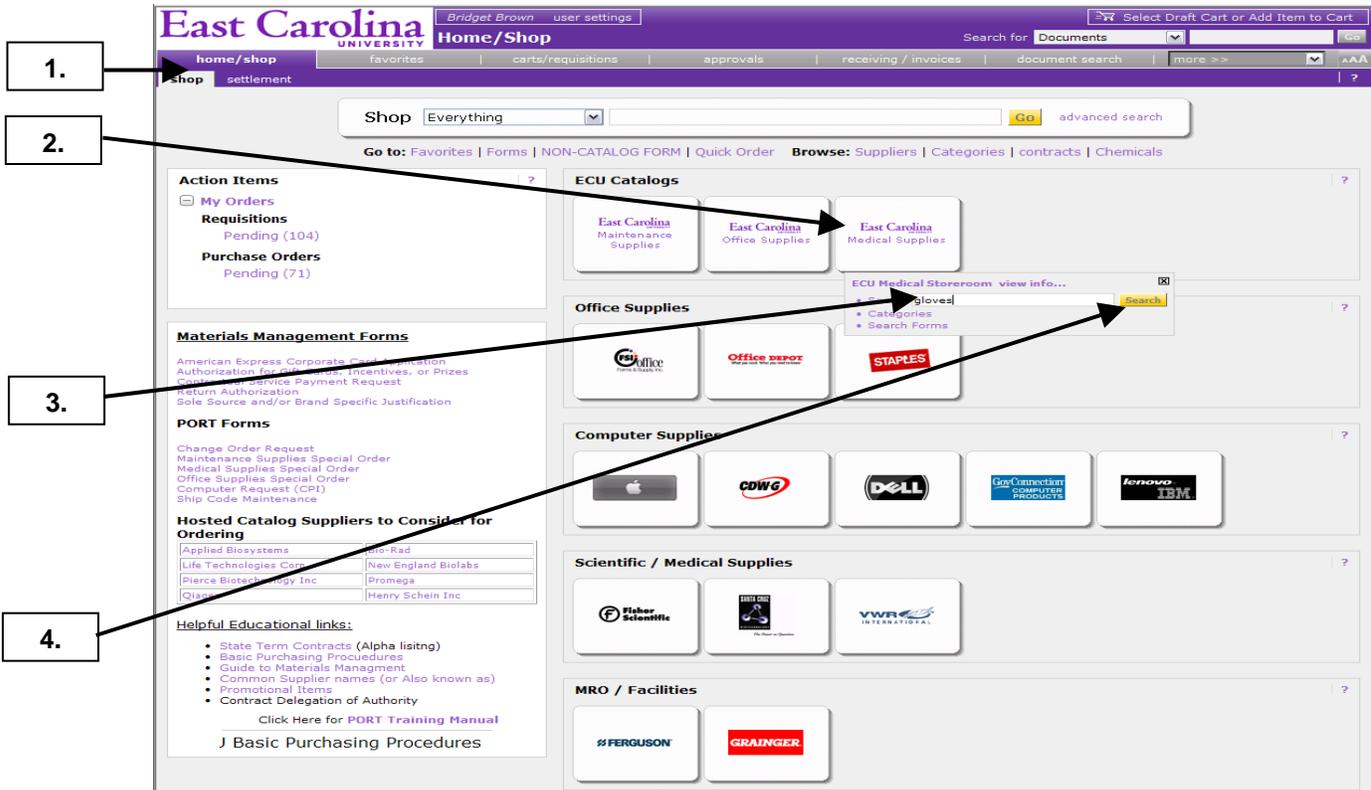
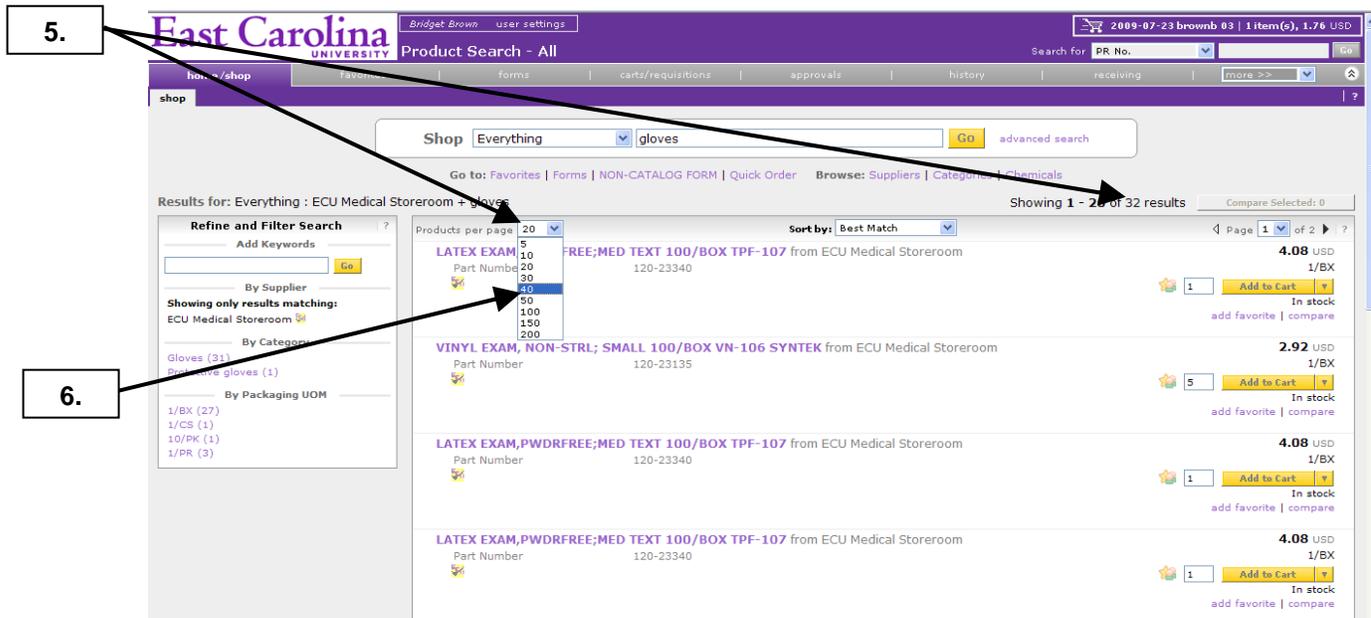


# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012



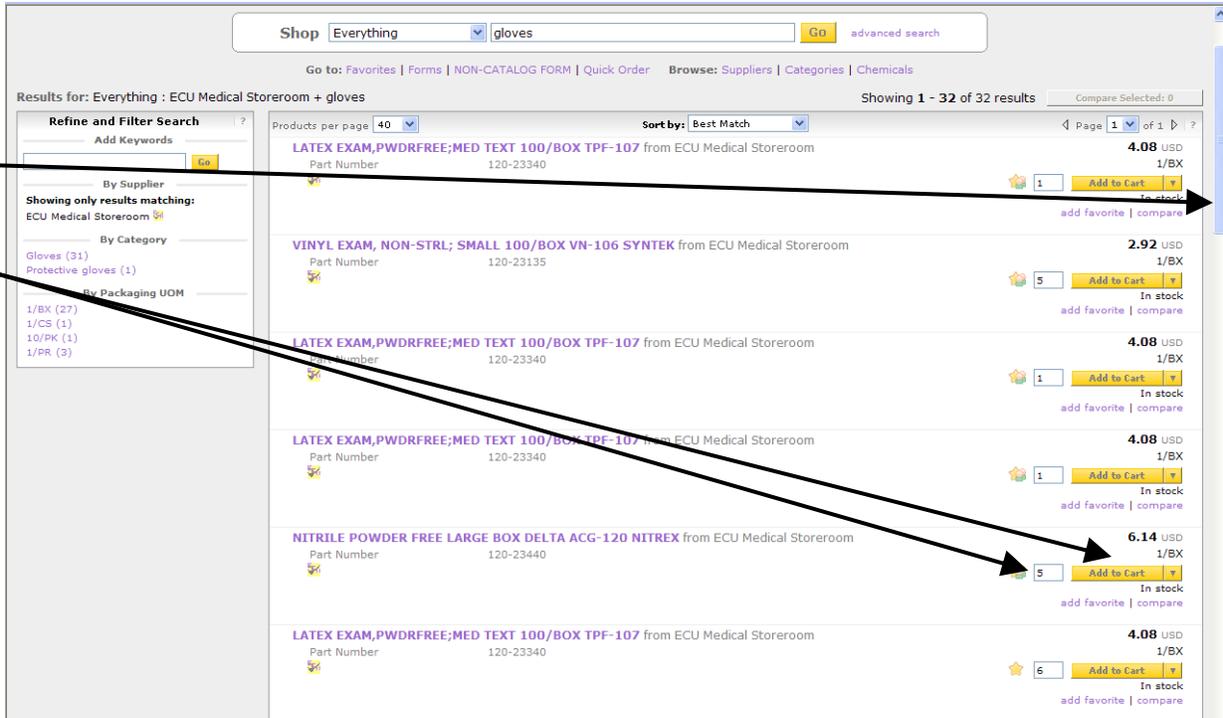
1. Ensure that you are on the **home/shop** tab.
2. Click on **East Carolina University (ECU) Medical Supplies** icon. **Note:** For office supplies select **ECU Office Supplies** icon and for maintenance supplies select **ECU Maintenance Supplies** icon.
3. Enter item description or catalog # in **Search** 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.



