

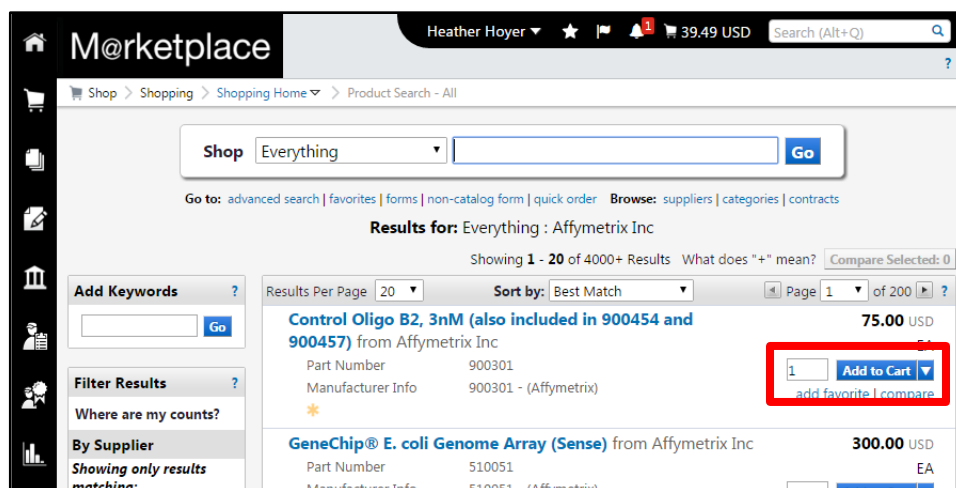
Using Hosted Catalogs to Shop

The entire hosted catalog shopping procedure is discussed in the Step-by-Step Guide [Using Hosted Catalogs to Shop in CU Marketplace](#).

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. From your CU Marketplace home page, select a supplier by clicking on the supplier's logo or name.
3. A pop-up search box will appear. Search for the item by entering keyword(s), and click the **Search** button.

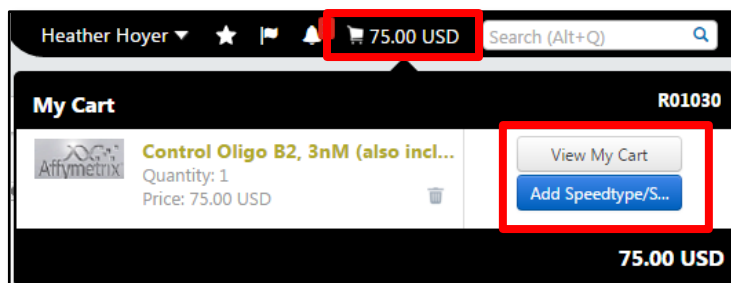
Do you see a punch-out session instead of a pop-up search box? If so, the supplier offers a punch-out catalog instead of a hosted one. Refer to the Step-by-Step Guide [Using Punch-out Catalogs to Shop in CU Marketplace](#) for further guidance.

4. Locate the appropriate product/item and enter the **Quantity**.
5. Click the **Add to Cart** button.



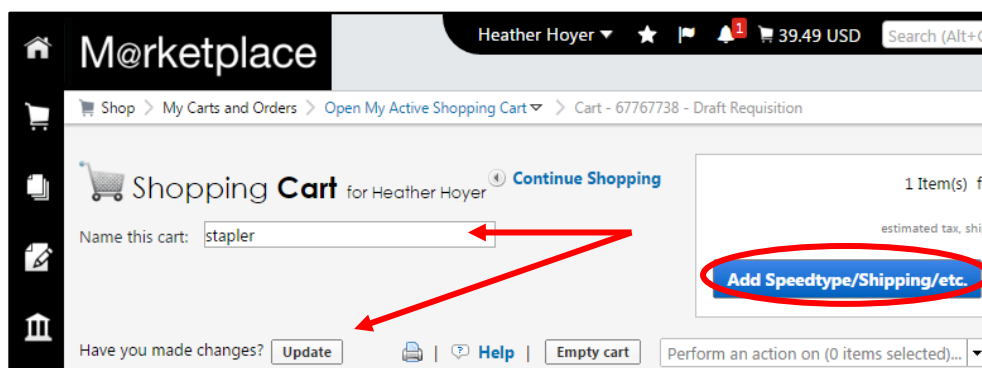
Visit the [Punch-out and Hosted Catalog Guides](#) for supplier-specific ordering information.

6. Once done adding items to your shopping cart, click the shopping cart link located at the upper right corner of the page.



7. Click the **View My Cart** button.
(Or, if you are ready to finalize your cart, click the **Add Speedtype/...** button.)

8. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.



If you are a Shopper: You **must** [assign your shopping cart](#) to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can [enter SpeedType and/or shipping information](#).)

If you are a Requestor: It is now time to [add details to the shopping cart](#) and submit the shopping cart as a requisition.