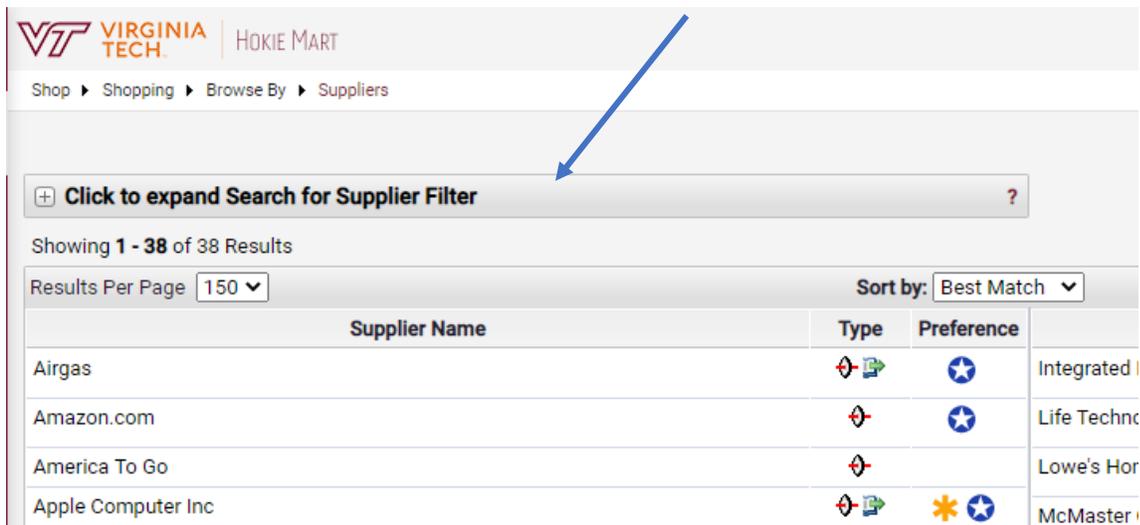
Organization Forms	
Direct Pay (HokieMart will not deliver PO)	
Part Number	DP
	
	Et
Interdepartmental Service Request (HokieMart will deliver PO)	
Part Number	ISR
	
	Et

Punchout Order Instructions:

To access punchouts, hover over the shopping cart icon, then Shopping, and then under Browse By, select "Suppliers." This will bring up a search tool for suppliers.



Click to expand the search filters.



From the drop down menu, select “Punchout Supplier” and then click search to see a listing of punchout suppliers. This will filter to show you a listing of suppliers with punchouts.

Search For Supplier ?

Supplier

Supplier Type **PunchOut Supplier** ▼

Search

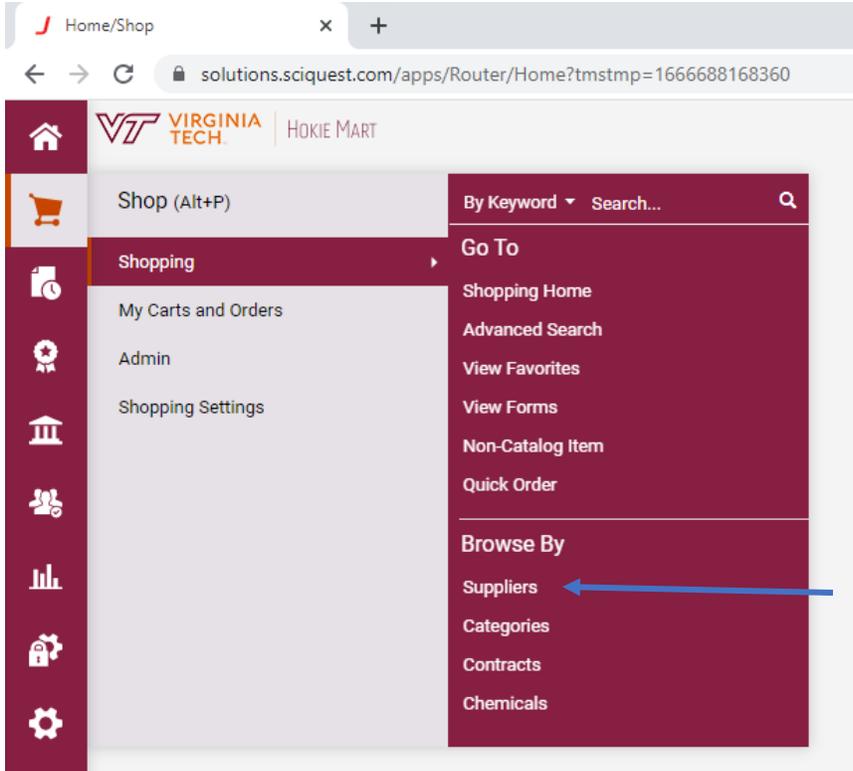
To go in to a supplier’s punchout, click on the bullseye icon for that supplier. The punchout will open and you can proceed to enter your order as usual.

