

quick reference guide

2A: Buying Products from Level II (Punchout) Suppliers

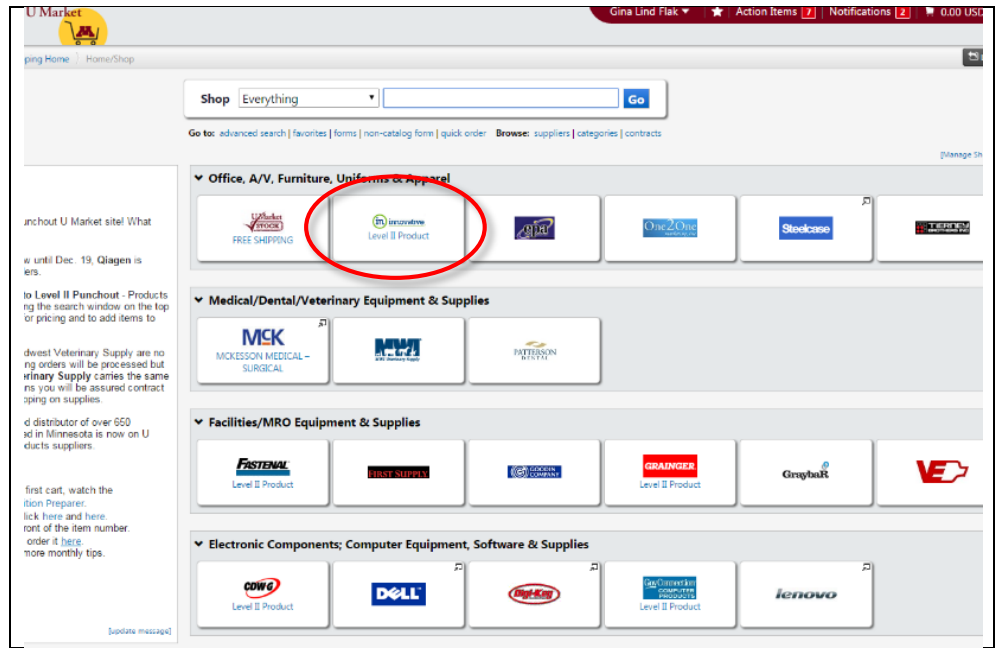


Note: We will use Innovative Office Solutions as an example of a Level II Supplier.

1

After logging into U Market, look for the Innovative tile under **Office, A/V, Furniture, Uniforms & Apparel**.

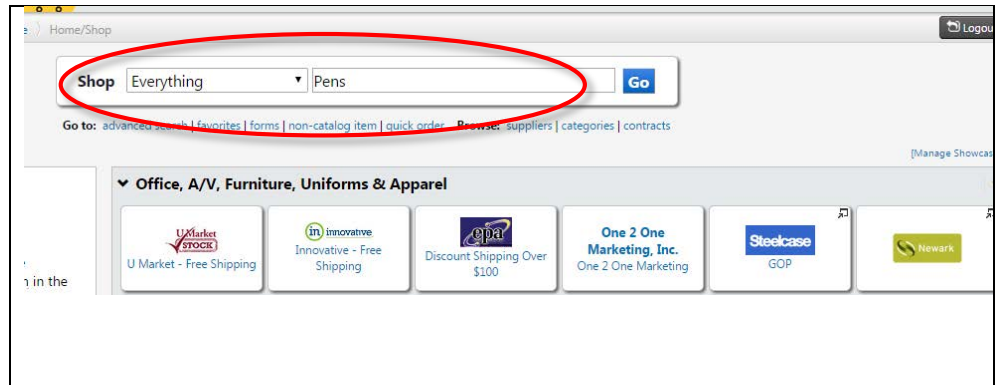
You will see that Innovative's tile says **Level II Product**.



2

You have two choices to perform a search for products from Innovative, or any Level II Supplier.

