How to create and assign a UT Market cart

- 1. Go to UT Direct
- 2. Click UT Market

| THE UNIVERSITY OF TEXAS | | | | My Bookmarks My 40 Acres UT I | Direct Help Logoff |
|----------------------------|------------------------------------|--------------------|-----------------------------------|------------------------------------------------|----------------------|
| | U | T Direct - My Home | | | |
| | Earnings Statement | | Dutiosk Mail Parking Transpert | | |
| | MESSAGE CENTER | | 1 | SEARCH | 0 0 |
| | | | 09 | UT Direct V Go | |
| | My Messages | | | | |
| | You have no messages at this time. | | | PIC O' THE CLICK | v |
| | CAMPUS EVENTS | | 0 0 | | |
| | September 2022 | | | | |
| | S M T W T | F S 2 3 | | | |
| | 4 5 6 7 8 11 12 13 14 15 | 16 17 12 24 | | Constant of Constant of Constants of Constants | |

3. Click on the vendor of interest

| Shop 🔸 Shopping Dashboard Home P | age | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|---------------------------------------------|-------------------------|-------------------------------------------------|-------------------|
| | | | | | | |
| Shop | | | | | | |
| Simple Advanced | | | Go to: Fav | rorites Forms Quick | Order Browse: Suppliers | Categories Co |
| Search for products, suppliers, forms, part number | r, etc. | | | | | |
| | | | | | | _ |
| | | | | | | |
| Organization Message | Showcases | | | | | |
| Shopping in UT Market requires users to have a valid UT Austin email (@austin.utexas.edu) <u>saved in Workday</u> . Go into Workday and edit the Work Contact Email in your contact | Office, Furniture, Publicat | ions & Promotional Items | | | | |
| information. Then, log in to UT Market once to link your user profile it may take a full business day for your user profile to be updated with shopping permission. Please email purchasing- utmarket@austin.utexas.edu if you have any questions. | TODAY'S | (FROOKEORD | Complete Book | | | |
| | Computer & Electronics | | | | | |
| | | CDWG | shi | Bigl-Kay | BH | (via Summu |
| Quick Links 🔹 🕑 | Lab Supplies | | | | | |
| View Draft Shopping Carts | | | | | | |
| Suppler Contract Information Manual for Shoppers Manual for Buyers Manual for Buyers | Hosted Catalog | Hosted Catalog | eppendorf Punchout | QIAGEN | Fisher Scientific (via Possible Missions) | WWR Coald Science |
| C How to Assign a Substitute | Millipore Sigma | BIORAD | ThermoFisher SCLENTIFIC formerly Life | | NETEME | |
| | MRO/Facilities | | | | | |
| | | | GRAINGER | | | |

- 4. Search for the items you need and add them to your cart.
- 5. Once you have finished shopping, select View Cart. Verify that everything is correct and then select Return Cart to Purchasing Application in the bottom right-hand side of the page. Hit Submit on the next page.
- 6. You have the option to fill in the following information on the next page. If you are ordering regular (non-hazardous) supplies you can fill out as follows:

Cart Name – Auto populates

UT Market Cart Description – Enter information for your own records Pay-from comments – Enter account number

Deliver-to comments – Campus Distribution

If you are ordering chemicals then fill out as follows:

Cart Name – Auto populates

UT Market Cart Description – Roy-Tanaka lab chemicals (change to reflect your personal information)

Pay-from comments – Enter account number Deliver-to comments – BEL 718 Instructions for buyer – Chemical, requires special handling

