There are two types of catalogs in UD Exchange: hosted and punch-out. Both types of 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 in UDX regardless of the supplier.
  - Hosted catalogs include pricing for each item do not require you to “punch-out” to another website.
From your **Shopping Home** page, select a supplier.

- Click 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 an **item** by entering keyword(s)
- Click the **magnifying glass** to search.
• Locate the product/item you want to order.
• Enter the Quantity needed.
• Click Add to Cart.

This area helps you narrow down search results.
Once you are 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.)
• Enter a unique shopping **Cart Name** to easily identify or search for your shopping cart.

• If you have been advised that your Requester will complete the shipping and financial details for your orders, click **Assign Cart** and select your Requester.

  **OR**

• If you have been advised that you are responsible for completing the shipping and financial details, click **Proceed to Checkout** to complete the details on the draft requisition before assigning.
Additional Features for Catalogs

• Adding Favorites
  • Save frequently purchased items.

• Advanced Search
  • Search for items across all UDX catalogs.
How To Add Favorites:

If you order the same items frequently, you can click the heart icon 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:
Shop > Shopping > View Favorites
Open your folders to view your saved favorites and add them to your cart.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
<th>Add to Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO SA RTD TRIAD DISINFECTANT CLNR 1/5L from PHILIP ROSENAU COMPANY INC</td>
<td>27.85 USD</td>
<td>Add to Cart</td>
</tr>
</tbody>
</table>
How To Use Advanced Search:

To search for items across all UD hosted catalogs, go to: Shop > Shopping > Advanced Search
Use the **Advanced Search** window to enter criteria for the item you are looking for.

Click **Search**.
UD Exchange will deliver a list of results from various catalogs.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Shopping Using Punch-Out Catalogs
• Assigning Shopping Carts
• Adding Details to Shopping Carts
• Adding Financial Information to Requisitions