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](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 e-mail address must be entered in your M-marketsite User Profile to receive the system generated e-mail. 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 e-mail 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/](https://wolverineaccess.umich.edu/)

*Wolverine Access > University Business > M-Marketsite Browse Only*
Assign a Cart

Wolverine Access – Faculty & Staff Page

1. Click the **M-Marketsite Browse Only** link.

M-marketsite Browse Only Warning

**Note:** A system message reminds you that the **M-marketsite Browse Only** site does not allow browsers the ability to place orders.

2. Click **OK**.

3. Authenticate to the web site using your uniqname and Kerberos password (not shown).

4. Click **Ok** to any system notification(s) (not shown).
5. Type the search criteria in the **Shop** 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 **Shop** drop-down list or select a specific vendor’s button.

6. Click **Go**.

There are two types of supplier catalogs:
- **Hosted** – suppliers provide their catalog within M-marketsite.
- **Punch-out** – link to the supplier’s web site and return your selected items to your M-marketsite cart.

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

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

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

   **Note:** Verify that the following message link appears “1 item(s) added, view cart” message appears for the item.

   - The message always says “1 item added...” regardless of the quantity you specified.

10. Repeat steps 5 – 9, as applicable.
11. After you are done adding items, click one of the following to access your draft cart:
   - **Active Cart** link in the upper-right corner of the Home/Shop page > **View My Cart**
   - “1 item(s) added, view cart” message for any of the item(s) you added (not shown)

12. 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** – return to the home/shop page
- **Update** an item’s quantity
- **Remove** an item or empty 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

13. If applicable, click the appropriate button 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). Type or select the appropriate value to make your change(s), then click Save.

14. Click Assign Cart.

**Assign Cart Popup**

15. 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 from profile values to choose another cart assignee from your browser profile.
   - Click Search for an assignee to enter the email address of the M-marketsite user to whom you want to send the draft cart.

16. If applicable, type information about the order in the **Note to Assignee** field.

   **Note**: This information appears in the e-mail notification that the cart assignee receives.

17. Click Assign.
Active Cart – Shopping Cart Information Page

18. Review the **Shopping Cart Information**. If applicable, record the M-marketsite **Requisition Number** for future reference.

19. Click on your name 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:

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

- 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.

**Draft Carts Page**

2. Click **Unassign**.

**Active Cart**

3. From the Active Cart page you may:
   - Click **Continue Shopping** to search for 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.
Check for Returned Carts

Returned carts will display in the **draft carts** tab with the Returned Cart icon.

**Draft Cart – My Drafts Page**

1. Click the appropriate **Shopping Cart Name** link.

**Active Cart – Shopping Cart Page**

2. Click **Proceed to Checkout**.

**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 **Requisition** tab to update codes and/or lines.
   - Click **Return to shopping cart** to update the cart.
   - Click **Continue Shopping** to add new items.