

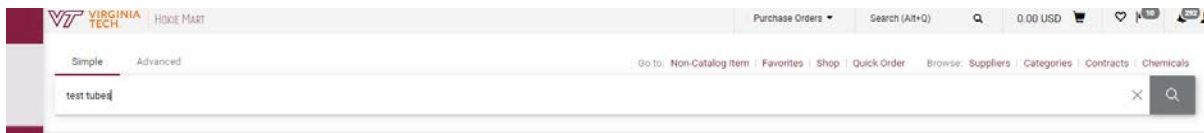
Quick Guide: Hosted Catalogs

HokieMart Will Deliver OR User Will Deliver

Hosted Catalogs allow users to search for a particular item with suppliers who have a catalog housed within HokieMart. Items in a hosted catalog will show up in the shop section or you can access by using the catalog tile.

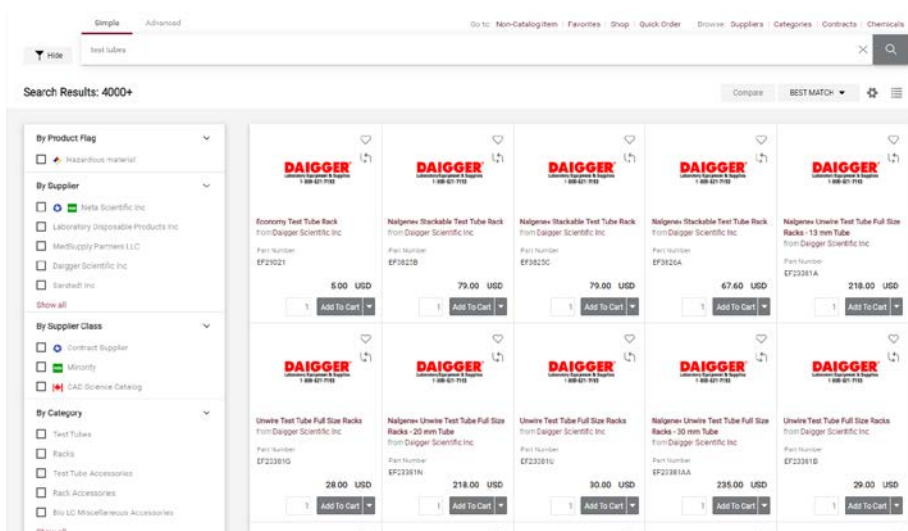
To use the simple search feature from the Shopping Home Page in HokieMart:

- Place the cursor in the field located in the upper center portion of the screen
- Enter an item description (for example "test tube")

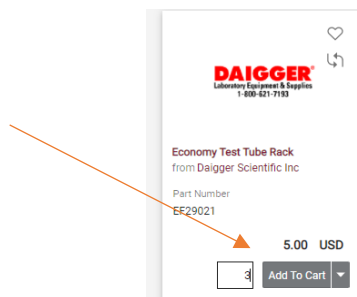


- Click the magnifying glass to search

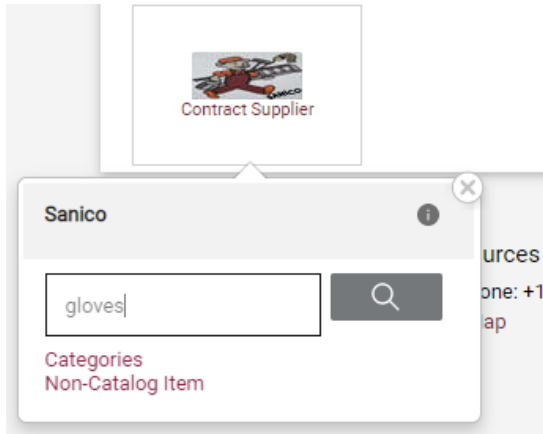
The requested search information will be displayed.