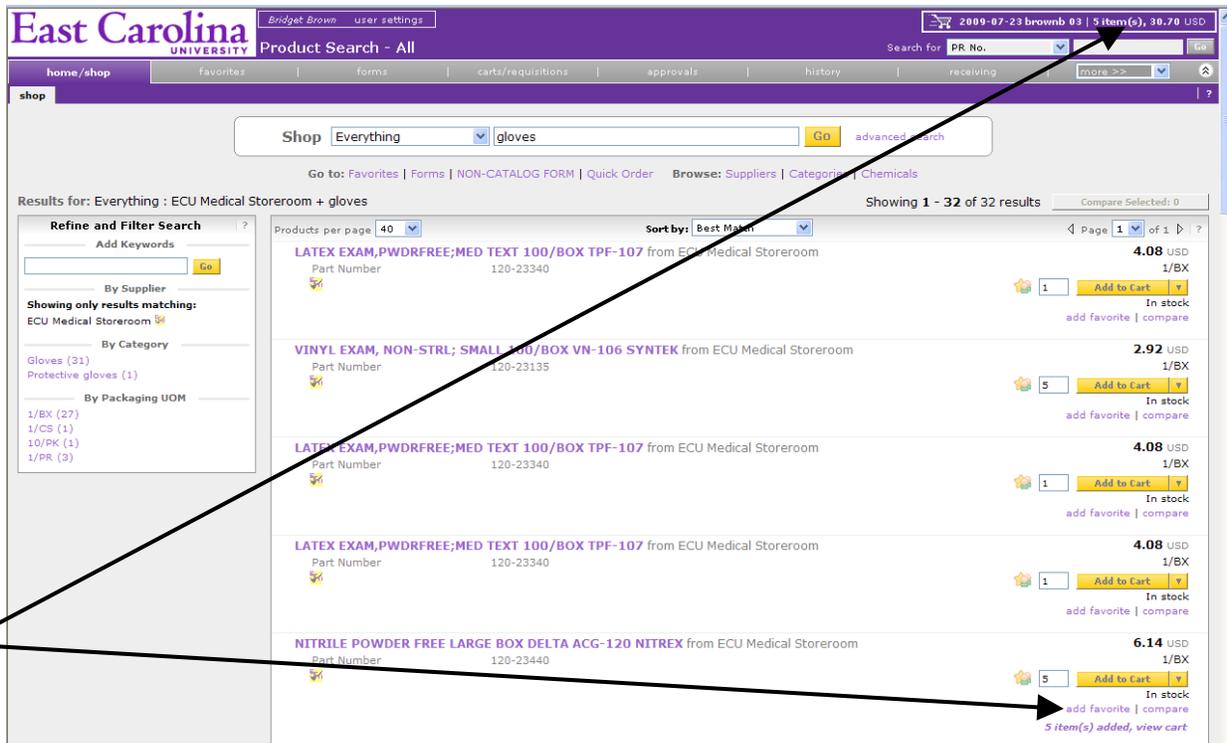
5. Notice the number of **items found** from your search of **gloves** for **ECU Medical storeroom**. If the number of items found is not greater than the **Results per page**, you can proceed to step 7.
6. To see all the results on 1 page, click on the **Results per page** drop down box and choose a number higher than number of items found.

