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. Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.

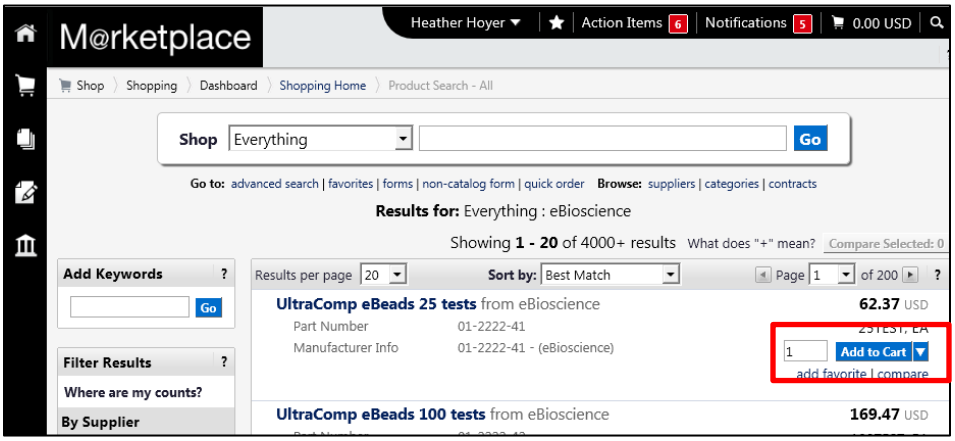
2. From your CU Marketplace home page, select a supplier by clicking on the supplier's logo or name.

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**.

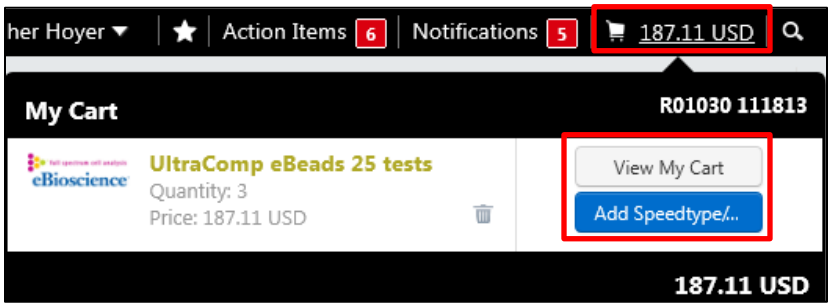
5. Click the **Add to Cart** button.



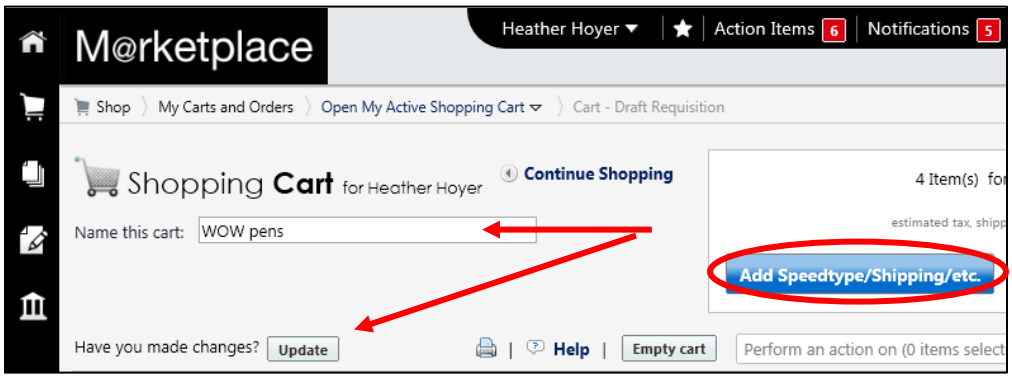
Visit the Punch-out and Hosted Catalog Guides for supplier-specific ordering information.

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** link. (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.