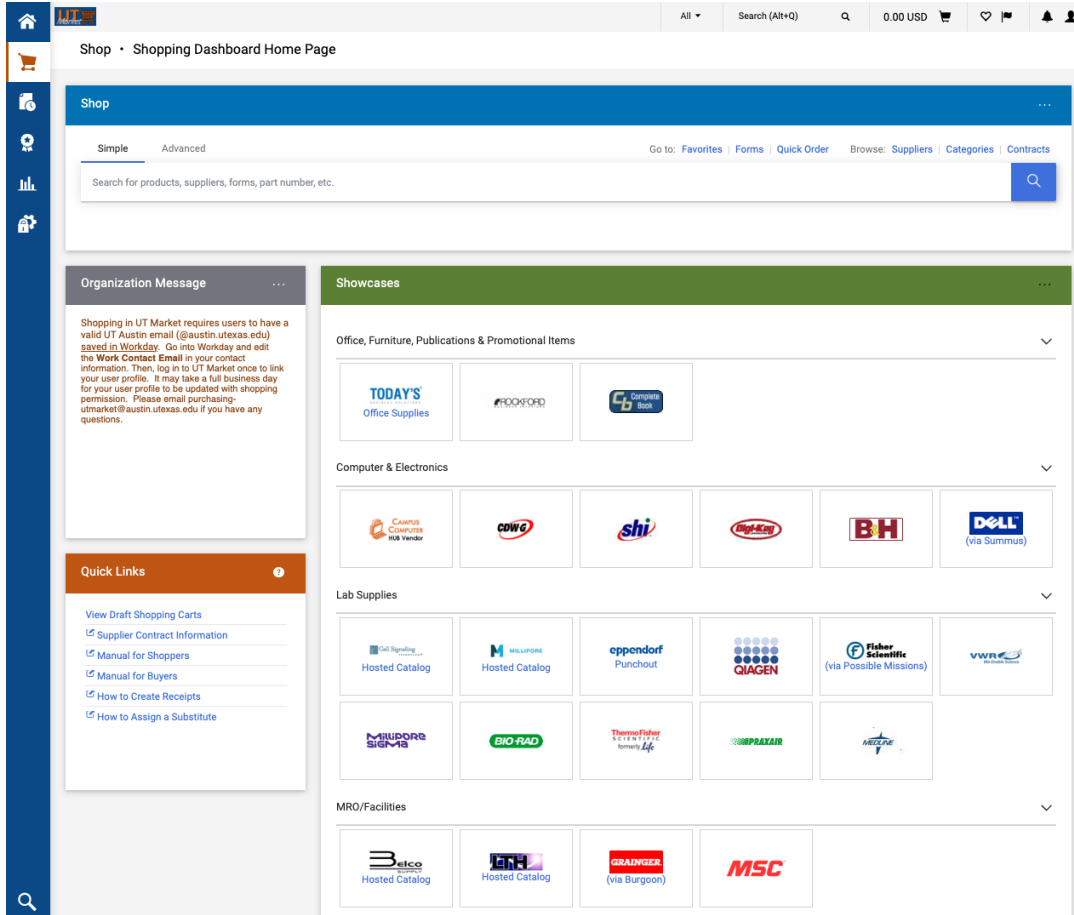


# How to create and assign a UT Market cart

1. Go to [UT Direct](#)
2. Click UT Market



3. Click on the vendor of interest



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 DistributionIf 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

The screenshot displays the UT Market Shopping Cart interface. At the top, there is a navigation bar with the UT Market logo, a search bar, and a currency selector set to 15.40 USD. Below this, the page title is 'Shopping Cart • Shopping Cart'. The main content area is divided into two tabs: 'Simple' (selected) and 'Advanced'. A search bar is present for finding products, suppliers, forms, or part numbers. The cart details form includes fields for 'Cart Name' (2022-09-27 lm42477 01), 'Pay-from comments' (19-2635-0450), 'Instructions for buyer', 'UT Market Cart Description' (Sticky Notes), and 'Deliver-to comments' (Campus Distribution). Below the form, it indicates '1 Item' and a total of '15.40 USD'. A table lists the item: 'Post-it(R) Super Sticky Notes, 3 x 3, Supernova Neons Collection, Pack Of 24 Pads' with a unit price of 15.40 and a quantity of 1 PK. The 'ITEM DETAILS' section shows manufacturer information for 3M CO and 654-24SSCYM, and a supplier part number of 770376. A sidebar on the right shows 'Details' for user 'Laura Meitz' with an 'Estimate (15.40 USD)'. A vertical navigation bar on the left contains icons for home, shopping cart, help, and settings.

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 [khe@austin.utexas.edu](mailto:khe@austin.utexas.edu).
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.