

Adding a Catalog Item to a Cart



Catalogs include commonly used product & services from certain suppliers that are uploaded and searchable in the B2P shopping section.

You can use the **Shop** search bar to immediately add items to your cart.

1. Under **Shopping**, enter a product description, catalog number or generic search term in the search bar and click **Search** (magnifying glass).

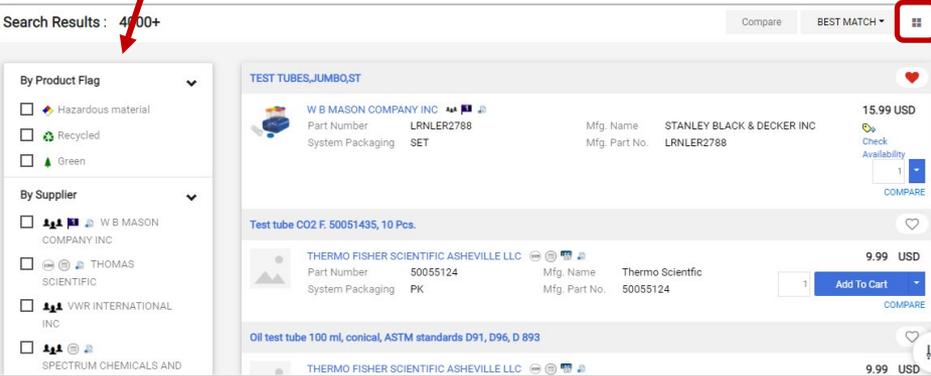
You can also search specific supplier's catalogs and other criteria by using the **Advanced Search**.



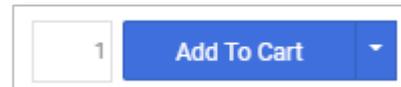
2. Your search should return several results.

You can refine the search further based on Supplier, UOM, Manufacturer, etc. using the left navigation bar.

Click the **grid icon** to toggle between the list view (below) and a grid view (with line items displayed in tiles).



3. Enter the quantity and click **Add to Cart**. Continue to shop and add items to your cart as needed.



4. When you are finished adding lines, you can view your cart or start the checkout process by clicking on the shopping basket icon near the top right corner.



5. Select **View My Cart** to view the items in your cart and edit the cart name.

6. Once your cart is complete, in the upper right, select one of two options:



- Click **Proceed to Checkout** to add additional information, such as CoA coding, special handling, **Requisition Description or Business Purpose**, and **Standing Amount Based PO** checkbox
 - You can assign your cart to a Requestor
 - You can submit your cart for approval*
- Click **Assign Cart** to assign the cart to a Requestor
 - Note: Once a Shopper clicks **Assign Cart** they will not be able to edit further details, but you can un-assign a cart and bring it back

Please refer to separate Quick Reference Guides for additional information on **assigning carts** and the **checkout process**.

*Shoppers should only submit carts for approval with eShip Global as the supplier. All other supplier carts will be auto-returned with an error message

Please note:

- Catalog Requests are automatically transmitted electronically to the supplier after approval and invoices are received centrally
- You can search or browse by Supplier or Category, compare goods or services between multiple suppliers, and conduct a chemical structure search
- Catalog Requests are most used for lab supplies and associated items
- Punchout suppliers with Live Price or Level 2 catalogs will appear in search results (see the Quick Reference Guide on punchouts for more information)