Results Per Page Sort by: Best Match

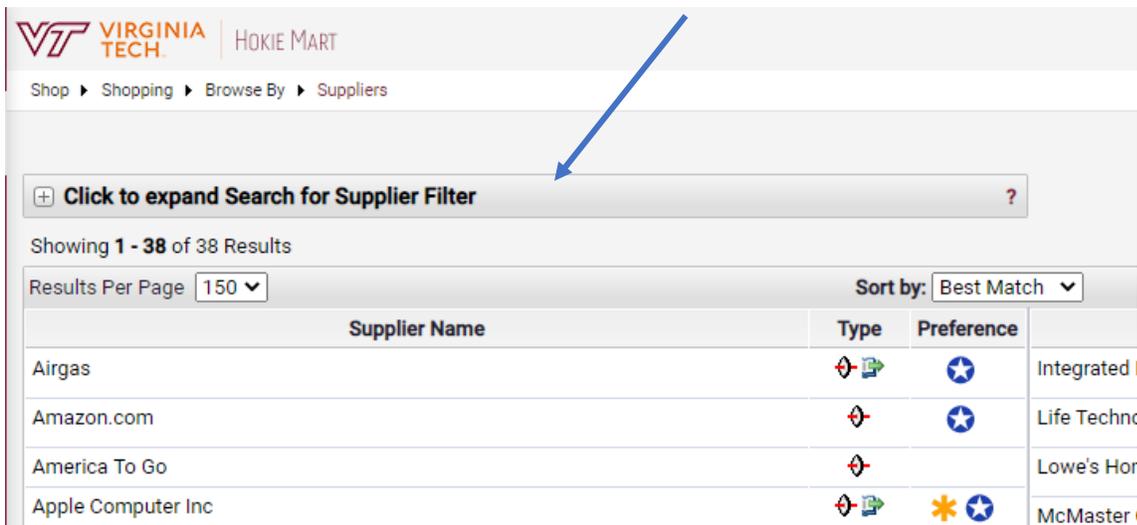
Supplier Name	Type	Preference
Airgas	 	
Amazon.com		
America To Go		
Apple Computer Inc	 	 
B&H Photo	 	
BioRad Laboratories Inc	 	
Capital Electric	 	
CDW-G	 	
Complete Book & Media Supply Inc	 	
Daly Computers Inc	 	
Dell Marketing LP	 	 

Hosted Catalog order Instructions:

To access hosted catalogs, hover over the shopping cart icon, then Shopping, and then under Browse By, select "Suppliers." This will bring up a search tool for suppliers.



Click to expand the search filters.



From the drop down menu, select “Hosted Catalog” and then click search to see a listing of hosted catalog suppliers. This will filter to show you a listing of suppliers with hosted catalogs.

Search For Supplier ?

Supplier

Supplier Type **Hosted Catalog** ▼

Search

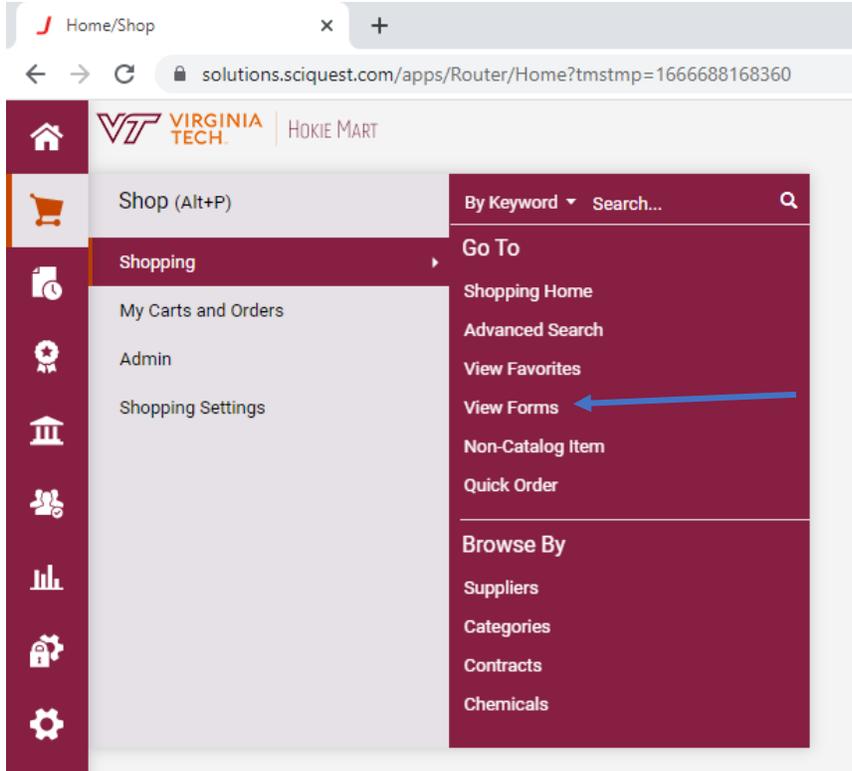
To view a supplier’s hosted catalog, click on the book icon for that supplier. The suppliers that have both the book icon and the star icon are your familiar contracted hosted suppliers that you would normally see on the home page of HokieMart. The hosted catalog will open and you can proceed to enter your order as usual.