# SHOPPING CART – HOSTED STOREROOM CATALOG

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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.

# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012

The screenshot shows the 'East Carolina UNIVERSITY' shopping cart interface. At the top, there is a navigation bar with 'home/shop', 'favorites', 'forms', 'carts/requisitions', 'approvals', 'history', and 'receiving'. A search bar contains '040-21000' and a 'Go' button. Below the search bar, the results are filtered for 'Everything : ECU Medical Storeroom - gloves'. The 'Refine and Filter Search' sidebar on the left shows filters for 'By Supplier' (ECU Medical Storeroom), 'By Category' (Gloves (31), Protective gloves (1)), and 'By Packaging UOM' (1/BX (27), 1/CS (1), 10/PK (1), 1/PR (3)). The main product list shows five items, each with a quantity selector, an 'Add to Cart' button, and a 'compare' link. The items are: 1. LATEX EXAM, PWDRFREE; MED TEXT 100/BOX TPF-107 (4.08 USD, 1/BX, quantity 1); 2. VINYL EXAM, NON-STRL; SMALL 100/BOX VN-106 SYNTEK (2.92 USD, 1/BX, quantity 5); 3. LATEX EXAM, PWDRFREE; MED TEXT 100/BOX TPF-107 (4.08 USD, 1/BX, quantity 1); 4. LATEX EXAM, PWDRFREE; MED TEXT 100/BOX TPF-107 (4.08 USD, 1/BX, quantity 1); 5. NITRILE POWDER FREE LARGE BOX DELTA ACG-120 NITREX (6.14 USD, 1/BX, quantity 5). A box labeled '10.' has arrows pointing to the search bar and the 'Go' button.

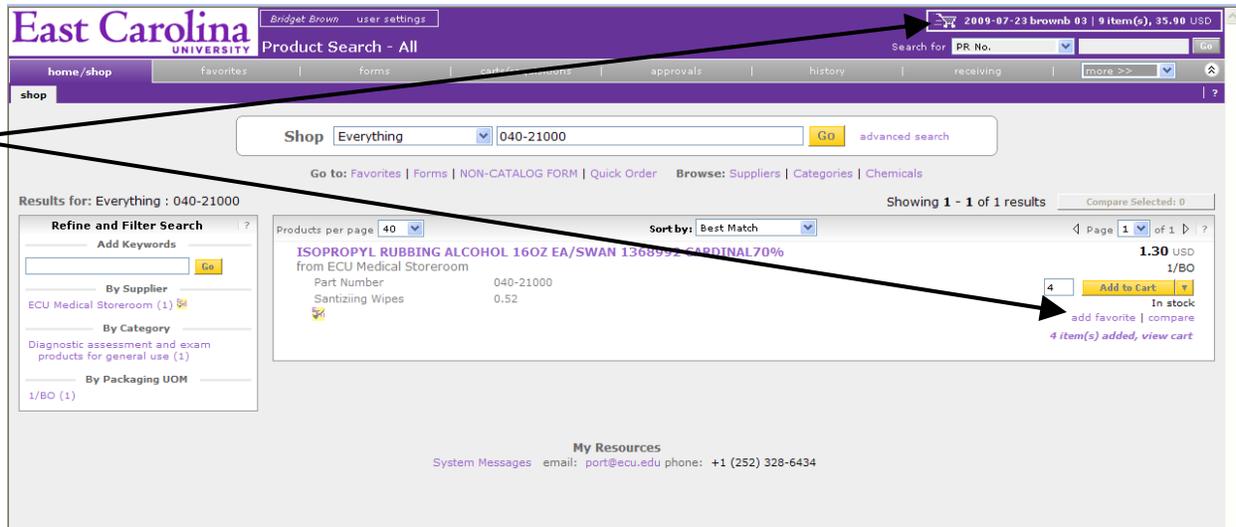
10. In this example, we will be adding 3 different items. For 2<sup>nd</sup> item enter the **Catalog #** for ECU Medical storeroom and click **Go** button.

