M-marketsite Browse Only User Information

Overview
This procedure details how to log in to the Browse Only version of M-marketsite to:

- Create a draft shopping cart
- Assign the cart electronically to the person in your unit who has system access to place the order in the M-Pathways eProcurement system.

**Note:** As a Browse Only user, you cannot place an order in M-marketsite.

🔍 Important Information
To use the Assign a Cart feature, you must establish your browser profile. For step-by-step instructions, see the M-marketsite Browse Only: Browser Profile Set-up document on the Procurement Web site at http://procurement.umich.edu/buying/buying-methods/m-marketsite.

- As the cart assigner, you may electronically withdraw (i.e., un-assign) your draft cart assignment. See the Un-assign a Cart section of this document for more information and instructions.
- After a cart has been assigned, the Assignee has the option to return the cart. A valid email address must be entered in your M-marketsite User Profile to receive the system generated email. See the Check for Returned Carts section of this document for information on how to review comments.
- If the assigned cart has not been processed after five (5) days, a reminder email will be sent to both the Cart Assigner and Assignee. The email includes:
  - A summary of carts assigned by date.
  - Key information including cart number, name, vendor, and total.
  - A link to view the cart.

Navigation
https://wolverineaccess.umich.edu/
Wolverine Access > Faculty & Staff > M-Marketsite (Browse Only)

Assign a Cart

M-marketsite Browse Only Warning

**Note:** A system message displays to remind users that the M-marketsite (Browse Only) site does not allow browsers the ability to place orders.

1. Click Continue to M-Marketsite (Browse Only).
2. Authenticate to the web site using your uniqname and UMICH password.
3. Click Ok to any system notification(s).
4. Enter search criteria in the **Search** field. Examples include:
   - **Product Description** (e.g., pens)
   - **Product Name** (e.g., solvent resistant black pen)
   - **Part Number (SKU#)** (e.g., 1120.10)

**Note:** To narrow your search, select a category from the **Search** drop-down list or click a supplier button in the **Showcases** group box.

5. Click **Search**.

6. Use the information in the **Search Results** list to select what you wish to order:
   - **Supplier Name** – below the item title
   - **Supplier Classes** – icons next to the Supplier Name
   - **Part Number** – beneath the Supplier Name
   - **Supplier Info** – click the Supplier Name to view contact info, etc.
   - **UOM** (unit of measure) – next to the price
   - **Price**
   - **Image** (if available from supplier)
Search Results List (continued)

7. If applicable, change the amount to order in the Quantity field.

8. Click Add to Cart for the desired item(s).

Note: Verify that the Success message appears for the item. The message always says “1 item has been added...” regardless of the quantity you specified.

9. Repeat steps 4 – 8, as applicable.

Use the icons to switch between a list view and a grid view.

M-marketsite Home Page

10. After you are done adding items, click the Active Cart link in the upper-right corner of the Home/Shop page > View My Cart.

Active Cart – Edit Cart Sub-page

11. Verify that the contents of your cart are correct, then click Proceed to Checkout.

Note: Use the cart features to make changes to your cart before clicking Proceed to Checkout.

- Continue Shopping – using the search field
- Update an item’s quantity
- Remove an item from the cart
- Add an item as a favorite
- Transfer an item to another draft cart (More Actions list)
- Print the draft cart for your records
Active Cart – Final Review Step

12. If applicable, click the appropriate **Edit** icon to change the following values:
   - **Codes** – to enter or change the Shortcode and/or Dept Ref #.
   - **Ship To** – to enter or change the location code for delivery. Use the following format for the Attention to field in the Ship To address: **RM # Name**.
   - **Supplier/Line Item Details** – to change the order quantity.

   **Note:** Clicking **Edit** opens a popup window displaying the active field(s). Enter or select the appropriate value to make your change(s), then click **Save**.

13. Click **Assign Cart**.

Assign Cart Popup

14. You have three options to assign a cart to an M-marketsite user:
   - If applicable, accept the preferred assignee that defaults from your browser profile.
   - Click **Select** to choose another cart assignee from your browser profile.
   - Click **Search** to enter the email address of the M-marketsite user to whom you want to send the draft cart.

15. If applicable, enter information about the order in the **Note to Assignee** field.

   **Note:** This information appears in the email notification that the cart assignee receives.

16. Click **Assign**.
17. Review the **Shopping Cart Information**. If applicable, record the M-marketsite **Requisition Number** for future reference.

18. Click the **User** icon in the top banner, and then click **Logout** to return to the Wolverine Access Gateway (you are still logged in to the Gateway).

or

Click one of the following links to continue working in M-marketsite:

- Create new draft cart
- Return to your home page

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**Active Cart – Shopping Cart Information Page**

- The **Requisition number** shown here is not the official M-Pathways ePro requisition number. Use the number shown to track the order in M-marketsite (Orders & Documents menu).
- If the assignee has identified a substitute, you will see the substitute’s name here.
Un-assign a Cart

You can access a draft cart you have assigned to another person until the assignee processes the order in M-Pathways or re-assigns the cart to a third party. You can un-assign (electronically withdraw) a draft cart from the person to whom you’ve assigned it if:

- The assignee is not available to complete the order in M-Pathways.
- You wish to modify the order prior to its being completed by the assignee.
- You wish to delete the draft cart.

Important Information

Only the cart assigner may un-assign a draft cart. You can only un-assign a cart when it is in draft status.

- When the assignee activates the cart in order to complete the order in M-Pathways, the un-assign function will no longer be available for that cart.
- When you un-assign a cart, it becomes an active cart for you to modify, re-assign, or delete as appropriate.

The M-marketsite system does not notify the cart assignee when you have un-assigned the draft cart.

Home/Shop Page

1. Click Open My Active Shopping Cart in the Shop menu.

Cart Management Page

2. Click the Assigned Carts tab.
3. Select Unassign from the Action drop-down list.
Active Cart

1. Click the appropriate Shopping Cart Name link.

Check for Returned Carts

Returned carts will display in the Draft Carts tab with the Returned Cart icon.

Cart Management - Draft Carts Tab

2. Click Proceed to Checkout.

Active Cart – Shopping Cart Page

4. From the Active Cart page you may:
   - Continue shopping using the search field and add items to the cart.
   - Select a line and use the options in the Perform an action on drop-down list to modify the cart.
   - Re-assign the cart.
### Active Cart – Final Review Page

3. Click the **Comments** tab.
4. Review the comments.
5. To make changes to the cart before re-assigning:
   - Click the **Summary** tab to:
     - Update codes and/or lines.
     - Update the cart.
   - Use the Search field to add new items.