

Hosted Catalogs

Send to supplier method: HokieMart Will Deliver

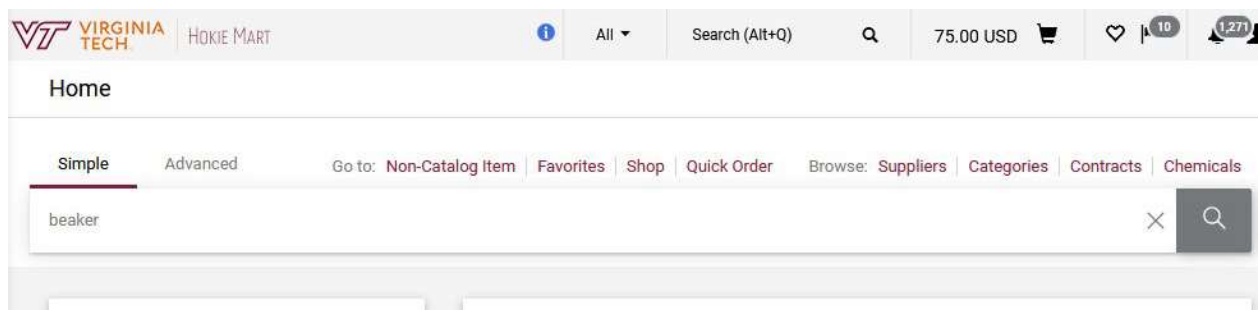
Hosted Catalogs allow users to search for a particular item with suppliers who have a catalog housed within HokieMart. There are two main types of hosted catalog suppliers: contract and non-contract.

Hosted Catalog suppliers with university contracts are displayed on the home page of HokieMart. Users can shop hosted catalogs in two ways, by using the simple search bar on the home page of HokieMart or by accessing a specific supplier's hosted catalog.

Simple Search

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, "beaker"



- Click the magnifying glass to search

The requested search information will be displayed.

The screenshot shows the Virginia Tech Hokie Mart website interface. At the top, there's a navigation bar with the VT logo, 'HOKIE MART', and various icons for user account, search, currency (75.00 USD), and notifications. Below the navigation bar is a 'Home' section. The main search area has a search bar with 'beaker' entered, a search button, and a 'Compare' button. Below the search bar, it shows 'Search Results 4000' and 'External Marketplace Results 306'. On the left side, there's a 'Filters' sidebar. The 'By Supplier' filter is expanded, showing a list of suppliers with checkboxes: Cen Med Enterprises, Neta Scientific Inc, Laboratory Disposable Products Inc, MedSupply Partners LLC, and Cole-Parmer Instrument Company. Below this, the 'By Supplier Class' filter is also expanded, showing 'Contract Supplier' and 'Minority'. The main content area displays a grid of search results. Each result includes a placeholder image, a heart icon, a description of the beaker (e.g., 'Beaker Griffin Low-form PP 30 mL;30 mL;12/PK;48/CS'), the supplier name (e.g., 'Laboratory Disposable Products Inc'), the part number, the price in USD (e.g., 166.00), and an 'Add To Cart' button. The quantity is set to 1 for each item.

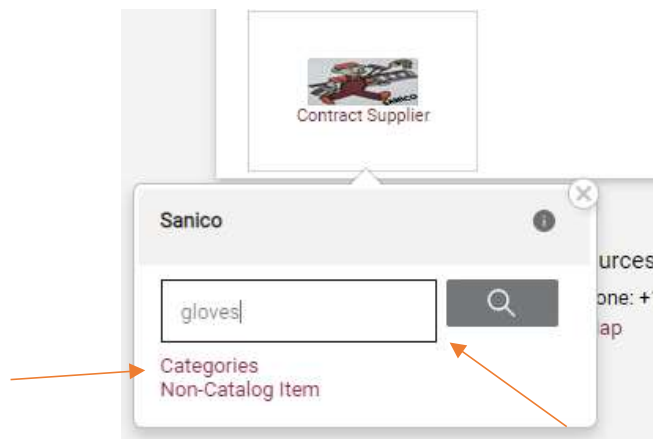
Scroll down to view all item options. Clicking on the item description may offer more specifics on that item. Users can filter search results using the filters along the right hand side.

Edit quantity on the desired item(s) and select **Add To Cart**.

