Shopping Using Hosted Catalogs
What’s different in UD Exchange?

Central Shopping Hub

Previously, UD employees shopped directly from vendor websites with their Procurement Cards, sometimes missing out on special contracted pricing, or inadvertently shopping with vendors who were not the exclusive supplier for UD in certain product categories.

In UD Exchange, employees have access to UD contracted suppliers as well as other popular vendors all in one place. Billing is handled centrally by Procurement Services, and allocation and approval is completed before the order is placed.
Shopping Using Hosted Catalogs

- Catalog shopping can be accomplished using hosted or punch-out catalogs. These catalogs have UD-specific items and prices offered by UD-contracted suppliers.
- **Hosted** catalogs are maintained directly within UD Exchange.
  - The hosted catalog shopping experience has a consistent look and feel regardless of the supplier.
  - Hosted catalogs don’t require you to go to another website, and include pricing for each item.
From your **Shopping Home** page, **select** a supplier by clicking on the supplier’s logo or name. Suppliers with *hosted* catalogs will **not** have the gray square icon with an arrow in it and will be noted as “Hosted.”
A pop-up search box will appear. Search for the item by entering keyword(s), and click the magnifying glass to search.
1. Locate the appropriate product/item and enter the **Quantity**.
2. Click **Add to Cart**.

This area helps you narrow down search results.
Once done adding items to your shopping cart, click the **shopping cart icon** located at the upper right corner of the page.
Click **View My Cart**. (Or, if you are ready to finalize your cart, click **Checkout**.)
1. Enter a unique shopping **Cart Name** to easily identify or search for your shopping cart.

2. If you have been advised that your Requester will complete all shipping and financial information for your orders, click **Assign Cart** and select your Requester.

3. If you have been advised that you are responsible for completing the financial details, click **Proceed to checkout** to complete the financial details on the cart before assigning.
Additional Features

- Adding Favorites
- Advanced Search
If you order the same items frequently, you can click the heart to add it as a favorite.
The **Add Favorite** window will appear. Add any details, including a nickname or description, and select your destination folder. Click **Save Changes**.

You will have to create a new favorite folder the first time you add a favorite.
To find your favorites the next time you shop, go to **Shopping > View Favorites**
Open your folders to view your saved favorites and add them to your cart.
To search for items across all UD hosted catalogs, go to **Shopping > Advanced Search**
Use the Advanced Search window to enter criteria for the item you are looking for and click Search.
UD Exchange will deliver a list of results from various catalogs.
Resources

Procurement Services
procurement@udel.edu
Also see “Shopping Using Punch-Out Catalogs”