The screenshot shows the 'East Carolina UNIVERSITY' shopping cart interface. The search bar now shows '040-21000' and the 'Go' button. The results are filtered for 'Everything : 040-21000'. The 'Refine and Filter Search' sidebar on the left shows filters for 'By Supplier' (ECU Medical Storeroom (1)), 'By Category' (Diagnostic assessment and exam products for general use (1)), and 'By Packaging UOM' (1/BO (1)). The main product list shows one item: 1. ISOPROPYL RUBBING ALCOHOL 16OZ EA/SWAN 1368992 CARDINAL70% (1.30 USD, 1/BO, quantity 4). A box labeled '11.' has arrows pointing to the quantity selector and the 'Add to Cart' button.

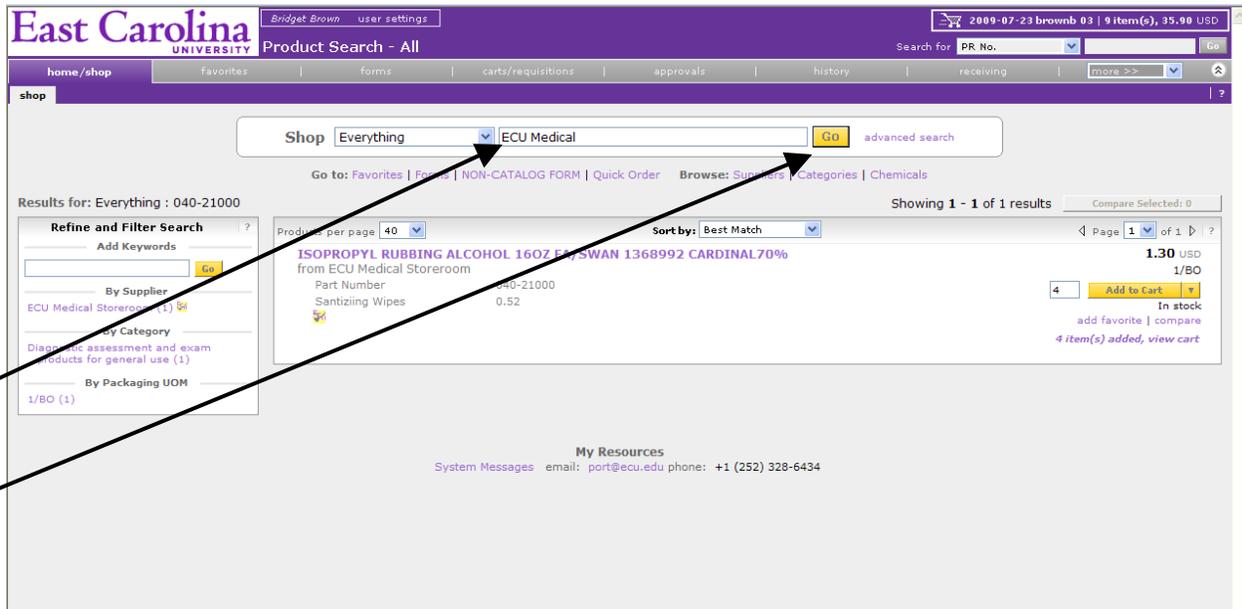
11. Enter quantity needed and click on the **Add to Cart** button.

# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012



12. Notice that your shopping cart has been updated with the items that were just added.



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

14. Click on the **Go** button.

# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012

East Carolina UNIVERSITY Product Search - All

Shop Everything ECU Medical Go advanced search

Go to: Favorites | Forms | NON-CATALOG FORM | Quick Order Browse: Suppliers | Categories | Chemicals

Results for: Everything : ECU Medical Showing 1 - 40 of 642 results Compare Selected: 0

Refine and Filter Search

Add Keywords

By Supplier

ECU Medical Storeroom (642)

By Category

Absorbent Materials (1)

Alkaline batteries (5)

Aluminum foil (2)

Antagonists (2)

Apparel and Promotional Items (2) [more...](#)

By Packaging UOM

1/BG (13)

1/BO (15)

0/BX (1)

1/BX (243)

10/BX (1) [more...](#)

Products per page 40 Sort by: Best Match Page 1 of 17

BULK GAUZE N/S 2"X2" 4PLY 200/PK NW2204 from ECU Medical Storeroom	1.76 USD
Part Number 020-20440	1/PK
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
PACKING STRIP, PLAIN; .25"X5YD BTL ST. DERMASCIENCE 59121 from ECU Medical Storeroom	2.98 USD
Part Number 020-20540	1/BO
Santizing Wipes 9596-01	
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
SPONGES, STER, 12 PLY; 4"X4" 50/BOX A PLUS INT'L/GZ4412-2 from ECU Medical Storeroom	2.05 USD
Part Number 020-20620	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
ALCOHOL PREPS LARGE 200/BOX KENDALL 5110 from ECU Medical Storeroom	3.65 USD
Part Number 040-21020	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
LATEX EXAM,PWDRFREE;MED TEXT 100/BOX TPF-107 from ECU Medical Storeroom	4.08 USD
Part Number 120-23340	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>

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

East Carolina UNIVERSITY Product Search - All

Shop Everything ECU Medical Go advanced search

Go to: Favorites | Forms | NON-CATALOG FORM | Quick Order Browse: Suppliers | Categories | Chemicals

Results for: Everything : ECU Medical Showing 1 - 40 of 642 results Compare Selected: 0

Refine and Filter Search

Add Keywords

By Supplier

ECU Medical Storeroom (642)

By Category

Absorbent Materials (1)

Alkaline batteries (5)

Aluminum foil (2)

Antagonists (2)

Apparel and Promotional Items (2) [less...](#)

Applications swabs and cotton balls (4)

Autoclaves (3)

Autoclave tape (3)

Bandages and dressings and related products (42)

Biohazard Bags (4)

Biology resource or activity books (1)

Blood administration and transfusion products (29)

Bookcases (1)

Carboxylic Acid Salts (2)

Cardstock papers (1)

Carmustine (1)

Centrifuge Tubes (6)

Cervical retractors (1)

Chemicals/Reagents/Solutions (26)

Dental laboratory and sterilization equipment and supplies (7)

Detergents/Surfactants (1)

Diagnostic assessment and exam products for general use (194)

Disposable Cuvettes (2)

Facial tissues (3)

Feminine hygiene products (5)

Filter Flask Accessories (7)

Filter Flasks (7)

Fine Chemicals (6)

Fishing bait (1)

Food service cups or mugs (2)

Furniture and Accessories (1)

Products per page 40 Sort by: Best Match Page 1 of 17

BULK GAUZE N/S 2"X2" 4PLY 200/PK NW2204 from ECU Medical Storeroom	1.76 USD
Part Number 020-20440	1/PK
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
PACKING STRIP, PLAIN; .25"X5YD BTL ST. DERMASCIENCE 59121 from ECU Medical Storeroom	2.98 USD
Part Number 020-20540	1/BO
Santizing Wipes 9596-01	
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
SPONGES, STER, 12 PLY; 4"X4" 50/BOX A PLUS INT'L/GZ4412-2 from ECU Medical Storeroom	2.05 USD
Part Number 020-20620	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
ALCOHOL PREPS LARGE 200/BOX KENDALL 5110 from ECU Medical Storeroom	3.65 USD
Part Number 040-21020	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
LATEX EXAM,PWDRFREE;MED TEXT 100/BOX TPF-107 from ECU Medical Storeroom	4.08 USD
Part Number 120-23340	1/BX
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
TISSUES, KLEENEX; 2 PLY 36BX/CSE 21400 from ECU Medical Storeroom	1.13 USD
Part Number 190-27260	1/BX
Santizing Wipes 9495-01	
	In stock
	<a href="#">add favorite</a>   <a href="#">compare</a>
BULK, NON-STER, 12 PLY; 3"X3" 200/PK A PLUS INT'L /GZ3312 from ECU Medical Storeroom	2.63 USD

16. Click on the appropriate category for the item. We will use **Bandages and dressings and related products** for this example.

# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012

The screenshot shows the East Carolina University shopping cart interface. The top navigation bar includes 'home/shop', 'favorites', 'forms', 'carts/requisitions', 'approvals', 'history', and 'receiving'. The search bar contains 'ECU Medical'. The main content area displays search results for 'Bandages and dressings and related products + ECU Medical'. The results list several items with their part numbers, descriptions, and prices. A callout box labeled '17.' points to the 'Add to Cart' button for the first item, 'BULK GAUZE N/S 2"X2" 4PLY 200/PK NW2204'.

Part Number	Description	Price	UOM
020-20440	BULK GAUZE N/S 2"X2" 4PLY 200/PK NW2204	1.76 USD	1/PK
020-20480	BULK, NON-STER, 12 PLY; 3"X3" 200/PK A PLUS INT'L/GZ3312	2.63 USD	1/PK
020-20460	BULK, NON-STER, 12 PLY; 2"X2" 200/PK A PLUS INT'L/GZ2212	6.95 USD	1/PK
020-20500	BULK, NON-STER, 12 PLY; 4"X4" 200/PK A PLUS INT'L/ GZ4412	3.94 USD	1/PK
030-20740	MICROPORE, 1/2"X10YD/1530-0 3M 24 RLS/BOX (PAPER MATERIAL)	5.77 USD	1/BOX

17. Enter quantity needed and click on the **Add to Cart** button.

The screenshot shows the same East Carolina University shopping cart interface. The top navigation bar now shows '2009-07-23 brownb 03 | 15 item(s), 59.54 USD'. The shopping cart icon in the top right corner is highlighted with a callout box labeled '18.'. The search results are the same as in the previous screenshot, but the 'Add to Cart' button for the first item is now disabled, and the text '6 item(s) added, view cart' is visible below it.

18. Click on the shopping cart after adding the final item to the order.

# SHOPPING CART – HOSTED STOREROOM CATALOG

Last Updated on: 7/20/2012

East Carolina UNIVERSITY

Bridget Brown user settings

2011-07-22 brownb 01 | 15 item(s), 59.54 USD

Cart # 609755 - Draft Requisition

Search for PO No. [ ] Go

home/shop | favorites | **cart/requisitions** | approvals | history | receiving / invoices | contracts | more >>

active cart | draft carts | favorites | my requisitions

Continue Shopping

**Almost ready to go! The list below needs to be addressed before the cart can be submitted.**

- Required field: State Exempt

15 Item(s) for a total of **59.54 USD**

Shopping Cart

Save

Proceed to Checkout

Cart was saved successfully

Priority: Normal

Prepared by: Bridget Brown

Prepared for: Bridget Brown

Cart Name: 2011-07-22 brownb 01

Business Purpose / Note to Approvers: add note...

Work Order #: [ ]

State Exempt: [ ]

Backup Required: [ ]

Backup Type: None

Special Instructions: None

Notes to Suppliers: add note...

Supplier / Line Item Details

For selected line items: Add To Favorites Go

ECU Medical Storeroom more info...

Medical Supplies  
600 Moye Blvd, Brody Som Gw-56, Greenville, NC 27834 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 NITRILE POWDER FREE LARGE BOX DELTA ACG-120 NITREX more info...	120-23440	1/BX	6.14	5 BX	30.70 USD
2 ISOPROPYL RUBBING ALCOHOL 16OZ EA/SWAN 1368992 CARDINAL70% more info...	040-21000	1/BO	1.30	4 BO	5.20 USD
3 BULK, NON-STER, 12 PLY; 4"X4" 200/PK A PLUS INT'L/ GZ4412 more info...	020-20500	1/PK	3.94	6 PK	23.64 USD

Supplier subtotal 59.54 USD

Subtotal 59.54  
Shipping 0.00  
Handling 0.00  
Total 59.54 USD

Save

Proceed to Checkout

20.

19.

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.