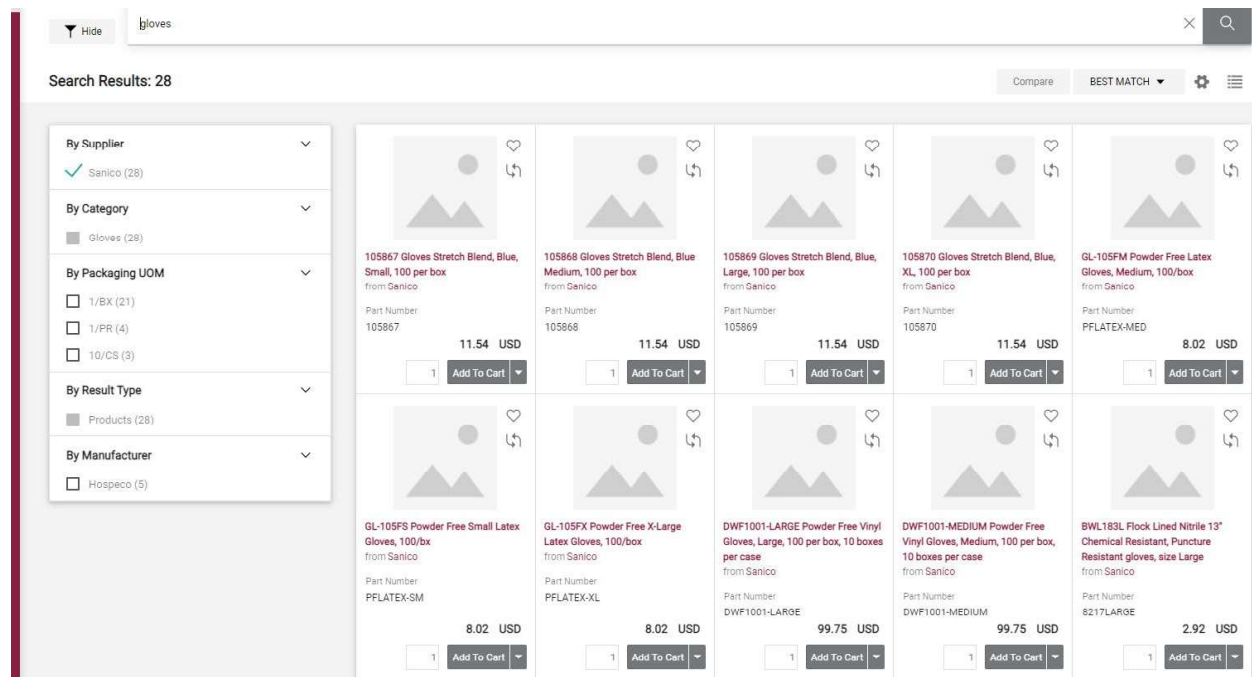
This is a close-up of a search result for a 'Polycarbonate graduated beaker with handle, 470 mL' from Cole-Parmer Instrument Company. The item has a part number of 06004-80 and is priced at 32.80 USD. An orange arrow points to the 'Qty.' input field, which currently shows '1'. Next to the quantity field is an 'Add To Cart' button with a dropdown arrow.

Contract Supplier Hosted Catalogs

Contracted 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 contracted supplier, click on the icon/tile and enter what you are looking for in the search bar or click on Categories to view a listing of all the commodities they offer.

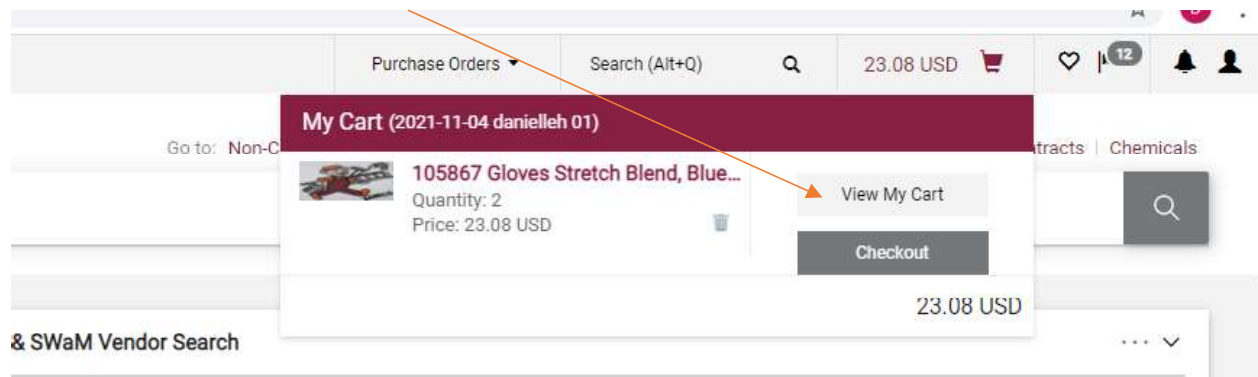


Click the magnifying glass to search. Results are displayed similar to using the simple search bar, however these results will already be filtered to a specific supplier.



Follow the steps above to add items to your cart.

Once items have been added to your cart, you will need to select the Cart icon at the top and Select **View My Cart** to proceed with checking out and creating a draft requisition.



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.