WELCOME TO U MARKET!

Shoppers, before you create your cart, watch the demo: Select an Assignee/Requisition Preparer

For all U Market training materials click HERE!

7/21/13: Microsoft no longer supports Internet Explorer 7 and therefore is no longer recommended for use in U Market.

8/16/13: New plumbing supplier available - FIRST SUPPLY

8/16/13: New furniture supplier available - STEELCASE (Punchout to Dealers)

Two veterinary suppliers are now available in U Market -- check out MWI and Midwest Veterinary!!
List of vendor available directly through UMarket
Punchout sites take you directly to the Vendor Website – when you check out your purchase get put into a Umarket Cart.

Any changes to order must be done on this website – orders can’t be edited after returning to Umarket.
Under the drop down menu under your name – go to ‘View My Profile’
Click on ‘User Information and Settings’
Go to ‘Default User Settings’
SETTING YOUR ASSIGNER

In left hand menu click ‘Cart Assignees’
You need to ‘Add Assignees’
Search Perkins-Harki or aperkins to add your Assigner
This sets it up so that I get every cart you fill when you submit to Assignee
From homepage you can search products by Name or Product Number. This will search all vendors both on UMarket and in Punchout.

When you find what you are looking for you can add to cart or click order from supplier depending on where it is available.
Once you have filled your cart from the Punchout site, you check out to return to UMarket. Follow sites checkout procedures (all slightly different). No addresses or payment requirement.
All items should end up in your cart on UMarket. They will be sorted by UMarket Vendor. Items from Punchout sites are not editable so check quantity and sizes before you leave Vendor Site (items can only be removed).

When your cart is complete click on ‘Assign Cart’ – this will send me your cart for approval and final purchasing.

You will be prompted to input a chartstring and justification