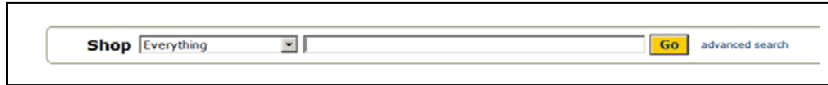


Quick Guide - Hosted Catalog 11-18-09

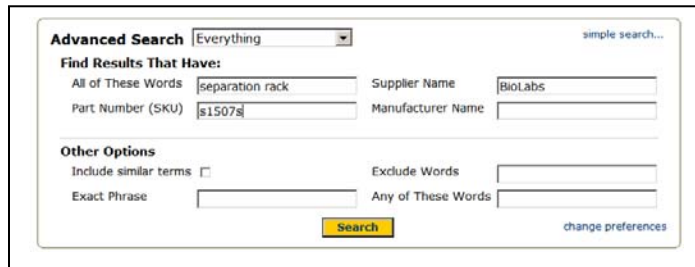
Hosted catalogs are to be used when items are not available from a contract or a Punchout supplier.

From Main Screen of HokieMart:

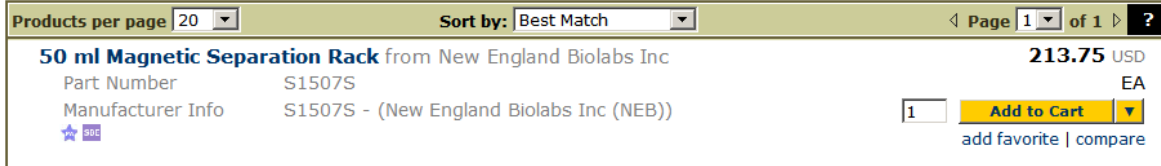
- Click “advanced search.”



- Search from one or more (or a combination) of these categories:
 - Word Description
 - Part Number (SKU)
 - Supplier Name
 - Manufacturer Name
- Click “Search.”

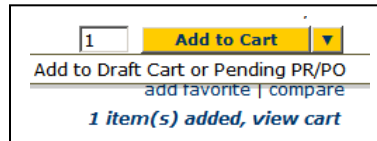


Supplier/part information will appear.
User may adjust quantity.



To place item(s) in the cart,

- Select “Add to Draft Cart or Pending PR/PO.”



When all item(s) have been added to the cart:

- Click “view cart.”

User also has the capability to “add favorites” at this point.

User will now be in **Cart – Draft Requisition**.



- Complete the PR using instructions: –
 - Edit the Cart
 - Review the Cart
 - Submit the PR

Follow the instructions for Requisition and Purchase Order Follow-up.