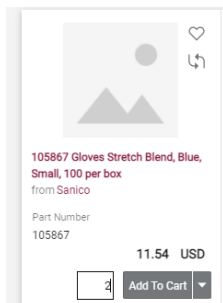
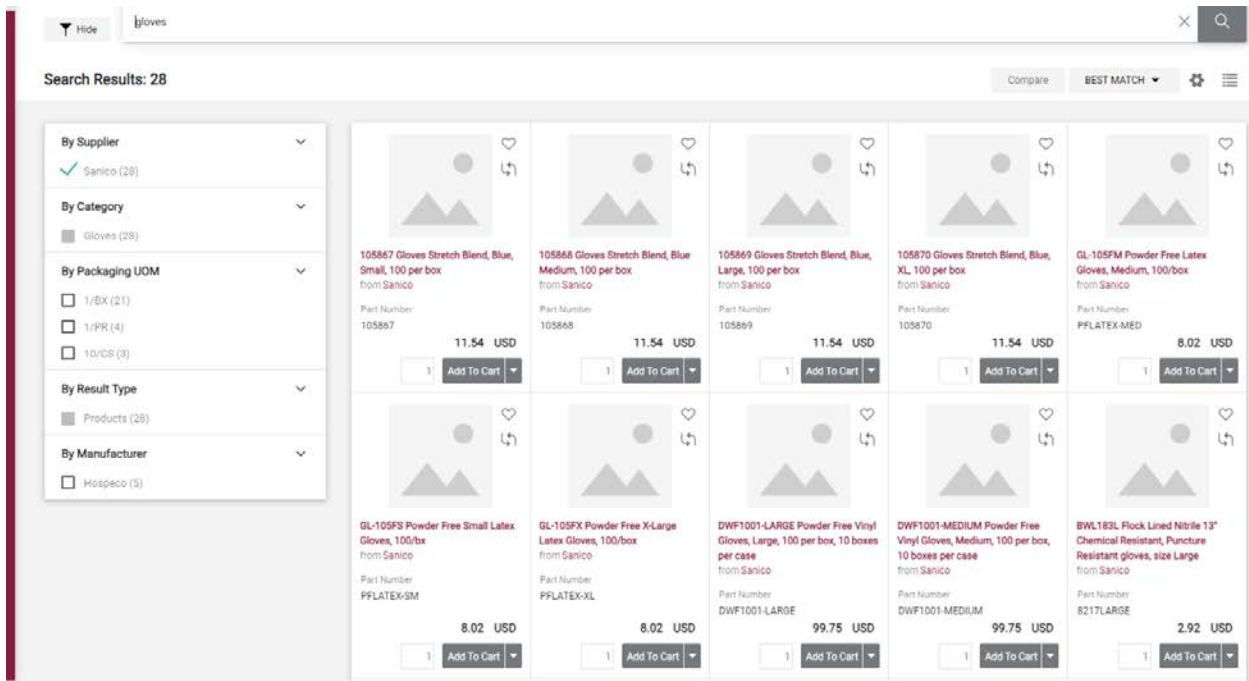
Scroll down to view all item options. Select the desired item and enter quantity and click "Add to Cart"



Preferred suppliers with hosted catalogs have an icon under the Hosted Catalog Suppliers section on the home page of HokieMart. To shop a hosted catalog from a preferred supplier, click on the icon/tile and enter what you are looking for in the search bar.

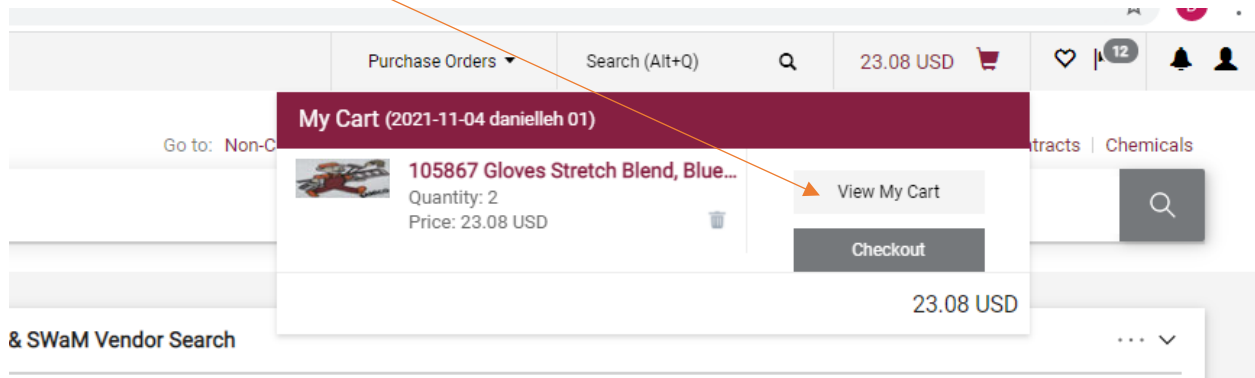


Click the magnifying glass to search



Select item and enter quantity and select "Add to Cart"

Once items have been added to your cart, you will need to select the Cart icon at the top and Select "View Cart"



You can select "Checkout" to proceed with submitting your requisition.

Note: It is highly recommended that you utilize the Hosted Catalog suppliers who have a tile on the home page of HokieMart. These catalog suppliers offer Virginia Tech the best pricing and negotiated terms.