

Searching for Products in U Market

The purpose of this job aid is to provide instructions on how to use some of the advanced search tools in U Market to locate products. This job aid is intended for anyone who is shopping in U Market, shopper or requester.

1. Navigate to the U Market **Home/Shop** page.
 - For shoppers, go to **umarket.umn.edu** and click <Shop>
 - For requesters, go to **eprocurement > create requisition > web tab > umarket**
2. Perform a search for the items to be purchased. There are four different ways to search:
 - a. **Basic** key keyword search (performs a search of all U Market suppliers and products based on the words entered into the search bar).
 - i. From the **Shop** dropdown menu, select the purchase type that best describes the item (e.g., Office/computer). To search the entire site, select “everything”.
 - ii. Enter key words that describe the item to be purchased. Click <Go>. *Tip: enter specific criteria to narrow the search results (e.g., copy paper yellow recycled).*

- b. **Advanced** search (allows specific search criteria to be entered by the shopper):
 - i. Underneath the search bar, click <Advanced Search>.
 - ii. Enter the specific information to narrow the search results.
 - iii. Click <Search>.

- c. **Hosted Catalog Suppliers.** These are suppliers that have negotiated pricing for the University and they have integrated their catalogs within U Market system.
 - i. Click on a specific supplier’s icon.

Searching for Products in U Market (cont.)

- ii. A small search box will appear. Enter appropriate key word(s) and click <Search>. The results will be only items that are included in the hosted suppliers catalog.
 Note: to initiate the advanced search function, leave the search field blank and click <Search>.



- d. **Punchout Suppliers.** By clicking on these supplier’s buttons, it will leave the U Market site to directly access and locate products from a specific supplier’s website:
 - i. Click on a specific supplier’s icon. This will cause a “punch out” of U Market and it will go directly into the supplier’s online ordering website where the supplier has negotiated discounted rates specifically for the University.
 - ii. Search for the items to be purchased and add them to your cart.
 - iii. When finished, access the shopping cart, typically located in the top right corner. Click <Return Cart to Purchasing Application>.
 - iv. Click <Submit>. Doing so will extract the items from the cart on the supplier’s website and bring them into the cart in U Market, where the order will be completed.