Results Per Page Sort by:

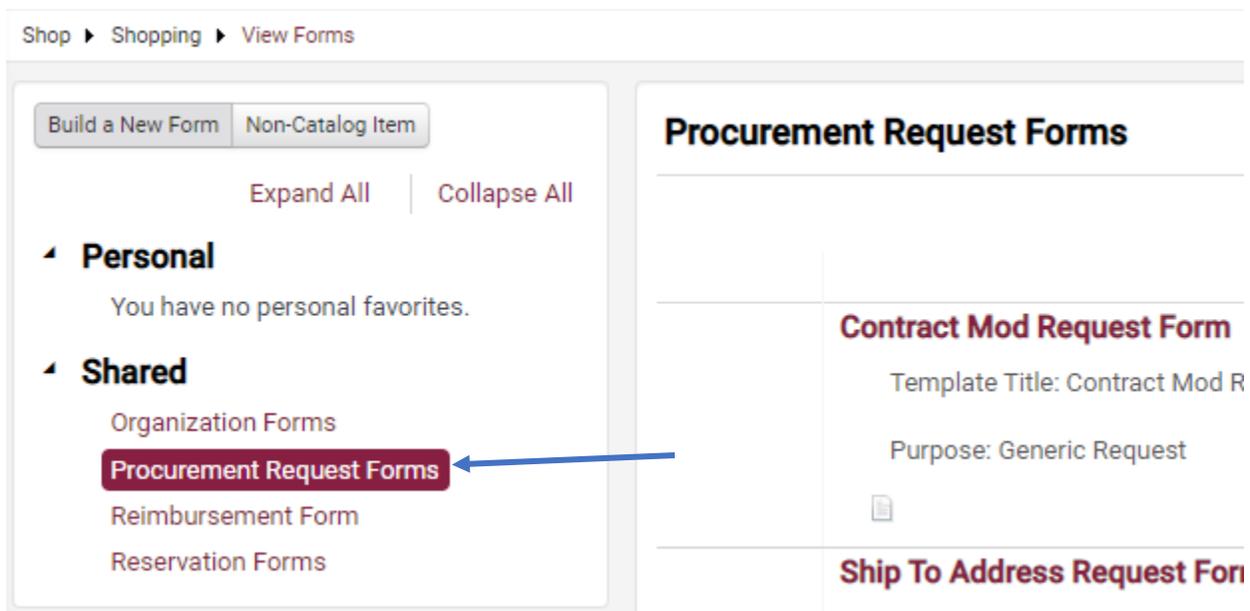
Supplier Name	Type	Preference
Accurate Chemical & Scientific Corporation		
Alpha Diagnostic International Inc		
American Laboratory Product Company Ltd		
American Radiolabeled Chemicals Inc		
AnaSpec Inc		
Avanti Polar Lipids Inc		
Beckman Coulter, Inc.		
Bethyl Laboratories Inc		
BioLegend Inc		
Biotage Inc		

Procurement Request Forms Instructions:

To access the Procurement Request Forms such as Ship to Address Request Form, Contract Modification Request Form, and the Solicitation Request Form, hover over the shopping cart icon, then Shopping, and then select “View Forms” to view a listing of forms.



You will then see a listing of organization forms. On the menu on the left, select “Procurement Request Forms” to view the Procurement Request Forms.



Click on the title of the form request you need to enter to bring up a blank form. From there, the request can be entered as usual.

Procurement Request Forms	
	Contract Mod Request Form Template Title: Contract Mod Request Form Purpose: Generic Request 
	Ship To Address Request Form Template Title: Ship To Address Request Form Purpose: Generic Request 
	Solicitation Request Form Template Title: Solicitation Request Form Purpose: Generic Request 