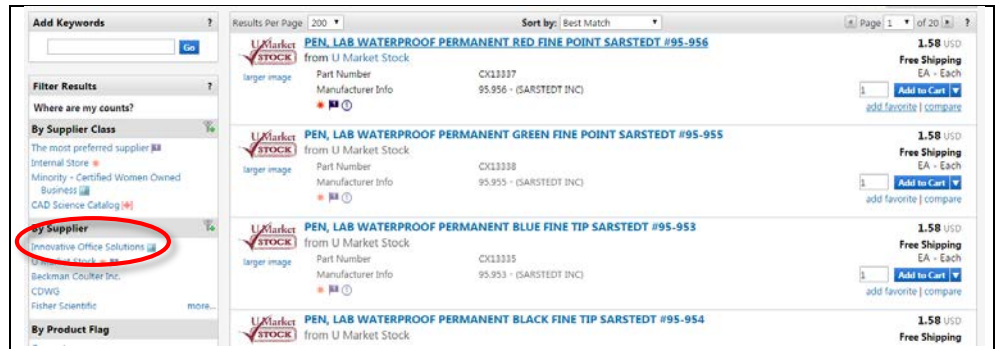
The first is to use the "shop at the top" feature, which will do a sitewide search.



3

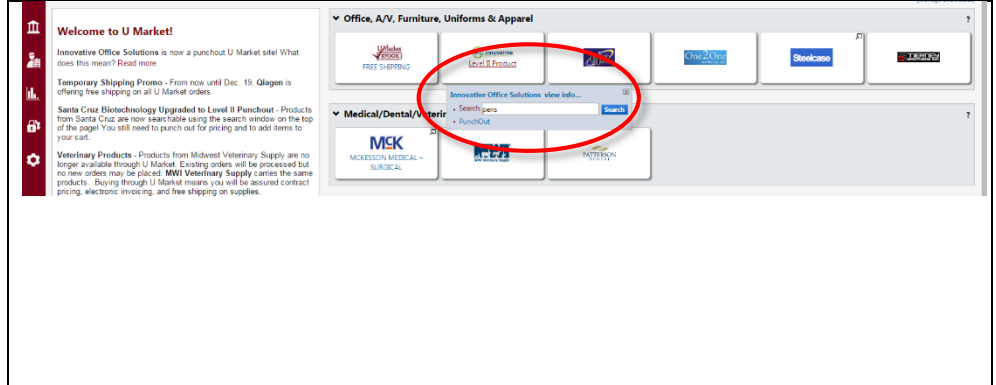
A sitewide search pulls results from all U Market suppliers.

Select the **Innovative Office Solutions** link to display only those products from Innovative.



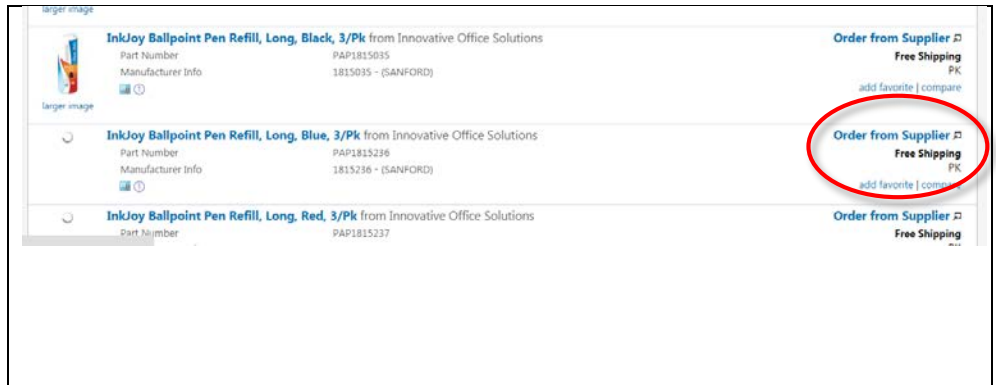
4 To search by the second method, click directly on the Innovative tile. Enter your search term(s). Click **Search**.

