1. Ensure that you are on the home/shop tab.
2. Click on East Carolina University (ECU) Medical Supplies icon. Note: For office supplies select ECU Office Supplies icon and for maintenance supplies select ECU Maintenance Supplies icon.
3. Enter item description or catalog # in Search text box. For this example, we will use gloves.
4. Click Search button. Note: These steps will only display results for ECU Medical storeroom catalog.
5. Notice the number of items found from your search of gloves for ECU Medical storeroom. If the number of items found is not greater than the Results per page, you can proceed to step 7.
6. To see all the results on 1 page, click on the Results per page drop down box and choose a number higher than number of items found.
7. Scroll down the page to find the appropriate gloves in this example.
8. Once you find the desired item, enter quantity needed and click on Add to Cart button. **Note:** You can see if the item is in stock or out of stock. You can still order out of stock items, they will automatically be placed on backorder until they are receive by the storeroom.

9. Notice that your shopping cart has been updated with the items that were just added. If you only have 1 item for your requisition, click on the shopping cart and skip to step 19 on page 7.
10. In this example, we will be adding 3 different items. For 2nd item enter the Catalog # for ECU Medical storeroom and click Go button.

11. Enter quantity needed and click on the Add to Cart button.
12. Notice that your shopping cart has been updated with the items that were just added.

13. Enter ECU Medical for the 3rd and final item. **Note**: The first item was found by searching Product Description of gloves for ECU Medical Storeroom, the 2nd item was found by searching a Catalog #, and the 3rd item will be found by searching ECU Medical Categories.

14. Click on the **Go** button.
15. Click on the more... link to see all the categories for ECU Medical Storeroom.

16. Click on the appropriate category for the item. We will use Bandages and dressings and related products for this example.
17. Enter quantity needed and click on the Add to Cart button.

18. Click on the shopping cart after adding the final item to the order.
19. This completes the steps for shopping the Medical Storeroom’s hosted catalog and brings you to the New Shopping Cart edit section.

20. **Note:** You can now view the future Requisition # before you submit the cart. Now if you have issues with a draft cart, you can call Materials Management with the future Requisition # for assistance. See the Edit Cart Header procedure to continue the review process.