| Simple Ad | lvanced | | | | | | Detai |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------|------------------------------|-----------------|-------|
| Search for produc | ts, suppliers, forms, part numb | er, etc. | | | | Q | For |
| | | | | | | | Laura |
| Cart Name | 2022-09-27 lm42477 01 | Pay-from comments | 19-2635-0450 | Instruction for buyer: | IS | | Estin |
| UT Market Cart | Stieler Notes | (100 characters): | | Tor Bayer. | | | |
| Description | Sticky Notes | characters). | | | | | |
| (IIULIII PRIVIS) | | Deliver-to | Campus Distribution | 1000 charac | ters remaining | expand clear | |
| | | (100 | | | | | |
| | | citaractera). | | | | | |
| | | | | | | | |
| | | | | | | | |
| 1 Item | | | | | | · · | |
| 1 Item Today's Busin | ess Solutions • 1 Item • 1 | 15.40 USD | | | | | |
| 1 item Today's Busin SUPPLIER DETAIL | ess Solutions · 1 Item · 1 | 15.40 USD | | | | • | |
| 1 Item Today's Busin SUPPLIER DETAIL | ess Solutions · 1 Item · · | 15.40 USD | retriaued on: 9/37/2022 10: | 20-46 AM | | - * | |
| 1 Item Today's Busin SUPPLIER DETAIL Need to make cha • Post-it(R) Super | ess Solutions · 1 Item · ⁻ s nges? MODIFY ITEMS VIE Sticky Notes, 3 x 3, Supernov | 15.40 USD WITEMS Item(s) was a Neons Collection, Pack | retrieved on: 9/27/2022 10:2 k Of 24 Pads | 20:46 AM | | | |
| 1 Item Today's Busin SUPPLIER DETAIL Need to make cha Post-it(R) Super Item | ess Solutions · 1 Item · · s III nges? MODIFY ITEMS VIE · Sticky Notes, 3 x 3., Supernov | 15.40 USD EW ITEMS Item(s) was a Neons Collection, Pack Catalog N | retrieved on: 9/27/2022 10:2 k Of 24 Pads No. Size/Packaging | 20:46 AM Unit Price Qu | antity Ext. Pr | ice | |
| 1 Item Today's Busin SUPPLIER DETALL Need to make cha • Post-it(R) Super Item Post-it(R) Super Collection, Pack | ess Solutions • 1 Item • 1 s III nges? MODIFY ITEMS VIE Sticky Notes, 3 x 3., Supernov Sticky Notes, 3 x 3., Supernov Of 24 Pads | 15.40 USD WITEMS Item(s) was a Neons Collection, Pack Catalog N ra Neons 770376 | retrieved on: 9/27/2022 10:2 k Of 24 Pads Vo. Size/Packaging PK | 20:46 AM Unit Price Qu 15.40 Qty | iantity Ext. Pr : 1 PK 15 | ice 40 ··· [| |
| 1 Item Today's Busin SUPPLIER DETAIL: Need to make cha • Post-it(R) Super Item Post-it(R) Super Collection, Pack | ess Solutions - 1 Item - * s nges? MODIFY ITEMS VIE Sticky Notes, 3 x 3., Supernov Sticky Notes, 3 x 3., Supernov Of 24 Pads ALLS | 15.40 USD EW ITEMS Item(s) was a Neons Collection, Pack Catalog N ra Neons 770376 | retrieved on: 9/27/2022 10:2 k Of 24 Pads Vo. Size/Packaging PK | 20:46 AM Unit Price Qu 15.40 Qty | antity Ext. Pr : 1 PK 15 | ice 40 ···] | |
| 1 Item Today's Busin SUPPLIER DETAIL Need to make cha • Post-it(R) Super Item Post-it(R) Super Collection, Pack ~ ITEM DET Manufact Name | ess Solutions - 1 Item s nges? MODIFY ITEMS VIE Sticky Notes, 3 x 3., Supernov Sticky Notes, 3 x 3., Supernov Of 24 Pads ALLS Hurer 3M CO | 15.40 USD EW ITEMS Item(s) was a Neons Collection, Pack Catalog N ra Neons 770376 Contract: | retrieved on: 9/27/2022 10:2 k Of 24 Pads No. Size/Packaging PK | 20:46 AM Unit Price Qu 15.40 Qty | antity Ext. Pr : 1 PK 15. | ice 40 ···] | |
| 1 Item Today's Busin SUPPLIER DETAIL Need to make cha • Post-it(R) Super Item Post-it(R) Super Collection, Pack Manufact Name Manufact Part Num | ess Solutions · 1 Item · · s s s s Sticky Notes, 3 x 3., Supernov of 24 Pads AILS turer 3M CO turer 654-24SSCYM tuber | 15.40 USD EW ITEMS Item(s) was a Neons Collection, Pack Catalog N ra Neons 770376 Contract: | retrieved on: 9/27/2022 10:2 k Of 24 Pads No. Size/Packaging PK | 20:46 AM Unit Price Qu 15.40 Qty | antity Ext. Pr : 1 PK 15 | Lice | |

- 7. If you are not the PI on the account, you will need to get approval from the PI on the account before the order can be placed. Send the approval to <u>khe@austin.utexas.edu</u>.
- 8. Select 'Assign Cart.' Carts should be assigned to Audrey Chen (JC86533). If it is your first time purchasing via UT Market or assigning a cart to Audrey you will have to Search for an assignee and you can do that with name, UT EID, or email address.
- 9. You will receive an email reflecting that your cart has been assigned as will the admin you submitted to.
- 10. You will be notified when your order is ready to pick up in BEL 718. After picking up your order, make sure you sign it out at the clip board at the front desk.