Note: Clicking **Punchout** from here may take you to a new page to enter your search term(s). See step 6 for an important note.



5 For both search methods, the results will populate a list. Prices **will not** show to the right side of the product.

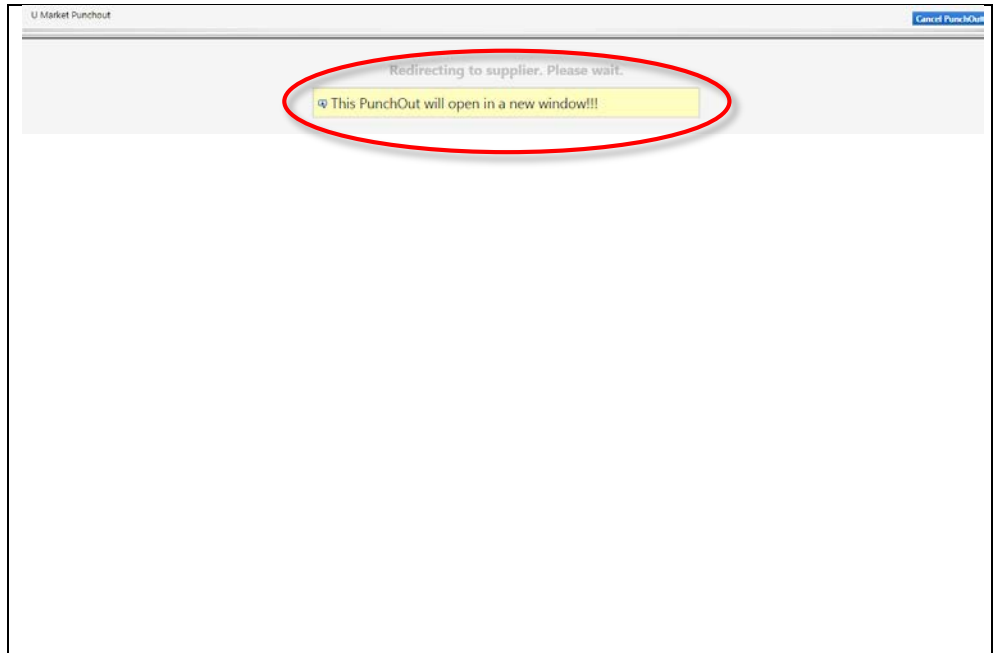
Select **Order from Supplier** to see prices and to add items to your cart



6 **Important!** For some suppliers, such as Innovative and Promega, U Market identifies that a new window will open.

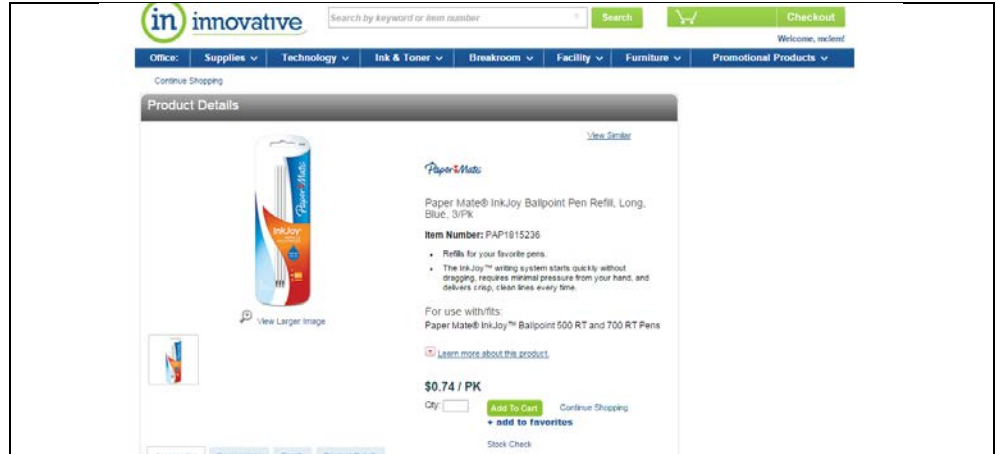
Your Pop Up Blocker **must be disabled** for this to work. (For directions, see: <http://umarket.umn.edu/supplierchanges.html>)

If you do not see this message, skip ahead to step 8.



