This document outlines the process the Shopper users to create a cart, review cart, and assign it to an assignee.


2. Login as Shopper’s by entering user name and password.

3. Click on Home/Shop and Agree to the Terms and Conditions before placing an order

   ![Terms and Conditions](image)

4. There are three ways to shop: Punch Out to a Supplier, Hosted Catalog, and Non-Catalog request. Punch-out catalog vendor items can be searched by clicking the appropriate vendor icon; Hosted catalog items can be searched by entering item keywords into Search Criteria shown under Shop; and non-catalog item can be used for items that do not exist either in hosted or punch-out catalogs.

   **Punch-out Catalog Instructions**

5. Punch-out catalog vendor items can be searched by clicking appropriate vendor icon. Example: Click on OfficeMax.

   ![OfficeMax](image)

6. Create a profile on OfficeMax the first time you order. An email with a pin will be sent to you. This is unique to OfficeMax and the pin is to be used when you need to contact OfficeMax directly to inquire on an order or report an issue.
Office Max home page for **Manager Orders** will appear only after PIN created in system or verified by system as existing user. You will see Hello message as below.

7. Click “Create new Order” under Manage Orders tab Products order under the Manage Orders tab.

End user may utilize other options as Search by category or Keyword or Item#
8. Browse any catalog category to search for items and click on Add to Cart with the # of needed quantities.

“Checkout” button is on vendor’s punch out screen so should be added with # 8. Click on Checkout in the top right of the page and return to your Team Georgia Marketplace Shopping Cart.

9. Review the cart. Use the checkboxes beside the item price to Remove any Selected Items from the cart if necessary. Click on Proceed to Checkout.

Hosted Catalog Instructions

1. Hosted catalog items can be search by entering item keywords into Search Criteria shown beside Shop. Select the appropriate item from the search results, Enter Quantity and click on Add to Cart. You will get a message <number of quantities> added, View Cart. See message in red below.
2. Click on your shopping cart in top right of page or on the left menu bar and return to your Team Georgia Marketplace Shopping Cart. Review the cart. Use the checkboxes beside the item price to remove any selected item from the cart if necessary. 
Click on Proceed to Checkout.

**Non-Catalog Item Instructions**

1. Click on non-catalog item and a form will display.

![Non-Catalog Item Form](image)

2. Enter Best Vendor or Supplier Name. Then enter the item information, including Supplier Part No., Quantity and Price Estimate to search. All fields must be completed. If you don’t know Supplier Part No., enter N/A.

![Non-Catalog Item Form](image)

Click on Save and Close.

3. Click on “Checkout” in your Shopping Cart in the top right of the page or the left menu bar to return to your Team Georgia Marketplace shopping cart.

![My Cart](image)

Review the cart. Use the checkboxes beside the item price to remove any selected item form the cart if necessary.

Click on Proceed to Checkout.
4. Click on Edit or the Comments and Attachments tabs to edit your cart. Click on Add Attachment if needed. DO NOT CHANGE THE CART NAME.

5. Click on Assign Cart button in the upper right corner of the screen. Default Assignee will automatically display and you can search for agency’s approvers by clicking on search for an assignee. NOTE: Depending on the Shopper’s role and access level, Assignee may not be an option to change.

6. Enter Note to Assignee and click on Assign Cart. You will receipt a note: Congratulations! Your cart was successfully assigned for further review. Shopper will get a confirmation screen.