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 *not* be noted as “Non-Catalog”.
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. Click Save to save your shopping cart’s new name.
Additional Features

- Adding Favorites
- Advanced Search
If you order the same items frequently, you can select add favorite.
The **Add Favorite** window will appear.

Add any details and select your destination folder.

**Click** Save Changes.
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.

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”