7 A new window will open.

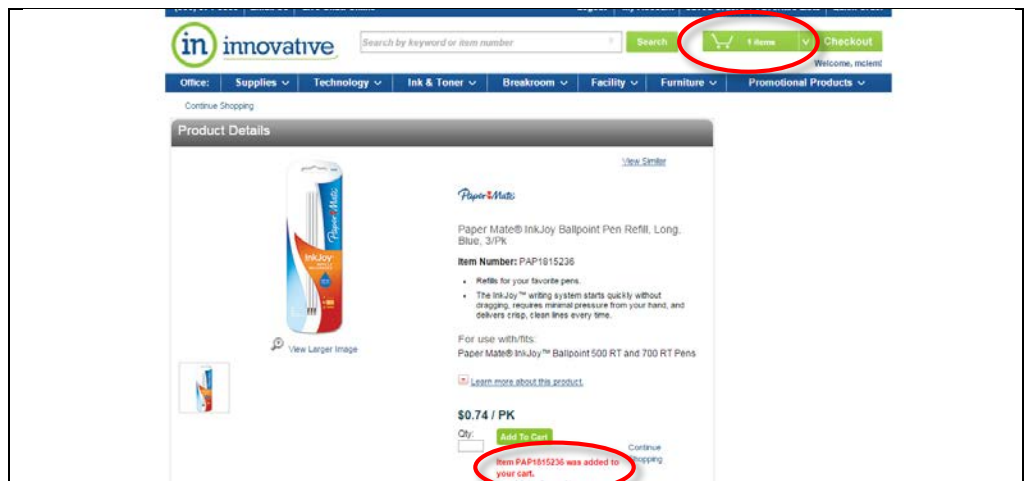
You will see the product in a new page.



8 Identify the quantity needed. Select **Add to Cart**.

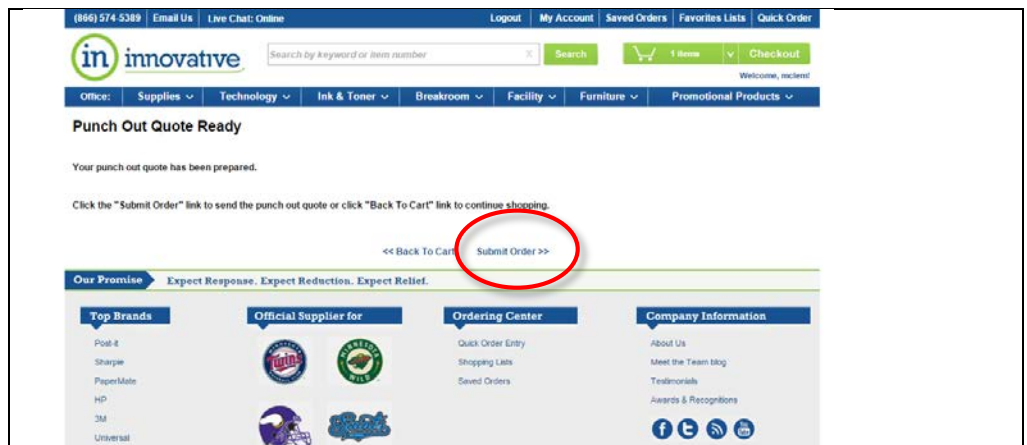
A message will appear telling you that the item was added to the cart.

The cart will show that an item was loaded.



9 Select the **Cart** in the upper right corner of the page:

To bring the cart back into U Market for final processing, select **Submit Order**.



10

The item then is brought back into U Market.

Assign your cart to your requisition preparer or, if you have the authority to do so, process it in EFS yourself to complete the purchase.

