

Step-by-Step Guide

Creating Shopping Carts from Hosted Catalogs



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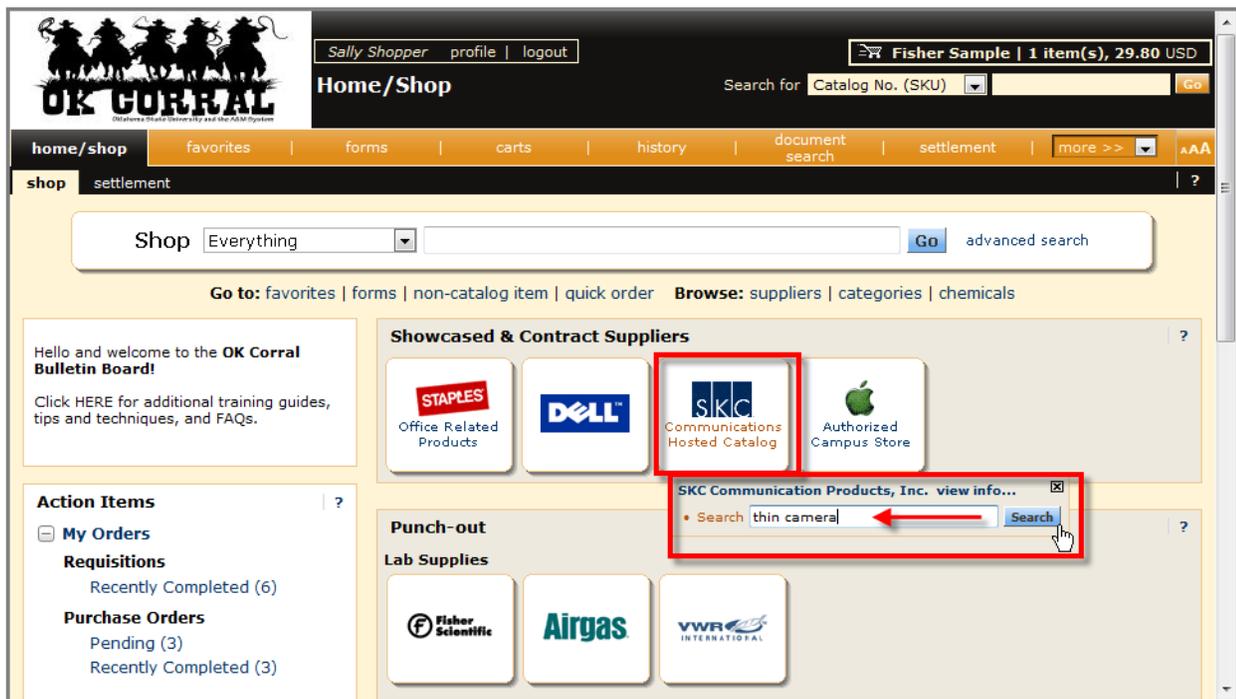
This guide demonstrates shopping from hosted catalogs. Hosted catalog suppliers provide University contract products and pricing via an electronic catalog hosted within the OK Corral.

The shopping experience with hosted catalogs has a consistent look and feel regardless of the supplier. The search criteria are the same, shopping carts look the same, and overall functionality is the same across suppliers.

- ▲ It is recommended to order items via **Showcased, Contract & Punch-out** catalogs whenever possible to ensure you are receiving the University's contracted rates.

Procedure

1. From the **Showcased & Contract Suppliers** section of the OK Corral home page, select a supplier by clicking on the supplier's logo or name. (This guide illustrates SKC's hosted catalog.)
Search for the item by entering keyword(s), and click the **Search** button.



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

The screenshot shows the OK Corral website interface. At the top, there is a navigation bar with links like 'home/shop', 'favorites', 'forms', 'carts', 'history', 'document search', 'settlement', and 'more >>'. Below this is a search bar with the text 'Shop Everything' and 'thin camera'. The search results show two products from SKC Communication Products, Inc. The first product is 'Vaddio Thin Profile Camera Wall Mount EVI-D70 White' priced at 70.00 USD. The 'Add to Cart' button for this product is highlighted with a red box, and a red arrow points to it from the right. The second product is 'Vaddio Think Profile Wall Mount For Lifesize Hd Camera' priced at 150.00 USD.

4. Click the shopping cart link, located at the top of the page.
Alternate Navigation: You can also access your shopping cart by clicking on the **View Cart** link, located below **Add to Cart** button. Each will bring you to your active cart.

The screenshot shows the OK Corral website interface after the first product has been added to the cart. The shopping cart icon at the top right now displays '2011-12-05 sally_shopper 02 | 1 item(s), 70.00 USD'. A red box highlights this cart link, and a red arrow points to it from the left. Below the search results, the 'Add to Cart' button for the first product is now labeled '1 item(s) added, view cart', which is also highlighted with a red box and a red arrow pointing to it from the right.

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5. Enter a unique shopping cart **Name** (optional) and click the **update** button.

▶ Shop Smart!
Name your
Cart!

The screenshot shows the OK Corral shopping cart interface. At the top, there's a navigation bar with links like 'home/shop', 'favorites', 'forms', 'carts', 'history', 'document search', 'settlement', and 'more >>'. Below that, there's a search bar and a cart summary showing '2011-12-05 sally_shopper 02 | 1 item(s), 70.00 USD'. The main content area shows the shopping cart for 'Sally Shopper' with a 'Continue Shopping' button highlighted in a red box. Below the cart name field, there's an 'Update' button highlighted with a red arrow. The cart contains one item: 'Vaddio Thin Profile Camera Wall Mount EVI-D70 White' with a unit price of 70.00 USD and a quantity of 1, totaling 70.00 USD. There are also buttons for 'Add to Favorites', 'Remove', and 'More Actions' for the item.

Cart Name: A default cart name, comprised of the following data is automatically assigned:
Create Date + User Name + Sequential Number.

For example: 2011-04-01 sallyshopper 03

▲ You can accept the default name but it is **recommended** to enter a unique name which can be used later to easily identify or search for your shopping cart.

You have successfully added a hosted catalog item to your shopping cart.

Your Next Step

To continue shopping, click the **Continue Shopping** link; otherwise refer to the following shopper or requester instructions.

Shoppers:

See the **Assigning Shopping Carts** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

Requesters:

See the **Proceeding to Checkout** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus, shipping and billing information
- ✓ Add accounting and commodity code
- ✓ Submit shopping carts as requisitions