

ACCESSING THE SYSTEM

- Log into PeopleSoft using your username and password. Access **eProcurement** > Create Requisition > Find Items > Web tab > **Research MarketPlace** hyperlink
 - For product search and on-line product comparison, Researchers can access the **iUTMB homepage**. Go to the **Logistics** website listed under Campus Services/Info > click the **Procurement Marketplace** > go to the **Research Marketplace** > click the **Research Products Information Site**. Anyone with an utmb-users-m logon can access the Research Products Information Site.
- Once logged in, the Requisitioner or Researcher permissions and functionality are accessible.

Note: When creating a PeopleSoft requisition, you will make any required changes (i.e., funding, delivery, and shipping) within PS in the same manner as all other PS punchout orders.

SEARCH AND ORDER OPTIONS

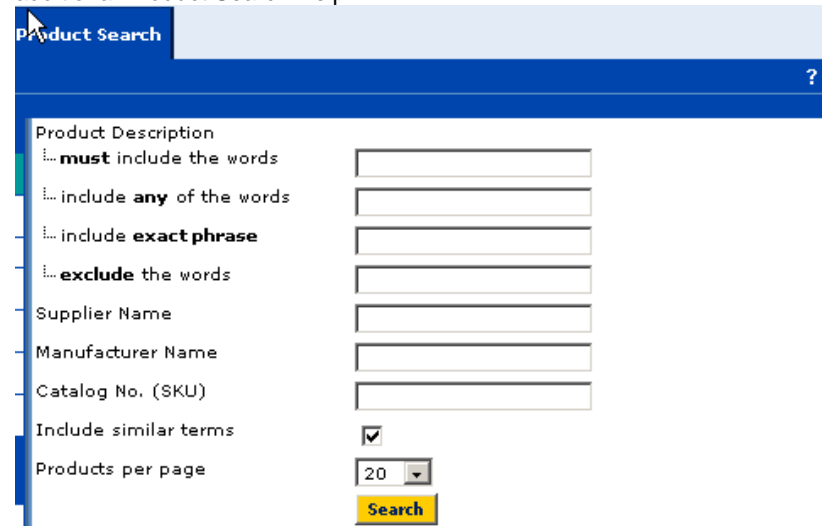
HigherMarkets™ provides five ways to locate and add products to your shopping cart:

- Product Search**
Click **Product Search** from your home page or on the Navigation Bar for search options.
- Favorites**
Begin from **my favorites** on the Navigation Bar or the **Favorites** tab from your home page to order from your saved favorites.
- Quick Order**
Click **Quick Order** from your home page or from the Product Search on the Navigation Bar to order by SKU.
- Browse by Supplier**
Click on **Browse by Supplier** in the Other Searches section of Product Search.
- Browse by Category**
Click on **Browse by Category** in the Other Searches section of Product Search.

USING SEARCH TOOLS / CATALOG SEARCH

HigherMarkets searching is made easy with the advanced searching features. Users can search via the **Product Search** tab by entering detail in one or multiple criteria fields.

Click on **Product Search** to narrow a search by entering the **Product Description, Supplier Name** and **Catalog Number**. Click on **?** for additional Product Search Help.



The screenshot shows the 'Product Search' interface. It features a blue header with the text 'Product Search' and a question mark icon. Below the header, there are several search criteria fields:

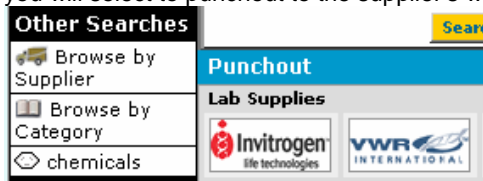
- Product Description: Includes options for 'must include the words', 'include any of the words', 'include exact phrase', and 'exclude the words', each with a corresponding text input field.
- Supplier Name: A text input field.
- Manufacturer Name: A text input field.
- Catalog No. (SKU): A text input field.
- Include similar terms: A checkbox that is checked.
- Products per page: A dropdown menu set to '20'.
- A yellow 'Search' button is located at the bottom right of the form.

In addition, users can do Category Searches which will modify the search criteria fields. For example in the Lab Supplies search a user can search by CAS No and product size.



Browse by Supplier

- Click on **Browse by Supplier** from the other searches section to view an alphabetical listing of suppliers in the catalog. Click on a supplier name to display the supplier's contact information. For hosted catalogs you will see the categories available from this supplier. Click on the **+** to expand and view listed products within each category. Click on **view** to display a list of that supplier's products for the specific category.

- For Punchout suppliers there will be a link in the Punchout window that you will select to punchout to the supplier's website.




Browse by Category


- Click on  **Browse by Category** from the other searches section to view a listing of available product categories. Click on the  to expand and view listed products within each category. Click on **view** to see products in a search results listing.

Specialty Laboratory Searches

Antibodies




- Click on the  **antibodies** navigation button from Product Search → Lab Supplies to search and compare antibodies by specific parameters.


Chemical Resource

- Click on the  **chemicals** navigation button from Product Search → Other Searches to search for chemicals and reagents by characteristic properties or by structure /substructure.

MY FAVORITES



Track and resubmit frequently ordered products by adding products to your favorites list:

- To add products to **My Favorites**, click the next to each of your 'favorite' products on either the **Search Results** or **Checkout** screens and select  from the dropdown list and click GO. Select the **my favorites** folder and click .
- To access this list, simply click the **My Favorites** tab from the navigation bar, or click Favorites from Product Search and follow the instructions for adding items to your cart.
- To remove a product from your Favorites list, click the  button next to the product on the **Edit Folders** page of **My Favorites**.





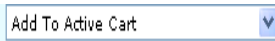

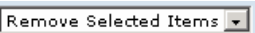


- To add a product to your shopping cart from **My Favorites**, click the next to the product, enter a quantity next to the product you wish to order and click the  button. To add multiple items to your cart, click the next to the products, update the desired quantity next to each product and click .


QUICK ORDER

Quick Order adds items directly to your shopping cart by entering their associated catalog number.

- Click  Enter the catalog number/numbers and click . If an exact match is found the product will automatically be added to your cart.
- If you cannot remember the whole catalog number, enter a partial number and check the Include Similar Terms checkbox and all items that match that partial catalog number are listed. Select the correct item to put into your shopping cart from that list.

PLACE AN ORDER

- After locating an item for purchase, accept the default Quantity, or modify the Quantity field and click on  - Add to Cart.
- Search for another product by refining or adding criteria at the top of your results page by clicking on . You can also refine the search by returning to .
- When finished selecting products for a requisition, click the  button in the upper right side of the page. Or, select multiple products and click  and click .
- Review the products in your shopping cart.
- To remove an item, click the then  .
- To change the quantity of any items in your cart, simply type a the desired number in the Quantity field.
- Submit the Requisition to PeopleSoft by clicking .

Note: Requisitions created by the Researcher role will not be submitted to PeopleSoft, but can be e-mailed or printed by clicking the  icon. To exit the Research Products Information Site, click the Place Order button.